

Spring Lake School

Procedural Handbook

2011-2012 School Year

SPRING LAKE GRADE SCHOOL CCSD 606 PROCEDURAL HANDBOOK

2011-2012

INTRODUCTION / WELCOME

The Faculty, Board and Administration of Spring Lake Grade School CCSD 606 are pleased to distribute a procedural handbook for students and parents. A positive attitude and concerted effort by students and support from parents will enable all parties concerned to achieve and enjoy a positive school experience.

Please read and review the information provided for all pupils of the district, then retain the material in the household at a designated place for future correspondence (especially the Monthly Calendar).

After reviewing, please sign the enclosed receipt form and return it to the school office by September 2nd. If there are additional questions and/or comments, please call the office (545-2241) or drop us a note! Thank you for your cooperation.

William Reising, Superintendent, District 606

RESPECT + RESPONSIBILITY = SUCCESS

Spring Lake Grade School has adopted the above motto for all of us to continue to work toward this year. We want the 2011-2012 school year to be very good for you, both in your academic work and in your activities. To accomplish this, you must do the following:

SHOW RESPECT FOR:

- All teachers, aides, administrators, secretaries, custodians, cafeteria workers, librarians, bus drivers and any other adults in our school.

- All parents.
- All other students and students' property.
- All other school property.
- All school grounds.
- All textbooks, library books and school computers.

TAKE RESPONSIBILITY FOR:

- Being present every day.
- Not being tardy.
- Turning in all assignments.
- Bringing all books and materials to class.
- Returning all library materials.
- Doing all your own work and studying for tests.
- Returning all required notes and permission slips on time.
- Obeying all of the school and bus rules as stated in the Student Handbook.
- Paying all fees on time.

YOU WILL EARN:

**SUCCESS
A Positive School Year
Enhanced Self-Esteem**

ADMISSION OF STUDENTS

The following guidelines have been established for pupil admission to Kindergarten by the Illinois Board of Education and the Spring Lake School Board:

- Five (5) years old by September 1, 2011.
- All students must be residents of District 606 and be able to verify residency if requested.
- Provide a valid certified birth certificate (to be copied)
- Comply with health, dental & vision record requirements.

These rules are standard for all children attending District 606.

RESIDENCY REQUIREMENTS

District 606 Board of Education has the responsibility of educating all students who legally reside within the boundaries of the district. All students attending District 606 classes must be legal residents of the district. Legal residency within the District requires that a student and his or her parent/legal guardian must be residing within the District's boundaries at the time of registration/enrollment in District 606's academic programs/ activities. Legal residency requires that the household be established within the District with the intent of remaining on a permanent basis. Establishing a residence within the District on a short-term basis with the primary intent to enroll the student(s) in the educational program does not constitute residency for enrollment in school programs/activities.

Registration of a student who is not a legal resident is illegal. Students found to be illegally registered will be immediately removed from all educational programs/extracurricular activities. The person(s) responsible for illegally enrolling the student(s) will be held liable for tuition charges covering the period of illegal enrollment. The District will pursue payment through whatever civil means are available to the District and may consider criminal charges if warranted for theft of services.

If asked to verify residency within District 606, those registering will be required to present evidence documenting permanent residency. Such evidence includes tax bills, home ownership or lending institution statements, utility bills, lease agreements, etc. All documents submitted shall be subject to final review by the Superintendent as to its acceptability. Rejection of appropriate documentation may be appealed to the Board of Education.

Pupils who are sharing the housing of others due to lack of housing, economic hardship or similar reasons, and are otherwise "homeless" as defined in state and federal law, may be enrolled in District 606. (Access to District 606 educational programs is not a valid reason for enrollment.)

Please contact the school office for referral to the Superintendent and Homeless Liaison concerning all residency situations.

ATTENDANCE / TARDINESS / EXCUSED ABSENCE

Regular attendance is essential if a student is to make use of the educational opportunities the District offers. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. Parents, guardians or those having legal custody or control of students are responsible for their children's regular school attendance.

As an incentive, those pupils who have perfect attendance for the nine-week grading period will be treated to a soda at lunch as a reward. In addition, a pizza party will be given at the end of the year to those students who achieved this goal for at least one grading period.

The District shall not be responsible for the educational progress of the student who fails to maintain regular attendance habits. The District will not be liable for the progress of the student who is removed from the school for extended periods of time contrary to law or good educational procedure.

Absences shall be excused for the following reasons:

1. Personal illness
2. Bereavement
3. Quarantine
4. Family emergencies
5. Observance of religious holidays
6. Written requests approved in advance by the administrator

The District may request written verification of a student's absence due to illness from a physician licensed to practice medicine in the state of Illinois after three (3) consecutive days or after five (5) days within a two (2) week period. All other absences shall be considered unexcused and interpreted as truancy. Such absences are not in the best interests of our students.

Avoidable absences, while not as serious as truancy, are discouraged by District 606. Examples of avoidable absences include vacations or visits with friends and relatives taken during the school year. Parents should notify the Superintendent in writing when an avoidable absence is planned. Teachers are not responsible for instruction of a student following an avoidable absence.

A student must be in attendance for at least one-half of the school day in order to participate in a District extracurricular activity. Emergency situations/exceptions shall be considered by the Superintendent.

REPORTING STUDENT ABSENCES:

Student absences should be reported **before 9:00** am. When calling please give the following information:

1. Parent's name
2. Student's name
3. Teacher's name
4. Reason for absence

When a student is not present at school and the absence has not been reported, the school will call the parent. If parents cannot be reached at their home number, the emergency numbers will then be used.

Written excuses will not be required from those parents who call in to report absences. **Written excuses will be required for those who do not call to report an absence.**

MAKE-UP WORK FOLLOWING AN EXCUSED ABSENCE

Students will be allowed two (2) days for every day of absence to make up work. Special arrangements will be made for extended periods of illness (beyond 5 school days) with the teacher and school superintendent. Parents may request homework assignments on the first day of a student's illness with the following restrictions:

1. Requests **must** be made by **9:30 am**
2. Work should be picked up at the **end of the day**

Since preparing homework to be sent home takes a considerable amount of the teacher's time, we ask that you not request homework when your child is too ill to complete it. Homework will not be sent home if, at the teacher's discretion, the work is inappropriate or requires teacher direction or explanation.

TARDINESS

A student shall be considered tardy if he/she is not in the gym to say the pledge of allegiance with the entire student body at 8:15 am. Any student arriving after the 8:15 bell **must** report to the office. A student shall also be considered tardy at any time during the school day if the student is not in the assigned classroom or seat at the assigned hour. It is the teacher's decision as to which will be required. This will be clearly communicated to the students. An excused tardy of less than one hour will not be recorded on attendance reports.

A tardy shall be excused for the following reasons:

1. Doctor/Dental appointments
2. Personal/Family situations (approved by Superintendent)

All other reasons are unexcused.

HEALTH PROGRAM AND MEDICATION

Spring Lake Grade School has adopted a policy regarding distribution of medicines to students during the school day. A signed consent form must be completed before any medicine (even aspirin) will be dispensed to students at school. All medications must be kept in the office in a locked cabinet. A copy of this policy is attached. Parents should inform school personnel of physical problems of students. This includes allergies (food, insects, chemicals), physical and mental problems.

If a student is injured or becomes ill at school, parents are called immediately. Parents should advise children of their daily schedule if they are going to be away from home during the day. If parents cannot be contacted and the student's condition necessitates such measures, the child will be taken to the doctor designated on the child's annual registration form.

The parents should remind students to wear glasses and/or hearing aids when required.

Section 27-8.1 of the Illinois School Code requires that all students must have a physical examination any time within one year prior to their entrance into kindergarten, sixth and ninth grades, or upon initial enrollment in public school. Further, any child transferring from a state in which no examination was required must meet the provisions of the Illinois School Code. Parents should also keep up the immunization program for their family. **SPECIFIC IMMUNIZATION DATES FOR MEASLES, MUMPS, RUBELLA, TETANUS, DIPHTHERIA, HEPATITIS B, POLIOMYELITIS, VARICELLA, AND WHOOPING COUGH MUST BE LISTED ON THE IMMUNIZATION FORM.** Students must have on file in the school office their complete physical examination and immunization forms by October 15 of the current school year. Otherwise, the student will be excluded from school until he/she is in compliance with the Illinois School Code requirements.

DENTAL EXAM REQUIREMENT

Dental examinations are required for all children entering kindergarten, second and sixth grades or if entering public school in the state of Illinois for the first time. Children must present proof of having been examined by a dentist before May 15th of the school year.

VISION EXAM REQUIREMENT

State law requires a comprehensive vision examination for students entering Kindergarten or enrolling for the first time in any public, private or parochial school in the state of Illinois. This examination must be performed by an optometrist or physician who provides complete eye examinations, and must be submitted to the school no later than October 15th of the year the child first enrolled.

HEAD LICE POLICY

School personnel will conduct head checks of students throughout the school year. Our school has a “**NO NIT**” policy which will be strictly enforced. If your child is found to have evidence of lice during one of our checks, you will be contacted immediately to pick them up. In order to allow for proper treatment, a child will not be able to return to school for a re-check until at least two hours have passed. School personnel will not be allowed to remove nits, nor will parents be allowed to remove nits on school property. No child being sent home because of this policy will be allowed to ride the bus or attend school until they have been cleared by school personnel.

REPORTING TO PARENT

The student’s total education is dependent upon a cooperative working relationship between home and the school. The aim of the school is to provide a working relationship in reporting pupil progress. The reporting system attempts to give an understanding of the ability/achievement and set up a process of parent-teacher planning. The school is primarily interested in the academic progress of the student, but fully realizes that academic growth is difficult or impossible if physical, social and emotional aspects are not taken into consideration. With this in mind, the reporting system attempts to give a complete picture of the student. Parents are encouraged to contact teachers regarding concerns about the student’s progress, and/or other situations in need of attention. Please use the following “Chain of Command” to resolve issues:

- Step 1: Communication to/from the staff member involved (via notes, phone calls or a conference)
- Step 2: Involvement of the building Head Teacher
- Step 3: Discussion with the District Superintendent
- Step 4: Request to address the Board of Education

GRADING SYSTEM

The evaluation of student achievement is one of the most important functions of the teacher. The accepted marking system is as follows:

A - EXCELLENT	(93-100)	D - POOR	(70-76)	O - OUTSTANDING
B - GOOD	(85- 92)	F - FAILURE	(0 -69)	S - SATISFACTORY
C - AVERAGE	(77 - 84)	I - INCOMPLETE		U - UNSATISFACTORY

An “Incomplete” (I) is given only in those cases where illness, emergency or by prior arrangement the student has not been able to complete his/her assignment(s).

Grading will vary by grade levels.

REPORT CARDS

All students will receive report cards four (4) times per school year. The exact date of distribution is shown on the school calendar. Please review the progress noted, sign and return the envelope to the homeroom teacher as quickly as possible. Also, please contact the teacher if additional information or discussion is needed. Mandatory mid-term Pupil Progress Reports (PPRs) will be sent home with students at appropriate intervals.

PROMOTIONS

Normally students progress through school at the rate of one grade per year. However, there are exceptions to this rule since students do not learn at the same rate. When a child is not progressing at the normal rate, parents will be notified and a conference will be requested. Efforts will be made to discover and remedy the causes of the difficulty.

Promotion from one grade to the next is based on the ability and achievement of the pupil. Current State of Illinois law prohibits social promotion, thus pupils can be promoted only under one or more of the following conditions:

- The pupil has satisfactorily completed the work of the current grade and displays evidence of ability to perform in the next grade.
- The pupil, because of limited ability, has mastered the work as well as he/she is able, and would not benefit by repetition of the grade.

HONOR ROLL

Students assigned to Grades 4 through 6 will be eligible for Honor Roll Academic Achievement. The Honor Roll will be based on the academic subjects and attitude in physical education. The Honor Roll listings will follow the report card distribution schedule with grade point averages of 3.50 - 3.74 qualifying for honor roll, and 3.75 - 4.0 qualifying for high honor roll.

TECHNOLOGY PROGRAM

District 606 has an emerging technology program emphasizing internet access and engaged learning. All students will need to sign off on the use of the internet access policy before being allowed to use the internet at school.

DAILY PHYSICAL EDUCATION

Each K - 6 pupil will be scheduled for PE class daily. All District 606 pupils will participate in physical fitness activities during PE class. All students are expected to participate on a regular basis. **Tennis shoes are required in order to participate in PE.** We strongly suggest that each child keep an extra pair of tennis shoes at school for gym class. Absence from PE participation will be allowed:

- Occasionally -- with a parent note for one (1) day only.
- Extended -- with a Doctor's written note.

HOMEWORK

All work to be completed at home by students is assigned by each individual teacher. Please encourage each pupil to complete their assignments and be prepared for each school day.

Homework is due the next school day from when it is assigned, unless specified otherwise. If homework is one (1) day late, the assignment will be given one grade lower (for example, an "A" paper would receive a "B"). If homework is more than one day late, the assignment will be given a zero.

In an effort to improve pupil performance, organization and study skills, all students in grades 3 – 6 will be issued a new "student agenda" planner. Use of this planner is mandatory for all students, and should be checked/reviewed by parents daily! (Replacement planners are available for \$2.00)

LOST & FOUND

The best assurance against loss and confusion is to label all personal property with the owner's name. The loss of an article of value should be reported to the teacher and the school office.

Students who find articles are encouraged to give them to the teacher, or turn them into the office. A 'Lost & Found' area is maintained in the office.

LUNCH PROGRAM

The school operates a supervised non-profit lunch program. Well-balanced meals are served, as the Board of Education has adopted the mandated "Wellness" Policy for good nutrition. The hot lunch includes a meat or meat substitute, vegetables or fruits and fruit juices, bread, milk and dessert. With the advent of the new National School Lunch Program regulations, our cafeteria personnel continue to add new menus. These menus include more fruits, vegetables and grains in order to increase calories, vitamins and minerals without increasing fat. Look for these when you eat lunch with us! Please be aware that students may not purchase double lunches, but may purchase an extra entree for \$1.25.

Prices are: Lunch - \$2.00 Milk only - .50

* Note: **Soda may not be brought to school for lunch.**

Candy/Non-nutritious food from home should be kept to a minimum.

We strongly recommend students eat the food brought from home or purchased in the cafeteria - distributing/trading food is not allowed.

It is preferred that meals for students are paid for on a weekly basis (the first school day of the week) to the homeroom teacher. Students are not permitted to 'charge' meals for more than 3 days.

The school does have provisions for free and reduced lunch fees. The Federal guidelines are used for determination of eligibility. Forms are available in the school office.

Student behavior in the dining room should be based on courtesy and cleanliness. This means leaving the area in the condition you would like to live in. Students will go through the cafeteria line and pick up their food. Students are to remain in the cafeteria until they have finished eating and are dismissed. At no time are pupils allowed to take food outside the cafeteria. We have a 'closed campus' arrangement, therefore, only those students who have written permission and are picked up by their parents may leave for lunch. Students should return to school following the lunch period in time to return to classes. Students not eating must have a signed note from parents daily.

CAFETERIA RULES

1. **BE POLITE AND COURTEOUS.**
2. **NO THROWING FOOD OR DRINK.**
3. **NO LITTERING - USE THE TRASH CAN.**
4. **NO FIGHTING / KEEP YOUR HANDS TO YOURSELF.**
5. **QUIET TALKING ONLY.**

SCHEDULES

Regular Schedule --

Kindergarten 8:15 - 1:45 p.m.

Grades 1 through 6 8:15 - 3:00 p.m.

Early Dismissal Schedule --

Early Dismissal Times will be 1:45pm for all grades. Early Dismissal days will be noted on the monthly calendar sent home with students. The calendar is also available on our school website www.springlakeschool.org.

Lunch Period: 11:45 - 12:15, with recess to follow @ 12:15 - 12:30.

Students riding the bus will arrive at approximately 8:10 am. **Students should not be at school prior to bus arrival unless permission has been granted by school personnel.**

A staff member will meet the students and bring them into the cafeteria.

All students should be present by 8:15 am to recite the pledge of allegiance. If a student enters school after the bell (tardy), they are to report directly to the office. All students should leave the school grounds upon dismissal.

STUDENT DROP-OFF AND PICK-UP LOCATION:

We request your cooperation concerning drop-off and pick-up of students before and after school. To avoid parking lot congestion at the end of the day, students who are being picked up will be dismissed first. **PLEASE COME TO THE HALLWAY OUTSIDE THE OFFICE TO GET YOUR CHILD.** Once those students have vacated the lot, the bus students will be dismissed. **PLEASE CONTACT THE OFFICE AND/OR YOUR CHILD'S TEACHER CONCERNING DROP-OFF/PICK-UP CHANGES. STUDENTS WILL ONLY BE RELEASED TO PARENTS/GUARDIANS OR EMERGENCY CONTACTS. IF SOMEONE OTHER THAN THOSE LISTED ON YOUR INFORMATION SHEET ON FILE IS TO PICK UP YOUR CHILD, YOU MUST SEND A NOTE GIVING US PERMISSION TO LET YOUR CHILD LEAVE WITH THAT INDIVIDUAL. KEEP THIS INFORMATION IN MIND WHEN UPDATING YOUR EMERGENCY CONTACT LIST ON THE STUDENT**

INFORMATION SHEET!

*******IF THERE IS TO BE A CHANGE IN YOUR CHILD'S REGULAR SCHEDULE (a regular bus rider is going to be picked up or vice versa) PLEASE SEND A NOTE, OR CALL AS EARLY IN THE DAY AS POSSIBLE.*******

SPORTS/EXTRACURRICULAR PROGRAMS

Spring Lake Grade School students participate in Rankin's sports/extracurricular programs. Rankin Grade School offers the following programs for students in grades 5 through 8. They include: Baseball, Softball, Boys and Girls Cross Country, Cheerleading, Girls Basketball, Boys Basketball, Girls Volleyball, Scholastic Bowl, Speech, Chess Club and Boys and Girls Track. All students in these grades are allowed to participate in interscholastic sports with both a sports physical and parental permission slip being required. The exact rules and regulations are prescribed by the team/squad sponsor. All students participating or attending extracurricular events must maintain eligibility requirements weekly (no failing grades). Student athletes and their parents must adhere to and sign the 'Code of Conduct' form for extracurricular participation. Spring Lake Grade School parents are responsible for the transport of their children to and from Rankin Grade School for activities.

SPORTSMANSHIP

All fans (children and adults), should show good sportsmanship at events involving Spring Lake Grade School. Please be aware of the regulations distributed prior to the activity season

Unruly behavior or incidents will result in removal from District sponsored activities for students and adults.

Sportsmanship is contagious -- Use it at all events!

STUDENT GOVERNMENT

The 5 - 6 grade class will elect its own class officers to serve during the year.

USE OF SCHOOL TELEPHONES

Children will not be called to the phone during school hours except in cases of extreme emergency; however, messages will be taken and given to the children. In emergencies, pupils may use the office phone for contacting parents, but only with staff approval. This act should be kept to a minimum and will be monitored by the Office.

TAZEWELL-MASON COUNTIES SPECIAL EDUCATION ASSOCIATION

Spring Lake CCSD 606 is a member of the Tazewell-Mason Counties Special Education Association (TMCSEA). Special services are provided for individuals age 3 through 21 in terms of evaluation and specialized educational programs where needed.

Families living in the district who find a need for special services as noted should contact the school for information. (See page 13)

BOOK RENTAL - TEXTBOOKS

Book fees are due the first day of school! All basic texts are loaned to students for their use during the school year. Book rental fees for grade K are \$55.00. Fees for grades 1 through 6 are \$65.00. **There will be a \$5.00 discount for fees paid prior to November 1. Assignment Books will be provided for students in grades 3rd through 6th.** A fee waiver is available to eligible participants, families. Charges/Fees for Book Rental will be waived upon parental request and approval by the District Superintendent as follows:

1. Eligible for Free or Reduced Lunch
2. Hardship Request
3. Temporary Unemployment

Please be sure your name, grade and school are written on the book label in case it is misplaced. You will be required to pay for the cost of replacing a lost or damaged book.

SCHOOL INSURANCE

Your School District **does not** carry medical or dental insurance for students injured in accidents on school premises. For this reason, the District has approved a medical and dental accident insurance plan worthy of your consideration. Brochures for this optional insurance will be provided at registration and are available by request through the District office.

PESTICIDE REGISTRATION

District 606 has an Integrated Pest Management (IPM) Plan with Peoria Pest Control which incorporates building maintenance, sanitation, physical barriers and as a last resort, the most safe, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the school office if you wish to be added to the registry.

Note: Through our Pest Control Company and Maintenance/Janitorial Staff, we have attempted to avoid all pesticides and use a bait and trap system with monthly monitoring.

ASBESTOS NOTIFICATION

District 606 has on file the School Asbestos Management Plan, as required by law. Presently, non-friable asbestos items do exist within the school building, including floor tiles, pipe wrapping, etc. This type of asbestos containing materials does not present a health hazard and are monitored for safety.

Additional questions and/or concerns should be directed to the administrator.

FIRE, TORNADO & LOCKDOWN DRILLS

Fire and tornado drills are held at regular intervals throughout the school year. One lockdown drill will be conducted each year. Remember these basic rules:

1. Check the instructions in each classroom (they are posted) indicating how to leave the building in case of fire.
2. Walk. No talking. Move quickly and quietly to the designated area.
3. In the event of an actual emergency, and if possible, parents will be notified via our Bright Arrow messaging system.

EMERGENCY INFORMATION SCHOOL CANCELLATION

If school is cancelled due to weather or mechanical problems, please do not call the school, teachers or staff. Do listen to area radio and television stations for updated information. Every effort will be made to cancel classes by 6:30 a.m. The following local television stations will be notified: Channels 19, 25 and 31 (Cable channels 6, 10 and 12). The following radio stations will be notified: 1470 WMBD, Big Oldies 93.3, 102.3 Max FM, 104.9 The Wolf, 1290 WIRL and Lite Rock 107. All the TV and Radio stations will also post this information on their websites. If school is in session and conditions warrant an early dismissal, Bright Arrow will be utilized as well.

WEATHER - STUDENTS OUTSIDE

Ten-degree wind chill factor/one-hundred-degree heat index will determine recess activities outside. No student will be allowed outside with a wind chill of 10 degrees or below, a heat index of 100 degrees or above, or if it is snowing or raining. Please dress your child accordingly! All students will play outside unless they have a written excuse from a doctor.

Exception: If you feel your child should be inside, you may send a note for one day at a time only.

MONTHLY SCHOOL CALENDAR

Special notices of school news may be published in the Manito Review. At the end of each month, a calendar for the upcoming month will be sent home listing activities and schedule changes that will be occurring to assist you in planning. A yearly calendar is attached to this handbook.

Encourage your child to bring the monthly calendar home, and have a place for him/her to put it if you should not be there. If you think they are important, he/she will too! Monthly calendars and menus are also available at www.springlakeschool.org.

PARENT-TEACHER-COMMUNITY CLUB (PTCC)

The Parent-Teacher Community Club (PTCC) provides a school service and activity group. For more information contact the school office. Be an active participant of school-related activities. **More participation would be appreciated!**

DISCIPLINE

Teachers shall secure and maintain such order and discipline in their rooms and classes as will promote a suitable atmosphere for learning. Teachers are also charged with the responsibility of maintaining order and discipline in the corridors, gymnasium, cafeteria and on school grounds.

The objectives of discipline, in general, are:

- To foster an appreciation of order as a necessary condition of living and working.
- To develop self-control in the interest of good living and as an obligation each pupil owes others.
- To teach respect for proper authority, whether that authority is a person, group or specific rules and regulations.
- To increase the ability for assuming responsibility and sharing in problem solving for the group.
- To develop the ability to exercise freedom wisely and without abuse.

Every effort should be made to have the discipline of the school contribute toward the continuous growth of pupils. Students are expected to be informed and to follow all regulations while attending school or school functions.

- ***Consequences and escalation through levels of discipline will be commensurate with the severity and frequency of the offense. All formal discipline actions will be reported to parent/guardian as appropriate (phone contact, discipline notices, conferences, etc.)***

RULES & REGULATIONS OF DISTRICT 606

NOTE: All rules apply at bus stops, on the bus, during lunch and at school activities as well as during the school day.

ALL PUPILS SHOULD RESPECT EACH OTHER AND EACH OTHER'S PROPERTY AND SHOW RESPECT TO ALL STAFF MEMBERS!

In addition to the Rules and Regulations listed below, your child will receive a written list of classroom rules and regulations from his/her teacher(s).

1. Students are allowed in the building only when they are supervised. If an emergency occurs, permission to enter can be obtained from bus duty personnel "on duty".
2. Upon arrival in the morning, students will be advised to enter the building and wait for the aides to escort them to the gym. Once in the gym, all students will be seated. They will then line up by class and recite the Pledge of Allegiance, as a group, before entering classes. (Teachers will greet students at appropriate time in the gym.)
3. Upon dismissal, the north parking lot area will be used to gather the children and dismiss them by bus route or as appropriate.
4. We adhere to a closed campus concept. That is, all students will be on the school grounds and/or in the school building, with supervision for the entire school day.
5. Students should be in the halls only at the beginning and end of the school day, or while moving from one class to another, unless they have special permission or duties that require them to be there. When in the halls, students are asked to be courteous, keep to the right, walk (no running), and keep quiet (no talking or shouting).
6. Our school facility is a public building, thus costing the taxpayers to construct, purchase and maintain. Students who destroy or vandalize school property will be required to pay for losses or damages. If students willfully destroy school property, suspension and subsequent expulsion may be necessary. If you should happen to damage something by accident, you should report this to a teacher or staff member immediately.
7. Students are expected to keep themselves well groomed and neatly dressed at all times. Any form of dress or hair style which is considered contrary to good hygiene, is distracting or disruptive in appearance or is detrimental to the purpose or conduct of the school will not be permitted. Clothing of reasonable fit in the appropriate season will be permitted. For safety reasons alone, students will be requested to use all fasteners on their clothing, or to remove certain items of jewelry before physical activity.

- No Biker Shorts, sagging pants (worn inappropriately low), only shorts of reasonable fit/length
- Items with loose/dangling straps/chains are also prohibited for safety reasons
- No tube tops, halter tops, spaghetti strap tops, revealing tank tops (boys and girls), bare midriffs or similar
- No apparel that allows undergarments to show
- No shirts advertising alcohol/smoking materials
- No shirts with obscene/questionable sayings or inappropriate wording
- No shorts should be worn November 1st - March 31st.
- **No flip-flops – due to safety concerns**

8. The use and/or possession of tobacco or tobacco products is prohibited, and any student who violates this rules is subject to discipline procedures.

9. Any student who intentionally sells, gives, possesses, uses or is under the influence of illicit drugs, narcotics or alcohol in or on school property, including buses, shall be expelled from school and reported to appropriate law enforcement agencies for possible legal action.

10. Whenever a student is guilty of cheating, the teacher shall collect the student’s paper, mark a zero for the work, and notify the parent and office immediately as to the action taken.

11. Playground Rules --

- No food or drink allowed
- Stay in designated areas
- No littering - use trash cans
- No fighting. Keep your hands to yourself.
- No rough playing
- If injured on school premises, inform supervisor on duty immediately
- No gum chewing on school grounds

Three short blasts of the whistle will be used to signal that all students should gather with the teacher/aides on duty

12. Students are not to use radios, CD or digital music players, electronic games, cellular phones, virtual pets or other electronic devices during school. If used during the school day, they will be placed in the office with notification to the parent. As a privilege, and with the prior approval of the bus driver, CD or digital music players with headphones may be used on the bus only!!

13. Each individual will be responsible for their own actions

14. Quiet at all times in the building - no yelling.

15. No running - walk.

16. Keep your hands to yourself - no horseplay or public display of affection. Hands off other students!

17. Theft or destruction of, or possession of another student’s property shall result in parent notification, restitution (if appropriate) and consequences.

18. No profanity or derogatory racial comments, verbal harassment or threats or bullying.

19. No hats in the building

20. No dangling earrings (below the lobe of ear) or facial adornment

21. No coats worn in the classroom

22. No snowball throwing

23. No gum chewing.

24. No eating on the bus to and from school, in the halls, or in the classroom - only in the cafeteria.

25. No party invitations may be distributed at school or on the bus/bus-stop unless all students or all boys for boy/all girls for girl in the class are invited.

The school is not responsible for lost or damaged items brought to school by students.

NON-SCHOOL-SPONSORED FUNDRAISING

The office must approve any fundraising (by staff or students) that is not school sponsored.

BICYCLE SAFETY

Riding a bicycle to school is strongly discouraged as we have no crossing guard and the blacktop is very dangerous. If you wish to let your child ride his/her bike to school, we encourage you to cross your child both to and from school. Riding a bicycle to school requires responsible behavior and the practice of safety rules. Bicycles may be ridden to the edge of school property and then walked to the designated parking areas. We strongly recommend that kindergarten, pre-first and first grade students do not ride bicycles to school. We also suggest that all bicycles be locked when on school grounds.

DANGEROUS WEAPONS

Possession or use of explosives, firearms or other dangerous weapons or instruments shall be prohibited on school buses, in school buildings, on school grounds or at school functions at all times. Threats concerning the use of weapons shall be considered serious and a violation of this policy.

Students found to be in violation of this policy shall be disciplined by the Principal on an individual basis.

GANG ACTIVITY

Students shall not engage in any gang activity on or about school grounds, on school buses or off school grounds at any school activity.

HARASSMENT OF STUDENTS

Spring Lake School will not tolerate harassing, intimidating conduct, bullying and/or sexual harassment, whether verbal, physical or visual, which affects the tangible benefits of education, performance, or which creates an intimidating, hostile or offensive educational environment. This includes social media or cyber-bullying.

Students who believe they are victims of harassment are encouraged to discuss the matter with a teacher or staff member. Complaints of harassment, intimidation or bullying will be directed to the District Superintendent, with appropriate actions pursued in reference to Board Policy.

ATTENTION: BUS RIDERS AND THEIR PARENTS -- BUS RULES AND REGULATIONS

Eligible students will be assigned to a bus to transport them to and from classes each day. District 606 will monitor bus site and appropriate bus behavior as stated in the Bus Regulations.

The bus will be arriving at your child's designated pick-up area at the same time every day. Please have your child at **his/her** stop at the proper time and ready to board the bus. Students should **never** walk behind the school bus while boarding or disembarking. The cross-arm extended at the front of the bus ensures the driver can see the children while they cross the street.

Kindergarten Students Dropped Off:

It is the practice and policy of the school to require the kindergarten bus driver to make certain someone is home before letting the child off of the bus. This is to protect your child. Therefore, we ask that you please come outside or to the door and wave at the driver signifying that someone is home.

The following is a list of Rules & Regulations we feel are necessary to maintain order on the bus and thereby assure safe transportation.

1. Students must remain seated at all times when the vehicle is in motion.
2. No fighting, shoving, or scuffling will be allowed on board our vehicles. (keep hands to yourself and your feet out of the aisles.)
3. Students are not allowed to throw paper wads or any other objects while on the vehicle.
4. Profanity will not be allowed on the bus.
5. Students are not allowed to eat or drink on the bus.
6. Parents will be held responsible for any damage done to the vehicle by their child and must make restitution for the same.
7. The driver has the authority to seat bus riders whenever he/she feels it is necessary.
8. In the event it is necessary to enforce the rules for the riders, we wish to advise parents and students of the following:
 - OFFENSE #1 - Warning to the student.
 - OFFENSE #2 - Note sent to parents and administration.
 - OFFENSE #3 - Suspension of bus riding privilege.
9. All route changes must be approved by the office and First Student Transportation.
10. For the safety of the student, a signed note from parents must be presented in advance for each day of rider changes --
 - pick up or drop off sites
 - students not riding the bus, but being picked up by parent/guardian
 - addition of a friend to the drop off site

Your cooperation as parents and students with the driver will make it possible to provide the best and safest service for all riders. Thank you!

Emergency (weather related) bus stops and related information will be distributed later in the fall.

DISTRICT 606 RIGHTS & RESPONSIBILITIES

EQUAL EDUCATIONAL OPPORTUNITIES - SEX EQUITY

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, nor be limited in the exercise of any right, privilege advantage or opportunity.

Sex equity policies and grievance procedures may be obtained from the District Superintendent.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Students will not be discriminated against on the basis of their disability in any program. Questions concerning Section 504 should be directed to the District Superintendent.

CHILDREN'S MENTAL HEALTH ACT OF 2003

Student social and emotional development shall be incorporated in the District's educational program and aligned with the Illinois Learning Standards. (a complete copy of this Board Policy may be obtained from the school office)

SPECIAL EDUCATION

Any child, ages 3-15 (or graduation), which legally resides and is enrolled in the school district is eligible for special education services if the child is determined to have a disability that results in an adverse effect on his/her education. These services are mandated by Article 14 of the School Code of Illinois, its implementing regulations and the federal law Individuals with Disabilities Education Act (IDEA). Upon request, parents/guardians may receive a copy of the Illinois State Board of Education's regulations on special education services and their rights. The need for special education and related services must be determined at an IEP Team meeting following a comprehensive case study evaluation. The educational rights of students with disabilities are reviewed with parents before an evaluation is conducted. Parental consent is necessary for evaluation and initial placement.

Categories for eligibility include: Autism, Deafness, Deaf-Blindness, Developmental Delay, Emotional Disturbance, Hearing Impairment, Mental Impairment, Multiple Disabilities, Orthopedic Impairment, Other Health Impairment, Specific Learning Disability, Speech/Language Impairment, Traumatic Brain Injury and Visual Impairment.

CHILD FIND

The school district provides a semiannual screening of all children between the ages of Birth and 5, annual hearing and vision screening, speech and language screening upon initial enrollment in school, and ongoing annual screening by teachers and other professional personnel for referral of those children who exhibit problems which interfere with their educational progress and/or their adjustment to the educational setting.

REFERRAL PROCEDURES

Prior to a special education referral, Response to Intervention (RtI) must occur that includes collaboration between teachers, parents and other concerned parties to design and implement strategies that address a child's deficit areas. Use of intervention strategies includes design, implementation, data keeping and review. If a student continues to struggle following the documentation of several intervention strategies, a special education referral may be appropriate. Referrals for evaluation in schools may be made through the building principal by school district personnel, the parents of the child, persons having primary care and custody, or the State Board of Education when there is reason to believe that a child may require special education services.

STAFF MEMBERS/POSITION

Superintendent/Principal
Secretary/Bookkeeper/Treasurer

Mr. William Reising
Mrs. Michelle Gaddy

Kindergarten, PE
Grade 1
Grade 2, RtI
Grade 3 & Grade 4
Grade 5 & Grade 6/Head Teacher

Teachers
Mrs. Monica Charlton
Mrs. Denise Heitzman (sub)
Mrs. Tamara Epkins
Mrs. Kim Hall
Miss Cindy Carlton

Teacher Aides
Mrs. Christy Watson
Mrs. Kathy Embree

Other Support Staff

Head Cook
Cook Assistant
Janitor/Grounds
Maintenance

Mrs. Teresa McAdams
Ms. Nancy Churchill
Ms. Nancy Churchill
Mr. Mark Morger

Board Members

Mr. Michael Christianson, President
Mr. Joseph Lay, Vice-President
Mrs. Gloria Lovelace, Secretary
Mr. Christopher Cummins
Mrs. Sarah Cummins
Mr. Eric Wattles
Mrs. Laurie Wooding