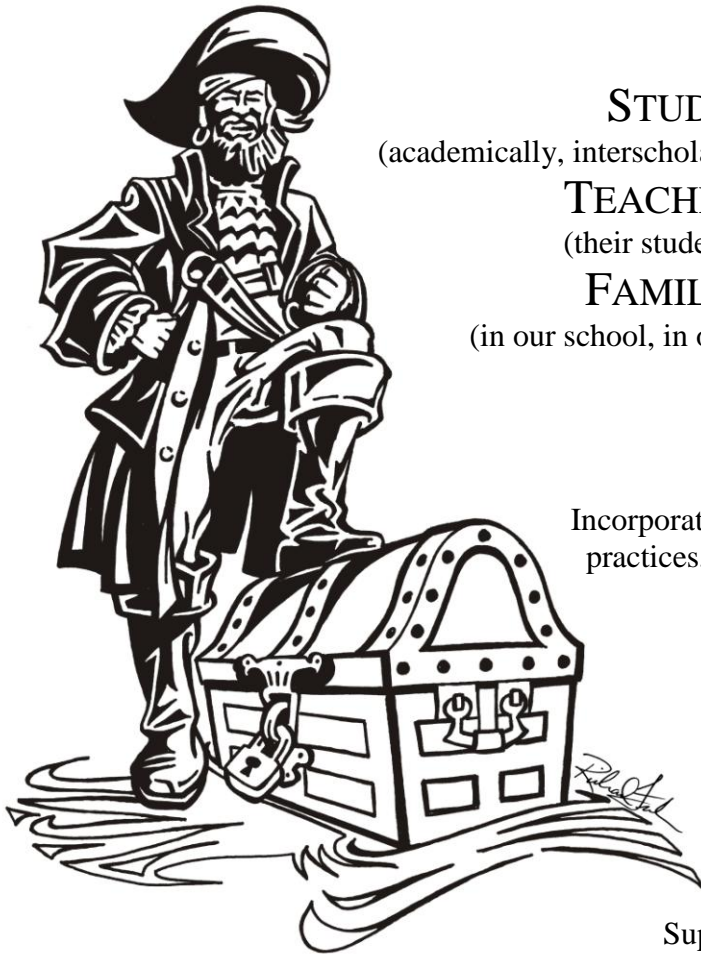


**Valmeyer Community School District #3
Elementary/Junior High School Handbook
2010-2111**

300 South Cedar Bluff Drive
Valmeyer, IL 62295
Telephone: 618-935-2100
Fax: 618-935-2108
www.valmeyer12.org



Vision Statement

STUDENT ACHIEVING

(academically, interscholastically, physically, socially, emotionally)

TEACHERS CHALLENGING

(their students, themselves, each other)

FAMILIES FLOURISHING

(in our school, in our community, and in their homes)

Mission Statement

Incorporating balance, reason, accountability, best practices, and data-driven decisions in a holistic educational experience.

Contact People

Superintendent - Mr. Eric Frankford – ext. 425
Elementary/Junior High Principal - Mrs. Teena Riechmann – ext. 450
High School Dean of Students – Mr. Nathan McSchooler – ext. 204
Title 1 Coordinator – Mrs. Lori Brutton – ext. 422
School Guidance Counselor - Mrs. Becky Karsten – ext. 205

School Hours

School begins at 8:17 a.m. and is dismissed at 3:13 p.m.
School doors open at 8:00 a.m.

Civil Rights- Equal Opportunity Statement

Valmeyer Community Unit School District #3 provides vocational and educational opportunities for all students who are residents of District #3 without regard to race, color, religion, sex, age, handicap, or national origin. The Civil Rights Policy will prevail in all matters concerning staff, students, educational programs and services, and persons with whom the Board does business.

Discrimination is any behavior that prevents individuals from achieving their full potential.

Discrimination involves treating persons as members of groups, rather than on the basis of individual capabilities or merits.

Preamble

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress as well as the interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations. When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents, and other support personnel to help the student correct his or her behavior. All disciplinary actions shall be directed toward protecting the welfare of school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his or her age and maturation, and mitigating circumstances, and the effect of his or her actions on the welfare of the school community.

Disclaimer

The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change. This handbook has been prepared in accordance with the policies of Valmeyer CUSD#3 and the Illinois School Code. Our intention is to execute these policies and laws.

Section I Attendance

Good schoolwork depends to a large extent on punctual and regular attendance. Make-up work cannot completely take the place of regular classroom work. Parents must assume responsibility for the regular attendance of their children at school. Absences may result in a reduction in the course grade in classes where teachers require classroom participation as a portion of the grade. If a student is going to be absent from school, a phone call from the parent is required during the **morning of the absence**, explaining why the student is absent. If none is received the absence will be unexcused. A student who has an "excused" absence is allowed to make up the work missed. A student who has an "unexcused" absence is not allowed to make up the work and will receive a "0" in each class missed. Students will be given one day for each day absent to make up work. **Students are not permitted to participate in any school activities on days they are not in full attendance. Excused absences for reasons other than illness will not cause a student to miss evening activities.**

Absences: Absence from school may be classified in three areas:

- **Excused-** Sickness, death in family, or family emergency (maximum of two).
- **Unexcused-** Missing the bus, staying home to do work that could be done at another time, truancy, or any other reason that the administration considers not satisfactory will be an unexcused absence.
- **Pre-excused-** There are occasions when it will be necessary for students to be absent from school for special reasons.

Requirements for Pre-excused Absence:

- The student must be with his/her parent/guardian.

- The parent/guardian must notify the principal in writing **at least 1 week before the absence**.
- A permission slip must be obtained from the building principal.
- The permission slip must be signed by each of the student's teachers indicating that the student has made arrangements for completing all necessary assignments that will be missed while absent from classes.
- The permission slip must be returned to the principal prior to departure.
- Permission to be absent from extracurricular activities shall be dealt with directly through the respective coach or sponsor.
- Missed work is due on the day that the student returns unless other arrangements have been made with the teachers.
- **Failure to follow the requirements will result in this type of absence to be declared unexcused.**

Chronic Absenteeism/Truancy:

If at any time a student has been absent three or more consecutive days, or his/her absenteeism has become chronic in nature, a doctor's note may be required in order for absences to be excused. If a student's attendance becomes chronic in nature, the student will be reported to the Regional Office of Education's Truancy Intervention Specialist in conjunction with the Right Track Truancy Program in Monroe County. The following procedures will be followed: 7 days absent/semester: letter sent home; 10 days absent/semester: referral to truancy interventionist.

Leaving School

When it is necessary to leave school early, a parent/guardian must contact the school with a written note.

K-5: The classroom teacher will notify the office if a student has permission to leave early.

6-8: The student must obtain a pass from the office before school. The classroom teacher will dismiss the student to go to the office at the noted dismissal time. The student must sign out in the office before leaving. If returning the same day, the student must sign back in at the office before going to class.

Parents must pick up their child in the school office. Students are responsible for any missed assignments due to leaving early. The assignments are due when the student returns to class. Written notification is required to release a child to anyone other than the legal guardians. Requests for transportation changes will only be accepted by phone in emergency situations at the school office. Deadline for phone requests is 2:00 p.m.

Late Arrival/Tardy

Students arriving late to school must go to the office, **sign in**, and receive a late pass. The office must have a note or a phone call from the parents explaining why the student was late. Lack of note or phone call will result in a student being considered unexcused.

Drop-Off/Pick-Up Procedures

Students should be dropped off and picked up in back of the school before and after school. Parents should wait in their cars for their children. If a parent needs to come in, he/she should park in the front parking lots and enter through the lobby doors. Speeds must be reduced while on school property. Doors open in the morning at 8:00 a.m. Kids Club is open if you need to bring your child to school earlier than 8:00 a.m. The front of the building is for buses only from 8:00 a.m. – 8:20 a.m. and from 3:00 p.m. – 3:20 p.m. daily. All bus safety rules must be followed, no walking between buses, no passing buses while loading, etc.

Doctor & Dental Appointments

Doctor and dental appointments should be scheduled outside school hours, if possible. Appointments during school hours will require an appointment card or some other means of verification for an excused absence to be granted.

Field Trips

Students on school sponsored field trips should be aware of the fact that all such trips are considered an extension of the classroom and all school rules are in effect. Parents will be informed of the particulars of the field trip well in advance. No student will be allowed to take part in the field trip without a parental permission form. All students who attend a school-sponsored field trip will be required to use district transportation going to and returning from any field trip. The privilege for students to participate in extra-curricular field trips is at the discretion of the principal and a student may be denied the right to participate based on chronic absenteeism, discipline records, or failing grades.

Withdrawal from School Procedures

If a student is withdrawing from school for any reason, he or she should contact the counselor or principal's secretary as soon as possible prior to the withdrawal date.

Section II General School Information

Residency

To be entitled to go to school at Valmeyer Unit District 3 the parent or legal custodian of a student must be a resident of the school district. Being a taxpayer within the school district does not provide for attendance entitlement—residency does. If a board admits non-resident pupils, it must charge them tuition in an amount not to exceed 110% of the per capita cost of operating schools the preceding year. The Illinois Supreme Court has ruled that school boards have a statutory obligation to charge tuition to non-resident students. A person who knowingly attempts to enroll in a school district on a tuition free basis, a pupil known by that person to be a non-resident of the district shall be guilty of a Class C misdemeanor. Furthermore a person who knowingly presents to any school district any false information regarding the residency of a pupil for the purpose of enabling that pupil to attend in that district without the payment of tuition shall be guilty of a Class C misdemeanor. If you're not sure about the district of your residence, please call the Regional Office of Education at 939-5650.

Change of Address or Phone Number

Students or parents should immediately notify the office when they have a change of address or phone number. This information is needed for effective communication in case of emergency situations.

Kindergarten

Children who will attain the age of 5 years before September 1 of their first school term shall be entitled to attend kindergarten for that school term. Birth certificates will be presented for proof of age. Full day kindergarten is provided.

Grades One Through Five

New students to the district will be placed initially in the grade they have reached elsewhere. The school principal will determine later whether any changes will take place.

Grades Six Through Eight

Grades six through eight will be considered junior high and the same admissions policy for them will be the same as grades one through five.

Assignment of Non-Public School Students

Recognition of grade placement and academic credits awarded by a non-public school is at the sole discretion of the district. All school and class assignments will be made according to School Board policy 7:30, Student Assignment, as well as administrative procedures implementing this policy.

Free and Appropriate Public Education

Valmeyer CUSD#3 provides opportunities for enrichment for gifted education, special education, speech and language therapy, and Title I services.

Valmeyer School District will provide a free appropriate public education for disabled children. For information regarding special services for disabled children, including the identification, assessment and placement of the children call the principal at 935-2100 ext. 450.

Our school has been designed to be obstacle free for those with disabilities. Those requiring assistance with hearing or sight should contact the superintendent with requests.

Kids Club

The Kids Club program is available for Pre-Kindergarten through 6th grade students in the district. Contracts and medical forms must be on file before attending. More information and necessary forms may be picked up in the school office.

School/Community Human Resources

A list of community resources is available in the school nurse's office. This list provides the names, addresses, and phone numbers of service agencies. The school also provides services to students through the Student Assistance Program (SAP), Monroe Human Support Services, the district's guidance counselor, and the school nurse.

Parental Involvement

Each year an informational meeting is held regarding School Improvement, Title I, and other Valmeyer School District programs for parents and community members. Resource Materials and idea booklets are distributed to the parents and are available throughout the year. A monthly newsletter including many fun and interesting ideas is sent home with the youngest child in the family in grades Pre-K through eight. Parents are encouraged to express comments and concerns at any time. Title I/School Improvement Student/Parent compacts are sent to all families the first week of school. Parent conferences are held at the end of the first quarter and again at the end of the third quarter as necessary. The students, parents, community members, faculty, and staff through an annual Spring Analysis of Conditions evaluate Title I/School Improvement. Information obtained is used in further school improvement planning and curriculum design.

Parents Right to Know Qualifications of Teachers

Parents have the right to request information regarding the professional qualifications of any teacher that is instructing their child. Information regarding the following may be requested:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

Textbook Rental Fees

Schoolbooks are rented to the students. Some consumable workbooks used by students are charged to students as they are used. The book rental fees are calculated at summer registration and given to the parents/guardians/students. Book rental bills are due in the superintendent's office no later than September 30. If a student loses or damages a textbook, he/she is responsible for the cost of replacing or repairing the textbook. Student fees may be waived by the Superintendent as per Board policy.

Student Insurance

All students are covered against medical expenses for accidents that occur while attending regular school sessions. This coverage includes travel time for students traveling directly to and from their residence to attend regular school sessions, up to one hour before or after regular classes. If the student travels to school on a district bus, the coverage extends to the travel time of the bus. This generous protection is provided to this school district at no cost to you. Additional insurance is available through the Illinois School District Agency (ISDA). Brochures are sent home on the first day of school. If you wish to take advantage of the additional optional coverage for 24-hour coverage or extended dental, please complete the application, make check payable to "ISDA", and return to school.

Student Lockers

Students are to use only the locker assigned to them by the school. Use of more than one locker is prohibited.

Periodic locker checks will be conducted throughout the school year. Use of scotch tape or other adhesives to decorate lockers inside or out is prohibited. Strips of magnetic tape may be utilized if the student feels that decoration of the locker is necessary. Open cans of soda and open candy are not to be kept in lockers.

The school does not provide locks for the lockers. Students may bring a lock from home but must supply the combination and/or second key to the principal. Each student will be held responsible for the condition of his/her assigned locker. If a locker does not function properly, please contact the office.

School Searches

To maintain order and security in the schools, school authorities may inspect and search places and areas such as lockers, desks, parking lots, and other school property and equipment owned or controlled by the school, as well as personal effects left in those places and areas by students, without notice to or the consent of the student, and without a search warrant. Students have no reasonable expectation of privacy in these places and areas or in their personal effects left in these places and areas. (105 ILCS 5/10-22.6a)

Agendas/Assignment Books

If you lose your agenda/assignment book, you may purchase a replacement in the office. Your agenda contains hallway passports that you must have with you in order to leave a classroom to go to your locker, restroom, or any other area that the classroom teacher gives approval for.

Emergency Drills

Practicing emergency procedures is extremely important so everyone will be prepared in the event any disaster should strike. Fire drills will be signaled via the fire alarm and disaster drills over the PA system.

School Bus Regulations

Students who ride the bus to school shall ride their assigned bus unless they have written permission from the Superintendent of Schools to change buses. No student will be given permission to change buses or to ride a different bus unless the student has a written request from his parents and a bus pass from the unit office. For students who live a distance of at least one and one-half miles from the school they will be transported without a charge. The bus driver has total responsibility for conduct on the bus. Any students who cause disruptions or vandalize the bus will be subject to temporary or permanent loss of bus privileges.

The following rules and regulations will be observed while students are riding the school bus:

1. No profanity or smoking.
2. Pupils remain seated.
3. No shouting.

4. Keep arms, legs, and head inside the bus.
5. Pupils must be on time.
6. No talking at railroad crossings.
7. Cross the road at least 10 feet in front of the bus and then only on the signal of the driver.
8. No littering, eating of food, or drinking soda at any time.
9. Any and all school rules will also apply to bus transportation.
10. No cameras with flashes on the bus at night.

School Cancellation (Emergency “Snow” Days)

In the event that school should be forced to close because of weather or unforeseen occurrences, radio announcements will be made over radio stations KMOX (1120) and KTRS (550). The school district will also use our emergency notification phone system to deliver any announcements regarding school cancellation. Should severe weather conditions occur during the day to such a degree that it would appear likely that the buses would have great difficulty making their normal runs; the Board of Education has decided to dismiss school at 12:45 p.m. In this event we are confronted with the problem of contacting parents of children who do not live along the bus route. The school district plan is to discharge those students who live off the route at the home of the nearest neighbor past the regular stop. Please contact the bus driver or the Superintendent if a particular case needs special attention. All school activities will be canceled for the entire day whenever school is closed because of inclement weather—unless conditions change sufficiently during that day to allow students to travel safely. (Such actions will be approved by the Superintendent of Schools.)

Announcements

Daily announcements will be read during the junior high lunch period. It is the students’ responsibility to be aware of the information included in the announcements.

Assemblies

Periodically, assemblies will be held for the purpose of the education and/or entertainment of the student body. Students shall be expected to be polite and attentive at all times.

Lost and Found

All lost and found items should be turned in to the office. Students who have lost items should check with the office as soon as they become aware of the item being missing.

School Parties and Home Invitations

No homemade treats are permitted for school parties due to public health concerns regarding Hepatitis. Invitations must be mailed to students and not handed out at school, unless everyone in the classroom is invited.

Health Records for Physical Examinations and Immunizations

State law requires: dental exams for students entering Kindergarten, 2nd and 6th grades, eye exams for students entering Kindergarten, physical exam for students entering Kindergarten and 6th grades. Sports physicals must be completed annually and turned in prior to a student participating in any activities related to the sport of their interest. Students who do not have a timely physical examination and updated immunizations will be excluded from attending school.

Medicine at School

All medications (prescription and non-prescription) dispensed in the schools shall be prescribed by an Illinois licensed prescriber. Students who require medication during the school day may bring the medication to school following these guidelines:

A written order for the medication must be obtained from the student's licensed prescriber. The order shall include possible side effects and other information recommended by the Illinois Department of Public Health and the Illinois State Board of Education.

- Medication must be brought to the school in the original package or appropriately labeled container.
- Prescription drugs shall display: student's name, prescription number, medication name/dosage, administration route and /or other direction, date and refill, licensed prescriber's name, pharmacy name, address and phone number, and name or initials of pharmacist.
- Non-prescription drugs shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container.
- Student Medical Authorization. No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (written form) is filed. This form shall be completed annually by the student's parent(s)/guardian(s) and physician and shall be on file at the school building which the child attends. This form shall be filed prior to dispensation of any medication for a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.
- Students with asthma may self-administer medication with written authorization from parents or guardians in addition to the above information regarding prescription medication on file with the school nurse.
- A student may possess an epinephrine auto-injector (EpiPen) and/or medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian have completed and signed a School Medication Authorization Form.

Administration by School Personnel

All student medication shall be left with the school nurse during the school day. If there is no school nurse in the building, then the medication shall be left with the person designated by the Building Principal.

Medical Excuse from Physical Education

If a student needs to be excused from P.E. activity because of illness or injury, the student must present a request signed by a doctor stating how long the student is to avoid activity. Any excuse from P.E. will also apply to athletics unless otherwise specified by the doctor. Students will be required to complete written work to count as daily participation points unless injury exceeds a week: students may be assigned to a study hall.

Visitors

All visitors are required to immediately report to the school office and sign in upon entering the school premises. As a general rule, the school does not permit students to bring visitors to school. Parents who wish to schedule a conference with a teacher, observe a class, or meet with office staff are requested to contact the school prior to their visit. Teachers may be contacted by using their extension number or email address which can be found online at www.valmeyer12.org.

Telephone Use

Students must have the principal's permission to call home using the office phone. Permission will only be given in rare situations. A pay phone is located in the main lobby for student use. Students will not be called from class to answer the phone unless the caller is an immediate family member of the student and the call is necessary and cannot wait. Calls from other than immediate family members will be taken only in cases of emergency.

Electronic Equipment

Cellular phones may be brought to school but **must be turned off and kept out of sight** during school hours. If a student's phone is a disruption to the school day, that phone will be taken to the office and discipline procedures will be applied. No other electronic equipment is allowed at school. This includes but is not limited to beepers, pagers, laser points, etc. The school is not responsible for any lost or stolen items.

Closed Campus

During school hours, students are not permitted to leave the school premises without permission from the principal. All students leaving the school during the school day are required to sign out in the office and sign in if they are late or return to school before the day is over. Prior to leaving school, parents must call or write a note to the office. Any student who does not follow this procedure will be considered truant.

Loitering

Absolutely no loitering in the halls during class time will be permitted. Students in the halls during class time must have a pass from a teacher. After classes end for the day, students are not allowed in the building or on school property except for school-related activities.

Library and Media Center

The library is for the purpose of studying, researching, writing projects and reading.

Students who use the library area improperly shall be denied use of it. Students must have a pass from a teacher in order to use the library during class or study hall time. Library rules are clearly posted for all to observe.

The use of student library cards carries the responsibility of items checked out on that card. Any fines or lost items are the responsibility of the card holder.

Students who request material that is not age-appropriate from other libraries in the Lewis and Clark Library System will require a note or phone call from their parents in order to pick-up the items.

Technology and Computers

Computers are used at school to support learning and to enhance instruction. Students are expected to use computer technology for classroom purposes and to obey the teacher's instructions. Students using the computers for inappropriate or unauthorized reasons will have computer privileges taken away.

Behavior Intervention Policy

The Valmeyer School Board has adopted a policy regarding behavioral interventions with students with disabilities. This policy is available upon request through the special education director.

Student Assistance Program (SAP)

Valmeyer School's SAP Team is committed to improving the health and well-being of all students by identifying and providing appropriate intervention for those students whose behavior, attendance, health, or academic performance indicates they may be at risk. The program focus is on school-based problems such as attendance, grades, and behavior. A core team of teachers along with others in the school community work to help students with these problems that may be due to problems with learning, socializing with others, substance abuse, changes in their families, peer pressure, and getting along in the school environment. Referrals may be made by school faculty or staff members, fellow students, or parents.

Cafeteria

Each student will be provided either a student identification card or identification number to use in the cafeteria. This card/number will allow the school to track all cafeteria transactions for your child.

A minimum of \$10.00 will need to be deposited in the student's account at the beginning of the school year. All checks or money must be in an envelope labeled with the student's name. Students having a balance of \$-10.00 or more in their lunch account will receive only a peanut butter sandwich and a carton of milk until their balance is paid in full. Kindergarten through 4 grade students will not receive afternoon milk and junior high students will not be able to purchase any extra items if they have a negative balance. A letter will be sent home to the parents when the student's account reflects a balance of \$-10.00. Students are not allowed to bring soda in their sack lunches and the soda machines are not available to students during the school day. Information and necessary forms about free and reduced price meals are available in the school office.

Pest Management Procedures

Valmeyer Unit District 3 contacts with a licensed pest management company to implement an appropriate plan for maintaining a safe and healthy environment. As advised by Illinois State Board of Education, baits are the usual management procedure because of their universal acceptability. However, if cracks and crevice sprays are advised, those aerosols will be used only on Fridays or end-of-week days after student dismissal.

Section III Academic Information

Grades

Grades are an evaluation of what students have learned. Teachers shall administer the approved marking system or other approved means of evaluating pupil progress. The teacher shall maintain the responsibility and right to determine grades and other evaluations of students within the grading policies of the district based upon his or her professional judgment of available criteria pertinent to any given subject area or activity for which he or she is responsible. (105 ILCS 5/10-20.9a) Parents of students in 3rd - 8th grades have access to grades online. Please contact the office for identification numbers and passwords to access the STI online system at the school website www.valmeyerk12.org. The report card shows only letter grades and is based on class participation, behavior, homework, and test results. Report cards are sent home through the students at the end of each grading period. Mid-quarter reports for students in kindergarten through fifth grade are sent home near the middle of the grading period through the students. Deficiency reports for grades 6-8 will be sent home to be signed. If a parent or guardian has a concern about their child's grades, they are encouraged to contact the teacher for help. The following grade scale shall be used to determine grades:

A+ = 100, 99	A = 98, 97, 96, 95, 94	A- = 93, 92
B+ = 91, 90	B = 89, 88, 87, 86, 85	B- = 84, 83
C+ = 82, 81	C = 80, 79, 78, 77, 76	C- = 75, 74
D+ = 73, 72	D = 71, 70, 69, 68, 67	D- = 66, 65
F = 64 - 0		

Semester Grade

The semester final grade indicates the teacher's judgment of the student's mastery of the subject material. The semester grade is obtained from the two nine weeks grades. Teachers have the authority and the right to require attendance and participation which may be assigned points in grade formulation.

Honor Roll

Junior High students receive recognition on the honor roll for high academic achievement. A 4 point grading system will be used to determine if a student's grades meet the criteria for the honor roll.

Students will be ineligible if they receive below a C- in any class or if they are disciplined for cheating.

High honors will designate students with a grade point average of 3.5 to 4.0.

Honors will designate students with a grade point average of 3.0 to 3.49.

A = 4 B = 3 C = 2 D = 1 F=0

Promotion/Retention Policy

Promotion is geared to the individual and is based on what the district feels is best for the student after careful study of all information that has been gathered. A student who fails two or more core classes, in their current grade, will have his/her academic achievement reviewed to determine whether or not to promote the student to the next grade. Other criteria to be used for placement may include, but is not limited to the following:

- District administered achievement tests
- Attendance
- Records from previous school enrollment

Parent/guardians will be invited to attend a problem-solving meeting consisting of the classroom teacher and any other school staff having important information needed about the student if retention is a concern. Eighth grade students must have passed the Flag Test, the United States Constitution Test, and the Illinois Constitution Test before entering the ninth grade.

No Social Promotion Policy

Promotion to the next highest level for each individual student shall not be based on age or other social considerations, but shall be based upon the successful completion of the exit skills required of the current grade level. His/her teacher and/or administrator may provide any student who is in danger of being retained at the current educational remedial assistance.

Junior High Schedule Changes

Students will be permitted to change their schedule during the first three days of each semester for optional classes such as chorus and band. Parent's permission must be given in writing at the principal's office.

Assessment

The following assessments are given during the school year:

Illinois Standards Achievement Test (ISAT): Reading and Mathematics are given to grades 3-8. Science is given to grades 4 & 7. Writing is given to 3, 5, 6, & 8. These assessments are given the first two weeks of March.

Benchmarking administered fall, winter and spring: Prekindergarten – 3rd grade PALS (Phonological Awareness & Literacy Screening) and 4th – 8th grade AIMSweb Curriculum Based Measurement (Reading).

Sex Education

As required by law, sex education is a part of our curriculum. Parents may submit a written objection to their child's participation in the class discussions, which will be honored by the district. The student will then be furnished with alternative assignments.

Student Records

The parents/guardians of a child, who is under eighteen years of age, or a designee of such, shall be entitled to inspect and copy information in the student's records. A request for access to the records shall be made in writing and directed to the Superintendent or his/her designee. Access to the records shall be granted within fifteen days of the district's receipt of such request.

Permanent records consist of the student's name, birth date, address, grades and grade level, parents' names and addresses, attendance records, gender, place of birth, and the records pertaining to any release of permanent record information. Honors and awards received, information about participation in school-

sponsored activities or athletics, or offices held in school-sponsored organizations may also be included. (105 ILCS 10/2)

Temporary records consist of all information contained in a school student record but not contained in the student permanent record. This temporary information may include family background information; intelligence test scores; aptitude test scores; scores received on all State assessment tests administered at the elementary grade levels (kindergarten through eighth); elementary achievement level test results, participation in extracurricular activities including offices held in school sponsored activities; honors and awards received; teacher anecdotal records; other disciplinary information; special education files, and any verified report or information from outside agencies or organizations and other information of clear relevance to the education of the student. A temporary record must include information regarding serious disciplinary infractions that resulted in expulsion, suspension or “the imposition of punishment or sanction.” Serious disciplinary infraction refers to infractions involving drugs, weapons or bodily harm to another. A parent or any person specifically designated as a representative by a parent shall have the right to inspect and copy all school student permanent and temporary records of that parent’s child. A student shall have the right to inspect and copy his or her school student permanent record. The individual permitted to copy will bear the cost of copying school records. Parents have the right to control access and release of school student records and to request a copy of information released. Parents have the right to challenge the accuracy, relevance or propriety of any entry in the school student records, exclusive of academic grades of their child and references to expulsions or out-of-school suspensions, if the challenge is made at the time the student’s records are forwarded to another school to which the student is transferring. A request for a hearing must be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge. An informal conference with parents will be held within fifteen (15) school days of receipt of the request for a hearing. If the challenge is not resolved by the informal conference, a formal process shall be initiated. Parents have the right to copy student records or information contained in a student record prior to the record being destroyed or deleted. A student’s permanent record will be deleted/destroyed 60 years after the student has transferred, graduated or otherwise permanently withdrawn from school. A student’s temporary record will be deleted/destroyed 5 years after the student has transferred, graduated or otherwise permanently withdrawn from school. Information may be released without parental consent in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The parents will be notified as soon as possible of the information released, the date of the release, the person, agency, or organization receiving the information, and the purpose of the release. Other “directory information” may also be disclosed without written consent. The local media is the typical organizations that directory information would be released to at the elementary level. If you do not want directory information from your child’s education records disclosed without your prior written consent, you must notify Valmeyer Elementary School in writing. The following information has been designated as directory information: student’s name, address, telephone listing, photographs, date and place of birth, dates of attendance, grade level attended, participation in officially recognized activities and sports, height of members of athletic teams, honors and awards received, and the most recent educational agency or institution attended. No person may condition the granting or withholding of any right, privilege, or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student’s temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Record Act of 1975.

Section IV Athletics and Activities

Valmeyer Junior High School Code of Conduct for Athletics and Extra-Curricular Activities

The privilege of participating in our athletic program and extra-curricular activities is extended to all students regardless of sex, providing they are willing to assume certain responsibilities. The greatest

responsibility of a VJHS student is to be a credit to themselves, their parents, their school, and their community. Guidelines for students participating in athletics, clubs, and organizations are set forth in the Code of Conduct for Athletics and Cheerleaders, and Extra-Curricular Activities. To request a copy, contact the principal, the athletic director, or the club/organization sponsor.

Extracurricular Activities

Extracurricular activities are activities that are not required for a class nor generate a grade for participation. They are privileges extended by the district to students who wish to participate and who agree to comply with the rules and regulations established for the respective activity. The failure to comply with the rules and regulations shall result in appropriate sanctions. Because these activities are regarded as privileges and not property interest of the students, only those procedural and substantiated considerations as provided for within this handbook shall be afforded the students when a disciplinary sanction must be considered. Students involved in extra-curricular activities must ride the bus to and from activities. Special circumstances may warrant exceptions to be made that allow students to ride with their own parents/grandparents. Any exception to this rule must be approved in advance by the coach or sponsor and either the principal or the district superintendent in the principal's absence.

Athletic Activities

Interscholastic athletics are offered in the following sports: baseball, softball, basketball, cheerleading, and volleyball. These sports activities are designed to involve as many individuals as possible while furthering the physical and educational experiences of each participant. Prior to participation, all students must meet the eligibility requirements of the Illinois Elementary School Association and the Valmeyer School athletic department. Title IX guidelines are used in all participation. All students who participate in competitive athletics must purchase proper school insurance or sign the standard waiver form indicating that an adequate medical plan is maintained at home. This must be completed prior to the first practice session. Sports physicals must be completed annually and turned in prior to a student participating in any activities related to the sport of their interest.

No Pass/No Play Policy

Grades will be checked on the last school day of each academic week to determine if students are "eligible" to participate in extra-curricular activities. **All classes a student is enrolled in will be used to determine eligibility.**

- If a student is failing two or more classes that week, he/she is ineligible to play for the following week. Eligibility/ineligibility goes from Monday through Sunday.
- If a student receives a failing grade in two or more classes at the end of the current semester the student will be ineligible to play the following semester.

Rules For Attending School Games

- All students attending the home games are expected to sit in the bleachers and watch the game. Students will not be permitted to leave the game during the game time.
- Students may be in the lobby before the game starts, at half time, and between games. When the cheerleaders perform their routine at half time, students should remain in the gym until the end of the routine.
- Students are representatives of the school and are expected to behave in a responsible manner, exhibiting good manners, good sportsmanship and good character.

No organization or group of students will conduct meetings or assemble on school premises without prior approval of the administration. No organization of students will be approved, which is determined by the administration, to promote disorder, violence, harassment, or racial discord. Any student participating in such organizations or groups will be subject to disciplinary action.

Section V

Discipline of Students

Because the Board of Education is entrusted with protecting the safety, health, and welfare of the students, staff and property of the district, it may be necessary at times to discipline students whose conduct negatively affects the well-being of the school. In accordance with due process and statutory requirements, students may be suspended or expelled from school and from the school bus for acts of gross disobedience or misconduct. Only the Board of Education may determine to expel a student from school or from the school bus. The Superintendent or Principal may suspend students. When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his/her parents, and other support personnel to help the student correct his/her behavior. When necessary, a school employee may use reasonable force to maintain safety. All disciplinary actions should be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel must consider the nature of the act, the student's previous history, his/her age and maturity, any mitigating circumstance, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include, but are not limited to the following: detention, classroom detention, in-school suspension, out-of-school suspension, expulsion, reporting to the police, and criminal charges.

Referrals

The goal of the school is to allow students to attend school in a self-disciplined climate. Whenever a student is referred to the office for disciplinary reasons, the principal will attempt to end the incident through counseling whenever possible, if the incident is of a minor nature. The principal may also refer the student to the school counselor if the principal feels this will be in the best interest of the student.

Detention

Detention is action taken for minor disciplinary or repeated disciplinary problems. Students are assigned to attend detention on Tuesdays and Thursdays from 3:15-4:15 P.M. Occasionally, detention may be before school. Students who are assigned detentions will be given at least 24 hours notice. After school detentions will be assigned by the principal. Each student is responsible for his or her own transportation to detention. If this is a problem, keep in mind that the action which caused the student to be assigned detention should never have been committed in the first place. Employment, personal plans, activities or transportation problems are not sufficient cause to postpone or skip a detention.

Classroom Detention

Many teachers prefer to assign detentions to their own room so that work or supervision may be done by them rather than by another teacher. Therefore, we reserve the right to allow teachers to require students to serve detentions in their room for minor disciplinary matters. These are assigned either before school, during morning recess, lunch period or as the teacher deems necessary.

In-School Suspension Classroom

This will be used as a supplemental consequence for offenses that can result in out-of-school suspension. Social interaction with other students is severely restricted and the student will work on academic work the entire time. Students will receive credit for work completed in the alternative classroom. Because students will not be attending classes during assignment to the alternative classroom, this may result in a reduction in the course grade in classes where teachers require classroom participation as a portion of the grade. Students will be assigned to the alternative classroom for no more than (4) infractions throughout the school year.

Out-of-School Suspension

This is a very serious consequence that will be used in serious or major disciplinary incidents. Suspension from school means that a student is not permitted on school property nor can a student participate in or attend any type of school related activity. Any schoolwork missed during an out-of-school suspension will only be accepted on the first school day after the suspension has been served. It is the responsibility of the suspended student to find out about missed work. Because students will not be attending classes during an out-of-school suspension, this may result in a reduction in the course grade in classes where teachers require classroom participation as a portion of the grade.

Expulsion

If a student has committed a very serious action (gross disobedience) or has had repeated behavioral problems, he or she may be recommended to the Board of Education for expulsion from school. Expulsion may be for a length of time up to two years as determined by the Board after conducting a hearing. During that time, the student will be prohibited from attending all extracurricular school activities.

Student Rights/Due Process

A student has a right to present his or her information pertaining to an incident as a part of the relevant collection of data prior to suspension or expulsion. This normally occurs in the principal's office prior to a decision being made or a disposition of the incident occurs. Any suspension will be reported to the student's parents/guardians. Upon written request of the parent/guardian, a review shall be conducted by the Board of Education or Hearing Officer appointed by the Board.

Student Responsibility

Students are responsible to be aware of all rules and expectations regulating student behavior and conduct and to follow the guidelines established in this handbook.

Section VI Consequences

Introduction

It would be impossible to list all possible disruptive offenses that could be committed in a school setting. As conditions warrant, the administration may add additional infractions and consequences for the protection and welfare of students and staff. The punishment listed after each violation is a guideline for the 1st, 2nd, and 3rd offenses. Students readily admitting guilt may receive lesser punishments than those listed, and certain infractions may receive consequences more or less severe than those listed, depending on individual circumstances. Habitual offenders may also receive harsher consequences than those listed. Infractions during the lunch period may result in confinement to the cafeteria during the lunch period in addition to other consequences. Consequences may be applied for misconduct that occurs on school grounds, on a school bus or at a school function. Consequences may also be applied for misconduct that occurs outside the school grounds, provided that a direct relationship exists between the conduct of the student and the school's educational function. W = warning, D = detention, # = number of days out of school suspension or in school suspension, E = expulsion.

1. Alcohol:

The use or possession of or being under the influence of alcoholic beverages on school property or at school activities. (1, 3, 5)

- 2. Bullying/Harassment/Interfering With School Purposes:**
Interfering with school purposes or with the orderly operation of the school by using, threatening to use, or counseling other persons to use violence, force, coercion, threats, intimidation, fear, or disruptive means. (1-3, 3-5, 5-10)
- 3. Cheating:**
Academic misconduct including the use of unauthorized material, plagiarism or providing or receiving assistance on tests or assignments. No credit will be given for this work. (D, D, 1)
- 4. Chronic Misbehavior:**
When a student has been given several referrals by several teachers for chronic disruption of class, the student may be suspended or recommended for expulsion, if deemed appropriate by the administration.
- 5. Defiance of School Personnel's Authority/Insubordination:**
Refusal to comply with a reasonable request of school personnel. (D, 1ISS, 1OSS)
- 6. Destruction or Defacement of School Property/Vandalism:**
The destroying or mutilation of objects or materials of the school. Costs for repair or replacement will be the responsibility of the student. (1, 3, 5)
- 7. Disorderly Conduct, Profanity, Obscene Behavior:**
Conduct and/or behavior which is disruptive to the orderly operation of the school. This includes inappropriate, obscene or abusive language (verbal or written) and gestures. (D, D, 1)
- 8. Disruption or Interference:**
Participating in any behavior which substantially disrupts or materially interferes with, or is likely to disrupt or interfere with, any school function, activity, or purpose. This includes making fun of or harassing other students. (W, 1, 3)
- 9. Dress Code:**
The dress code is in effect at all times in the building as well as at school-related activities and practices. Student clothing which is inappropriate, revealing, obscene, or which disrupts the educational process will not be permitted. The school has the right to determine appropriateness. The following items of clothing are examples of prohibited attire:
 - Caps or other forms of head cover.
 - Clothing which displays drug or alcohol advertisements or names, profane language, vulgar statements, satanic symbols, hate messages, sexual innuendo, tobacco ads, death, suicide, or violent messages.
 - Bare-midriff tops, spaghetti straps and halter tops, short shorts, and mini-skirts.
 - Clothing that reveals undergarments.
 - "Heelies" shoes with wheels.The body must be covered from the shoulder to the mid-thigh, excluding arms. Shoes must be worn at all times. Thick/bulky jackets, coats, or other types of outdoor apparel are not allowed in the building except when arriving or leaving; they are to remain in the students' lockers at all times. Backpacks must be kept in lockers during the school day. (W and change clothing, D, 1)
- 10. Drugs:**
Use or possession of or being under the influence of drugs or possession of drug paraphernalia on school property, transfer of any stimulating, depressing, or behavior-altering substance (or look-alike)

without a medical prescription, including any form of hallucinogenic drug or marijuana. (E) Reduced penalties will be considered with drug counseling.

11. Failure to Attend Detention:

Failing to attend a detention assigned by teachers/administration for misconduct. (D & ½, 1, 2) (The detention is reassigned and additional consequences apply.)

12. False Fire Alarm/Report:

Making a false fire alarm or any other knowingly false and disruptive rumor or report. The police may be called if deemed necessary by the administration. (1-3, 3-5, 5-10)

13. Fighting:

Engaging in physical contact for the purpose of inflicting harm on another person. (1-3, 3-5, 5-10)

14. Forgery:

Writing and using the signature or initials of another person. (D, D, 1)

15. Home-Based Websites:

While home-based student websites and other use of home-based computers are regarded as a benefit to a student's computer literacy, the student needs to be aware of the following: Using a home-based or other off-campus computer such that the use results in material and/or substantial disruption to the school and/or a true threat will constitute grounds to investigate whether the use violates applicable law or district rules. Should such misuse be determined, the school will implement appropriate consequences as defined in the Acceptable Use Policy and this discipline code. As computer use is a privilege, such violations may result in suspension, expulsion, or other discipline, based upon the seriousness of the offense's impact or the threat's ability to have caused material and/or substantial disruption were it carried out.

16. Inability to Adjust:

Inability to adjust to the demands of school life as evidenced by continuing misconduct or failure to work during class. (W, D, 1, 3)

17. Littering:

To willfully throw trash items on school property or on private property to and from school. (W, D, 1)

18. PE Dress Cut:

Not participating in daily physical education due to lack of class materials or refusal to dress out. Students will receive a warning when they have their 2nd dress cut. Each dress cut after 2 will result in further consequences. (D, 1, 2, 3 and failing grade for the semester)

19. Possession of Tobacco:

The use or possession of tobacco on school property or at a school function. (1, 3, 5)

20. Possession of a Weapon:

The use or possession of any weapon as defined by statute used to inflict bodily harm. Illinois State Law requires expulsion for a period not less than one year. The student will be subject to arrest by the local police. (E)

21. Public Display of Affection:

Any display of affection at school or school related functions. This includes hand-holding, arms around one another, kissing, etc. (W, D, 1)

22. Sexual Harassment:

Inappropriate comments, gestures, advances or touching that is unwanted by the victim that could be interpreted as sexual in nature. This is a serious offense, and should be reported immediately to the nurse, counselor, or principal. (1-3, 3-5, 5-10) *The school recognizes that the issue of whether sexual harassment has occurred requires a factual determination based on all the evidence received. The school also recognizes that false accusations of sexual harassment can have serious effects on innocent men and women. We trust that all students will continue to act in a responsible manner to establish a pleasant learning environment free of discrimination.*

23. Slander/Dishonesty/Obstruction of an Investigation:

The spreading of rumors, gossip, or untruth, verbally or in writing that defames the character of another person, or disrupts the school environment. Students, who willfully obstruct an official school investigation by withholding information in response to direct questions or by giving information known to be false, present a potential danger to student and staff safety. Thus, students are expected to tell the truth at all times. (D, 1ISS, 1OSS)

24. Tardy to School/Class:

When a student is tardy to school/class for the third time in a grading period, he/she will receive a written warning that each additional tardy will result in an after school detention. Eight or more in a grading period will result in more severe penalties. (W, D, D)

25. Theft:

The taking of property not belonging to the student. Consequences will be determined based on the value of the item and the number of incidents ranging from detentions to suspensions. The police may be called if deemed necessary by the administration.

26. Threats or Intimidation:

Threats of violence. Threatening or intimidating any student, teacher, or other school employee or visitor. (1, 3, 5)

27. Unauthorized Items:

Student cell phones must be off and out of sight. In addition, radios, laser pointers, noise makers, sun glasses, hats, pocket knives, cigarette lighters, gum, water shooting devices, drink containers, or any other items that divert attention from the education process are not to be in the school during school hours. Items may be confiscated by the administration and not returned. School officials have the right to search your book bag, coat, purse, locker, wallet, car, etc. if there is reasonable suspicion that the student may have violated school rules. All book bags should be secured in lockers at the beginning of the day and not permitted in the halls, classrooms or cafeteria areas. (D, 1, 2)

Cell phone: (D-parent picks up, Confiscated in office for 2 weeks, Confiscated for remainder of the year)

28. Violation of Local, State, or Federal Law:

Involvement in any conduct on school premises or during a school function or event which violates local, state, or federal law, where such conduct or the likelihood of such conduct poses a clear and present danger to the health, welfare, or safety of other students, teachers, employees, or visitors. The police may be called if deemed necessary by the administration. (3, 5, 10)

Any students who are aware of threats of violence or potential threats of violence should report the information to the principal, counselor, or any other employee of the school. They may also use the school violence tip line number.

1-800-447-0024.

2010-2011 School Calendar

August

- 16 Teacher Institute – Students not in attendance
6 pm – 6th Grade Orientation
6:30-8 pm - Open House
- 17 First Day of School – Dismiss at 10:40

September

- 3 School Improvement In-service – Dismiss at 11:17
- 6 Labor Day – No school
- 17 Mid-term Reports Available Online

October

- 7 School Improvement In-service – Dismiss at 11:17
- 8 Teacher Institute – Students not in attendance
- 11 Columbus Day – No school
- 15 End of First Grading Period
- 22 Report Cards Issued to Students
- 27 Parent Teacher Conferences – Students dismissed at 2 pm – Conferences 3 – 7 pm
- 28 Parent Teacher Conferences – Students dismissed at 2 pm – Conferences 4 – 8 pm
- 29 No School

November

- 11 Veteran's Day – No school
- 19 Mid-term Reports Available Online
- 24 School Improvement In-service – Dismiss at 11:17
- 25 Thanksgiving Day – No school
- 26 Thanksgiving Vacation – No school

December

- 21 First semester ends
- 22 Teacher Institute – Students not in attendance - Winter break begins

January

- 3 School Resumes - Second Semester Begins
- 7 Report Cards Issued to Students
- 14 School Improvement In-service – Dismiss at 11:17
- 17 Martin Luther King's Birthday – No school

February

- 4 Mid-term Reports Available Online
- 21 President's Day No school

March

- 7 Casimir Pulaski Day – No school
- 11 Third Grading Period Ends
- 18 School Improvement In-service – Dismiss at 11:17; Report Cards Issued to Students

April

- 15 Mid-term Reports Available Online
- 22 Spring Break Begins
- 26 School Resumes
- 29 School Improvement In-service – Dismiss at 11:17

May

- 25 Teacher Institute – Students not in attendance **
- 26 Last Day of School – Dismiss at 9:51 **
**Subject to change if emergency days are not used

Daily Schedule

Period	Time
1	8:17-9:02
2	9:06-9:51
3	9:55-10:40
4	10:44-11:29
Lunch	11:29-11:59
5	12:02-12:47
6	12:50-1:35
7	1:39-2:24
8	2:28-3:13

Wednesday Activity Period Schedule

Period	Time
1	8:17-8:57
2	9:01-9:41
3	9:45-10:25
4	10:29-11:09
5	11:13-11:53
Lunch	11:53-12:23
6	12:26-1:07
7	1:10-1:50
8	1:54-2:34
Activity Period	2:38-3:13

Early Dismissal Schedule

Period	Time
1	8:17-8:32
2	8:36-8:51
3	8:55-9:10
4	9:14-9:29
5	9:33-9:48
6	9:52-10:07
7	10:11-10:26
8	10:30-10:45
Jr/Sr High Lunch	10:45-11:15