

**MISSION STATEMENT**  
**Prairie du Rocher C.C.S.D. #134**

The mission of the Prairie du Rocher School is to empower all students with the necessary critical thinking skills to understand, evaluate, and assimilate a broad range of knowledge. The school will encourage the development of character, problem-solving, and self-motivation so that students may become independent life-long learners, which will prepare them for success as adults in the 21<sup>st</sup> century.

**To Parents and Students:**

If you have recently moved into the Prairie du Rocher School District, the entire school staff bids you a hearty welcome. We hope this booklet will help to acquaint you with the community and especially with your children's school. If, on the other hand, your son or daughter has attended school here previously, it is hoped this booklet will serve as a convenient review of the school's practices and procedures. Please feel free to call if the booklet does not answer any question(s) you may have. We hope this school year will be educationally rewarding for all of our students.

There is always a welcome sign out for parents to visit us. We are very proud of the Prairie du Rocher School and would like for you to see what your child is learning.

**History**

Education started at Prairie du Rocher about 300 years ago when the first Jesuit missionary explorers arrived from France via the Mississippi River to teach the Indians about Christianity. In later years, the King of France set aside "Commons Land" for the support of education provided by the church. As history made the feudal function of the commons land obsolete, the property was sold, and a fund of about \$50,000.00 was established under the control of an elected board, which still functions to this day. Interest earnings of the fund are made available by the Commons Board to the public school each year.

In years past there were three separate schools in the town of Prairie du Rocher, a parochial school, a school for the Negroes, and a public school. The black school closed when the younger Negroes migrated. About 50 years ago, the parochial school was serving the entire town's educational needs. Since the entire town was served by one school, plans were made by the people to establish a public school in a rented church owned building with an elected school board. Students desiring religious education were given time before their public school day started. Presently the school consists of rooms leased from St. Joseph Church and a public building built in 1970. The gymnasium was built in 1957.

**School Address and Phone**

Prairie du Rocher Community Consolidated School District #134  
714 Middle Street  
Prairie du Rocher, IL 62277  
(618) 284-3530

PRAIRIE du ROCHER CCSD # 134

2009-2010 SCHOOL CALENDAR

*(Changes may occur as the year progresses  
– Please consult the Monthly Calendar that is sent home with each student.)*

August 17	Teacher Institute		
August 18	Classes Start 8:50 – 10:30		
August 20	First Day for Pre-Kindergarten		
August 24	Open House 6-7:30 PM		
September 4	11:55 dismissal	School Improvement Day	
September 7	Labor Day – No school		
September 18	1 <sup>st</sup> Quarter Mid-term		
October 9	Teacher Institute - No student Attendance		
October 12	Columbus Day – No school		
October 16	End of 1 <sup>st</sup> Quarter		
October 29		Parent/Teacher Conferences	4:30-8:00
October 30	No Student Attendance	Parent/Teacher Conferences	9:00-
12:00			
November 6	11:55 dismissal	School Improvement Day	
November 11	Veteran’s Day – No school		
November 12	Grandparents Day		
November 20	2 <sup>nd</sup> Quarter Mid-term		
November 26-27	Thanksgiving – No school		
December 4	11:55 dismissal	School Improvement Day	
December 14	Christmas Program		
December 18	End of 2 <sup>nd</sup> Quarter (Last day student attendance before Christmas break)		
December 19	Christmas break begins		
January 4	Classes resume		
January 18	Martin Luther King Day – No school		
January 29	11:55 dismissal	School Improvement Day	
February 5	3 <sup>rd</sup> Quarter Mid-term		
February 10		Parent/Teacher Conferences	4:30-8:00
February 11	No Student Attendance	Parent/Teacher Conferences	9:00-
12:00			
February 12	Lincoln’s Birthday – No School		
February 15	President’s Day – No school		
February 26	Teacher Institute – No Student Attendance		
March 1	Pulaski Day – No school		
March 12	End of 3 <sup>rd</sup> Quarter		
March 26	11:55 dismissal	School Improvement Day	
April 2	Good Friday – No school		
April 5	No school		
April 16	4 <sup>th</sup> Quarter Mid-term		
May 7	11:55 dismissal	School Improvement Day	
May 18	Last Day of Pre-Kindergarten		
May 21	Teacher Institute (tentative) - No student Attendance		
May 24 (thru June 2 <sup>nd</sup> )	Last day of school 8:50 – 9AM (depending on # of emergency days used)		

**Junior High School Schedule**

	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
8:50-9:45	L.A.	L.A.	L.A.	L.A.
9:45-10:35	English	Math	Science	S.S.
10:35-11:25	S.S.	English	Math	Science
11:25-12:15	Science	S.S.	English	Math
12:15 – 12:25			AR	AR
12:20-12:55	Lunch	Lunch		
12:25-1:00			Lunch	Lunch
12:55-1:00	AR	AR		
1:00-1:50	Math	Science	S.S.	English
1:50-2:20	PE	PE	Study Hall	Study Hall
2:20-2:50	Study Hall	Study Hall	PE	PE
2:50-3:25	Homeroom	Homeroom	Homeroom	Homeroom
	( Band	/	Chorus	/ Challenge )

**Junior High School Heat Schedule**

	5 <sup>th</sup>	6 <sup>th</sup>	7 <sup>th</sup>	8 <sup>th</sup>
7:50-8:45	L.A.	L.A.	L.A.	L.A.
8:45-9:30	English	Math	Science	S.S.
9:30-10:15	S.S.	English	Math	Science
10:15-11:00	Science	S.S.	English	Math
11:00-11:45	Math	Science	S.S.	English
11:45-11:55			HR	HR
11:45-12:20	Lunch	Lunch		
11:55-12:30			Lunch	Lunch
12:20-1:30	HR	HR		
12:30-1:30			HR	HR

**Book Fees**

Fees for book rental, workbooks, and supplies are due the day of pupil registration. Fees are: \$40.00 for grades Pre-K through 7<sup>th</sup> grade and \$50.00 for 8<sup>th</sup> grade. Damaged or lost books will result in a charge to cover the cost of repairing or replacing the book. This amount is to be paid before the end of the school year.

**Overdue Book Fees**

A fee of \$0.05 per day will be charged for each overdue book.

## **Computer Use**

Students at all grade levels will have the opportunity to use school computers. Parents must sign an Internet agreement before their child is allowed to use the Internet. Because of the concern regarding computer viruses, students are not permitted to use computer programs or disks, which were not purchased by the school. The school will provide disks needed for student projects. Those disks must remain at school and may not be used on any computers outside the school.

## **Arrival and Dismissal**

Kindergarten classes will be for the whole school day, every day. Classroom doors will open for students at 8:45 a.m. each morning. Students will not be permitted to enter school prior to 8:45 a.m. except for breakfast. Breakfast is available from 8:30 to 8:45 each morning. Transportation of students will begin shortly after 8:00 a.m. with the buses arriving at the school at approximately 8:40 a.m. No elementary students will be allowed to ride the high school buses that run between 7:00 a.m. and 7:45 a.m.

The official starting time for school is 8:50 a.m. Students will be dismissed at 3:30 p.m. Prior to dismissal time; parents of children in grades Pre-K through 2 who wish to pick up their children are requested to wait in the entry area of the elementary building. This will allow teachers to prepare both town and bus students for an orderly dismissal. Parents may proceed to pick up their children from classrooms after the 3:30 p.m. bell.

## **School Cancellation**

On days when weather conditions are such that school buses cannot operate safely, school will be closed. Information regarding school closing will be aired on radio and television after 6:00 a.m. If cancellation occurs after school has begun, children will be sent home as soon as arrangements can be made.

## **Bicycle Rule**

Students riding bikes to school must leave their bikes in or near the bicycle racks until school is dismissed. Students should not ride bikes on school property immediately before or after school as this creates a hazard for other children. Locks are strongly recommended.

## **Skateboard /Skates Rule**

Students are not to use or be in possession of skateboards or skates on school property at any time. Those who violate this rule will have the item confiscated. Parents may pick up any confiscated item from the building principal.

## **School Patrol Crossing**

School patrols are on duty for the protection of our children. There are three patrolled crossings. Patrols are on duty from 3:25 p.m. to 3:35 p.m.

Please instruct your child to take the safest route to school and to obey patrols. All students crossing streets near the school must cross at corners where student patrols are located. Please do not allow your child to walk across lawns.

Please remember that for safety reasons there is no parking on the “school side” of Middle Street, the street between the playground and the school.

## **Pupil Transportation**

Pupil transportation between home and school is a State requirement. If a student must ride a bus other than their assigned bus, a written request from a parent is required. The student should bring the note to the office for approval and present the approved note to the bus driver as he/she boards the bus. This procedure also applies to students who ordinarily do not ride the bus.

## **Absences**

Excused absences will be granted for the following reasons:

- Personal illness
- Serious illness in the immediate family
- Professional appointments that cannot be scheduled outside of school hours
- Bereavement
- Quarantine
- Religious holidays
- Family emergencies, as determined and approved by the administration
- Out-of-school suspension

Examples of unexcused absences are:

- Truancy
- Oversleeping
- Missed the bus or ride to school
- Failure to sign out
- Forgetting notes from home or doctor excuses
- Other reasons not specifically stated above as excused

If a student is absent from school, a parent or guardian must call the school office (284-3530) before 8:30 a.m. on the day that the student is absent. It is the parent/guardian’s responsibility to notify the school of a student’s absence. **Calls from students will not be accepted.** If the parent or guardian does not call by 9:30 a.m., the office will attempt to contact a parent. An unexcused absence will be recorded if parent contact is not made.

Upon returning to school, if parent contact has not been made, the student must bring an excuse from the parent, doctor, dentist, etc. stating the reason for the absence.

Students that are absent for 3 or more consecutive days of illness must provide an excuse from the doctor.

Students **will not** receive credit for missed work and **will not** be allowed to make up work for unexcused absences.

**Students who are absent from school should not attend or participate in any school events that day.** If you are too sick to attend school, you are too sick to go to or play in the game.

### **Right Track Truancy Prevention Program**

The Right Track Program was developed in cooperation with local school districts, local police departments, the Randolph County Sheriff's Department, and the Illinois Attorney General's office. Prairie du Rocher CCSD #134 is an active participant.

#### **Mission Statement**

The purpose of Right Track is to increase attendance through education, intervention, and a positive learning environment. In collaboration with our partners, we will foster responsibility in our schools, communities, and families to ensure the health and well-being of each child.

In an effort to improve student attendance through the Right Track program, the following procedures will be used:

1. When a student has had five (5) days unexcused absence in a school year, a letter will be sent home expressing concern that there might be a potential problem that exists causing the student's absences.
2. When a student has been absent seven (7) days in a semester, the administration will attempt to make contact with the parent to discuss potential problems that might exist.
3. When a student is absent ten (10) or more days in a school year, and the absences are not verified by a doctor, dentist, funeral, religious reasons, or verified by the administration, the student will be considered truant and will be referred to the Right Track program.
4. The Right Track referral letter will be delivered to the parent or guardian by a local police officer.
5. The Regional Office of Education Truant Interventionist will make contact with the student/parent/guardian as soon as practicable.
6. Interventions will continue on a regular basis for the remainder of the school year.
7. Parents and students that are referred to the Right Track program will be held accountable for maintaining good school attendance. Continued poor attendance or failure to comply with proper attendance procedures will cause the student/parent/guardian to be referred to the Randolph County Truancy Review Board.
8. The Truancy Review Board will schedule a hearing as soon as possible, normally within one week of the referral. The meeting will be held at the Randolph County Court House in Chester.

9. Failure to comply with the orders of the Truancy Review Board or failure to meet with the Board will result in the student/parent/guardian being referred to the Randolph County State's Attorney's office for court action.

### **Sign-out/Sign-in Procedures**

When a student must leave school during the day because of illness, medical/dental appointment, or other emergency need, the parent or guardian is required to come to the office to sign the student out. This is necessary to keep the school staff informed.

### **Visitors**

All visitors must report to the office and sign in before going to other areas of the school. A visitor's badge will be issued and should be returned to the office upon signing out before leaving the campus.

### **Physical Examinations**

According to Illinois State Law, all students entering kindergarten and 6<sup>th</sup> grade **must** present evidence of a physical examination including a complete immunization record. Students who do not fulfill this requirement by October 15 will be prohibited from attending school until this requirement is met. Absences will be considered unexcused. Referral to the Right Track program will be made, if appropriate.

### **Dental Examinations**

According to state law, children in kindergarten, second, and sixth grade of any public, private or parochial schools are required to have a dental exam. Proof that the examination took place must be provided to the school by May 15<sup>th</sup> of the school year. For students in the second or sixth grade, the school may hold the child's report card until one of the following occurs: 1) the child presents proof of a completed examination or 2) the child presents proof that a dental examination will take place within 60 days after May 15<sup>th</sup>. The Department of Public Health may provide a waiver for children who show an undue burden or a total lack of access to a dentist.

### **Emergency Information Forms**

When registering, parents are asked to provide emergency information for their child. This information will be used to contact the parents or the responsible adult named on the form in case of an accident or illness while the student is at school. Parents are asked to notify the school if any information on the form should change during the school year.

Parents are asked to fill out the emergency information sheet in full. If parents can not be contacted, those individuals whom parents have indicated as being responsible for a child will be contacted by telephone. The emergency sheet authorizes the school personnel to seek immediate medical help for students whose parents or parental representatives cannot be contacted.

## **Disaster Drills**

If an emergency weather announcement is received from the Illinois State Police District Headquarters, the school will follow pre-arranged disaster procedures. If the threat of severe weather causes a delay in the dismissal of school, the buses will make the usual runs as soon as possible.

## **Medications**

### *Administering Medicines to Students 1*

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent/guardian. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures.

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 has completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students. The school office will provide first aid material for the purpose of taking care of minor cuts and scratches. The office will attempt to contact the child's parents should a cut or scratch appear more severe. Students are not permitted to use crutches at school without first acquiring proper medical attention.

**Example of School Medication Authorization Form:**

Students

School Medication Authorization Form

*To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.*

Student's Name: \_\_\_\_\_ Birth Date: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

*To be completed by the student's physician, physician assistant, or advanced practice RN:*

Physician's Printed Name: \_\_\_\_\_

Office Address: \_\_\_\_\_

Office Phone: \_\_\_\_\_ Emergency Phone: \_\_\_\_\_

Medication name: \_\_\_\_\_

Purpose: \_\_\_\_\_

Dosage: \_\_\_\_\_ Frequency: \_\_\_\_\_

Time medication is to be administered or under what circumstances: \_\_\_\_\_

Prescription date: \_\_\_\_\_ Order date: \_\_\_\_\_ Discontinuation date: \_\_\_\_\_

Diagnosis requiring medication: \_\_\_\_\_

Is it necessary for this medication to be administered during the school day ?  Yes  No

Expected side effects, if any: \_\_\_\_\_

Time interval for re-evaluation: \_\_\_\_\_

Other medications student is receiving: \_\_\_\_\_

\_\_\_\_\_  
Physician's signature

\_\_\_\_\_  
Date

***For only parents/guardians of students who need to carry asthma medication or an EpiPen®:***

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector (105 ILCS 5/22-30). ***If you agree please initial:*** \_\_\_\_\_

Parent(s)/guardian(s)

## **Homework**

The school's philosophy on homework as subscribed to by the faculty appears below:

Homework should not be:

1. New material which has not been explained by the teacher or practiced under the teacher's supervision
2. Meaningless assignments with questionable educational value
3. Assignments which require books or other materials which can't be found at home
4. Radio, television, or newspaper assignments which may not be watched or obtained in every home

Homework should be:

1. Meaningful work involving concepts and/or materials already explained by the teacher
2. Reading for any assignment to be covered later by the teacher
3. Specific material to be studied or memorized by the students

NOTE: Most parents can help students learn to study by impressing upon them that study is a form of work a student does. Study is not just reading material superficially.

What can parents do to assist and encourage their child(ren)?

1. Check your child's assignment book daily to make sure he/she knows what needs to be completed.
2. Make sure your child has brought home all necessary books and materials needed to do the assignment. A carpenter without his tools is useless.
3. Provide a quiet place for your child where he/she can work free from distractions such as radios, stereos, televisions, and telephones.
4. Check to see if there is a product produced during the homework time commensurate to the time spent.
5. Do not allow the child to escape regular family chores because he/she has homework.
6. If you feel your child is having a real problem with the quantity of time spent, talk with the teacher immediately. Do not wait until regularly scheduled parent-teacher conferences or the first report card.

A student in school today should realize that they are required to work and produce just as their parents are required to work to support the family. Between the parents and the school, the old fashioned work ethic must be instilled and taught to our children if we as a nation are to remain the greatest in the world.

## **Grading Scale** (Grades 1<sup>st</sup> – 8<sup>th</sup>)

A+	100	C+	83-84
A	95-99	C	78-82
A-	93-94	C-	76-77
B+	91-92	D+	74-75
B	87-90	D	68-73
B-	85-86	D-	66-67

F 65 and Below

## **Promotion Requirements**

The Board and staff at the Prairie du Rocher School would like to be able to promote all students to the next grade level. However, in order for students to be successful at the next grade level, they must first prove their competence at their present grade level. Section 105 ILCS 5/10-20.9a of the Illinois School Code states school districts shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students. Student promotions will be based on the following criteria:

### **Kindergarten**

1. Students will be given a first grade readiness test prior to the conclusion of their kindergarten year.
2. Students who master 80% of the items on this test will be promoted to the first grade. It is recommended that students who have not received an 80% mastery or higher on the test should repeat kindergarten.
3. Placement of students with an Individualized Education Plan (IEP) will be determined at the child's multidisciplinary conference.

### **Grades 1 and 2**

1. Students in danger of retention will be referred to the problem solving team. Criteria used by the problem solving team for determining retention/promotion may include but not be limited to the following:
  - Academic average in reading and math
  - Achievement test scores
  - Local assessments
  - Attendance
  - Records from previous school(s) if applicable
2. Placement of students with an Individualized Education Plan (IEP) will be determined at the child's multidisciplinary conference.

### **Grades 3 through 8**

1. The student must have an overall average of 66% and they must have passed (66% or higher) four (4) of the following subjects; Language Arts (Reading and Spelling), Math, Social Studies, Science, and English.
2. Placement of students with an Individualized Education Plan (IEP) will be determined at the child's multidisciplinary conference.

## **Valedictorian and Salutatorian**

To determine valedictorian and salutatorian of the graduating class, grades from the five (5) major subject areas (literature, English, math, science, and social studies) of the student's 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade years will be used.

## School Rules and Regulations

Reasonable expectations for student behavior are established to maintain an atmosphere conducive to learning.

### Within the building and on school grounds

1. Be courteous at all times.
2. Respect school property.
3. Obey and show respect to all teachers and other school employees.
4. Walk quietly in the halls while classes are in session.
5. Yield the right of way to groups.
6. Use restroom facilities properly.
7. No gum chewing.
8. Keep hands, feet, and objects to yourself.
9. Baseballs, pocketknives and all items that may accidentally or intentionally be used to cause physical harm shall not be brought to school. Items required for use by students in the instructional program are an exception and must be preapproved in writing by the teacher.
10. Electronic devices such as CD players, game boys, IPODs, radios, cameras and recorders shall not be brought to school or taken on bus trips without prior permission from the sponsoring teacher or the school office. Students using these types of devices at school will have them taken from them. They will be returned at the end of the day. Continuing violations will result in more severe disciplinary action.
11. Students must stay at school during the lunch hour unless a note from parents grants permission to do otherwise.
12. Sit on chairs and in desks properly.
13. No running in the building or between classroom buildings at any time.
14. Personal items brought to school are brought at the student's own risk. **The school is not responsible for such items.** Personal items that interfere with classroom activities may be taken by the teacher to be returned at the end of the day with instructions to refrain from bringing such items in the future.
15. Cell Phones shall not be brought to school without the prior approval of both the parent/guardian and the administration. If a cell phone is brought to school, it must be turned off at all times and kept in the student's locker. Any unauthorized use of the phone will result in it being confiscated and returned to the parent/guardian.

### Within Classroom

Each teacher has established reasonable rules and procedures that are appropriate for that particular classroom. These rules will be explained and discussed in class with the students and posted in the room. Students should bring a copy of the class rules home for parents to keep on file.

### Lunchroom

1. Remain in the lunchroom when eating lunch at school.
2. No yelling or shouting. Keep noise at a reasonable level.
3. Eat at assigned tables.
4. Use proper table manners.
4. Keep hands, feet, and objects to yourself.
5. Walk directly to assigned classroom when dismissed, unless otherwise instructed.

### Playground and Gym

1. Use equipment properly.
2. No standing on swings or slides; only one person at a time on a swing.
3. Do not carry others on your shoulders or back.
4. Leave sticks and rocks on the ground.
5. Do not climb on slide.
6. Do not walk up or down slide.
7. Do not jump off bridge.
8. Do not climb on the outside of structure.
9. Grades Pre-K and K are not to play on the monkey bars. (modified at the 9/20/06 Regular School Board Meeting)

### Bus Riding

Prairie du Rocher CCSD #134 provides bus transportation to facilitate student travel to and from school as a service to the school community. Reasonable standards of conduct are established to maintain a safe environment for students. Conduct that interferes with the safety and efficiency of the school bus operation is sufficient cause for a student's bus privileges to be withdrawn.

1. Students may not board a bus until the driver grants permission.
2. Observe safety precautions at pickup and discharge points.
3. Students will be assigned seats.
4. Students should not change seats during any bus ride unless otherwise instructed by the driver.
5. Keep books, packages, coats, and all other objects out of the aisles at all times.
6. Help look after the comfort and safety of smaller, younger children.
7. No fighting or scuffling on the bus.
8. Do not make loud noises or use profane or obscene language.
9. Do not stand in the bus or throw objects.
10. Do not put hands and arms out the window.
11. Do not bring animals on the bus.
12. No food or drinks on the bus at any time.

### Corporal Punishment

The use of corporal punishment is prohibited in the Prairie du Rocher School District. Corporal punishment includes the intentional infliction of bodily harm, slapping, paddling, or prolonged maintenance of students in a physically painful position.

## **Disciplinary Procedure**

Students at Prairie du Rocher Grade School are expected to maintain proper behavior at all times. Violations of rules are separated into major and minor offenses as described below.

### **Major Offenses**

1. Class disruption
2. Use of obscene language or gestures
3. Destruction of school property
4. Forging notes
5. Cheating/stealing
6. Skipping detention
7. Use and/or possession of tobacco or tobacco products
8. Possession of or under the influence of a controlled substance, non-medical inhalants, drugs, drug paraphernalia, or alcohol (intoxicating beverage)
9. Causing bodily harm/physical assaults
10. Fighting/bullying which includes instigating, initiating, or willingly participating in a fight, threatening, taunting, ridiculing, challenging another student, and/or engaging in a fight after being warned not to
11. Possession of or use of a weapon, as defined by law
12. Being disrespectful to an adult or teacher
13. Physical/verbal assaults or written threats against a school employee or any member of his/her family, and/or damage to personal property of school personnel
14. Sexual harassment
15. Any other conduct which has an effect on the operation or welfare of the school
16. Bullying, this includes cyber bullying

The above set of rules is not to be considered inclusive.

### **Penalties for Major Offenses**

Penalties for major rule violations will be handed out after consultation with the superintendent. The superintendent will determine the severity of the act and punishment. Penalties may include:

1. In school detention – will be served in the office for a length of time to be determined by the Superintendent.
2. After school detention – will be served for a 15 to 30 minute period after school. Parents will be informed of an after school detention at least one day in advance.
3. Suspension out-of-school; students must complete and turn in all missed work for credit. A 2% quarterly grade reduction will apply for each day missed. When possible, students should pick up assignments prior to serving the suspension to be turned in upon their return to school following the suspension.
3. Restitution – Any student overtly destroying or damaging school property or the property of others may be required to make restitution for the damage in addition to any other assigned penalties.
4. Expulsion – may be used in cases of extreme misbehavior or multiple suspensions. A student may be expelled for the remainder of the school year. Expulsion is an act of the Board of Education upon the recommendation of the superintendent.
5. Other specific penalties – Use or possession of tobacco products is covered in the District #134 Substance Abuse Policy. Confirmed cases of use or abuse of alcohol or

narcotics will result in a suspension from school with possible expulsion. The police will be contacted in suspected incidents of alcohol or narcotics abuse.

6. Temporary suspension from extracurricular activities

NOTE: Some violations may result in referral to local law enforcement officials.

Minor Offenses

1. Improper behavior in restroom
2. Failure to have books or other classroom materials
3. Misconduct at a school function
4. Excessive talking/annoying classmates
5. Chewing gum/candy
6. Inappropriate classroom behavior
7. Disrespect for school or personal property
8. Outward display of affection at school or school events
9. Other behavior which is disruptive to the school

The above set rules are not to be considered inclusive.

Penalties for Minor Offenses

Consequences for minor rule violations may include but are not limited to:

1. Verbal warning
2. Loss of recess/other school activities
3. Student conference with teacher/superintendent
4. Phone calls or letter to parents/conference with parents
5. Lunch time detention
6. After school detention
7. In-school/out-of-school suspension

Repeated incidents of misbehavior will have a cumulative effect resulting in more severe consequences.

**Harassment of Students Prohibited**

No person, including a District employee or agent, or student, shall harass, intimidate or bully another student based upon a student's sex, color, race, religion, creed, ancestry, national origin, physical or mental disability, sexual orientation, or other protected group status. The District will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, causing psychological harm, threatening or causing physical harm, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Complaints of harassment, intimidation or bullying are handled according to the provisions on sexual harassment below. The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, intimidation or bullying by including this policy in the appropriate handbooks.

## **Behavior at School Events**

Students and their guests are expected to behave in a respectable manner at all school events. Spectators should not cross the playing surface while play is going on during volleyball and basketball games. It is recommended that parents accompany students in grade 4 and below to school events.

## **School Dress**

Students are expected to dress appropriately for school and school events. To that end the following standards list the expectations for student attire:

1. Shoes or sandals are to be worn at all times.
2. No hats or head coverings are to be worn in the building.
3. Clothing that advertises drugs, alcohol, or tobacco or contains profanity, vulgarity, or sexual content is not allowed.
4. Swimming attire is not allowed.
5. Sleepwear, pajamas, or slippers are not allowed.
6. Jackets and coats are not to be worn in class, except in extreme situations with the permission of the teacher.
7. Students must be covered from the shoulders to mid-thigh.
  - No exposed midriff
  - No exposed cleavage
  - No see-through apparel
  - No exposed undergarments
  - No sagging, low hanging pants
  - No tank tops with spaghetti straps

Failure to comply with the standards for dress will require students to wear a school or parent provided t-shirt or other dress code appropriate alternative clothing. Parents will be notified. Continuing non-compliance will result in more severe consequences.

## **Gym Shoes**

Dry, clean gym shoes are required for use in the gym. Each pupil should keep a pair of gym shoes in his classroom or locker especially for gym class and lunch recess on inclement weather days. Street shoes will not be worn to any event involving physical activity on the gym floor.

## **Telephone Calls**

Phone calls home during the school day should only be made in case of an emergency such as an illness. Personal phone calls should be avoided. The superintendent or secretary must authorize phone calls from the office. Students who misuse the telephone privilege will be directed to use the pay phone in the gym lobby. A student needing to call home during a ball game or other school event may use the pay phone in the gym lobby.

## **Breakfast Program**

Breakfast will be available to all students on a daily basis from 8:30 until 8:45 throughout the year. The breakfast program is funded strictly by donations and will continue only as

long as funds are available and there are volunteers to staff the program. Financial donations to the program may be sent to the office or deposited by students in the collection box at the breakfast table. Donations are not required for children to participate in the program, but they are greatly appreciated. Those interested in volunteering to help with the program are asked to call the school office.

**School Lunch Program**

A hot lunch program is provided for all students. Pupils are served a Type A lunch.

<u>Grades</u>	<u>Cost</u>
K-3	\$1.50
4-8	\$1.60

Children should be encouraged to try everything on their trays. Learning to eat nutritious foods and to observe proper table manners are important.

Parents who permit their children to go home during the lunch period are asked to inform the office in writing.

Our cooks must know the number of students who will take school lunches each day in order to allocate sufficient food for the students. Therefore, students must make their decision about eating lunch when the morning lunch count is taken. Once the lunch count is taken, students who ordered lunch will be charged for that lunch unless they go home because of illness.

Please note the following:

1. Lunch money should be sent to school on Monday (or the first day of the week). If possible, place the money in an envelope with the child’s/children’s name(s) and grade(s) on the outside and a quick note if there is money for other purposes, such as field trips, skating, breakfast donation, etc. so money can be credited to the appropriate purpose.
2. Each Friday a notice will be sent home with students whose account is in arrears by \$10 or more. Students whose account is in arrears by \$15 or more will not be provided a hot school lunch until the account is current. Peanut butter and bread will be available for no charge for students whose account is in arrears by \$15.00 or more..
3. All parents are encouraged to complete an application for free or reduced lunch. Applications are available in the office.

**Lunch Schedule**

11:15 – 12:00	Pre-K	45 min
11:20 – 12:00	K	40 min
11:35 – 12:15	1	40 min
11:40 – 12:20	2	40 min
11:50 – 12:30	3, 4	40 min
12:20 – 12:55	5, 6	35 min
12:25 – 1:00	7, 8	35 min

### **Kindergarten Snacks**

A beverage and cookies or crackers are served to kindergarten children for a break in the afternoon. The cost is .30 per day.

### **School Parties**

There are three designated party days during the school year: Halloween, Christmas, and Valentine's Day. Treats for birthdays should be cleared at least three days ahead of time with the child's teacher. Because of restrictions for health reasons, the school will be unable to refrigerate snacks or drinks for approved classroom parties. We request that **all snacks or treats for classroom parties be individually wrapped, commercially prepared items.**

Invitations for private parties may not be distributed at school.

### **School Sponsored Trips**

If a parent or guardian requests that his/her child not be required to accompany a group on a field trip, the child should be in attendance at school, unless the child is ill.

### **Parent-Teacher Conferences**

Prairie du Rocher Grade School will have two Parent-Teacher Conferences, one scheduled at the end of the first quarter and the other toward the end of the third quarter. Every parent is scheduled for this event. There may be other times during the school year when it becomes necessary for parents and teachers to confer. This can be done by telephone or a conference can be arranged at the school. Conferences at the school are most productive when the parent and teacher can talk confidentially when students are not present. When possible, parents are encouraged to set up conferences (by telephone or through notes) at times when problems can be freely discussed, usually before or after school.

### **Extracurricular Activities**

Students have the opportunity to participate in band, chorus, student council and a variety of contest activities.

### **Sports Program**

The Prairie du Rocher School provides an interscholastic sports program for boys and girls in grades 5-8. The boys may participate in baseball, basketball, and track. The girls may participate in softball, volleyball, track and cheerleading. All students who participate must furnish proof of insurance. An accident insurance policy may be purchased through the school for students in need of insurance. Practice schedules are distributed prior to the beginning of each sport. A physical examination form must be submitted prior to the first announced practice in any sport or cheerleading. **Students may not participate in practice sessions until the physical examination form has been submitted.** The completed forms should be given to the respective coach. Only one physical exam in any given year is required.

Please refer to the Athletic Handbook provided to each participating athlete for more information regarding rules and regulations for athletic participation.

### **Activity Fee**

Participants in baseball, softball, basketball, volleyball, cheerleading, and track will be assessed a **\$15.00** activity fee. The **\$15.00** fee covers participants in one or more activities.

### **\*Eligibility Procedures (Amended 10/17/07)**

Students participating in athletic programs and cheerleading are expected to maintain acceptable academic and behavior standards to insure their continued involvement in those activities. Eligibility is subject to the following guidelines:

1. A student failing one or more classes as indicated on the weekly eligibility list is ineligible to participate in extracurricular activities.
2. Students academically ineligible for sports during the first three weeks of practice will be ineligible to participate in that sport for the entire season.
3. Students ineligible for sports participation for three weeks during the season lose their eligibility for the entire season.
4. The superintendent will decide questions about eligibility for students with an Individual Educational Plan (IEP) after consultation with that student's teachers.
5. Students who are absent from school on the day of an event will be ineligible to participate in an evening event. The superintendent may make an exception to the rule for students who attend a partial day of school due to a verified doctor or dental appointment.
6. The previous quarter's report card grades will be used to determine eligibility during the first 2 weeks of the new grading period.
7. Eligibility lists are due in the office on Thursday at noon. Ineligible students and their parents will be notified. The period of ineligibility runs from Monday through the following Sunday.
8. Students who are ineligible may not attend practice sessions, will not be permitted to dress for games, participate in games or travel with the team to away games. Ineligible students are discouraged from attending games, and if they do attend a game, they are to pay admission as any member of the public during the period of ineligibility.

### **Behavior Code -- Extracurricular Activities**

The board, staff, and administration of Prairie du Rocher Grade School believe that extracurricular activities help students develop socially, emotionally, and physically. Participants in these activities are expected to behave in a manner which reflects positively on Prairie du Rocher Grade School. Participants, therefore, are expected to obey the following rules:

1. Participants should maintain good sportsmanship and proper language while traveling to, participating in, and returning from activities.
2. When not participating in events, students are expected to remain in areas designated by the coaches or sponsors.
3. Students who participate in an activity should be at that activity unless excused by the coach or sponsor.

4. Students who are absent from school all day or part of the day on the day of an event are not eligible to participate in the extracurricular activity that day. The superintendent, based on a verified doctor or dental appointment, may make exceptions to the rule.
5. On the 3<sup>rd</sup> tardy and/or absence on the day after an extracurricular event, the student **will not be eligible** for the next event. The superintendent, based on a verified doctor or dental appointment, may make exceptions to the rule.
6. Prairie du Rocher students shall not leave the site of an event when participating in a sport or activity. Students should not leave the gym during basketball or volleyball games. Students should not leave school grounds during track meets, baseball games, softball games, or contests.
7. Participants shall follow any instruction given by the coaches or sponsors.

Students violating the behavior code are subject to school discipline including suspension from the team, after school detention, and possible suspension from school. Disciplinary action will be taken after the superintendent has consulted with the coaches, sponsors, or other pertinent witnesses. Any disciplinary penalties will depend on the severity of the rule violation as determined by the superintendent.

### **School Bus Guidelines for Activities**

Participants are expected to ride the bus to all away extracurricular activities unless prior arrangements have been made through the office. Parents wishing to take their child home after an away event may do so under the following conditions:

1. Only parents will be allowed to sign their child out after the event/competition has ended. Please do not approach the coaches before or during competitions or events.

### **Drug and Alcohol Policy and Procedures**

In order to ensure the highest possible standards of learning as well as the safety, health and well being of its students, the Prairie du Rocher School District #134 endorses a substance abuse policy which will:

- Aid students to abstain from the use of alcohol/drugs
- Intervene early when student use is detected
- Take disciplinary action when necessary
- Provide aftercare support for students.

The district recognizes these issues as legitimate concerns of the school and wishes to address these needs as a part of a comprehensive assistance and discipline program.

The Prairie du Rocher School will provide students with information and activities focused on common sociological concerns that student's experience. This curriculum program shall include preventive education and treatment information for students.

The Prairie du Rocher School shall establish and maintain an assistance program. Through a team approach, the school district will offer assistance to students who are chemically involved. Students have the right to attend school in an environment free of alcohol and drugs. Students are not to possess, purchase, sell, be under the influence of, or use illegal

drugs, alcohol, unauthorized medication, tobacco, look-alike drugs, or drug-related paraphernalia on school premises, on school buses, or at any school sanctioned activity.

Searches within the school or on school grounds involving personal or school property will be authorized by the school administrator upon reasonable suspicion that the search is necessary to maintain discipline and order.

Exceptions to disciplinary procedures must be reviewed and approved by the superintendent.

It should be noted that the Prairie du Rocher School may receive Federal funds to support these drug free programs; the ESEA Title V Drug-Free School and Communities Act grant, as well as the ESEA Chapter 2 Federal State and Local Partnerships for Educational Improvement Act, and ESEA Title II Eisenhower Mathematics and Science Education Act.

Local resources for information and/or treatment of drug and alcohol problems include:

Human Support Services of Monroe County  
988 N. Market  
Waterloo, IL  
(618) 939-8644

Human Service Center  
Route 1, Box 23A  
Red Bud, IL  
(618) 282-6233

### **Adult Literacy Information**

Local resources for information and/or training on adult literacy, general education development (GED), or adult education include:

Monroe/Randolph Regional Superintendent of School Office  
107 E. Mill Street  
Waterloo, IL  
(618) 939 –5650

### **Head Lice Inspections**

1. The inspection will be conducted as often as the need arises.
2. Parents will be informed by memo and/or telephone that their child has a head lice problem.
3. Parents of students with identified cases of head lice will be given specific information on how to correct the problem.
4. Students with head lice problems will be readmitted to school when the problem has been corrected. A physician's statement or packaging from head lice medication must be presented at the office as proof that the problem has been corrected. Students who fail to prove that the problem has been corrected will not be readmitted to school.

### **First Aid and Bloodborne Pathogen Plan**

As per state and federal law, the school has adopted a policy and plan to protect children and staff from infection by bloodborne pathogens. This plan is available for review at the school office.

Only emergency first aid will be administered at school. Parents/guardians will be notified as soon as possible in case of any injury or illness.

### **Asbestos**

Prairie du Rocher C.C.S.D. #134 has been inspected for the presence of asbestos materials within the school building and has filed an Asbestos Management Plan with the Illinois Department of Public Health, Asbestos Section. This plan is available for review by parents, faculty, staff, and/or employee organizations at the school office during normal working hours. The plan has been on file since October 12, 1988 and, to the best of our knowledge, is in compliance with all regulations pertaining to asbestos.

### **Pesticide Applications**

During the second week of each month the Prairie du Rocher School District will have an outside agency come into the building to spray for insects. Parents may turn in a written request if they would like to be notified in advance of the day the building is sprayed.

### **Student Records**

Our school maintains permanent and temporary records on all students. These records contain information relating to a student's intelligence, achievement, and deportment. Parents have the right to inspect and copy, at cost, pages of their child's records. The right to inspect a child's records is governed by the Family Educational Rights and Privacy Act (FERPA) as described below.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the record custodian, superintendent, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, the official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identifying the part of the record they want changed. And specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or

- eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
  4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, S.W.  
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the records custodian or other official in writing before October of the current school year that he/she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution.

### **Misconduct by Students with Disabilities**

#### **Behavioral Interventions:**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. Prairie du Rocher CCSD#134 will establish and maintain a parent-teacher advisory committee to plan and implement procedures for using behavioral interventions with children with disabilities. The procedures shall conform to the Illinois State Board of Education's guidelines on the use of behavioral interventions, including that each student receiving special education services who require the use of restrictive behavioral intervention should have a written behavioral management plan developed by the IEP team and be included in the student's IEP.

The superintendent shall designate at least one staff member as a behavioral intervention consultant who shall assist staff on the proper use of behavioral interventions. This policy and the behavioral intervention procedures shall be furnished to all parent(s)/guardian(s) within 15 days after the beginning of the 2009-10 school year and each year thereafter.

Students shall be informed of the contents annually.

### Suspension and Expulsion:

The following procedure shall be used when a student with disabilities is alleged to have engaged in disobedience or misconduct:

#### I. Suspension for a Cumulative Period Not to Exceed 10 Days in Any School Year

The District's regular suspension procedures shall be used to suspend a student with disabilities for a cumulative period not to exceed 10 days in any school year.

#### II. Suspension beyond 10 Days or Expulsion

A. The District shall promptly notify the student's parent(s)/guardian(s) of the disobedience or misconduct and whether the student will be suspended. All procedural protections pertaining to notice provided under the regular education discipline policy shall apply to this notice. This information shall be confirmed in writing and the parent(s)/guardian(s) shall be advised as follows:

1. That the multidisciplinary conference (MDC) team shall meet as soon as possible, but at least 10 calendar days after this notice was sent unless such 10-day notice is waived by the parent(s)/guardian(s), to determine whether a causal relationship exists between the student's disabling condition and the student's alleged disobedience or misconduct; and
2. That the student's parent(s)/guardian(s) are requested to attend the multidisciplinary team meeting and the date, time, and location of the meeting.

B. MDC Determination – The MDC team may determine that the cause of the student's disobedience or misconduct is not related to the student's disabling condition. In that case the student may be disciplined under the District's discipline policy for regular education students by measures up to and including expulsion. If the Board imposes expulsion or other disciplinary measures altering the student's special education program, an IEP meeting shall be convened to determine appropriate alternative means of service delivery.

C. The Board may not expel a disabled student if the MDC team determines that the student's gross disobedience or misconduct is causally related to the student's disabling condition. The MDC team is responsible to address placement changes, which may be appropriate in light of misconduct found to be disability-related.

Parent(s)/guardian(s) may object to a proposed change in their child's educational placement. If so, if the superintendent believes that the student's behavior in the current placement poses a continuing physical danger to their student or to others, the superintendent is authorized to seek a court order to change the placement or to suspend

the student for more than 10 days.

### **Sexual Abuse Awareness Instruction**

State law requires Prairie du Rocher CCSD#134 to offer students instruction on recognizing and avoiding sexual abuse. The district will provide a five-day advance notice to parents prior to offering this information. Pupils shall not be required to receive instruction in recognizing and avoiding sexual abuse if the parent/guardian submits a written objection.

### **Sex Discrimination (Title IX, Sec. 86.8)**

In compliance with Title IX of the Educational Amendments of 1972 prohibiting discrimination by sex in educational programs which receive federal funds, the Board of Education adopted the following grievance procedure on 8-8-95:

- A. A student or an employee shall present his/her complaint in writing to the grievance officer.
- B. The grievance officer shall investigate the complaint and arrange for a hearing within five (5) working days.
- C. Within five (5) working days a hearing shall be held before a hearing officer who will be an appointed disinterested third party and an employee of the district.
- D. The designated hearing officer shall render his/her opinion to the grievance officer and the student or employee within five (5) working days from the time of the hearing.
- E. Failing a resolution at stage "D", the student or employee may present a statement of his grievance to the Board of Education. The Board of Education shall determine the matter.
- F. Failing a resolution at stage "E", the grievant may file a complaint with the circuit court.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. For the purpose of maintaining confidentiality, grievances will not be filed in a student's file or an employee's personnel file. The grievance file will be kept in the office of the grievance officer. The grievant has the same access to this file as he does his personal file.

The district grievance officer and program coordinator is:

E. Jill Asbury, Superintendent  
Prairie du Rocher CCSD #134  
714 Middle Street  
Prairie du Rocher, Illinois 62277  
Office Phone (618) 284-3530

### **Sexual Harassment of Students**

Sexual harassment of students is prohibited. Sexual harassment is defined as follows:

- 1. An employee's or District agent's unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that denies or limits the provision of educational aid, benefits,

services, or treatment or that makes such conduct a condition of a student's academic status.

2. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) depriving a student of educational aid, benefits, services, or treatment; or (c) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting the student.

Students, who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator or a Complaint Manager.

An allegation that one student was sexually harassed by another student shall be referred to the Superintendent for appropriate action.

Nondiscrimination Coordinator:

E. Jill Asbury  
714 Middle Street  
Prairie du Rocher, IL  
(618) 284-3530

Complaint Manager (general):

E. Jill Asbury  
714 Middle Street  
Prairie du Rocher, IL  
(618) 284-3530

Complaint Manager (male):

Jeremy Volkmar  
714 Middle Street  
Prairie du Rocher, IL  
618-284-3530

**Prairie du Rocher Enrichment Program (PEP)**

The Program:

In response to the State's mandates, Prairie du Rocher CCSD#134 will identify and provide educational services to academically talented students.

Selection Criteria:

Students will be identified at the end of the second grade and at the end of the fifth grade. Students eligible to participate in the program must meet two of the following criteria:

- teacher recommendation
- achievement test score: complete battery percentile score of 90 or higher.
- Otis-Lennon School Ability test: total age percentile score of 90 or higher.

Once students have been identified as eligible for the program, they will remain in the program unless they fail to complete assigned PEP work or fail to maintain a 4.0 (on 5.0 scale) average. **Any PEP student who does not earn a 4.0 average at the end of a quarter will be ineligible to participate in PEP during the next quarter. If the student does not earn a 4.0 average at the end of that quarter, the student will be ineligible to participate for the remainder of the school year.**

Parental consent will be obtained before students are admitted to the program. Although State regulations require that program participants be given work “over and above” what is offered in the regular curriculum, that work will be given in study periods—not at the expense of regular subjects. Any student wishing to leave the program during the school year must submit a letter from the parents to the superintendent requesting that their child be dropped from the program.

### **Title I Parental Involvement Policy**

Letters will be sent to the parents of Title I students informing the parents of their child’s selection for the Title I program. A “Parent’s Right to Know” letter will be sent home at the beginning of each school year. This letter will notify the parents that they may request information regarding the qualifications of the student’s classroom teacher and any paraprofessionals serving their child. Progress reports will be sent home at various times throughout the year. Parent-teacher conferences will be scheduled with the parents of Title I students. Parents of Title I students will be asked to complete an annual needs assessment survey to be used in planning the Title I program. An annual meeting will be convened to which parents of Title I students are invited. The purpose of this meeting is to explain the Title I program, its requirements, and the parents’ right to be involved. Parents of Title I students will be asked to complete a home/school compact. The compact describes the responsibilities of the school, the parent, and the child to improve student achievement.

### **Sex Offender Registration**

Please be aware of the Public Act 94-004: Sex Offender Registration. This legislation requires that principals and or teachers of public or private elementary or secondary schools notify parents that information about sex offenders is available to the public. The sex offender information is available at [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor)

### **Donations to the School**

All donations to the school are greatly appreciated. However, the superintendent and/or the Board of Education must first approve the donation before such a contribution can be accepted.

### **Meetings of the Board of Education**

Regular meetings of the Board of Education are held in the Prairie du Rocher School cafeteria on the third Wednesday of each month at 7:00 p.m. Special meetings may be called when necessary. Notice of these meetings will be published in the North County News when time permits or posted at the main entrance at least 24 hours in advance. Most meetings of the Board are open to the public, though the Board may meet in closed session on certain matters outlined in the school code. All official actions are conducted in open session.

## **Board of Education Members**

The Board of Education consists of seven members elected by non-partisan ballot for staggered four-year terms at the general elections in April in odd numbered years.

### **Current Board Members:**

Mark Laurent, President  
Ernest Peiffer Jr., Vice President  
Karla Elms, Secretary  
Pamela Clerc

Michael Deterding  
Michael Carle  
Tania Barbeau

## **Beta Club**

The purpose of the National Junior Beta Club is to promote the ideals of character, service, and leadership among elementary school students, to reward meritorious achievement, and to encourage and assist students in continuing their education after high school. Prairie du Rocher School is one of over 7,600 clubs in 45 states and 7 territories.

Membership in the Beta Club is an honor and a privilege. The qualifications for membership are:

- Worthy, moral, and ethical character
- Good mentality
- Creditable achievement
- Commendable attitude
- Initial GPA must equal 4.4 (GPA must remain above 4.0 to maintain membership\*)

\* If the student's GPA falls below 4.0 they will be placed on probation for one academic quarter.

## **Public Participation in School Affairs**

The public is invited and encouraged to take an active role in school affairs and to meet and talk with any and all school personnel on school matters. In matters of specific concern, however, parents and citizens should consult first with the person closest to their source of that concern, such as the teacher or the coach. For example, in a matter involving a student's classroom situation, consult first with that student's teacher and then, if necessary, with the superintendent. The concerned person may also present a matter to the Board of Education when the procedure above has been followed and the problem still has not been resolved.

Anyone that wishes to address the Board of Education must do so under the following guidelines:

- Individual(s) must notify the superintendent of their intent at least five (5) days prior to the Board's regularly scheduled monthly meeting.
- Individual(s) must complete a form indicating their business before the Board. Forms are available in the school office.

## **School District Budget**

Prairie du Rocher CCSD #134's budget is posted on the district's website: [www.pdr134.com](http://www.pdr134.com)

## **Homeless Students**

Homeless students shall have equal access to a free, appropriate public education. A homeless student includes those who:

- lack a fixed, regular, and adequate nighttime place of abode;
  - has a primary nighttime place of abode that is: a supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing); an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- A homeless child may attend: (1) the District school that the child attended when permanently housed; (2) the last school in which the student was enrolled; or (3) the school attended by non-homeless students in the attendance area in which the homeless student is actually living at the time of enrollment. All homeless children shall be referred to the Director of Special Education, the District 181 Liaison for Homeless Children, upon enrollment. Homeless students will be enrolled immediately, with or without prerequisite enrollment documentation as required by law.