

**POTOMAC COMMUNITY SCHOOL
DISTRICT #10
2010-2011**

Student Handbook
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Administration of Medicine Parents have the primary responsibility for the administration of medication to their children. Physicians should be encouraged to set treatment schedules for students so the medications can be administered at home rather than school. Medication required by a student shall generally not be administered at school. Medication may be given to a student at school only in an emergency or if it is required in order for the child to remain in daily attendance. The school district retains the discretion to reject requests for the administration of medication.

Procedures for the Administration of Medicine:

I. The in-school administration of medication to students by district employees shall be permitted upon satisfaction of the following requirements:

A. A written order for prescription and non-prescription medications must be obtained from a physician. The written order is to be provided to the school from a physician detailing the name of the drug, dosage, and the time interval in which the medication is to be taken. The written order shall be accompanied by the parent's or guardian's written consent and waiver of liability. It is the responsibility of the parent/guardian to assure that the physician order, written consent and waiver, and medication are brought to the school.

B. A written request and waiver of liability from the parent/guardian of a student to the school district requesting that non-prescription medication such as Tylenol and aspirin be administered at school. The written request must list the name of the medication, the exact dosage and time it is to be given, anticipated reaction to the medication, circumstances under which the medication must be administered, and the reasons for the administration of the medication. The written request will be valid for only one school day and the parent/guardian must complete an additional written request and waiver of liability for each additional day that Tylenol or aspirin is to be administered to the student.

II. After the above requirements are met, medication shall be administered in the following manner:

A. The principal shall designate the employee or employees authorized to administer the medication.

B. Medications in Section I-A shall be brought to the school in the original container appropriately labeled by the pharmacy or physician.

Medications in Section I-B shall be brought to the school in the original container with the manufacturer's original label with the ingredients listed and the child's name affixed to the container.

C. Medications must be stored in a locked or secured area as designated by the principal.

Asbestos Information Notice Asbestos Containing Building Materials (ACBM) are present in our schools. In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities, and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers. Copies of the asbestos management plan for our schools, which includes the inspection report are located in both the superintendent/principal's office. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form will be provided upon request. Should a request be made for a copy of the report, the school district is allowed to charge a reasonable fee to make copies of the plan. As per

state and federal regulations our school district has an ongoing operations and maintenance program. The AHERA three year re-inspection was completed in March of 2007.

Attendance Children between the ages of 6 and 16 are required by Illinois State Law to attend school. In order to benefit from the educational opportunities being made available to them, every student is expected to be in school each day unless he/she is ill or there is an emergency in the family. Students who are absent more than 10 days may not be able to participate in "fun activities". These may include movies, field trips, special activities, etc.....

The following lists the acceptable excuses for absences from school:

1. Personal Illness - Absences of three or more days may require a doctor's verification specifying date(s) student was medically unable to attend. Any parent who does not call in the absence of their child must send a written excuse for their child upon returning to school otherwise this will be counted as an unexcused absence.
2. Illness in the Family - All school work should be kept current.
3. Quarantine in the Home - The absence arising from this condition is limited to the length of quarantine as fixed by the proper health official.
4. Death in the Family - See policy for make-up work.
5. Observance of a Religions Holiday - Any student of any religion shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with their creed or belief.
6. Vacation Plans - Plans for the families can be facilitated by calling the school one week prior to the date of vacation so teachers can prepare work for the student.
7. Three tardies equals a half day absence at school and will count towards truancy.
8. Any student missing 10% of the school year or 10 school day may not be able to participate in fun activities. These may include movies, field trips, family days, etc... When a student is absent, a parent or guardian must call the school office, 987-6155, between the hours of 7:45-9:00 a.m. reporting the reason for the absence. This call is the parent's responsibility, calls made by students are not accepted. If a parent or guardian calls, no written excuse from the parent is necessary.

Pre-Arranged Absence: Occasionally we approve absences for the students in advance of the actual absence. We do not encourage this practice but realize that it is sometimes necessary to take your child out of school. Please come into the office to complete a form for a pre-arranged absence at least one week prior to the absence. The teacher will inform the student about the required assignments.

Attendance Procedures Potomac Grade School has procedures in place for student attendance. Following are the procedures in place:

1. At **five days** absent, parents are sent an inconsistent attendance letter.
2. At **ten days** absent, parents are sent an excessive absence letter. At this time the **truant officer** will be contacted.
3. At **twelve days** absent or 10% of the school year, a doctor's excuse will be requested for each absent day. An intervention meeting will be scheduled in order to set up a plan for attendance improvement. At this point, the truant officer will be contacted for intervention.

Students who were absent more than 10% of the previous school year will be required to provide a doctor's excuse for the current year in order to determine the absence as excused.

Book Rental Each pupil is required to pay a book rental fee at the time of registration. This fee is used to purchase basic and supplemental texts, workbooks, materials, and supplies. Costs for textbooks and supplies have increased substantially. Parents and

students can help keep rental charges down by taking the best possible care of books assigned to them. Students will be charged for books lost or damaged including classroom and library books. Book rental fees are \$40.00.

Breakfast Breakfast will be served from 7:50-8:05. The cost is \$1.00 per student. Students who want to purchase breakfast will need to purchase a ticket ahead of time.

Free or reduced breakfasts are available to qualified students. Revised federal guidelines are received annually. Parents who feel that they qualify are encouraged to complete the application form and return it to the building principal. Students will be allowed 10 credit slips. After 10 credits, the student will not be allowed to eat breakfast.

Bus Conduct Student safety is a major concern of all persons responsible for student transportation. Because improper behavior on a school bus can contribute to accidents, state and local regulations relative to school conduct must be obeyed. Recent state law requires the school district to furnish transportation, it does not relieve parents from the responsibility of supervision until such time as the child boards the bus in the morning and after the close of the school day.

When a student does not conduct himself/herself properly on a bus, a School Bus Incident Report will be completed by the driver and given to the Principal. The Principal, after talking to the driver and the student, will send a copy of the report to the parent and the following disciplinary action will be implemented. Additional days may be added to the disciplinary action depending on the seriousness of the behavior. In addition to the following disciplinary action the student may also be suspended from school for gross behavior while riding the bus.

First Report This will be a warning that the behavior must improve or the student will be suspended from riding the bus. If there is gross violation of the rules, then the student may be suspended from the bus immediately.

Second Report Three days suspension from riding the bus.

Third Report Five days suspension from riding the bus.

Fourth Report Ten days suspension from riding the bus.

Fifth Report Suspension from riding the bus for the remainder of the year.

If a student has been suspended from riding the bus, the parents/guardians of the student involved become responsible for seeing that the student gets to and from school.

State of Illinois Bus Transportation Bulletins list the following instructions to school bus drivers. They are to be enforced by drivers and obeyed by students.

1. Be on time at the designated school bus stops, help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Wait until the bus comes to a complete stop before attempting to enter the bus.
4. Be careful when approaching the place where the bus stops.
5. Don't move toward the bus at the school loading zone until the bus has been brought to a complete stop.
6. Keep hands and head inside the bus at all times.
7. Assist in keeping the bus safe and sanitary at all times.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
9. Never tamper with the bus or any of its equipment.
10. Treat bus equipment like you would valuable furniture in your home.
11. Leave nothing on the bus.
12. Help look after the safety and comfort of smaller children.
13. Do not throw anything from the windows.
14. Do not leave your seat while the bus is in motion.
15. Be courteous to fellow bus riders and to the driver.

16. Be absolutely quiet when approaching a railroad crossing.
17. In case of a road emergency, remain in the bus until instructions are given by the driver.
18. At a discharge point, where it is necessary to cross the highway, proceed to a point of at least 10 feet in front of the bus. Remain there until a signal is given by the bus driver to cross.
19. Be alert to a danger signal from the driver.
20. Do not ask the driver to let you off anywhere besides your designated stop. This will not be permitted without proper authorization.
21. Observe the same rules and regulations on other trips under school sponsorship as you observe at home and school.
22. On other trips, respect the wishes of the chaperone appointed by the school.
23. No eating or drinking on the bus.
24. After arriving at school in the morning, students are not to leave the school grounds.

Dress Code Concerns will include any clothing that is disruptive to the educational process and will include but not be limited to:

1. No suggestive or objectionable material should be on clothing.
2. Shoes must be worn.
3. No midriffs or cut-off shirts that leave the stomach bare are to be worn.
4. No spaghetti straps and low cut tops.
5. No hats, sweat bands or bandannas shall be worn as headgear.
6. No advertisement or logo depicting alcohol or tobacco products will be worn.

Students will be asked to go home and get appropriate clothing or to turn the objectionable clothing inside out to complete the day.

8th Grade Class Trip A student will not be eligible to go on the 8th grade class trip if they do not meet the graduation requirements. If a student has had a three day or more out of school suspension, that student will not be allowed to go on the class trip. It is up to the discretion of school personnel for any cause disallowing the student from attending.

Eligibility Procedures for Students Participating in Extracurricular Activities

- **Students will be informed about eligibility on Friday for the following week (Monday-Saturday). It will be the responsibility of the student to inform the parent.**
- **Any student on the third time of being ineligible will no longer be allowed to participate in that sport for the rest of the season.**
- Ineligible students will not be allowed to attend any home extra-curricular activities.
- Students who miss any part of a school day due to illness or personal business, etc. are not allowed to participate in any type of extracurricular practice, activity, etc. that evening. (Participation may possibly be allowed if cleared beforehand with the activity sponsor and principal.)
- Students who are experiencing conduct or disciplinary problems may be denied participation in extracurricular activities. Anything that is related to regular school activities; make up work, teacher/student conference, detention, etc. will take precedence over extracurricular activities, these items must be cleared up before the student reports to any type of activity.
- Possession, using or the selling, transfer, or exchange of cigarettes, tobacco products, alcohol, or drugs is prohibited. Violation of this policy will result in penalties being imposed which could include suspension and a recommendation

to the Board of Education for expulsion from extracurricular activity participation equal to a time period ranging from a minimum of three school days to a maximum of 180 days.

Emergency Cards An emergency card must be filled out on each child. This is needed not only to get general information on the child, but most importantly, it tells us who to contact in case we are not able to reach parents in the event of an emergency or a child is too ill to stay at school, or if your child would get hurt. Please notify the office immediately if any of your information needs updated, such as: emergency phone numbers, baby-sitters, addresses.

Emergency Dismissal Procedures An emergency phone system has been set up. Parents who give phone numbers to be notified will be called by this system. If your number needs to be updated, make sure this is given to the office. If you do not have your number in the system, school closings will be broadcast on the following radio and TV stations:

Champaign	WCIA-TV, Channel 3	Danville	WITY Radio 980 AM
	WICD-TV, Channel 15		WDAN Radio 1490 AM
	WIXY Radio 100.3 FM		WDNL Radio 102.1 FM
	WKIO Radio 92.5 FM		WIAI Radio 99.1 FM
Hoopeston	WHPO Radio 100.9 FM		

Extracurricular Activities Potomac Jr. High provides a full range of activities for students in grades 5-8. Those activities include: boys baseball, girls volleyball, boys and girls basketball and track, cheerleading, band contest, chorus contest, literary, drama, and scholastic bowl. In order to participate in these activities each student must meet the following requirements:

1. Comply with all rules and regulations of the Illinois Elementary School Association (IESA) that pertain to the activity of participation.
2. Agree to care for and be responsible for school equipment used or issued and make necessary restitution whenever loss or damage is the student's responsibility.
3. Furnish the school with proof of passing a physical health examination as given by a qualified M.D. or Nurse Practitioner. This examination must have been taken after June 1 of each calendar year. Students must also provide the school with a certified birth certificate.
4. No type of participation is allowed until the Parent's Permission Card, current Physical, and the Waiver Form is completed and on file in the office.
5. Comply with all policies as established by the sponsor of each activity of participation. Outstanding debts may prevent participation in the activities.
6. Comply with all other policies in operation for Potomac CUSD #10.

Grading Scale Potomac CUSD #10 uses a uniform grading scale as follows:

100 - 93	A
92 - 84	B
83 - 75	C
74 - 68	D
67 - Below	F

Potomac Jr. High will publish a quarterly honor roll for grades 5-8. The criteria for being on the honor roll is as follows:

1. Students must be in grades 5-8.
2. Honor roll grades to be averaged will be the following: Math, Reading, Language Arts, Spelling, Social Studies, and Science, in 5-8 grades.
3. A 5 point system will be used, A=5, B=4, C=3, D=2, F=1.

4. "Recognition" will be given to students who achieve a Grade Point Average (GPA) of 4.0 - 4.24, and receive no more than one C in any solid subject.
5. "Honors" will be given to students who achieve a GPA of 4.25 - 4.74 and receive no more than one C in any solid subject.
6. "High Honors" will be given to students who achieve a GPA of 4.75 - 5.00 and receive no grade below a B in any solid subject.

*** To be eligible for the Honor Roll, a student must not have received either a D or F in any class including Art, P.E., Band, Chorus, and Music.**

Graduation Requirements In order for an 8th grade student to participate in the graduation exercises and receive a diploma, he/she must complete the following criteria:

1. Receive a passing grade in four (4) out of the five (5) solid subjects for that student's 8th grade year: English, Literature, Math, Science, and Social Studies for their yearly average grade.

2. Pass the U.S. and Illinois Constitution Test.

A student who may be at risk of not passing will go through the intervention process.

Homework

Teachers assign homework for many reasons. Homework can help children:

- review and practice what they've learned;
- get ready for the next day's class;
- learn to use resources, such as libraries, reference materials, and encyclopedias;
- explore subjects more fully than time permits in the classroom.
- help develop good habits and attitudes; and
- to work independently; encourage self-discipline and responsibility (assignments provide some youngsters with their first chance to manage time and meet deadlines); and encourage a love of learning.

(www.kidsource.com/kidsource/content/homework.html)

One of the main purposes of education is to prepare students for the workplace. This is your child's main exposure to job preparation. Without the cooperation of both home and school, your child's prospect of success in the job market is reduced. **The school cannot do this alone. We need the support of the home in order to be successful.**

Lice Head lice is a problem because of how easily and quickly it spreads. When lice or nits are found on a child, he or she will be sent home immediately. The school will provide information from the Health Department for proper care. The child must be "lice and nit free" in order to return to school.

Lunch Program Free or reduced lunches are available to qualified students. Revised federal guidelines are received annually. Parents who feel that they qualify are encouraged to complete the application form and return it to the building principal. Students will be allowed 10 credit slips. After 10 credits, the student may be served an alternative lunch.

No refunds on lost tickets. We recognize the problems involved with lost tickets, but misuse of lost and stolen tickets has made it necessary to insist that students must always treat their lunch tickets as they would cash.

Cost for Lunch

K-8	\$2.00
Reduced	\$.40
Adult	\$2.25

One final note concerning the lunch program is about nutrition. We encourage all of our students to have balanced meals not only at home but at school as well. We would like to ask parents to be careful of nutritional value of the foods that students bring to school

such as: desserts, starches, and especially drinks like pop, kool-aid, and others. We have observed at school, as many of you have noticed at home, that certain foods and drinks affect the behavior and ultimately the performance of students, especially in the afternoon periods. Do not send any glass containers in lunches because of the danger of breakage.

Make Up Work It is the responsibility of the student to see that all make up work is completed as soon as possible. The teacher and the student may decide on the adequate time needed for making up the missed work. However, the student should make arrangements the first day back at school as to the exact time make up work is due. The normal policy for make up work is for each day absent the student receives one extra day to make up the homework assignment.

If the student knows ahead of time that he/she will be absent for a funeral, illness in the family, or some other excusable reason, he/she should inform each teacher of this so that work can be made up prior to the absence rather than after the absence when possible. A form is to be completed in the office for prearranged absence. **Students will not be allowed to make up work for unexcused absences. This includes tests taken during the unexcused absences.**

Morning Procedures Students are to observe the following procedures when first coming into the school in the morning:

1. Go straight to the gym and put all personal items including book bags and coats at the end of the class line. (Any student needing to leave the gym will need to ask permission from the teacher on duty.)
2. After putting items in line, go to your assigned row. Students are not to leave their assigned row without permission.

Non-Discrimination and Equity Discrimination will not be practiced in any program or area of the school. Educational opportunities will be provided for all students to the fullest extent possible without regard to race, color, national origin, sex or handicap. Grievances involving discrimination should be resolved mutually and informally by the parties involved.

Physicals/Immunization Requirements The following grades need Health Examinations required by the Illinois State Board of Education:

Kindergarten--Physical, Dental and Eye Exam

Second Grade--Dental Exam

Sixth Grade--Physical, Dental and Eye Exam

Physical Education All students must participate in physical education classes unless excused by a medical doctor. Students in grades K-8 are expected to bring a pair of tennis shoes that are to be worn for P.E. only.

Response to Intervention Vision: Potomac Elementary School provides a positive, comprehensive academic and behavioral support system to meet student needs.

Mission: PES strives to give students the foundations to become respectful, honest, life-long learners. Our goal is to modify instruction as we monitor and evaluate data in order to effect positive change in our students. Staff, parents and community will work together to prepare students to make responsible decisions and to become productive citizens for life.

Outcomes:

- Interventions are research-based and developed according to individual student needs: academic, behavioral, social, or emotional.
- General education and special education resources are merged.

- An intervention plan is developed and monitored for all students who are referred to the Problem Solving Team.
- Intervention will be developed by the team for each student in a timely manner with follow-up on a short-term basis.
- Positive interventions are provided within the regular education environment.
- Interventions use Title I reading teachers, speech-language pathologists, psychologists, psychology interns, problem-solving coaches, instructional aides, and parents. These individuals will receive appropriate training.
- The Problem Solving Team approach is data-based and data-driven.
- Research-based tools are used for universal screening, progress monitoring and outcomes measures.
- Parents are an important part of the Problem Solving Team and the Response to Intervention model in facilitating student success.

The School Day Supervision of students begins at 7:50 a.m. If parents bring their children to school, we urge them to drop the students off after this time. Classes for all grades will begin at 8:10 a.m. Dismissal will be 3:10 p.m. Dismissal of students earlier than 3:10 p.m. will be avoided as much as possible. Every effort will be made to inform parents of the times and dates of early dismissals.

School Improvement Plan/No Child Left Behind Every year Potomac CUSD #10 develops a School Improvement Plan/No Child Left Behind Plan. Information is gathered from several sources including students, parents, teachers, staff, school board members and community members. All the information is compiled and analyzed to develop a plan for improvement. The components of the plan include four goals:

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| Goal 1 | Improve Learning Environment |
| Goal 2 | Improve Student Performance in Curricular Areas |
| Goal 3 | Provide High Quality Staff Development Activities for all Staff |
| Goal 4 | Review and Upgrade District Support Services |

This process is a year long activity and is on-going. We are always trying to improve the quality of education at Potomac Grade School. These plans are presented to the Potomac Board of Education in October each year. Copies of both are available in the district office on request.

Sex Education The school district is required to provide instruction about recognizing and avoiding sexual abuse. The school district shall give 5 days notice to parents or guardians of students in grades K-8 before such a class begins. Parents or guardians of students in grades K-8 have the right to file a written request for their child not to take such classes.

Sexual Harassment/Abuse The Potomac Board of Education and personnel will not tolerate sexual harassment by employees or students. Anyone with a complaint should report it to the Principal's office or the Superintendent.

Student Records A student's record shall contain both permanent and temporary records. A transcript of grades would be a permanent record. Test scores and evaluations would be a part of the temporary record which is to be destroyed following the student's graduation. The school Principal is the records' custodian and is responsible for the maintenance and security of all student records.

A student's record may be released to the following: parents/Guardian of a child under 18, employees who can demonstrate an educational or administrative interest in the student, the records' custodian of another district, appropriate persons when necessary to protect the health or safety of the student or other persons, others as outlined in school policy.

Requests must be submitted at least 24 hours in advance of the release.

Student Discipline

Maintenance of Discipline:

- Teachers and other educational employees shall maintain discipline in the school, including school grounds which are owned or leased by the Board and used for school purposes and activities. In all matters relating to the discipline and conduct of the school and the school children, they stand in place of the parents and guardians to the pupils. This relationship shall extend to all activities connected with school programs and may be exercised at any time for the safety of the pupils in the absence of their parents or guardians as specified in Chapter 122, Section 24-24 of the School Code.
- Potomac CUSD #10 will not allow corporal punishment to be used as a mode of discipline. (Policy JDA)

Student Rules and Regulations:

- **Prohibited Student Conduct:** The school administration is authorized to discipline students for gross disobedience or misconduct, including, but not limited to: engaging in any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct. Prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, bullying, hazing, or other comparable conduct.
- Students are not to visit in other classrooms during recess periods, before and after school or during the noon period.
- Due to liability, we do not permit children from other schools or areas to visit during the academic school day.
- Running in the building, loitering in the halls, shouting and loud talking are not permitted in the building.
- **Swearing, cursing, and other inappropriate language will not be tolerated. Insolent or disobedient behavior against any teacher in the school will be reported to the office and the parents for punishment. First offense of a student using profanity is a detention. First offense of a student using "obscene or profane language or gesture toward any member of the staff of the District shall result in suspension from school for a period of 5 days." (Potomac School Policy # 5.93 PROFANITY)**
- Throwing rocks and snowballs is prohibited.
- Fighting on school property or in the school building will not be tolerated. If reported at any time by school personnel, students will be disciplined. First offense for fighting is three days out of school suspension.
- Students are absolutely forbidden to bring the following items on the school premises, this list would include but not be limited to: matches, tobacco, or other smoking materials, knives, guns, buckshot, rubberbands and beanshooters. (This would include travel to and from school which complies with Potomac Village Ordinance).
- Animals are permitted only with the permission of the office.
- Chewing gum is not permitted in the building.
- Students are not to have cell phones or any electronic devices in their possession during the time school is in session. These items will be confiscated and a parent will need to pick it up in the office. Students may keep these items in their lockers.
- Students are cautioned against bringing valuables such as: jewelry, collectibles (baseball cards, etc.) or money to school. The school is not responsible for loss or damage to these items.
- Students are not to come to school before 7:50. Upon entering the building the students are to go to the gym. They will be dismissed at 8:10 to go to their classes.

- Students are not to bring skateboards or skates/Heelys on school property.

Detentions All detentions need to be signed by the parent and returned to the teacher that issued the detention.

Students will be given detentions for misbehavior. Detentions will be served before and after school. On the fourth after school detention, a student will receive a Saturday morning detention. This will be conducted from 9:00 to 11:00 a.m. on the Saturday following the fourth detention.

Failure to serve a Saturday detention will result in a one day in-school suspension with the student serving the next Saturday detention to complete the original Saturday detention. After the student receives four Saturday detentions, the students will serve the Saturday detention plus have up to a 10 day out-of-school suspension with parent and student appearing before the Potomac School Board of Education for a discipline hearing.

Academic Referral

1. Teachers write academic referrals for homework that is not 80% complete and sends the referral home with the student.
2. The student is to return that referral signed by the parent to the teacher who wrote the referral. If the child does not bring the referral back, he/she is to be sent to the assistant principal for the student to call the parent.
3. After 5 academic referrals, a letter is to be sent home notifying the parent of the 5 referrals and an intervention meeting is to be set up to initiate an intervention plan.
4. After 10 academic referrals, the student is to sit away from everyone at lunch.
5. After 15 academic referrals, the student is to receive an after school detention.
6. After 20 academic referrals, the student will not be allowed to participate in "fun activities". Fun activities may include but not limited to field trips, movies, holiday parties... No more academic referrals will be sent to the parents at this time.
7. At the discretion of school personnel, students may be able to earn back privileges for each week that homework is completed.

Behavior Referral

1. Detentions will be given for each major problem behavior.
2. Three minor behavior referrals equal one major and will result in a detention.
3. After three detentions, a meeting with the parent will be set up in order to develop an intervention plan.
4. If inappropriate behavior continues, intervention meetings will continue.
5. Some behaviors may result in the student being removed from the classroom or school.
6. The police will be notified of any illegal activities conducted by students.

It is at the discretion of the superintendent/principal that a student may be given a Saturday detention, in-school suspension, or out-of-school suspension for extreme misconduct.

Removal from classroom Whenever disruptive behavior creates a situation whereby the educational rights and/or safety of others is being affected, the classroom teacher shall have the right of removing the disruptive student or students from the classroom (Chapter 122, Section 10-20 and 242 of the School Code. Procedures to be followed will include:

1. The teacher shall notify the principal and identify the problem created by the student's conduct with a behavioral referral.
2. Pending an investigation by the principal, the student involved may be assigned to the principal's office or other adequate time-out space.

Study Hall Rules The following rules apply to all jr. high study halls. Students who do not follow the rules will receive an after school detention.

1. No talking.
2. No getting out of seat without permission.
3. Students are to work on assignments at all times.
4. Keep hands, feet, and personal belongings to oneself.

Suspension/Expulsion Procedure:

1. The Superintendent or Principal shall investigate the nature of the alleged offense whenever an incident occurs that may lead to a suspension. That investigation shall include a discussion with the pupil unless the pupil is unavailable or unwilling to discuss the incident.
2. The student shall be adequately advised of the reasons for the proposed suspension and asked for his/her version of the incident that gave rise to the proposed suspension.
3. If the student denies his/her guilt, he/she shall be advised as to the evidence upon which the suspension may be predicated.
4. The student shall be given an opportunity to respond to the evidence.
5. If the conference does not cause the charges to be dropped, the student may then be suspended.
6. The person conferring with the student shall make a written anecdotal record of the conference.
7. If the superintendent or principal determines that a student's presence in school will pose a continuing danger to person or property or constitute an on-going threat of disrupting the academic process, he may immediately remove the student without prior notice and hearing. Except in cases of disruption, or where circumstances make it vital that one or several students be removed from school property immediately, students shall not be released from school property during the school day without notifying the parent or guardian in person or by phone.

Notification: The administration shall, within 72 hours, mail a written notice to the student and parent/guardian, stating the reasons of removal from school and the suspension. Said notice shall be given by certified mail, return receipt requested. The notice shall:

1. State reason(s) for the suspension and the duration of the suspension and the rules or regulation violated by the student's conduct.
2. Inform the parents or guardians of the student that they may request, in writing, a review of such suspension and their failure to request such a review within 7 days after receipt of the notice shall constitute a waiver to the right of review.

The written request for review should be directed to the principal's office. (Policy JDD)

Student Suspension Review or Hearing: The statute refers to a review and a hearing. These words will be used interchangeably in these guidelines to mean a process whereby the student is given an opportunity to question his suspension.

Review of Suspension:

1. A suspension shall be reviewed by the Board of Education within 40 days of the initial date of the suspension, or at any earlier time at the Board's discretion.
2. A parent/guardian of a student wishing to appear at a review hearing of a suspension before the Board must file a written request for review with the Building Principal or Unit Superintendent within seven (7) days after receipt of the notice of suspension.

3. Waiver of right to review. A parent/guardian of a student may waive their right to a review of the suspension by simply not filing a written request for a review within seven (7) days after receipt of the notice of suspension. The lack of a request will constitute a waiver of the right to review.
4. The Board may consolidate, at its convenience, all suspensions arising out of the same facts or occurrence or circumstances. The Board also may agree with each party that a finding on one suspension may apply to his pending suspension.
5. The rules of evidence shall not apply to review proceedings.
6. The finding of the Board shall be final.

Review Procedure:

1. Statement of Reasons:
Within three (3) days of the suspension, a statement of the reasons for the suspension, the rules and regulations violated by the student's conduct, and a statement of the procedure to be followed at the review shall be sent to the student and his/her parents by Certified Mail, return receipt requested.
2. The Review Hearing:
 - a. Shall be held at a time convenient to the parents and to the school administration.
 - b. Deliberate absence by the parents at a scheduled review proceeding may be construed as a waiver of review.
 - c. If the Board of Education elects to serve as the Review Board, the president shall act as the presiding officer.
 - d. The School Administration shall proceed first and the student may respond.
 - e. All witnesses shall be subject to inquiry by both parties.
 - f. No more than five witnesses may be called by either party.
 - g. The Board may record the proceeding and provide copies for both parties.
 - h. The review proceeding must be held in executive session at the request of either party.
 - i. A written decision shall be issued within 72 hours after a hearing conducted by the Board. It shall contain a short statement of facts, the basis for the decision and the findings.
 - j. The Board may appoint an impartial hearing officer to conduct the review. The Hearing Officer must make a written statement of his findings to the Board within three (3) days after the conclusion of the review. Within ten (10) days after the receipt of said findings, the Board shall issue its written decision in the same form as specified above.
3. Disallowance of Suspension:
 - a. The student's record shall be expunged of all notations or remarks regarding the matter.
 - b. The student's absences shall be "excused".
 - c. All educational opportunities missed by the student shall, if possible, be afforded him/her including the making up of any tests. (Policy JDDA)

Expulsion: According to state and federal law the Board of Education shall be authorized to expel a student from school or suspend a student from school for a period of over ten (10) days according to the following conditions:

1. The Board or its designee shall notify the parents or guardians of the proposed expulsion and of the impending hearing by registered or certified mail.

2. Such notice shall reference the reasons for the expulsion, the time and place of the hearing, and the parents' right to appear and present evidence to refute the charges.
3. The Board shall hold a hearing or shall appoint a hearing officer to hold a hearing on the matter. Such a hearing shall be held in executive session at a specified time and place.
4. The only persons allowed at the hearing shall be the parents, their representatives, their witnesses and a representative from the Department of Mental Health and Development Disabilities, if appropriate.
5. In cases where a hearing officer is used, the hearing officer shall provide the Board with a written summary of the hearing.
6. The Board shall discuss and reach consensus on the matter in closed session.
7. Final action by the Board shall be taken in public session.
8. The Board shall expel a student only in cases of extreme or repeated misconduct or disobedience. Gross disobedience or misconduct providing just cause for expulsion shall include but not be limited to:
 - a. Repeated willful disobedience of reasonable directives of members of the staff or administration.
 - b. Repeated or extreme instances of possession or use of drugs or alcohol.
 - c. Willful serious injury to a staff member or another student.
 - d. Repeated threats of injury to staff members or other students.
 - e. Willful and/or repeated severe destruction or defacement of the school building or other school property.
 - f. Willful and repeated use of profanity and/or verbal threats in the presence of staff members or other students.
 - g. Possession and/or use of a dangerous weapon. Federal Law required expulsion of one calendar year minimum for possession of a firearm.
 - h. Such other serious behavior as the Board deems seriously undermines the continued safety of the school staff, students, or property, or is otherwise inconsistent with maintaining a constructive instructional climate in the school.

The superintendent or designee shall be responsible for informing students of the provisions of this policy. (Policy JDE).

Waiver of Fees The School Board may establish fees and charges to fund certain school activities. The Board recognizes that some students will be unable to pay these fees. However, students shall not be denied educational services or academic credit due to the inability or unwillingness of parents or guardians to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of the fees. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies and equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student. Forms are available in the district office.

Procedures:

1. Application for Waiver. Parents or guardians shall make application for a student fee waiver at any time during the school year on a prepared district form for submission to the building principal, who grants or denies the application based upon the eligibility standards set forth below. The building principal shall inform the parents or guardians in writing of the decision to grant or deny the application and of the appeal procedure. If the application is denied, the building principal shall state the reasons for the denial. It is the parent's or guardian's responsibility

to notify the building principal of any decrease in household size, increase in family income of \$50.00 per month or \$600.00 per year, or termination of benefits under the Aid to Families with Dependent Children Program during the school term.

2. Appeal Process. Parents or guardians who wish to appeal the decision of the principal may do so by filing a written statement of the reasons for the appeal with the Superintendent within 7 calendar days of the receipt of the denial. If the Superintendent upholds the denial, the parents or guardians may file a written appeal with the Board of Education within 7 calendar days of the receipt of the Superintendent's written response to their appeal. The decision of the Board shall be final.

Eligibility Standards.

School fees shall be waived for the following students:

1. Their household is receiving aid under Article IV of the Illinois Public Aid Code (AFDC) or;
2. The student is currently eligible for the free meals pursuant to Illinois Revised Statutes, Chapter 12, para. 712.1 or
3. Their household is otherwise able to establish that they cannot afford to pay school fees.

Use of Technology Policy

User Responsibility: Comply with all existing school board policies as they may be interpreted to apply to technology resources. Respect the privacy of other users, and not intentionally seek information on, obtain copies, or modify files, other data or passwords belonging to other users without permission. Comply with legal protection provided by copyright and license to programs, data, and documents. Help maintain the license to programs, data, and documents. Help maintain the security of the district technology resources adhering to all security rules developed by the Technology Committee.

Acceptable Use: Use consistent with the mission of Potomac CUSD #10. Use that encourages efficient, cooperative, and creative methods to perform the users' job duties or educational tasks. Use related to instructional, administrative, and other support activities considered consistent with the mission of the district. Use of district technology resources for authorized and appropriate access to voice, video, and data systems, software or data, both locally and at other sites.

Unacceptable Use: Providing, assisting in or gaining unauthorized or inappropriate access to the districts' technology resources, including any type of voice, video, or data information sever. Activities that interfere with the ability of students/staff members to use the districts technology resources or other network connected services effectively. Activities that result in the loss of another students/staff member's work or unauthorized access to another student/staff member's work. Distribution or collection of obscene, abusive or threatening material via telephone, video, electronic mail, Internet, or other means. Use of technology resources for a commercial, political, or profit-making enterprise, except as specifically agreed to with the district.

Consequences: User will have access to all resources. If the rules above are not followed, use of these resources will be canceled. Illegal activities may be referred to the police.

8/10/10 11:08 AM

POTOMAC CUSD #10
2010-2011 SCHOOL CALENDAR

August 2	5/6 Girls Basketball TBA
August 3	Baseball Practice starts
Registration: Thursday, August 12 from 1-7 p.m. and Friday August 13 from 8 to Noon.	
August 19	Teachers' Institute—No School
August 20	Student Attendance 8:15-9:00
August 23	First full day of school for students
Heat schedule until September 7—	Early release 2:10 p.m.
September 6	Labor day—No School
September 7	Regular Release 3:10
September 9	Open House 7:00-7:45
September 17	Mid-terms/ School Pictures
September 22	School Improvement Day—Early Release at 11:20
October 8	Teachers' Institute—No School
October 11	Columbus Day—No School
October 14	Reading Night 6:30-8:00
October 15	End of First Quarter
October 21	Parent/Teacher Conferences—Early Dismissal 2:10 Report Cards will be distributed to parents at Conferences
October 22	Parent/Teacher Conferences—No School
November 11	No School—Veteran's Day
November 24	Early Dismissal—2:10 Mid-term
November 25/26	Thanksgiving Holiday—No School
December 1	School Improvement Day—Early Release at 11:20
December 3	Progress Reports
December 8	Christmas Program 7:00 p.m.
December 20-21	Early dismissal 2:10
December 22-January 1	Christmas Break
January 3	School Resumes
January 7	End of Second Quarter
January 14	Report Cards
January 17	M.L. King's Birthday—No School
February 4	School Improvement Day—Early Release at 11:20
February 11	Mid-Term
February 18	Progress Reports
February 21	President's Day—No School
March 7	Teachers' Institute—No School
March 11	End of Third Quarter
March 17	Community Appreciation Dinner—Call 987-6155 to make reservations Parent/Teacher Conferences—Early Dismissal 2:10 Report Cards
March 18	Parent/Teacher Conferences—No School
March 18	Parent/Teacher Conferences—No School
March 21-March 25	Spring Break—No School
March 28	School Resumes
April 8	School Improvement Day-Early Dismissal 11:20
April 22	Good Friday (No School)
April 29	Mid-Term
May 6	School Improvement Day—Early Release at 11:20/Progress Reports
May 10	Award's Night—7:00 at Potomac
May 30	Memorial Day (No School)
May 31	Last day of school 8:10-9:00 If no emergency days are taken.