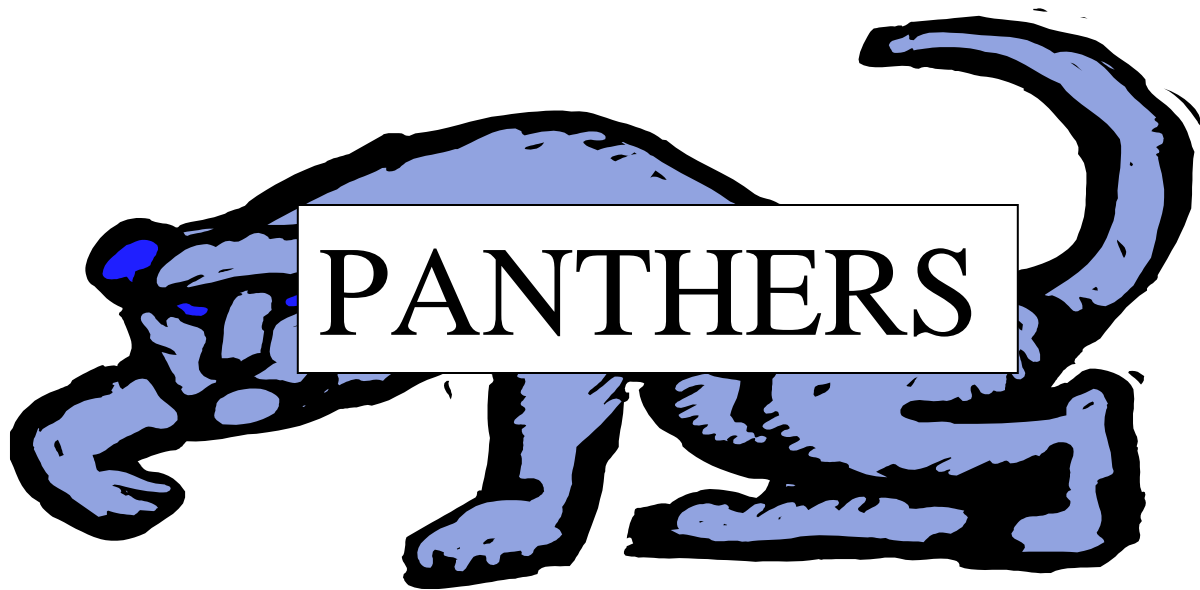


FIELD SCHOOL



2017-2018

HANDBOOK

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## I. SCHOOL ADDRESS AND PHILOSOPHY

FIELD COMMUNITY CONSOLIDATED SCHOOL DISTRICT #3

21075 North Hails Lane

Texico, Illinois 62889

Phone 618-755-4611

Fax 618-755-9701

### FIELD MOTTO

**DARE TO LEARN; DARE TO EXCEED; DARE TO ACHIEVE!**

### FIELD PHILOSOPHY

We believe that every girl and boy in our School District should be taught to understand what it means to live in America.

That these girls and boys should be well trained in the basic subjects - the fundamentals.

That the special talents of these girls and boys, whatever they are, should also be cultivated.

That all girls and boys in our school should have the opportunity to reach their highest possible level of achievement.

That the fine program of education which is now being carried on should be improved on the basis of the wishes of the people in our community.

That good relationship should be promoted in all levels.

Disclaimer: The provisions of this handbook are to be considered a guide, and no contractual agreement is implied. Every attempt was made to include necessary topics; however, if not listed such topics will be handled as necessary. The provisions reflect the current status of the rules, practices, and procedures as currently practiced and are subject to change.

## II. SCHOOL CALENDAR

### Field Grade School 2017-2018 Calendar

Registration/Teacher Institute Day	August 16	
First Full Day of Classes	August 17	
Labor Day (No School)	September 4	
Teachers' In-service (11:30)	October 6	
Columbus Day (No School)	October 9	
End of First Quarter	October 20	46 days
Teacher Institute Day	October 27 (No School)	
Parent-Teacher Conferences (3:00PM-7:00PM)	November 2	
Parent-Teacher Conferences (8:00AM-12:00PM)	November 3 (No Classes)	
Observation of Veteran's Day	November 10 (No School)	
Thanksgiving Vacation	November 23-24	
Winter Break	December 21 – January 2	
Teacher Institute Day	January 2 (No School)	
School Resumes	January 3	
End of Second Quarter	January 12	49 days
Teacher's In-service (11:30)	January 12	
Martin Luther King Day (No School)	January 15	
Teacher's In-service (11:30)	February 16	
Presidents' Day (No School)	February 19	
Teacher's In-service (11:30)	March 16	
End of Third Quarter	March 23	48 days
Spring Break	March 26-April 2	
School Resumes	April 3	
Last Day of School	May 31	
End of Fourth Quarter	May 31	42 days

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185 days

180 – 5 (Emergency Days) =  
 175 + 1 (Full Day Parent Teacher Conference) =  
 176 + 4 (Institute Days) =  
**180 Attendance Days**

### III. SCHOOL FACULTY/STAFF/BOARD OF EDUCATION

#### A. Faculty

Gina Ilbery	Superintendent
Wayne Stone	Principal
Rob Robinson	Grade 8, Boys' Basketball, Bus
DeAnna Clark	Grade 7
Nicole Hayes	Grade 7 Softball Assistant, Volleyball Assistant
Kimberly Jenkins	Grade 6, Scholar Bowl
Angie Miller	Grade 5
Robin Shook	Grade 5
Kellie Woodrome	Grade 4, Team Quest Coordinator
Amanda Gay	Grade 4, FOCAL, Robotics
Chelsea Gibson	Grade 3, Volleyball
Renee Pelaez	Grade 2
Erin Bevis	Grade 2
Kim Maurer	Grade 1, Girl's and Boy's Cross-Country, Girl's Track
Dee Hicks	Grade 1
Shana Williams	Kindergarten

Donna Page	Technology
Shelli Pierce	Music, Music Contest Coordinator
Vickie Neunlist	LD Resource, Primary, Title I
Jennifer Arnold	LD Resource, Intermediate
Tiffany Simmons	LD Resource, Junior High
Rachel Austin	Early Childhood

#### B. Staff

Terri Pemberton	Secretary, Treasurer
Mary Ann Dagg	Teacher Aide, Librarian
Tanya McPheeters	Teacher Aide, Bus
Jennifer Bowen	Teacher Aide
Rob Hulbert	Teacher Aide, Bus, Boy's Track
Kristen Wetzel	School Nurse
John Howard	Bus
Vickie Hayes	Cafeteria
Becky Shirley	Cafeteria
Gerald Miller	Custodian
Mike Hayes	Custodian

#### C. Current Board of Education

President Christine Hayes	Rodney Mullinax	Chester Connaway	Mike Coleman
Vice President Jonathan Schnautz	Rob Emery	Jeff Staley	

## IV. SCHOOL ATTENDANCE

### A. Notification of Absences

It is a State Law that school authorities must contact the parents or guardians of students who are absent from school, by telephone, to verify that the student has a valid reason for not being in school.

If your son or daughter is absent, please call the school (755-4611) to report the absence of your child before 8:30 A.M. Failure to contact the office, may result in an unexcused absence for your child.

### B. Attendance Procedures

#### 1. Arrival

Students are not to arrive at school before 7:30 A.M., or to remain after school dismissal in the afternoon unless they are attending a school - sponsored activity, or unless the teacher or school arranges with a parent to retain a child after school.

#### 2. Tardiness

Students who arrive at school tardy are to report directly to the office. Students are to be prompt in the attendance of all classes throughout the day. Students who are continually tardy will be considered truant and will be subject to notification to the County Truancy Office.

#### 3. Truancy

Students are required by law to attend school every day. Students who are absent or tardy more than 5% of the last 180 days will be subject to the following:

1. Student is required to supply a doctor's excuse/an administrative excuse for absences after 7 days of absences. If doctor's excuse / administrative excuse is not supplied student absence will be unexcused.
2. Student must make up any missed or incomplete school work.
3. Administration will provide notification to the County Truancy Office after 9 unexcused absences. Students who leave school or miss classes without permission will be subject to immediate suspension.

#### 4. Visitors

Students are not permitted to bring visitors or friends to school. Any person who is not enrolled at Field School as a student must report directly to the office.

### Field School Parental Involvement

Field School administration and staff encourage parents and guardians to work closely with their children's teachers to provide a successful and safe learning environment. Some parents want to walk their child to class in the morning to help the student get a "good start." However, visitors in a classroom can become an interruption and/or a distraction to the teacher and the students. Instructional time and safety must be highly respected, valued, and guarded. To protect the privacy of all students and to provide a successful and safe learning environment for all students, visiting parents/guardians must adhere to the following Classroom Visitation Procedures.

- a. Parents and guardians must exit the building by the start of the school day. (Exception: On the first week of school in August, parents are allowed to walk children to class in order to see the child's classroom and teacher.) If a parent or guardian needs to remain in the building for some reason, he/she must sign in at the office and get a visitors pass. Teachers often arrive early or stay late to plan instruction. Parents should respect this effort and support the teacher by making an appointment for a conference. Conferences will occur only during non-instructional time.

- b. If a parent or guardian needs to speak with a teacher, he/she must check in at the front office to see if the teacher is available. If the teacher is preparing for instruction or is teaching, the parent must schedule an appointment in advance with the teacher. All parents visiting the building must sign in at the main front office and must obtain a visitor's pass.
- c. If a parent or guardian wants to observe in his/her own child's classroom, he/she must schedule a time to meet the teacher for a classroom visit or a conference. Parent and guardian formal observations of their child in a classroom may last no longer than one hour. Beyond an initial observation, the parent/guardian must have the approval of the principal/superintendent and the classroom teacher prior to any additional visits. The principal/superintendent/ or teacher may request that the parent leave if the observation is a disruption or distraction to the instructional process at any time.
- d. Parents or guardians wishing to volunteer to work with students on activities that require one-on-one involvement must have a Criminal Background Check on file in the office prior to participation.

#### 5. Leaving Early

Students who must leave school early must have written permission from the parent/guardian that is signed by the principal, and the student/parent/guardian must sign out at the office before the student can leave school.

#### 6. Early Dismissal

On school days with assigned in-services, workshops, conferences, school may be dismissing early. These days are marked on the school calendar. On days that are not marked on the school calendar but early dismissal is necessary, notification will be sent home from the school office.

#### 7. School Closing

On school days when it is necessary to close school due to weather or other unforeseen events, school officials will notify WMIX (94.1 FM), WJBD (100.1FM), WSIL TV 3 to report the information on their respective stations and websites. Information will also be broadcast on School Reach and TeacherEase.

#### 8. Residence

It is the responsibility of parents or guardians to provide proof of residence in Field Community Consolidated School District #3. As mandated by Illinois State Law, we are required to be able to prove that the students attending this school are truly residents of this School District or are paying tuition. The only exception is for homeless children as defined by law.

#### V. School Dress

The student's individual appearance is mainly the responsibility of the student and his/her parent/guardian. However, students shall dress and groom themselves in an appropriate manner. At all times their dress and grooming should reflect good taste. The clothing of each student should cover from shoulders to mid-thigh. In addition, all coverage of the body is expected to be decent. No undergarments are to be seen. Health and safety standards will be maintained at all times for the protection of the students. Feet must be protectively covered. Clothing and footwear must not have ornamentation that will damage furniture or floors or create a safety hazard to the students or others. Jackets and/or coats should not be worn in the classroom. All students must maintain a state of personal cleanliness. When a student's appearance disrupts the educational process, he or she may be subject to exclusion from school. Students are not to wear hats/caps/bandanas in the building at any time. In order to create an alcohol/drug/tobacco free environment, students are not permitted to wear/have clothing or accessories that suggest alcohol/drugs/tobacco/gangs.

## VI. Student Interviews/Questioning

If the questioning or interview is part of a child abuse investigation with Department of Children and Family Services conducting the questioning, no notification to parents is required and the administrator will cooperate fully concerning the conditions of the interview.

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the administrator will cooperate fully regarding the conditions of the interview. The administrator will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student at school.

The administrator ordinarily will make reasonable efforts to notify the parents unless the interviewer has what the administrator considers to be a valid objection.

The administrator ordinarily will be present unless the interviewer has what the administrator considers to be a valid objection

## VII. School Student Records

School student records are confidential and information from them shall not be released other than as provided by law. State and federal law grant students and parent(s)/guardian(s) certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The district may release directory information as permitted by law, but parent(s)/guardian(s) shall have the right to object to the release of information regarding their child.

## VIII. Community Notification of Sex Offenders

In a continuing effort to protect our children and community, the legislature passed a law which requires local law enforcement agencies to notify those members of the community who are reasonably likely to encounter a sex offender, and that a sex offender is either residing or working in their neighborhood. This is known as Community Notification of Sex Offenders. The purpose of this law is to provide further protection to parents, educators and volunteers in the form of information that a sex offender is residing in your community.

The 1994 Jacob Wetterling Act requires the States to register sex offenders registered of sex crimes against children. Public Act 94-994 requires the public school to notify parents of children attending the school that information about sex offenders is available to the public.

The Illinois State Police provides a registry of sex offenders by counties on the Illinois Sex Offender Registry Information Website: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

## IX. School Medical Procedures

### A. Medical Records

All students are required to have a health examination performed and signed by a physician licensed to practice medicine in all of its branches. A physician is required to review and sign any portion of the health examination completed by a registered nurse under his authority. The health examination must be conducted within one year prior to the date of entering school. The following students need physicals: those entering any preschool program for the first time, those entering Kindergarten or First grade, those entering Sixth, and those entering Ninth grades, also, any student transferring into Illinois from out-of-state, or out-of-country. For those students in non-graded classes, the students will need physicals at ages 5, 10, and 15.



Vision examinations are required for all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school.

Dental examinations are required for students in kindergarten, second and sixth grades. Examinations must be performed by a licensed dentist and he/she shall sign the proof of the examination form.

Proof of immunizations must be provided upon first entrance into school. Students may be excluded from attending school if health examinations or immunizations are not completed.

Field School will conduct vision screenings to students of ages and grade levels and as frequently as required by law. This screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

## B. Medication Administration

Medication required by a student shall generally not be administered at school. Only those medications which are necessary to maintain the student and which must be given during school hours shall be administered.

For the protection of the children, before a child is permitted to take medication at school, the following conditions must be met. These are recommended by the State Board of Education and the Illinois Department of Public Health.

1. Parent/Guardian must obtain a written order for the medication (prescription and non-prescription) from the child's licensed prescriber to be presented to the school.
2. The parent/guardian must present a written request that the medication be given during school hours. It is the parent/guardian's responsibility to bring the licensed prescriber's orders, the written request and the medication to school. It is preferred that the medication be left at school for the duration of the administration period.
3. The medication must be in a container properly labeled by a licensed pharmacist. Over the counter medication (non-prescription) shall be brought to the school in the original container with the manufacturer's label and the child's name affixed to the container.
4. All medication will be kept in a locked space or container. Refrigerated medication will be kept in a secure area of the refrigerator.
5. With the parent's/guardian's consent and the licensed prescriber's orders on file, the medication will be given only by Illinois Board Certified personnel and/or by properly licensed medical personnel.
6. Each dose of medication shall be documented by the person administering it. If the medication is not given, the reason shall be documented.
7. All prescriptions and consent forms for the long term medications shall be renewed annually. Changes in medications shall have written authorization from the licensed prescriber.
8. The parent/guardian will be responsible for removing unused medication at the end of the school year. The school shall dispose of unclaimed medication. This act shall be documented.
9. School personnel would appreciate notification of any medication taken at home.

## C. Student Self-Administration of Asthma Medication

State law requires that we inform the parents or guardians of the student, in writing, that the school district and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student.

All medication requirements and forms must be completed and filed in the office, so that a student with asthma may possess and use his/her medication while in school, at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property.

D. Medical Problems at School

1. If a student becomes ill at school, he/she should check with the school nurse or the office for direction.
2. If a student is infested with head lice, he/she should be sent home immediately with a letter containing recommendations for treatment. Before the student is readmitted to class, he/she should provide proof of treatment and be re-examined for head lice by the school nurse or other person designated by the principal.
3. If a student has an accident at school, the school is responsible for immediate and proper first aid, notifying parents, and placing the child under the care of parents or a physician designated by the parent.

E. School Insurance

Student accident insurance is available for a fee. Applications are available in the office.

F. For further clarification, a copy of the entire medication policy can be obtained from the office.

X. School Breakfast and Lunches

A. Fees / Information

Breakfast-----	\$
Daily Lunch for Student-----	\$
Daily Lunch for Adult-----	\$
Milk/Juice Card (10 cartons of milk or juice) -----	\$3.00
Book Fee -----	(Student) \$15.00 ----- (Family) \$30.00

The Board of Education offers Free and Reduced Price Lunches in compliance with State and Federal Guidelines.

Parents of students may apply for fee waiver application according to the Illinois Revised Statutes, ch122, paragraph, 10-20-13. Application for Fee Waiver forms may be obtained from the office.

Students wishing to buy extra milk or juice may do so by purchasing a milk/juice card. Free milk will not be available. Students will not receive milk/juice without a valid card.

The Field School Food Allergy Management Plan is available for review in the office.

The Field School Wellness Policy is available for review in the office.

B. Rules (Cafeteria / Recess)

Students are expected to exhibit proper, orderly, and quiet behavior while eating lunch. Students are expected to follow general cafeteria rules, follow directions, and be respectful.

Most recess time will be outside, please have your student dress appropriately for the weather.

Students are expected to follow general school rules during restroom breaks, recess and P.E. The following is a list of general school rules. This list is not conclusive.

1. No throwing objects.
2. No gum chewing.
3. No eating candy without permission.
4. No throwing paper towels in the stools or urinals in the restroom.
5. No kicking balls of any kind in gym.
6. No throwing balls at other students, except while playing dodge ball under the supervision of a teacher.
7. No running in the hallways, classrooms, or cafeteria.
8. No throwing balls in the shower rooms.
9. No getting into other student's desk, locker, or other property without permission from a

teacher.

10. No one is allowed on the stage without permission from a teacher.
11. Do not go into classrooms without permission from a teacher.
12. During recess / P.E., students are not allowed to leave the gym or enter the building without permission from the teacher on duty.
13. During recess / P.E., stop everything when whistle is blown. Remain quiet and listen for directions.
14. When recess bell rings, line up quietly and remain quiet while in the hallway, using restroom, and getting drinks.
15. Use steps or ladder to go to the top of the slide. Then come down the slide in a sitting position. Never walk up or crawl up the slide on the sliding surface. Do not jump off the slide.
16. No arms or legs are to be hanging over the side of the merry-go-round while it is in motion.
17. No more than one person in a swing at one time. Don't swing sideways. Do not twist swings.
18. Do not hang on basketball net or rim.
19. Do not climb on or over fence.
20. No "horse-play" is allowed. This usually leads to something being damaged or someone being hurt.
21. Any destruction or damage of school property caused by horse-play or the violation of any of the above rules will result in the option of the student or the student's parent/guardian paying for the damage or destruction, or the student working out the cost of repair or replacement of school property.
22. Due to safety issues, no microwave will be available for student use. Lunch boxes should contain items which are ready to eat. Staff/Cooks will not microwave lunches. The school provides for purchase of hot lunches.

### C. Consequences

Failure to follow lunch / recess / school rules will result in the student receiving a warning. Continuation of misbehavior will result in time lost during recess time, parent notification, and/or detention.

A student engaging in continuing misbehavior or displaying gross misbehavior will lose all recess privileges and receive immediate disciplinary action from the principal/ superintendent. The superintendent has the final say in all disciplinary actions.

## XI. School Buses

### A. Unloading and Loading Procedures / Parking

#### AM PROCEDURES

Buses will be unloading in the back parking lot.

Car riders will unload in the front parking lot entering in east gate nearest front of building with student drop off at the designated area and cars exiting east gate nearest merry-go-round.

#### PM PROCEDURES

Buses will be loading in the front parking lot.

Car riders will be loading in the back of the building. Please enter southwest gate (the pre-k drive by the baseball/softball field) with student pick up at cafeteria doors and exit at the northeast gate (the bus barn exit onto North Hails Lane).

If you are entering the building, please park in the front parking lot. Please enter east gate of the front parking lot, and enter cautiously being aware of bus traffic and children unloading or loading.

Pre-K/Early Childhood should enter GATE 1, park on gravel parking lot, when finished please carefully exit through GATE 1 also. If older children are in attendance then you may use the front parking lot to pick-up your students.

#### B. Notification

Notification is required for a student to be let off at another stop other than his/her normal stop. Notification (phone call to office before buses are loaded / signed note from parent/guardian) should be cleared with the office.

#### C. Rules

The following rules shall pertain to all students who are transported on the school buses. The bus is an extension of the classroom and all general rules apply. School bus riders are under the jurisdiction of the school bus driver / monitor while on the bus, unless the superintendent has designated some other adult to supervise.

1. Students are expected to conduct themselves in a manner that lends itself to the safe operation of the bus.
2. Students are expected to ALWAYS do the following:
  - a. Stay off the road while waiting for the bus.
  - b. Be on time at the designated school bus stop.
  - c. Do not move toward the bus until it has come to a complete stop.
  - d. Refrain from loud excessive talking.
  - e. Remain in their seats while the bus is in motion.
  - f. Enter and exist the bus in an orderly manner.
  - g. Refrain from the use of profanity.
  - h. Avoid eating, drinking, or chewing gum on the bus.
  - i. Remain in the bus in the event of a road emergency until instructions are given by the driver.
  - j. Keep head and hands inside the bus at all times.
  - k. Help keep the bus clean.
  - l. Be absolutely quiet when approaching a railroad crossing stop.
  - m. No animals are allowed on the bus.
  - n. Keep all articles out of the aisles.
  - o. Help care for the safety of smaller children and those who may be ill.
  - p. Never tamper with the bus or any of its equipment.
  - q. Do not ask the driver to stop at places other than the regular bus stop.
  - r. Where it is necessary to cross the highway, proceed to the front of the bus on the right shoulder of the highway where oncoming traffic can be seen in both directions. Then, wait for a signal from bus driver permitting you to cross. He/She, too, is watching for your safety.
  - s. Observe the same rules on other trips under school sponsorship.
3. Students are expected to be courteous and to follow instructions of the driver.
4. The following acts are not permitted on the bus and students committing such will be subject to suspension from the bus and/or school:
  - a. fighting
  - b. vandalism
  - c. throwing objects out of bus
  - d. use of flammables
  - e. use or possession of unprescribed drugs, alcohol, and/or related material
  - f. use or possession of tobacco or tobacco products
  - g. insubordination to the driver

## D. Consequences

Failure to follow bus rules will result in the student receiving a warning. Continuation of misbehavior will result in assigned seat, change of seat, parental notification, and conference with parent, ALS (Alternative Learning Setting) and/or suspension from bus and/or school.

A student displaying gross misbehavior will receive immediate disciplinary action from the principal/superintendent. The superintendent has the final say in all disciplinary actions.

## XII. Students with Disabilities

A Free Appropriate Education (FAPE) is required for all children with disabilities who are between the ages of 3 and 21 and who have not yet graduated from high school. Students with disabilities may attend school until receipt of a high school diploma or until the end of the school year of their 21<sup>st</sup> birthday, whichever is earlier.

Special education and related services must begin on the child's third (3<sup>rd</sup>) birthday for children served in an early intervention program or for those children referred 60 school days before their (3<sup>rd</sup>) birthday and found eligible. While it is not mandated that the school district provide direct services to children birth through the age of 2, the school district must identify, locate, and evaluate children of this age with known or suspected disabilities. When these children are identified by the local school district, a referral must be made within 2 days, to the local Child and Family Connections (CFC) office.

## XIII. Academics

### A. Responsibility

Responsibility lies with the student to do his/her class work, homework, projects, quizzes, and tests to the best of his/her ability.

### B. Title I Services

Title I is the largest Federal Aid Program offered through the Elementary and Secondary Act and our school presently operates a Title I Reading Program in compliance with that act. Students are selected for this program through standardized test scores, Title I testing, and teacher recommendation.

In accordance with the ESEA Section 111(h)(6) PARENT'S RIGHT-TO-KNOW, the Field Community Consolidated School District #3 gives notice to every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have any questions, please feel free to call Field School Superintendent, Gina Ilbery, at the following phone number 618-755-4611.

### C. Testing Schedule

Students will be taking the state mandated testing in the spring. During the state testing, students 3<sup>rd</sup>-8<sup>th</sup> grades will be tested in the areas of Reading and Math, and Science. K-8<sup>th</sup> grades will receive universal screening testing in the fall, winter, and spring.

The state testing results will be reported to you on the School Report Card when available. We will review the state testing results, the universal screening results, and results from our local assessments to help determine areas of needed improvement for our school program. In addition, you will receive information about your child's performance.

#### D. Grade Scale

95-100	A
93-94	A-
91-92	B+
88-90	B
86-87	B-
84-85	C+
78-83	C
76-77	C-
74-75	D+
72-73	D
70-71	D-
69-0	E

Honor Roll is for 6<sup>th</sup> – 8<sup>th</sup> grades only  
Honor Roll is determined on a 4.0 scale.

High Honors – To be eligible for High Honors, a student must receive an A or B in all academic classes (math, literature, language, civics, social studies, and science) with more A's than B's. If a student receives an E, D, or C in any class, academic or non-academic (P.E., health, and music) the student **is not eligible** for High Honors.

Honors – To be eligible for Honors, a student must receive an A, B, and only one C in all academic classes with more B's than A's. If a student receives an E or D in any class, academic or non-academic, the student is not eligible for Honors.

Valedictorian and Salutatorian will be determined by evaluating **all letter** grades from 6<sup>th</sup> through 8<sup>th</sup> grade. This will be figured on most A's, then A-, then B+, then B's.

Teachers shall maintain the right and responsibility to determine grades and other evaluations of students, and no grades or evaluations shall be changed without the teacher's input prior to the decision being made by the Administration.

#### E. Social Promotion

A student shall not be promoted based upon age or any other social reason not related to academic performance.

#### F. Non-Recognized or Non-Accredited School

A student who, after receiving instruction in a non-recognized or non-accredited school, enrolls in the District will: 1) be assigned to a grade level according to academic proficiency, and/or 2) have academic credits recognized by the District if the student demonstrated appropriate academic proficiency to the school administration. Any portion of a student's transcript relating to such instruction will not be considered for placement on the honor roll or computation in class rank. Recognition of grade placement and academic credits awarded by a nonpublic school is at the sole discretion of the District.

A nonpublic school student is eligible to participate in interscholastic competition, provided his or her participation adheres to the regulations established by any association in which the School District maintains a membership and abides by all policies, regulations, and rules that are applicable to other participants in the activity.

## G. Progress Reports / Parent-Teacher Conferences

The classroom teacher is responsible for determining the need for a report to the parent at the mid-term of each quarter. In most cases, the classroom teacher will send mid-terms home with the student. If the parent/guardian does not receive a mid-term, the teacher will confer with you on the progress of your child.

## H. Report Cards / Promotion / Graduation Requirements

Reports to parent/guardian are to be made quarterly. Any changes made in the method of reporting to the parent/guardian (report card) must have the approval of the Board of Education. The parent - teacher conference is recognized as an excellent means of reporting to the parent/guardian.

Students should be promoted to the next grade unless one or more of these factors are found to be necessary in retaining the child:

1. The student doesn't work up to 70% in the core subjects (subjects calculated in GPA)
2. The student is immature for his/her grade level.
3. The student has missed school and finds it impossible to catch up with his/her group.

## Graduation Requirements

1. Pass the Illinois Constitution Test
2. Pass the US Constitution Test
3. Be promoted to the next grade

## I. Honor Awards

Students will receive awards at the end of the year for excellence in the areas that the school has awarded. Those awards will include: attendance, citizenship, honor roll, sports and chorus/strings/band.

## J. Parental Objection to Instructional Materials

Parents may submit objections to administration regarding the use of instructional materials.

If the administration determines that any material violates constitutional or other legal rights of the parent or student, the district will either remove the material from instructional use or accommodate the particular student and parent.

Parents of students will be given notification of coursework dealing with recognizing and avoiding sexual abuse.

## XIV. COMPUTER, INTERNET, AND LOCAL AREA NETWORK USAGE

### Field School Technology Vision

It is the vision of Field Community Consolidated School District #3 to provide students of all ages the opportunity to continue learning and gaining knowledge to successfully utilize technology by incorporating the 21<sup>st</sup> Century Learning Skills. Field School will use technology as a tool to provide lifelong learning opportunities for our students, staff, and community members to be successful in the Illinois workforce and to bolster our state's economy. Field School will constantly evaluate the technological trends in the workplace and plan learning experiences to reflect these new innovations, especially in vocal technology, video production and editing, and moving data across the intranet and internet. Field School will continue to monitor the learning environment in our building. Our school board is committed to a flexible technology funding program that will allow for increased funds in the event that our student population increases dramatically, or if new technologies demand the addition of new hardware, software, or one or more new internet accessibilities.

- Telecommunications – our land and cell phone systems allows quick access to our network support people that help us keep our network down time to a minimum thus allowing our students more time in a technological learning environment
- Instructional Technology – the internet allows students, staff, and community members access to the latest technology information and tools to sustain their technology learning process
- Informational Technology – our school network gives everyone in our building immediate access to any shared files or folders that were saved on any computer, and our website keeps our community informed about school events

## Field School Computer, Internet, and Local Area Network Use Policy

Field school's local area network allows students access to instructional resources from around the world. Students' use of these resources will be considered publications and be governed by board policy.

**STUDENTS ARE NEVER TO ACCESS THE INTERNET WITHOUT TEACHER PERMISSION**

Students must realize that some internet information is inaccurate, and some websites contain materials that are contrary to community standards and not appropriate for use in the classroom, and that access to such materials will not be permitted.

Field grade school will provide a proxy server that students will use for gathering internet information. This server is designed to keep objectionable material from being accessed by our students; however, some objectionable material may be accessed using various search engines. Students and parents should be aware that objectionable material may be encountered inadvertently, and if this happens, that website should be turned off and reported to a teacher immediately.

The following uses of the Field School local area network will not be permitted:

1. Using material considered inappropriate in the classroom (profanity, sexual issues, drug or alcohol related, abuse related, the occult etc.)
2. Using copywritten material without permission
3. Using school computers for sending or receiving emails that are not on authorized school site, entering chat rooms, and / or entering web sites that are potentially dangerous to students i.e. "My Space".
4. Using the network for commercial or political purposes
5. Personal computers from home will not be allowed to access Field Grade School network.
6. Use of the network that disrupts the educational or administrative goals of the district
7. Downloading or listening to music during computer class without teacher permission
8. Print anything on network printers without teacher permission.
9. Damaging other people or their work or hacking into someone else's computer
10. Damaging or altering the school's computers or network in any way
11. Using the district system to post private information about themselves or another person, personal contact information about themselves or other persons, or other personally identifiable information
12. Do not threaten or intimidate others
13. Connecting to internet through any wireless devices such as ipods, cell phones, 3<sup>rd</sup> party wireless cards, etc. during school hours, bus routes, sponsored trips and events

Privacy - network storage areas may be treated like school lockers. School administrators may review communications to maintain the integrity of the system, and to insure that students are using the system responsibly.

Illegal copying – students should never download or install any commercial software, shareware, or freeware onto network disks or drives, unless they have written permission from the network administrator; nor should students copy other people's work or intrude into other people's files.

Infractions of the rules - if it's determined that student intentionally accesses an objectionable website or encourages other students to do so; or breaks any of the other school policy rules; the following consequences may occur:

1<sup>st</sup> offense – minimum: student will be prohibited from using school computers for one week.

2<sup>nd</sup> offense – minimum: student will be prohibited from using school computers for one month.

3<sup>rd</sup> offense – minimum: student will be prohibited from using school computers for remainder of school year.



If any offense occurs near the end of a school year, student may be prohibited from using school computers for a portion of the following school year. And if any offense is deemed severe enough by school administrators, school computer privileges may be revoked for the rest of the student's stay at Field School.

## XV. Discipline

### A. Citizenship / Department

Responsibility lies with the student to act appropriately during the school day, on school sponsored activities, and at school sponsored activities. The student and/or parent/guardian are held accountable for the actions of the student.

The school shares with the parent/guardian of the student a desire that he/she will achieve to the best of his/her ability. It is expected that all students cooperate with and exhibit attitudes of respect and courtesy towards other children, teachers, and any other school personnel at all times. Proper care of school property is also expected. This means that each student is expected to demonstrate proper behavior and compliance with all school rules, both delineated here following and rules which may be stated elsewhere, or adopted at a later date. It is understood that this discipline program shall include, but not be limited to, such developmental steps as detention, parent notification, conferences, alternative learning setting, suspension, and expulsion.

Discipline is an important and necessary part of each student's school experience. These guidelines are devoted to explaining the general school rules and procedures. In addition, each teacher establishes rules for and maintains discipline within his/her classroom.

#### Detention

Teachers have the prerogative to keep a student in during recess as a disciplinary measure. This time will be used by the student to work on unfinished assignments / work related to his/her behavior.

#### Equity

It is the policy of Field Community Consolidated School that its educational and extracurricular programs, activities, services and benefits will be provided to students without discrimination on the basis of sex, race, religion, color, national origin, economic status, or disability and that no student shall, on the basis of sex, race, religion, color, national origin, economic status, or disability be limited in the exercise of any right, privilege, advantage or opportunity.

Field Community Consolidated School does not discriminate on the basis of actual or potential marital or parental status, and no student or employee in the district shall be subjected to sexual intimidation or sexual harassment by any school employee, by other students, or by the effect of any school policy or practice. Complaints of alleged discrimination are to be filed with the office following procedures outlined by the Board of Education.

#### Sexual Harassment

No student or employee in the district shall be subjected to sexual intimidation or sexual harassment by any employee, by students, or by the effect of any school policy or practice. Complaints of alleged discrimination are to be filed with the office following procedures outlined by the Board of Education.

#### Sexual Misconduct

Field School will not tolerate and will seek to eradicate any behavior by its employees, volunteers, or students, which constitutes sexual misconduct toward another employee, volunteer, or student.

Sexual misconduct means any actual, attempted, or alleged sexual molestation, assault, abuse, sexual exploitation, or sexual injury.

Uniform Grievance Policy

Student, parents/guardian, employees, or community members should notify the administration if they believe that the school board, its employees or agents have violated their rights guaranteed by the State or Federal Constitution, State or Federal statute, Board of Education policy or have a complaint.

- Nondiscrimination Coordinator: Gina Ilbery, Field School Superintendent 618-755-4611
- Designated Abuse Counselor: Gina Ilbery, Field School Superintendent 618-755-4611
- Designated Abuse Coordinator: Gina Ilbery, Field School Superintendent 618-755-4611

Reasonable Force/Time Out and Physical Restraint

Any staff member shall be allowed to use reasonable force to either protect the safety of students or him/herself. Reasonable force shall be defined as the act of protecting others or you from the attack of another or the act of physical restraint.

If a complaint is to be made against a staff member for violating this policy, filing a complaint must follow the procedures outlined by the Board of Education.

Utilization of isolated time out or physical restraint shall be used only as provided in a student’s behavior intervention plan or when the student poses a physical risk to him/herself or others and there is no medical contraindication to its use. If physical restraint is necessary, it shall be administered by school staff that has been trained in the safe application of such restraint.

Reporting Aggressive Behavior/Bullying

State law requires Field School to notify the parent/guardian of a student who uses aggressive behavior, including bullying at school. 105ILCS 5/10-20.14. School Board policy prohibits students using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

Those who are bullied will receive counseling if needed. Please refer to the uniform grievance Policy listed above.

Fireworks

Fireworks in any form are prohibited. Any student who is found to be using, trafficking in, or in possession of firecrackers, smoke bombs, and other related fireworks material will be suspended from school.

Gum Chewing and Eating

There is to be no gum chewing during the school day or unauthorized eating of food or candy outside of the cafeteria.

### Hallway and Phone

No student shall be allowed in the hallway or restrooms unless he/she has permission. It is the child's responsibility to request such permission from his/her teacher before leaving the room.

Students are discouraged from using the phone unless in an emergency. Forgotten assignments, instruments, clothes, shoes, books, or messages are not emergencies. Students must have a phone pass to use the phone and are to come to the main office for permission to use any phone. No student is allowed to use the phone without written permission from the teacher.

Purses, Bags, and Backpacks are to remain in/with the student's locker or desk during the school day. Do not bring personal or valuable items to school.

### Pornographic Material

Any student caught with pornographic material in his/her possession will be faced with suspension from school for up to five days.

### Search and Seizure

A search of a student shall only be conducted when absolutely necessary for safety reasons or to maintain the orderly administration of the school. The methods used to conduct a proper search and to seize illegal/unjustifiable materials will follow the following guidelines:

1. Any search shall be reasonable and justified at its inception. Justifiable and reasonable shall mean a school official can describe events or behavior that would cause a reasonable person to believe that an offense has been committed or is being committed by the student whose person or property is targeted to prove a law or rule has been broken.

2. Any search will be reasonable related to the circumstances leading to the search and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

3. The student should be present when a search of his/her personal belongings is made. However, circumstances requiring immediate action may make it necessary to conduct such a search without the presence of the student.

4. If a search is deemed necessary, an administrator will be present. Any illegal/unjustified items found in the search shall be listed; the list signed by the student a receipt given to the student.

5. Under no circumstances will a staff member conduct a strip search of a student.

### Electronic Devices

Students should not have possession of or be using any electronic paging device. Students are not to be using cellular phones, video recording devices, personal digital assistant (PDA), or any other electronic device that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Any student not in compliance will be instructed to turn in said device until the end of the day. This includes bus routes. Repeated offenses will result in parent notification and parental responsibility of picking up such devices.

### Lockers

Lockers/Desks are the property of the school and are provided free of charge for the convenience of the student. Occasionally school personnel may inspect a locker for the contents to provide for maintenance of health and safety. Students are responsible for keeping their assigned locker/desk in good order.

### Other Violations

Any other display of disruption of school or misconduct by a student not listed in the above violations could also lead to alternative learning setting, suspension, or expulsion of the student

### School Activities or School Trips

Parents and students also know that often times a student's behavior can/will keep a student from participating in school activities or school trips. The parents of students who misbehave and are restricted from participating in school activities or class trips will be notified of this action.

No student can attend/participate school activities or school trips if he /she have been placed in alternative learning setting suspended (in or out of school) for that school day.

### Corporal Punishment

Field Community Consolidated School does not practice the use of corporal punishment.

### Due Process, Suspension, and Expulsion

Prior to the imposition of a suspension, the following procedures shall be observed:

1. The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges.

2. If the student denies the charges, and opportunity shall be given the student to present an explanation in a conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disruption of the academic process may immediately be removed from school.

The following procedures are to be followed in suspension cases:

1. A student may be suspended by the Board of Education or, if authorized by the Board, the district superintendent or principal. The student's parents must be notified immediately by the principal or superintendent of the suspension, including a full statement of the reasons for suspension, the number of days of the suspension (may not exceed ten days), and the right to appeal the suspension to the local school board.

2. At hearings conducted by the school board or a hearing officer appointed by the board, the student has the right to legal counsel at his/her expense, the right to question the person who made the decision to suspend, the right to present and question witnesses, and the right to make a statement in his/her behalf.

3. If requested by the student, the parent or their representative, a record may be kept of the proceedings.

4. If the suspension decision is reversed, all references in the student's records should be removed, and the school should afford assistance to the student to make up school work missed.

In expulsion cases, the following is required:

1. The student and the student's parents shall be notified of the reasons for the expulsion, including a full statement on the reasons for dismissal, the length of the expulsion (not to exceed the remainder of the current school term), and the date, time, and place of the school board hearing. The expulsion shall not take place until after the school board meeting.

2. At the hearing by the school board, the student has a right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to present and question witnesses, and the right to make statement in his/her own behalf.

3. If requested by the student, the parent, or their representative, a record of the proceedings should be kept.

The basic differences in suspension and expulsion are as follows:

1. A suspension is for a period not to exceed 10 school days; an expulsion is for a period not to exceed the remainder of the school term.
2. The principal or the district superintendent may suspend a student; only the local board of education may expel a student.
3. A student may be suspended with an informal hearing; a student may not be expelled until after a formal hearing.
4. A suspension may be served "in-school" at the discretion of the principal or district superintendent.

#### Suspension Policy for Special Education Student

1. Prior to suspension of a Special Education student the local district shall determine if the misconduct is the result of the student's handicapping condition as defined by the rules and regulations to govern the administration and operation of special education.
2. Such determination shall be made by the staff of the student's resident district and the Field School staff, who are familiar with the student's handicapping condition and educational program in consultation with the staff of the district in which the misconduct occurred.
3. If the misconduct is the result of the student's handicapping condition he or she shall not be suspended except as provided in section 4 below. In such cases the student's program shall be reviewed in a conference and if necessary altered to reduce or eliminate the misconduct. Parental participation in this process is encouraged.
4. The local district may suspend the student, even if the misconduct is the result of the student's handicapping condition, if the student's presence poses a danger to the student, or other students, faculty, or school property. A conference with the student's parent/guardian and appropriate staff from the resident school district and the Field School staff familiar with the student and his/her program shall be convened within five days of the suspension in order to re-evaluate the appropriateness of the student's program and to make alterations in the program as necessary.

#### B. Prohibited Student Conduct

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs, controlled substances, "look-alike" drug is defined as a substance not containing an illegal drug or controlled substance, but one (a) that a student believes to be, or represents to be, and illegal drug or controlled substance, or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance. Students who are under the influence of any prohibited substance or drug or in possession of any drug paraphernalia are not permitted to attend school or school functions and are treated as though they had drugs or drug paraphernalia, as applicable, in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Using or possessing electronic signaling and cellular radio-communication devices, unless authorized and approved by an administrator. Electronic signaling devices include pocket-and all similar-electronic paging devices.
6. Using or possessing a laser pointer unless under staff member's supervision and in the context of instruction.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
8. Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes,

without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

9. Causing or attempting to cause damage to, stealing or attempting to steal, school property or another person's personal property.
10. Unexcused absenteeism; State law and Board policy on truancy control will be used with chronic and habitual truants.
11. Being involved with any public school fraternity, sorority, or secret society, by (a) being a member, (b) promising to join, (c) pledging to become a member, or (d) soliciting any other person to join, promise to join, or be pledged to become a member.
12. Involvement in gangs or gang-related activities, including the display of gang symbols or paraphernalia.
13. Engaging in any activity that constitutes an interference with school purposes or an educational function or any disruptive activity.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, regardless of whether or not the item is (a) on the student's person, or (b) contained in another item belonging to, or (c) in a school student locker, desk, or other school property, or (d) any location on school property or at a school-sponsored event.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any other time when the school is being used by a school group.
2. Off school grounds at a school-sponsored activity, or event, or activity or event which bears a reasonable relationship to school.
3. Traveling to or from school or a school or a school activity, function or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

### C. Student Misconduct Code

This section describes a wide variety of behavior that is not acceptable at Field School. This list is not all inclusive. If a student commits an act of misconduct that is not listed, he/she will receive disciplinary action from the teacher/principal/superintendent. The superintendent has the final say in all disciplinary actions.

The policies, codes, and plans outlined in this handbook apply to actions of students during school hours, before and after school, while on school property, while traveling on school vehicles, at school-sponsored events, and when the actions affect the operation of Field School.

The Student Misconduct Code is listed in range from least severe to most severe. Staff members shall consider these aspects during the disciplinary process. These aspects include, but are not limited to:

1. age, health, maturity of a student
2. prior conduct
3. attitude and cooperation of student
4. seriousness of offense

### MISCONDUCT GROUP I

- |     |  |
|-----|--|
| 1-1 | Running or making excessive noise in hallways or in building     |
| 1-2 | Cheating or copying another's work                               |
| 1-3 | Leaving the classroom without permission                         |
| 1-4 | Being improperly dressed   |
| 1-5 | Initiating or participating in any unacceptable physical contact |
| 1-6 | Being disruptive in the classroom                                |
| 1-7 | Loitering  |
| 1-8 | Failing to attend class without an excuse                        |

- 1-9 Consistently tardy
- 1-10 Failing to abide by school rules and regulations
- 1-11 Disobeying the authority of school personnel

**ACTION**

Minimum (teacher-student conference)  
 Maximum (ALS - Alternative Learning Setting)

**MISCONDUCT GROUP II**

- 2-1 Leaving school without permission
- 2-2 Disruptive behavior on the bus
- 2-3 Using or publishing profane, obscene, or offensive language/gestures
- 2-4 Fighting - two people, no injuries
- 2-5 Persisting in acts of disobedience
- 2-6 Seriously Disruptive
- 2-7 Forgery

**ACTION**

Minimum (superintendent/principal-teacher-student conference)  
 Maximum (Suspension - one to five days)

**MISCONDUCT GROUP III**

- 3-1 Activation of Fire Alarm
- 3-2 Vandalism
- 3-3 Fighting - involving injuries
- 3-4 Theft
- 3-5 Possession of fireworks
- 3-6 Use, possession, sale, or delivery of tobacco or smoking materials
- 3-7 Threats, intimidation, verbal abuse

**ACTION**

Minimum (superintendent/principal-teacher-parent-student conference)  
 Maximum (Suspension one to ten days/police notification)

**MISCONDUCT GROUP IV**

- 4-1 Aggravated assault
- 4-2 Arson
- 4-3 Bomb threat
- 4-4 Use, possession, and/or concealment of a weapon
- 4-5 Robbery / Burglary
- 4-6 Theft over \$150.00
- 4-7 Use, possession, sale, or delivery of alcohol, illegal drugs, or related materials
- 4-8 Gang activity
- 4-9 Sex Violations
- 4-10 Gross Disobedience

**ACTION**

Minimum (Suspension one to ten days/police notification)  
 Maximum (Expulsion/Arrest)

**D. Classroom Discipline Plans**

A Classroom Discipline Plan should be established by the homeroom teacher. Students are expected to abide by these rules, and staff members are expected to enforce them.

3<sup>rd</sup> – 5<sup>th</sup> Grade Discipline Plan

**Rules**

1. Follow directions.

2. Be on time and prepared.
3. Be respectful
4. Follow general school rules

Rewards

1. Free time
2. Class Parties
3. Field Trips
4. Coupons / Other appropriate privileges

Consequences

- Incomplete Homework – 1 detention
- After 2 incomplete homeworks for the week – 1 ineligibility mark
- After 2 behavior marks for the week - 1 ineligibility mark
- Failed Test / Quiz for the week -1 ineligibility mark
- 2 ineligibility marks for the week – INELIGIBLE TO PARTICIPATE in extra-curricular activities for one week beginning on Monday of the next week
- 10 detentions – 1 ALS Alternate Learning Setting

6th-8th Grade Discipline Plan

Rules

1. Follow directions.
2. Be on time and prepared.
3. Be respectful
4. Follow general school rules.

Rewards

1. Free time
2. Class Parties
3. Field Trips
4. Other appropriate privileges

Consequences

- Incomplete Homework Consequences
  1. Name - H Parent notification, Noon Detention
  2. Two notifications in one week - parent/teacher conference / after-school detention
 Next offense - action taken by classroom teacher, principal, and /or superintendent, after-school detention (approved by parent)

Misconduct Consequences

- Code: 1- talking 2-wasting time/tardy 3-inappropriate behavior 4-disrespectful 5-other
  1. Name - # warning
  2. Name - ## parent notification / noon detention
  3. Two notifications in one week - ineligibility mark for behavior / parent/teacher conference
 Next offense - ineligibility mark for attitude / after-school detention (approved by parent) / action taken by classroom teacher, principal, and/or superintendent

**Teacher will notify parent when student has received 5 and 8 marks for the quarter.**

**A total of 10 detentions for misconduct consequence = ALS (Alternative Learning Setting) - at 5 and 8 detentions inform parent or guardian**

Department Grade



1. Midterm - 7 conduct # - U in department and 4 week ineligibility mark in department
  2. Quarter - 14 conduct # - U in department and 4 week ineligibility mark in department
- Gross Misbehavior

1. A student not completing 2 homework assignments and receiving 2 conduct marks in one day will receive - parent notification and 2 noon detentions.
2. A student displaying gross misbehavior will lose all privileges to this plan and receive immediate disciplinary action from the classroom teacher, principal, and/or superintendent.

## XVI. Extra-Curricular Activities

This handbook is not intended to create a contractual relationship with the student: rather, it is intended to describe the school, its current practices, procedures, rules, and regulations (or code of conduct). Membership or participation in a school - sanctioned activity is a privilege not a property right.

### A. Physicals / Consent Forms

Students are expected to have a sports physical on file and/or appropriate consent forms on file before participating in any extracurricular activity.

### B. Eligibility

Students will not be permitted to participate in or attend any school activity if they are not in attendance on the day of the activity. In addition, any student whose conduct is unacceptable during the normal school program can lose his/her privilege to attend these functions. Such loss of privilege will be based on the child's action. In all cases, parents will be notified. Students will not be permitted to attend/participate in any school activity if they are ineligible according to the extra-curricular policy that follows.

The Field Community Consolidated School believes that extra-curricular activities provide an excellent opportunity for students to develop their special talents. However, it must be understood that academic learning is our first priority. The following guides are established to encourage students to achieve academically as they develop their special talent.

1. Students shall be evaluated weekly for their eligibility status for the following week.
2. If a student is failing in two or more criteria, he/she will be suspended for practice and games/events for a period of one week.
3. Evaluations are to be completed on Fridays with suspensions taking into effect on Monday.
4. If a student fails more than one of the major areas in a midterm/quarter, he/she is ineligible until midterm/quarter.
5. A student may not attend/ participate in an event/game if he/she has not been in attendance at school that day.
6. A student may not attend/participate if he/she has been placed in an alternative learning setting or suspended for that school day.
7. Teachers are to conference with the Superintendent to determine the eligibility of a student due to either gross misbehavior problems or chronic minor problems. The final decision rests with the Superintendent.
8. The Superintendent has the right to suspend a student from any activity or practice if he/she deems it necessary and appropriate.
9. Sponsors of activities are responsible to provide teachers with proper evaluation forms and to collect them on Friday of each week.
10. Sponsors are required to inform participants/parents of suspensions and the reason for such.
11. Extra-curricular activities include any activity not considered part of the 5 academic areas.

### C. Spectator Policy

Any person may attend school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events held upon the grounds of Field Community Consolidated Grade School District #3 to which the student is otherwise permitted or entitled to attend.

No person shall do any of the following acts while in attendance at school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events held upon the grounds or sponsored by Field Community Consolidated Grade School #3:

1. Do any act which is insulting or provoking in nature against any official, employee, or agent of the District.
2. Do any act which causes personal injury or which is intended to cause personal injury or which the person knows or should know creates a substantial risk of injury to any person.
3. Do any act which causes damage to property or which is intended to cause damage to property or which the person knows or should know creates a substantial risk or damage to property of any person.
4. Do any act which is intended to disrupt the performance or continuance of any school-sponsored or related activities, functions, and meetings, extra-curricular activities and athletic events.
5. Do any act which is intended to impede or disrupt the proper observance of or participation in any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events.
6. Enter upon or remain in any area reserved for spectators or persons otherwise in attendance at school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events or enter or remain in any area which serves as proper ingress or egress to any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events.

Penalty: Any person who violates 1, 2, 3, 4, 5, or 6 of this policy, may be:

- a.) Restricted by the Board President, Superintendent, Principal, or their designees, to observance of or attendance at any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events from a particular place or area.
- b.) Removed from or ordered evicted from any building ground or place at which any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events are held by the Board President, Superintendent, Principal or their designees.
- c.) Prohibited from further attendance at any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events for up to (1) year.

In the case of the imposition of Penalty C of this Policy, the following procedure shall apply.

Within ten (10) days from the commission of any act prohibited by this Policy, The Board President, Superintendent, Principal, or their designees, may in writing, deliver to the Board of Education or Superintendent, as, applicable, a complaint against any person alleging the commission of any act prohibited by this Policy: That Penalty C of this Policy shall be sought to be imposed; and for what length of time Penalty C of this Policy shall be sought to be in effect if imposed. A copy of the complaint shall be delivered by mail or in person to the person alleged to have committed the act, together with a copy of this Policy.

If the person alleged to have committed the act prohibited so requests, a hearing shall be held as soon as is practicable before the Board of Education or Superintendent, or their designees, as applicable, except that the persons designated may not be the person who was the complainant. The complainant and the person alleged to have violated this Policy may appear at the hearing. No formal rules of procedure or evidence will apply. At the hearing it shall be determined i) whether the person, did in fact, commit the alleged act; ii) whether Penalty C is appropriate; and iii) if Penalty C is appropriate, for what length of time it should be imposed.

For determining ii) and iii) above, the following shall be taken into account:

- a.) The nature and severity of the act

- b.) Whether or not the person who committed the act prohibited under this Policy has committed other acts prohibited under this Policy, either before or after the act which is the subject of the hearing.
- c.) The age, intelligence and maturity of the person who committed the prohibited act.
- d.) Whether the person's presence at any school-sponsored or related activities, functions and meetings, extra-curricular activities and athletic events constitutes a threat to any other persons, property or the events.

Upon completion of the hearing, the Board of Education or Superintendent, or their designees, as the case may be, shall determine whether the prohibited act was committed; whether Penalty C is appropriate and if Penalty C is appropriate, for what length of time it should be imposed.

The person accused of the act shall be notified in writing of said determination. If the complainant or the person who committed the prohibited act is dissatisfied the decision of the Superintendent or his designee, that person may file a written notice of appeal of the decision with the Secretary of the Board of Education. Upon receipt of such a notice, the Secretary shall cause the matter to be placed upon the agenda of the next regularly scheduled meeting of the Board of Education; at which time the Board of Education shall consider the matter de novo according to the same rules and procedure as set forth in this Policy for the initial hearing before the Superintendent or his designee.

Nothing in this Policy shall prevent the application of other disciplinary rules of the Board, including but not limited to those rules relating to detentions, suspensions, or expulsions, and criminal sanctions.

#### D. Panther Code

I am respectful.  
I am responsible.  
I am safe.  
I am prepared.  
We are here to learn;  
therefore, I will do  
nothing to keep the teacher from teaching,  
and anyone, myself  
included, from learning.  
I will cooperate with all school people.  
I will respect myself, others, and the environment.  
By acting in this way, I am capable, connecting, and  
contributing.  
I believe in you.  
I trust in you.  
I know you can handle it.  
You are listened to.  
You are cared for.  
You are very important to me.

#### XVII. Emergency Procedures

##### A. Fire

In the event of a fire emergency, exit calmly and orderly with the class through the designated exit and to the designated area. Remain quiet and orderly so that the classroom teacher is able to account for all students.

##### B. Tornado

In the event of a tornado emergency, exit calmly and orderly with the class to the designated area. Remain quiet and orderly and kneel down facing the wall with head down and arms protecting the head.

Any time a tornado warning has been issued, students and any persons in the building will not be permitted to leave the building until authorities have announced that it is safe to do so.

#### C. Earthquake

In the event of an earthquake emergency, quickly and quietly kneel down under desk/table with head down and arms protecting the head.

#### D. Bus Emergency

In the event of an emergency that threatens the safety of any person or property, staff are encouraged to use any available cellular telephone. In the case of a bus emergency, parents please call the main office. Please do not call the bus driver their phone lines need to be free to deal with the emergency.

#### E. Other / Crisis Plan

In the event of any other unforeseen emergency, wait calmly and quietly for school officials to give instructions. An AED (Automatic Emergency Defibrillator) is located in the main hallway by the gym doors. An AED procedure and usage plan and a copy of Field School Crisis Plan is available in the office for review. Field School staff members are in-serviced annually on the use of an AED and the procedures outlined in the Crisis Plan.

#### F. Intruder

In the event of an intruder staff should use available information from surroundings and or announcements over the P.A. to determine if it is safer to exit the building or go into lockdown. Students should remain with teachers when possible.

### XVIII. General Building Information

#### A. Pesticides

When necessary, the school building and grounds will be treated by a professional pest control agency. If a parent/guardian wishes to be informed 2 days prior to the treatment of the school building or grounds, the parent/guardian must contact the office at the beginning of the school year, so that his/her name will be on the list for notification.

#### B. Asbestos

The Field Grade School formal Asbestos Management Plan is available for inspection by any interested individual by appointment made through the Asbestos Program Manager's office at least one working day in advance. Because of the importance we attach to the Management Plan and its extreme size and complexity, a staff person familiar with the plan must be present to assist you in your examination of the plan in our offices.

If you wish a copy of the Management Plan, we have determined that a copy can be made available within thirty days receipt of a written request at a reasonable cost per page, to be paid in advance. Since the plan is several pages in extent and in continuously growing, but is divided into specific sections, please be sure to request only those parts of the Management Plan, which you need. The Asbestos Program Manager's office will be happy to assist you in this matter.

## Field School Song

Cheer Cheer for ole Field Panthers  
We have no worries our team is here  
Send the volley cheer on high,  
Shake down the thunder from the sky  
Whether the odds be greater or small,  
Ole Field Panthers will win over all.

As the Field Panthers march  
Onward to victory, Hey!  
We're with you boys We're with you  
We're with you boys We're with you  
Whether you win or whether you lose  
We're with you boys We're with you!