

## **AUBURN DISTRICT # 10 VISION**

The Auburn School District will work toward the goal of developing in all students the knowledge, understanding, skills, and attitudes that will enable all students to lead productive and fulfilling lives in a complex and changing society.

## **AUBURN ELEMENTARY MISSION**

The mission of Auburn Elementary School is to provide students with a quality educational program in which each and every student can and will learn to their fullest potential.

To All Students and Parents:

This handbook has been prepared to share basic information about Auburn Elementary School. The staff and administration hope you will take time to read the contents. If you have questions about anything in this handbook or about decisions made in our school building throughout the year, it is best to first contact the faculty person or building principal who was directly involved in making the decision. If your questions are not satisfactorily answered at this level, arrangements will be made for a conference with the superintendent. If your questions are not satisfactorily answered at this level, arrangements will be made for a conference with the Board of Education.

A clear understanding and observance of school policies and procedures by all concerned will help to assure a pleasant and productive school year. We have tried to organize the handbook in a logical manner, but would recommend parents read the entire contents to become familiar with the material. The students in our district deserve the best educational program possible. Working together we can and will have such a program during this school year.

Auburn Elementary  
Administration and Staff

## **ABSENCES**

### Attendance Line

To report an absence from school, we offer a convenient attendance line available 24 hours a day. The attendance line number is 438-6916.

The word "principal" in this section also means "authorized office personnel".

The legal obligation for regular and continuous school attendance rests with the parents. Irregularity in school attendance is a serious handicap to the progress of the pupil. Absences from school will be excused for the following reasons:

- 1. Illness of a student or critical illness of near relative (parent/guardian, sibling, grandparent.)*
- 2. Attendance at a funeral of a relative or a close friend of the family or attendance at a religious service.*
- 3. Doctor or dental appointment which has been approved in advance by the principal. (The student must present a written statement from the parent/guardian, or the parent/guardian must call requesting early dismissal to the principal for approval before leaving for any appointment.)*
- 4. Required appearance in court as evidence by a court summons or court order/attorney request.*
- 5. Participation in a school sponsored/approved event.*
- 6. Once a student has accumulated nine (9) absences for the year they must have a written doctor's note for any additional absences or the absence will be declared unexcused. Extenuating circumstances should be discussed with the principal.*

## **EXCUSED ABSENCES**

In order for a student to obtain an "excused" absence to re-enter class after having been absent, the following steps must be followed:

1. A parent or guardian must call the elementary school office on the day of tardiness or absence to report the reason for the student missing school. The office telephone will be covered from 7:40 A.M. until dismissal time each day to receive such calls. Parents, please call the office prior to 9:00 A.M. on the day of the absence.
2. No phone call excusing an absence will be accepted more than thirty-six (36) hours (1 1/2 days) after the absence begins. After that time all absences will be unexcused.

3.If the telephone explanation falls within the guidelines for which tardiness or absences are excused, the T/A will be "excused." If the explanation does not fall within the guidelines or the proper procedure is not followed, the T/A will be "unexcused."

If no phone call is received the absence will be unexcused. It is the parent's responsibility to see that the school office is notified within thirty-six (36) hours when the student is tardy or absent.

4.For the student whose family does not have a phone, special arrangements will be made. If you don't have a phone, please see the principal or the secretary.

6.Once a student arrives at school or on the school grounds, the student may not leave without proper clearance from the office. This also applies to the time before the 1st bell rings in the morning.

7.Once a student has accumulated 9 absences for the year, they must have written doctor's verification for any additional absences or have the absence counted as unexcused. Doctor's excuses must be submitted within three days after returning from school in order to be excused. Extenuating circumstances should be discussed with the principal.

### **UNEXCUSED ABSENCES**

Any absence from school not classified by the principal under the excused absence statement will be an unexcused absence. In the case of continued unexcused absences, the principal shall take whatever action is necessary to reduce the problem.

### **TRUANCY**

A student absent from school for any part of the day that does not apply within the "excused" absence statements above will be considered truant. A student will be allowed nine (9) excused absences per school year without a doctor's note. After nine (9) days, **ALL** absences without a doctor's excuse are considered unexcused. The doctor's note must state the student was seen specifically on date absent and can return on a specific date. Nine (9) days of unexcused absence is considered chronic truancy (105ILCS5/26-2a) and may result in court action (705ILCS405/3-33).

## TARDINESS

In order to maximize the educational opportunities, classes need to begin promptly. Students should be in their classrooms when the bell rings (8:15 A.M.) Students not in their classrooms will be marked tardy. Chronic tardiness will be addressed by administration. Students arriving late to school must report to the school office before going to class. The principal will make the determination per the handbook of tardy or not and give the student a pass to enter class.

## EDUCATIONAL RIGHTS OF HOMELESS FAMILIES

The McKinney-Vento Homeless Assistance Act for Children and Youth states that students experiencing transitional living situations have access to a free appropriate public education up to the age of 21. The definition of “Homeless” under Illinois Federal Law includes a person who lacks a fixed, regular, and adequate nighttime residence. This includes a person whose primary nighttime residence is a shelter or a place not ordinarily used by human beings for sleeping, children and youth that are doubled-up in housing because they can’t afford a place to live, and unaccompanied youth. If your child is in a homeless situation, please contact the Auburn CUSD #10 Homeless Children and Youth Liaison, Melissa Warwick at 217-438-6817 or mwarwick@auburn.k12.il.us.

## MAKE-UP WORK

The student who has an excused absence shall see the teacher upon return to school for any work that needs to be completed. The student shall have one day per excused absence day to complete the work.

## FAMILY VACATION ABSENCES / PRE-ARRANGED ABSENCES

**Family vacations are discouraged during the school year.** If a family is leaving on vacation during a time when school is in session and will be absent for 3 consecutive days or more and the parents require that their students go with them, special arrangements must be made with the principal **at least one week** in advance of the date the student will be leaving with the family. A pre-arranged absence form should be completed. Generally, we will allow this as an excused absence if prior arrangements are made; the student gets assignments from teachers prior to leaving and turns in all assignments no later than the 2nd school day after returning.

Phone calls from parents can be accepted for such absences when an emergency arises. When proper procedures are followed, such absences can be excused absences.

This policy and procedure shall also apply when parents give permission for their student to be absent from school for an activity or special event for which they think is worthwhile to be absent from school.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION/OBSERVANCE**

A student shall be released from school, as an excused absence, for the purpose of observing a religious holiday. The parent/guardian must give written notice to the district 5 days before the student's anticipated absence. The parent/guardian's written notification of the student's anticipated absence shall satisfy the district's requirements for a written excuse when the student returns to school.

### **ILLNESS AT SCHOOL**

Students who become ill at school will be sent to the school nurse for consultation at times when the nurse is assigned to the elementary building. At all other times, students will be sent to the office. If the nurse or office personnel feel that the student should be sent home, every attempt to contact a parent or guardian will be made. Parents should pick ill students up at the office. Students will be sent home only if it is felt that it is in the best interest of the student and the rest of the student body.

**PARENT NOTE: If your child is running a fever, vomiting, or has diarrhea, he/she will need to be free of symptoms for 24 hours before returning to school.**

### **MEDICATION AT SCHOOL**

The purpose of administering medication in school is to help students maintain an optimal state of health to enhance his/her education. The administration of medication to students should be discouraged unless absolutely necessary for the student's health as per the Illinois School Code describes 105 ILCS 5/10-22.21b. The intent of these guidelines is to assure safe administration of medications for those students who require them.

All medications given at school, including all prescription and all non-prescription drugs such as Tylenol (Acetaminophen), Advil (Ibuprofen), and cough medication shall be prescribed by a licensed prescriber on an individual basis as determined by the student's health status. All medications given at school, including all prescription and all non-prescription drugs such as Tylenol (Acetaminophen), Advil (Ibuprofen), cough medication, or any other over-the-counter medication will no longer be administered to students unless all of the following criteria are met:

1. Provide the medication to the school in the original unopened container from the manufacturer and with your child's name affixed to the container.
2. Submit a written order from your child's physician
3. Submit a written request and permission by the parent

Authorization forms are available on the school website under "District Forms" and on the school nurse's page.

Please call Nikki Norris or Jennifer Kessler, district nurses, if you have any questions.

**SELF-ADMINISTRATION AND CARRY OF ASTHMA  
MEDICATION/EPINEPHRINE AUTO INJECTORS**

The Illinois School Code allows students to self-administer/carry asthma medication/epinephrine auto injectors if appropriate conditions are followed and required forms are completed by the parents/guardians and the physician (or healthcare professional) licensed to prescribe such medication and placed on file with the building principal. Forms are available in the office of the School Nurse.

**INJURY/SICKNESS PROCEDURE**

In case of serious injury or illness to a student or teacher in the school building or on the school grounds, the following procedure should be followed:

1. Immediate notification of the Elementary office personnel by a student or the teacher while someone administers proper first aid.
2. Office personnel will notify parent/guardian or spouse and ask for instructions for hospital, or doctor preference, or treatment preferred.
3. If it is deemed necessary the rescue squad or ambulance shall be summoned by the Elementary office personnel.
4. If it appears to be an extreme emergency, and no doctor or ambulance is available to respond to the call, the office personnel shall use their best judgment in obtaining help for the individual, including taking the individual to an emergency room.
5. An accident report shall be filed in the office as soon as possible giving all details including information from witnesses as to what happened.
6. First Aid shall be given in all cases of injury, no matter how insignificant the injury may seem to be. The key words for all teachers and students in situations such as this are "reasonable and prudent."

**STUDENT SECURITY**

To insure the safety of our students, children are always to be picked up for appointments, emergencies, or illness from the school office. Children are **NOT** to be picked up from their classroom, the playground, or the nurse's office. Only a parent, guardian, or designee may pick up a child from school.

If your child is not to be taken from school by a divorce decree, the school must have a legal document stating this. This is for the protection of the child.

Entrances to the school building will be secured once the school day begins. Parents and visitors must buzz the office from the outside intercom box and wait for the office personnel to admit them to the building. **Upon entering the building, all visitors / parents must report to the school office, sign in, and obtain a visitor's badge to wear while in the building.**

### **VISITORS**

Parents/guardians and other visitors are always welcome to Auburn Elementary School. Student visitors from other schools must make prior arrangements and get Principal approval before their visit. We ask that when you arrive that you report to the office through the main entrance and sign in. We ask that you wear a visitors badge for identification purposes. Once the visit is over we ask that you return to the office to sign-out. If a student is needed, office personnel will locate the student and request the release from the teacher. The student will report to the office to sign-out. Students will not be released to anyone without office notification.

### **CHILD ABUSE REPORTING**

Anyone in the state of Illinois, who works daily with children, is under legal obligation to report to the Department of Children and Family Services any suspicion of child abuse. (Abused and Neglected Child Reporting Act {Ill. Rev. Stat.1985 Ch. 23}) It is not the school's job to investigate-we cannot do that. Investigation is the duty of the Department of Children and Family Services. We will call in reports as we are legally obligated to do and as we should do as caretakers and nurturers of children.

### **VOLUNTEER PARENTS**

Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. The library is always in need of parent volunteers. Contact the Library clerk if you are available to help. Volunteers are to check in at the office to receive their visitor badge before going to the classroom or library.

### **STUDENT RELATIONSHIPS WITH SCHOOL EMPLOYEES**

**ALL SCHOOL EMPLOYEES**, not just teachers and administrators, are hired to serve the students. It shall be the duty of the school administrators to see that all employees carry out their assigned duties in the best interest of all students. Likewise, it shall be the duty of all students to show respect for and carry out all responsible requests of all school employees whether they be secretaries, cooks, custodians, bus drivers, maintenance personnel, part-time help, etc. Any disrespect, insubordination, or disregard for any school employee's requests shall be treated as if that request came from a teacher or an administrator.

**HEALTH CARDS AND HEALTH EXAMS**

On registration day, students in kindergarten must bring a completed physical or an appointment card showing that a physical exam, required immunizations, and a diabetes screening must be scheduled prior to October 15th. If the appointment day passes and the physical and immunizations are not completed, the student will be excluded from school until compliance is met.

Dental exams are required for students in Kindergarten, second, and sixth grades which are due by May 15<sup>th</sup> of the current school year. All students entering kindergarten must have an eye exam by a licensed optometrist or ophthalmologist which is due by October 15<sup>th</sup> of the current school year.

Parents of new students entering the Auburn schools for the first time shall contact the proper building principal in regards to health card status, so that it can be determined if they are in compliance with the Illinois School Code.

Any student moving into the Auburn School District from out of state must get an Illinois physical within one month after enrolling in school.

**BOOK RENTAL AND INSTRUCTIONAL MATERIALS FEE**

Book rental charges will be according to the rate prescribed by the Board of Education for the school year. Persons wanting to know the rate in effect may contact the unit office or office of the principal. Rates will be published in the newspaper during summer months prior to registration.

| If enrolled or dropped during the: | Charge     | Refund      |
|------------------------------------|------------|-------------|
| 1st nine weeks                     | Full price | 3/4 or full |
| 2nd nine weeks                     | 3/4        | 1/2         |
| 3rd nine weeks                     | 1/2        | 1/4         |
| 4th nine weeks                     | 1/4        | 0           |

**CARE OF TEXTBOOKS**

Our textbooks are used on a rental plan. These books are the responsibility of the student and books lost or damaged will be charged to the student. Students will be charged replacement cost for a lost workbook or book and for damaged books that are not useable.

**TRANSFER STUDENT--GOOD STANDING POLICY**

A transfer student from any public or private school, in this or any other state, who is currently out of school due to a suspension or expulsion, must complete the entire term of the suspension or expulsion imposed by the school from which the student is transferring before being admitted into the Auburn Community Unit District #10 Schools.



### **FIELD TRIPS**

School field trips are limited to a 50-mile radius of Auburn and must be determined to be of an academic or educational nature. All field trips must be approved by the building principal. Permission slips signed by a parent or guardian are required for a student to participate. All students are required to ride the bus to and from the field trip destination unless prior approval has been given by the principal.

### **CHAPERONE GUIDELINES FOR FIELD TRIPS**

Field trips are an extension of classroom learning. They offer a wide variety of experiences, which enhance the learning of our students. Providing a safe environment for our students during these trips is an added responsibility for teachers and for chaperones. The classroom teacher will provide you with guidelines that are designed to help all chaperones provide a safe and educationally successful trip for our young learners.

### **GRADING SYSTEM**

The Auburn schools follow a nine-week reporting system. Report cards are available on Skyward on Friday following the end of a grading period. Report cards can be viewed in Skyward Family Access, email, or picked up by the parent or guardian in the office. A paper copy will only be sent home if a written request is made in to the principal.

### **SKYWARD FAMILY ACCESS**

Skyward family access is your direct link to your student's educational information. Skyward family access you to view your child's grades, lunch account, attendance, report card, and much more. To gain access, contact the elementary school office at [kfrank@auburn.k12.il.us](mailto:kfrank@auburn.k12.il.us) or [asharp@auburn.k12.il.us](mailto:asharp@auburn.k12.il.us) or call 438-6916.

### **STUDENT RECORDS**

Auburn Elementary School follows the rules and regulations governing the release of school student records based on the Illinois School Student Record Act effective February 25, 1988.

Auburn Elementary School maintains records of the following types:

1. Permanent
2. Temporary
3. Directory Information

1. "STUDENT PERMANENT RECORD" MEANS AND SHALL CONSIST OF:

Basic identifying information, including students and parents names and addresses, birth date and place, and gender;

Academic transcript, including grades, class rank, graduation date, and grade level achieved;

Attendance record;

Accident reports and health record;  
Record of release of permanent record information; and,

May also consist of:

Honors and awards received; and,  
Information concerning participation in school - sponsored activities or athletics, or offices held in school - sponsored organizations.

2. "STUDENT TEMPORARY RECORD" means and shall include a record of release of temporary record information, and all information not required to be in the student permanent record, which may include:

Family background information;

Intelligence test scores, group and individual;

Aptitude test scores;

Reports of psychological evaluations including information on intelligence, personality and academic information obtained through test administration, observation, or interviews;

Elementary and secondary achievement level test results;

Participation in extracurricular activities including any offices held in school sponsored clubs or organizations;

Honors and awards received;

Disciplinary information;

Special education files including the report of the multidisciplinary staffing on which placement was based, and all records and tape records relating to special education placement hearings and appeals;

Any verified reports or information from non-educational persons, agencies or organizations; and other verified information of clear relevance to the education of the student.

3. "DIRECTORY INFORMATION"

Information that may be designated as directory information shall be limited to:

Identifying information: name, address, gender, grade level, birth date and place, and parents' names and addresses;

Academic awards, degrees, and honors;

Information in relation to school-sponsored activities, organizations, and athletics;

Major field of study; and,

Period of attendance in the school.

"Directory information" may be released to the general public, unless a parent requests in writing that any or all such information not be released on his/her child.

Parents have a right to photocopies of any part of their student's record. The fee shall not exceed \$.35 per copy page according to the ACT.

Permanent records are kept for a minimum of sixty (60) years.

Temporary records are disposed of in a timely manner after graduation with the exception of special education records and psychological which may be kept for a minimum of five years because they could be of benefit to the student. (Section 375.40 Subtitle A: Maintenance). It is the responsibility of the parent or student to request copies of the temporary record prior to the end of the five year hold period for special education records.

The records of a student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll upon the request of the records custodian of the other school, the student, or the parent. The school shall grant access to information contained in school student records to persons authorized or required by state or federal law to gain such access.

The school shall grant access to, or release information from school student records without parental consent or notification:

To an employee or official of the school or school district or the State Board of Education, provided such employee or official has a current, demonstrable educational or administrative interest in the student and the records are in furtherance of such interest;

To any person for the purpose of research, statistical reporting or planning, provided that:

1. The person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records and

2. No student or parent can be identified from the information released;

"Pursuant to a court order"

Parents have a right to a hearing to challenge any entry exclusive of grades in the school student records on the basis of:

1. Accuracy;
2. Relevance; or,
3. Propriety.

The request for a hearing shall be submitted in writing to the school and shall contain notice of the specified entry or entries to be challenged and the basis of the challenge. Auburn Middle School establishes administrative procedures for parents to challenge the contents or student records. Such procedures shall include:

1. An initial informal conference with the parents, within 15 school days or receipt of the request for a hearing.

2. If the challenge is not resolved by the informal conference, formal procedures shall be initiated:

- a. A hearing officer, who shall not be employed in the attendance center in which the student is enrolled, shall be appointed by the school.
  - b. The hearing officer shall conduct a hearing within a reasonable time, but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials of the time and place of the hearing.
  - c. At the hearing, each party shall have the rights outlined in Sections 7 (b) (1) through 7 (b) (4) of the Illinois School Student Records Act.
  - d. A verbatim record of the hearing shall be made by a tape recorder or a court reporter. A typewritten transcript may be prepared by either party in the event of an appeal of the hearing officer's decision. However, a typewritten transcript is not required in an appeal.
  - e. The written decision of the hearing officer shall, no later than 10 school days after the conclusion of the hearing, be transmitted to the parents and the school district. It shall be based solely on the information presented at the hearing and shall be one of the following:
    - i. To retain the challenged contents of the student record; or
    - ii. To remove the challenged contents of the student record; or
    - iii. To change, clarify or add to the challenged contents of the student record.
3. Any party shall have the right to appeal the decision of the local hearing officer to the Superintendent of the Educational Service Region within 20 school days after such decision is transmitted. If the parent appeals, the parent shall so inform the school and within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Superintendent of the Educational Service Region. The school may initiate an appeal by the same procedure. Upon receipt of such documents, the Superintendent of such documents, the Superintendent of Education Service Region shall examine the documents and record to determine whether the school district's proposed action in regard to the student's record is in compliance with the Act and this Part, make findings and issue a written decision to the parents and the school within 20 school days of the receipt of the appeal documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Educational Service Region Superintendent should seek advice from special education personnel:
- a) Who were not authors of the entry; and
  - b) Whose special education skills are relevant to the subject(s) of the entry in question.

4. The school shall be responsible for implementing the decision of the Superintendent of the Educational Service Region.

(Source: Amended at 10 Ill. Reg. 12601, effective July 9, 1986.)

According to Illinois School Student Records Act, no person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Act.

**Parents have a right to inspect and challenge the information contained in a school student record prior to transfer of the record to another school district in the event of the transfer of the student to that district.**

### **DISSEMINATION OF RECORDS**

Auburn Schools follows the rules and regulations governing the release of student records based on the Illinois School Student Record Act effective February 25, 1988. A complete copy of the rules and regulations are available from the building principal upon request.

Parents have the right to examine the contents of their student's record.

The school may, without consent of parents, share information regarding permanent and temporary records with other school officials, including teachers within the district who have a legitimate interest and who are involved with promoting the welfare of the student.

The records of the student shall be transferred by the records custodian of a school to another school in which the student has enrolled or intends to enroll upon request of the records custodian of the other school or the student, provided that the parent is unknown, notice may be served upon the record custodian of the requesting school for transmittal to the parents. Such service shall be deemed conclusive, and ten (10) schools days after such service, if the parents make no objection, the records may be transferred to the requesting school.

The school shall grant access to information contained in school records to persons authorized or required by State or Federal law to gain such access provided that; (a) such person shall provide the school with appropriate identification and a copy of the statute authorizing such access; and, (b) the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and/or challenge such information.

## **DRESS AND APPEARANCE**

Students in the Auburn Schools are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that is distracting or obscene. Dress and grooming shall neither present a risk to the health, safety, or general welfare of students in the school nor interfere or disrupt the educational environment or process. The principal, assistant principal, or their designee reserves the right to ask students to change their attire if in the opinion of him or her it is necessary to maintain proper school decorum.

- Dress and grooming (including accessories) shall not be contrary to curriculum goals and/or educational objectives. Any clothing or jewelry with provocative or suggestive slogans or illustrations shall not be permitted. Clothing with lewd, vulgar, obscene or plainly offensive language or symbols, including gang symbols will not be permitted. If the clothing advertises or promotes drugs, dope, cigarettes, beer, liquor, sex, obscene gestures, or illegal or violent behavior, the student will be asked to remove the apparel.
- Hats, coats, bandannas, sweat bands, and sunglasses shall not be worn in the buildings during the school day. Bookbags shall not be carried in the buildings during the school day except upon arrival and/or departure from school.
- Appropriate footwear must be worn at all times. Flip-flops are discouraged on the playground. Shoes with wheels are prohibited and wheels will be removed and kept in the office if worn to school. Wheels will be returned upon parental request.
- Bare back, bare sides, and/or midriffs are unacceptable.
- Tank tops with large armholes, or clothes that expose undergarments are not permitted.
- Pierced jewelry other than earrings worn in the ear shall not be worn in the buildings; neither shall spiked apparel and accessories or chains that can be used as weapons.
- No student may wear clothes with holes above knee level. Ragged hemlines, or cut off hemlines (that drag on the ground), and clothing made of fishnet type fabric are not permitted.
- Properly-fitting clothing is to be worn. Oversized, extremely baggy clothing or improperly-fitted clothing is not allowed. Pants and shorts must be worn at the waist; sagging is prohibited. Bib overall style clothing must be worn with straps fastened as designed with an appropriate top worn underneath.

- Pajamas, lounge pants, bedroom slippers, and other garments intended for sleepwear are not permitted articles for school clothing.
- Tattoos that, by their content, violate any of the provisions of the Student Dress Code must be covered at all times.
- Shorts are permitted when the weather is hot. This is usually August, September, October, November, March, April, and May. They should not be worn at other times during the year.
- During cold weather/snow students need to wear gloves, hats, and coats. A student will not be allowed to play in the snow unless he/she is wearing snow pants and snow boots.

A student whose attire violates the school rules, creates a health or safety hazard, or disrupts the educational process will be asked to have a change of clothing brought from home or remain in an assigned in-school suspension room for the remainder of the day. Continued violation will result in an in-school suspension and a parent conference.

### **SCHOOL ARRIVAL AND DEPARTURE**

**Students should NOT arrive at school before 7:30 A. M.** Playground supervision will begin at 7:30 A.M. and will end 10 minutes after school closes. The 8:05 bell requires all students to immediately line up to enter the building. The 8:10 bell allows students to enter the building in an orderly manner. Regular classes begin at the 8:15 bell. Students who enter the classroom after the 8:15 bell are tardy. Parents are discouraged from walking their student(s) to class each day. We are trying to build their student's independence and have them follow the morning routine of their classroom.

Should a change transportation be required, please give the office as much notice as possible, calling by 1:30 at the latest for an afternoon change. At the end of each school day, playground supervision will end 10 minutes after school closes.

### **RETENTION POLICY**

It is the policy of the Auburn School District that the retention of a student at any grade level is made only with the child's educational needs in mind.

Every student is an individual and his or her strengths and weaknesses must be considered within the general retention criteria listed below. Retention is never made as a punishment or any form of punitive measure. In every case, the main consideration is what will most benefit the student educationally.

It is generally considered more educationally sound to retain at the earliest grade levels. The chances of retention being successful may diminish as the child progresses through the grades.

#### General Criteria for Retention

Academic Achievement, Maturity, Previous Retentions, and Parental Support

A student must receive a passing grade in four of the five core subjects as follows in order to be promoted to the next grade: Reading, Language, Science, Math, and Social Studies.

### **ADVERTISEMENTS, NOTICES, INVITATIONS, AND BALLOONS**

No advertisements or notices shall be read, distributed, or posted in the school or on the school premises without the consent of the Board of Education, the Superintendent of Schools, or the building principal. No political or religious poster will be approved. All students' signs, regardless of nature are to be posted in areas approved by the administration. DO NOT POST any signs on the walls, trophy cases, doors, etc

The distribution of birthday invitations for children's parties is discouraged at school. If, however, all students in the class are invited, arrangements may be made with the classroom teacher. The delivery of balloons and vases of flowers to students at school is discouraged. Students will not be allowed to take balloons or glass vases on the school bus, due to safety concerns. If balloons or glass vases are delivered to your student at school make sure to have transportation, other than busing, arranged for the end of the day.

### **ARTICLES PROHIBITED AT SCHOOL**

Articles which are hazardous to the safety of students or in some way interfere with school procedures shall not be brought to school. Such items include toy guns, trading cards, decks of playing cards, water pistols, radios and CD players, tape and video recorders and players, iPods, MP3 players, video games, firecrackers, hard balls, bats, pogo balls, paging devices, laser pointers, and cell phones, etc. These and similar articles will be taken from the student and returned upon parental request.

### **BICYCLES AND SKATEBOARDS**

When entering or leaving the school grounds, students are to walk their bikes **directly to or from** the designated parking area. Students are not allowed to ride their bikes inside the playground fence.

Skateboards, roller blades, and scooters may **not** be ridden on the school grounds when students are coming to or leaving school or at any time during the school day.



### POSSESSION OF A WEAPON

No student while on school property or while in attendance at any school activity shall possess a weapon which includes any article that would harm self, others, or physical property. Any student who has on his/her person or in his/her possession or control any item which in the opinion of the school officials can be considered a dangerous weapon shall have the object/weapon taken from him/her and turned over to the police. Students violating this policy shall be subject to expulsion for up to two calendar years.

### BREAKFAST AND LUNCH PROGRAMS

The breakfast and lunch programs are provided for student convenience and are operated as near cost as possible. Breakfast is served from 7:30 am to 8:10 am. Students should not arrive before 7:30 am and are to enter the building at the south cafeteria door.

We will be using a computerized program for the breakfast, lunch and milk break programs. All students will be assigned a bar code which will be utilized to maintain breakfast, lunch, and milk charges at school. On the first day of any school week, parents may send money which will be applied to the student's account. Parents should pay in advance weekly, monthly or for any amount during the year. Parents may add money to their child's meal account online through Family Access on the school website at [www.auburn.k12.il.us](http://www.auburn.k12.il.us)

Lunch prices are mandated by the Federal government and may be adjusted annually. The cost for a school breakfast is \$2.25 and the cost for a school lunch is \$3.25. Milk is offered for milk break to kindergarten students for a cost of 50 cents per carton. Milk is included with the breakfast and lunch unless extra milk is taken. Additional milk taken at breakfast or lunch will cost 50 cents per carton. Since running account balances will be kept, parents are encouraged to make payments regularly during the year to maintain a positive account balance. We strongly recommend that checks be used for payment. Also, be sure to place the check in an envelope and write the student's name and teacher's name on the outside of the envelope.

**Since this procedure was never intended to provide credit, the school will not allow a negative balance to exceed \$5.00. When a \$5.00 indebtedness is reached, the account will be frozen and no additional charges will be allowed.**

Children will not be allowed to receive a regular breakfast or lunch at that point. At breakfast, they will receive toast, juice, and milk and at lunch, they will receive a cheese sandwich and a carton of milk until the balance is paid in full. Monthly balance statements will be sent home. If you have any questions about your child's account, you should call the school. May 1<sup>st</sup> of every school year, we ask that all students who have a negative lunch balance pay the balance and no charges will be allowed after May 1<sup>st</sup>. Any money left over in the student's account at the end of the year, will be carried over to the following year.

As in the past, we will be glad to forward to parents an application for free or reduced priced meals as provided through the Federal School Breakfast and Lunch Program.

These forms are available at registration, as well as any time during the school year. A copy of the application can also be found on the school website. Reduced priced breakfast is 30 cents and reduced priced lunch is 40 cents per day.

Students will have the opportunity to select from two choices of entrees each day at lunch.

**PARENT NOTE: Many students have food allergies and the cafeteria has to be closely monitored. Food brought into the cafeteria is not to be shared with other students. Adult lunches may be purchased for \$3.65 from the cafeteria.**

### INTERNET ACCESS

The Internet is used in most classrooms for research of various curricular topics. Only those students with an Authorization for Internet Access Form signed by a parent/guardian will be allowed to use the Internet. Once this form is on file it is good for the entire time the student is enrolled in the Auburn School District.

### ACCEPTABLE USE OF THE INTERNET

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These guidelines do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow the terms for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action.**

#### Terms And Conditions

1. Acceptable Use—Access to the District's Internet must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Privileges—The use of the District's Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated these guidelines and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use—You are responsible for your actions and activities involving the network. Some examples of unacceptable uses are:
  - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State regulation;
  - b. Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c. Downloading copyrighted material for other than personal use;
  - d. Downloading any files without the permission of authorized personnel
  - e. Communicating with various people by using e-mail, chat (including message/bulletin boards)
  - f. Using the resources for online gaming which could potentially expose the network to viruses or other harm

- g. Using the network for private financial or commercial gain;
- h. Wastefully using resources, such as file space;
- i. Gaining unauthorized access to resources or entities;
- j. Invading the privacy of individuals;
- k. Using another user's account or password;
- l. Posting material authored or created by another without his/her consent;
- m. Posting anonymous messages;
- n. Using the network for commercial or private advertising;
- o. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- p. Using the network while access privileges are suspended or revoked.

4. Network Etiquette—You are expected to abide by generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your message to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal addresses or telephone numbers of students or colleagues.
- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be public property.

5. No Warranties—The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification—The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of these guidelines.

7. Security—Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from the individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism—Vandalism will result in cancellation of privileges and other disciplinary

action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the upload or creation of computer viruses.

9. Telephone charges—The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

### **LUNCH RECESS PROCEDURES**

Students are required to go outside at lunch when conditions warrant. They stay in when the following conditions exist:

1. When it is raining
2. The playground is not suitable for safe or clean play
3. The combination of wind and temperature is 17 degrees or below.

A parent or guardian note requesting their child remain indoors for some reason will be respected. A note from a doctor will be required if a student must remain inside for health reasons for longer than five (5) days. Parents are encouraged to send their children to school with appropriate outdoor clothing. Those students needing to stay inside for reasons of illness are to take something with them to do and will stay in a designated area of the lunchroom until time for their class to come inside from lunch recess.

None of the above affects morning or afternoon recess. Individual teachers are responsible for all recess other than lunch recess.

### **INSURANCE**

The District provides school time accident insurance for school-time injuries. In the event of injury, a form is to be filled out by the student or parent as soon as possible after the accident. School time insurance is offered as a secondary insurance and only pays after any other insurance. Parents have the option of purchasing 24 hour accident coverage. 24 hour coverage is also a secondary policy only (pays only after any other insurance).

### **DAMAGE TO SCHOOL PROPERTY**

When malicious or deliberate damage is cause to school property, the person(s) will be held liable for replacement cost or repair. In addition, appropriate disciplinary action will be taken.

### **PERSONAL INFORMATION CHANGES**

In order to keep the record of students current, the following changes should be reported to the office: name, address, phone numbers, and parent's place of employment.

Due to the many illnesses and accidents children have, it is imperative that the school has accurate emergency contact numbers. Answering machines are ineffective in an

emergency. Emergency records are maintained in the office and are to be updated any time you feel it necessary to change the name or phone numbers.

### **CLASSROOM / TEACHER REQUESTS**

Class assignments are made in April and May for the following school year. Teachers consider the personality of the child, other children in the room, and the teacher, as well as, the individual needs of each child when making class assignments. Parents should not request specific teachers but are encouraged to share information about the needs of their child for teachers to consider in making classroom assignments. The decision of the school will be final in all class assignments.

### **SCHOOL CANCELLATION**

If school is to be closed for inclement weather or other emergency situations, the superintendent will have the announcement on all the major radio stations and TV networks by 6:45 A.M. In addition, an all call will be made via our school reach phone program and the information will be posted on our website. ([www.auburn.k12.il.us](http://www.auburn.k12.il.us))

Announcements for early school closing for seminars, faculty meetings, institutes, in-service meetings for teachers, etc., will be made in advance of the meeting.

### **PESTICIDE AND HERBICIDE WARNING**

With the passage of Senate Bill 527 regarding the Lawn Care Products, Application and Notice Act (415 ILCS 65/2), all schools are required to provide notice to all parents of their intent to use chemical pest and weed control agents in the building and on the grounds. The Auburn School District has monthly pesticide application after school hours. As a parent, you are also entitled to advance notification of any applications, which are to be made during the school year. If you wish to be notified when chemicals are to be applied within the school buildings or on the ground, you should notify the elementary school office. Notification should be made in writing and within the first month of each school year.

### **ASBESTOS NOTIFICATION**

This notice is to notify you that Auburn CUSD #10 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the School Facility/Facilities. Copies of the Management Plan are available in the Administrative Office of the school district and in the Administrative Office of each school building. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 8:00am to 4:00pm) and during other times by special arrangement. We request that appointments be made with us to review such plans.

### **LEAD CONTAMINATION**

Congress legislated a ban on use of all lead solder and pipe as a part of the Safe Drinking Water Act Amendment of 1986. The language in those amendments requires that all public water suppliers notify their water consumers of the potential dangers of lead in drinking water, and provide information regarding steps consumers can take to prevent ingesting water containing high lead levels. To prevent lead contamination, remember:

- Use only cold water for drinking, cooking and preparing baby formula.
- If water has not been run in your home, school, or business for several hours-overnight, on weekends or during vacation periods turn on the tap and allow the water to run until you feel the temperature change.
- This will remove or flush the water, which has been standing in the pipes, and supply water directly from the public water supply distribution system piping. It is very important that school custodians flush the drinking fountains each morning before children arrive. Home softeners should not be plumbed to the cold water, which is used for drinking and cooking. A separate pipe can be installed for cooking and drinking, or the softener can be installed to include only hot water processing.
- Place a glass or pitcher of water in the bedroom or bathroom for small children or members of the family who get up in the night for a drink of water. Store some drinking water in a glass jug in the refrigerator for drinking.

### **PROCEDURES FOR HEAD LICE OCCURRENCES**

The Auburn School District follows a NIT-FREE guideline. This means any student identified to have head lice must leave school, be treated for lice, and have all the nits removed from the hair shaft before being readmitted to the school. Upon return to school, the parent is expected to bring the student to the school nurse for a head check to make sure all nits have been removed. If the nurse finds any nits, the student will be sent back home for complete nit removal. The student will be excused from school for two days (the day the student is sent home and the next day if the student has to go home for additional nit removal). After two days of absence for the same occurrence of head lice, the absences will be unexcused. After a student is readmitted to school, the student will be rechecked periodically for reoccurrences.

If head lice are detected on your child at school, you will be notified immediately to pick up your child and take him/her home for proper treatment. Your child's classmates will be checked that day to rule out any other incidents. Re-treatment in the household should be done in 7-10 days. Another note must be sent to the nurse indicating treatment was done. Your child will be rechecked by the nurse again.

**SEXUAL HARASSMENT POLICY**

Auburn Community Unit School District # 10 will provide for its students an environment free of unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct that constitutes sexual harassment as defined by state and federal law.

No student or employee in the district shall be subjected to any conduct of a sexual nature by any school employee, by any student, or by the effect of any school policy or practice that interferes with a student's educational performance or creates an intimidating, hostile, or offensive educational environment. Violations of this policy shall result in disciplinary action being taken.

**NON-DISCRIMINATION**

The Board of Education has adopted policies and procedures that assure students that program access and participation is guaranteed (providing acceptable responsibility is assumed by the student) to all students in the Auburn CUSD #10. This non-discrimination assurance insures equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion or handicap. Questions in reference to educational opportunities may be directed to the Superintendent. While there may be exceptions because of physical or mental conditions, the basic premise is that accessibility is virtually available to all students.

**SEX EQUITY POLICY**

It is the policy of Auburn Community Unit School District #10 that its educational and extracurricular programs, activities, services and benefits will be provided to students without discrimination on the basis of sex and that no student shall, on the basis of sex, be limited in the exercise of any right, privilege, advantage or opportunity.

Auburn Community Unit School District #10 does not discriminate on the basis of actual or potential marital or parental status, and no student 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.

The district will also comply with federal and state equal employment opportunity requirements. Questions or concerns should be directed to the principal.

**--Grievance Procedure:**

Should an individual feel he or she has been denied access to some aspect of the school operation because of sexual discrimination; the individual should first discuss the situation with the person in charge of that particular program. Should this fail to provide a satisfactory solution, the following steps should be utilized:

1. The individual or group of individuals should first discuss the situation with the Principal. The Principal will make every effort to resolve the complaint at the building level.

2. If the problem is not resolved at the building level, then the complaint may be lodged with the Title IX representative listed below. For this level the complaint must be submitted in writing, must state the nature of the complaint, indicate the specific clause or clauses of the Title IX guidelines, which allegedly have been violated and state the name, address, and phone number of the grievant(s).

Superintendent of Schools  
606 North Street  
Auburn, IL 62615

3. If the complaint is not resolved with the Superintendent, then the individual(s) may appeal directly to the Board of Education for a final decision.

### **UNAPPROVED ORGANIZATIONS/GANGS**

No organization or group of students shall conduct meetings or assemblies on school premises without prior approval by the building principal. No organization of students shall be approved which is determined by the building principal to promote disorder, violence, or racial discord.

No student shall be permitted to wear or to display or exhibit any insignia or item of apparel or other evidence of membership in an unapproved organization or gang on school grounds where the building principal has determined that such conduct may lead to disorder or violence among students. Students refusing to comply with this policy shall be subject to discipline including suspension or expulsion in accordance with the policies of the district governing student conduct.

### **TEACHER QUALIFICATIONS**

Upon request, the District will provide parents/ guardian's information regarding the professional qualifications of the student's teachers, including, at a minimum the following:

1. Whether the teacher has met the State qualifications 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.
3. The teacher's baccalaureate degree major and any other graduate certification or degrees.
4. Whether paraprofessionals provide services to the student and, if so, their qualifications.



## TITLE 1

### **What is Title I Reading?**

Title I Reading is a Federally Funded Program from the Stevens Act, designed to improve the academic achievement of children. The purpose of this school-wide program is to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at a minimum, proficiency on challenging state academic common core standards and state academic assessments.

On-site reviews are conducted regularly by the state to monitor a school-wide Title I program.

Goals of the Title I School:

- Improve student performance in reading to meet challenging common core standards.
- Provide additional reading resources to support the regular classroom instruction.
- Encourage a school-family partnership.
- Communicate with parents on student progress.
- Provide all children the opportunity to achieve success across the curriculum.

Over 90% of the schools in the nation receive Title I funding. The goal of Title I is to help all children get a good education. Your child's school is using their Title I funding to help all children in the school, which is called a schoolwide program. Schoolwide schools do not have to identify students for service, but provide service to all students as appropriate. Schoolwide schools must address needs of low-achieving children and those at risk of not meeting the state student academic achievement standards.

These schoolwide programs will use effective methods and instructional strategies based on:

1. Standards – for each grade, the school district or state decides what students should know, what students should be able to do, and how well the students should know a subject or perform a skill
2. Attention to diversity – learning the traditions and values of different cultures
3. Goals – help students reach the standards, challenge students to be the best they can be and prepare students for the world of today

4. Community Support – use the help of parents, community groups, and local businesses
5. Well-trained staff – teachers will receive training to better meet the needs of all students in the school
6. Progress you can measure – the school will look at things such as portfolios, test scores, student grades and attendance records.

### **Research Shows...**

How well a child does in school depends a great deal upon how parents get involved in the educational process! Your input at Auburn Schools is greatly appreciated and we value your willingness to partner with us to help students be successful.

### **How You Can Get Involved:**

- Participate in *Auburn School District* conferences scheduled each year.
- Use *Auburn School District Website* and links @ Auburn.k12.il.us
- Keep in contact with your child's teacher through telephone conversations, e-mail or letters to/from home.
- Participate in school-based events that are intended for attendance of all families (open houses, music programs, grade level presentations)
- Serve as a role model, showing your child that you support his/her education and are aware of his/her progress in school
- Support your school's extracurricular activities.
- Keep your child's teacher informed about events in your child's life that may affect his/her performance in school.
- Discuss other ideas for parent involvement with your child's teacher and parent organization (PTO).

**Parent Involvement Policy:** Parent involvement is a key component for the success of the Title I Reading Program. Communication between the parent, the classroom teacher and the title I teacher is vital to the success of this program. Parent involvement opportunities include:

- District, School and Teach Web Pages
- Take-Home Activities

As a parent your support and responsibility will be to make sure that your child attends school regularly.

## **Student-Parent-Teacher-School Title I Reading Compact**

### **Student Responsibilities:**

- Attend school regularly, prepared with my completed homework and reading bag
- Do my best work and be on my best behavior
- Work cooperatively with adults and classmates
- Show respect to myself , my parents, my school, my teacher, my classmates and other school personnel
- Take home notices and information received from school
- Believe that I can learn, and be open to learning things daily
- Read 15 to 30 minutes daily outside of school

### **Parent Responsibilities:**

- See that my child attends school regularly and on time with materials needed
- See that all homework assignments are completed and returned in reading bag each night
- Communicates regularly with my child's teachers
- Support the school in developing positive behaviors
- Talk with my child everyday about school activities
- See that my child reads at home
- See that my child is involved in positive extracurricular activities that include physical activity or exercise
- Monitor all forms of media usage (i.e. TV, DVDs, CDs, IPOD, internet, video games etc.)
- Show respect and support for my child, the teacher and the school
- Read notices and information my child brings home from school

### **Teacher Responsibilities:**

- Believe that each student can learn and holds high expectations for each student
- Show respect for each student and the student's family
- Provide an environment conducive to learning and risk-taking
- Help student achieve to highest potential
- Provide meaningful and appropriate homework activities
- Enforce school and classroom rules fairly and consistently
- Maintain open lines of communication with student's family
- Demonstrate professional behavior and a positive attitude
- Check for understanding of the lessons taught

**School Staff Responsibilities:**

- Provide a safe, healthy school environment that encourages positive behavior
- Show respect for students, parents, and all school personnel
- Provide an environment that allows for positive and professional communication between teacher, parent, and student
- Provide a challenging learning environment which encourages differentiated instruction
- Provide opportunities for all school staff to stay current with best practices in teaching

**SPECIAL EDUCATION**

Auburn School District, through membership in the Sangamon Area Special Education District, offers a broad spectrum of services for students with special needs from birth to 21. Programs are designed to meet the needs of students who have significant learning problems which prevent them from being successful in a regular classroom. In most cases, the services are offered at the district schools either on a part-time or full-time basis. An exception to this would be for students who have a severe and/or unique disability which requires placement in a neighboring district.

Before a student is evaluated and placed in a Special Education Program, parents or legal guardians are involved in the process and must give their permission to proceed. In addition to the aforementioned programs, other support services are offered including speech and language therapy, psychological evaluations and consultations, social work consultations and counseling. When needed, hearing and psychiatric evaluations are also available. Referral may be made by parents, teachers, or any authorized agency through the principal. To the maximum extent possible, students with disabilities are to be educated in the least restrictive environment and with their regular education peers.

**PROCEDURES for PARENT REQUEST FOR SPECIAL EDUCATION EVALUATIONS from JUNE 10 – AUG. 10**

Notification to parents of Local District Special Education Referral Procedures for summer months may be through use of the school website, newsletters or bulletins. Referral packets not returned to their building principal by the end of May, must be mailed or taken to the School District Office. The Local District Office will receive Special Education referrals from June 10-August 10. Local District Office will designate responsible part for receiving of packets/parental contact during summer/school break times. Local District Office will contact Principal and Service Area Administrator of any referral request or receipt of packet within twenty-four hours. Local District Office will stamp date or document date of receipt of packet/referral request. Principal and Service Area Administrator will determine procedures to follow such as: parental contact,

scheduling of pre-meeting, scheduling of IEP prior to the first day of school, when school resumes in August.

A few severely handicapped students require services that cannot be provided by public schools and are, therefore, placed in private day programs or residential programs. As the parent of an exceptional child you have certain rights that are safeguarded by state and federal statute. Your rights pertain to records, independent evaluation notice, consent, hearing, evaluation procedures, least restrictive environment, confidentiality, and legal costs. If you have further questions about these rights, you may contact the Auburn school district. You are entitled to a copy of the rules regarding special education upon request.

### **POLICY FOR BEHAVIORAL INTERVENTIONS FOR STUDENTS WITH DISABILITIES**

It is the policy of Auburn School District to comply with ILCS law and regulations on the use of behavioral interventions for students with disabilities who are receiving special education services.

Auburn School District believes that behavioral interventions should be used by teachers and administrators to identify, promote and strengthen desirable adaptive student behaviors. A fundamental principle is that positive, no aversive interventions designed to develop and strengthen desirable student behaviors should be used whenever possible.

Auburn School District recognizes that while positive approaches alone will not always succeed in managing extremely inappropriate behavior, the use of more restrictive behavior interventions should be considered to be temporary and approached with utmost caution.

If any portion of this policy is invalid, it shall not affect the validity of the remainder of this policy. This policy shall be deemed to be amended by operation of law where statutory or regulatory amendments or case law necessitates change to policy.

#### References:

- Illinois State Board of Education, Behavioral interventions in Schools: Guidelines for the Development of District Policies for Students with Disabilities. June 1994, Memorandum = 94-25M;
- The Illinois School Code, Chapter 122, Section 14-8.05, Behavioral Interventions for Students with Disabilities as amended by 105 ILCS 5/14-8.05;
- The Illinois School Code, Chapter 122, Section 10-20.14, Parent-Teacher Advisory Committee as amended by 105 ILCS 5/10-20.14;
- The Illinois School Code, Chapter 122, Section 24-24, Corporal Punishment as amended 105 ILCS 5/24-24
- The Illinois School code, Section 10-20.31. Time out and Physical Restraint, 105 ILCS 5/10-20.33, 23 IL Administrative Codes 1.285

**INTOXICATING LIQUOR, DRUGS, AND TOBACCO**

No person shall bring to nor upon the school premises or premises under school jurisdiction or have in his or her possession upon the school premises or premises under school jurisdiction, or drink, regardless of quantity any intoxicating liquor of any kind, or be under the influence of intoxicating liquor while on or upon the school premises under school jurisdiction.

No person shall bring to nor upon the school premises under school jurisdiction, or be in possession of any utensil or article intended to be used for, but not limited to, the preparation for use of any drug or narcotic substance, with the exception of drugs or substances prescribed by a physician in the treatment of a disease or condition.

Any violation of this rule by non-school personnel shall be sufficient cause for calling the police for the immediate removal of such person from the school premises or premises under the jurisdiction of the school. Any violation of this rule by a student shall be sufficient cause for school action which could result in suspension, expulsion, removal from positions of leadership, honor society, athletic squads, etc.

Procedure to be followed

1. If any school personnel feels that he/she has evidence that a student is in violation of the above statements, it should be reported to the building principal's office.
2. Following proper, lawful procedures as outlined for suspension from school in effect at that time, the student may be suspended from school for a period to be decided by the principal, and a parent-administrative conference held. The suspension shall be for a minimum of three days.
3. In due course, the principal should inform the superintendent of these actions.
4. If suspension does not solve the problem, expulsion, following proper lawful procedures in effect can result.
5. In the case where a student is found to be in possession of a suspicious substance, and the student cannot satisfactorily explain its content to the principal, the principal shall notify the parents/guardians and the superintendent. The substance may be turned over to the police for analysis. Once the content has been determined, proper and appropriate action shall be taken.
6. The student use of tobacco, having or carrying it in any form, is prohibited at all school activities and on the school property at all times. The violation of this policy by any student

will bring about an automatic three-day suspension. If the violation is repeated, more severe measures will be taken.

### **CORPORAL PUNISHMENT**

Illinois law now prohibits the use of corporal punishment by school authorities. Teachers and administrators have a legal right to use reasonable force as needed to maintain safety for students and themselves. Teachers and administrators may remove a disruptive student from a classroom and will provide due process to the student.

### **DISCIPLINE – BULLYING BEHAVIOR**

Bullying of students and employees is against Federal, State, and Local policy and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying. This policy is in effect while students or employees are on property within the jurisdiction of the board.

How to Report Bullying-

1. Report to teacher, counselor, or Principal
2. Fill out Report of Bullying Form located in office or can be found on District Web site and turn into office.
3. Call the Bully-Free Hotline (626-607-4213), Text the Bully-Free Hotline, or send an e-mail to the Bully-Free e-mail address (stopbullyingaes@gmail.com).

Aggressive behavior is defined as:

Any behavior that may cause physical or emotional 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.

The main types of aggressive behavior are:

Physical (hitting, kicking, grabbing, spitting, etc.)

Verbal (name calling, racist remarks, etc.)

Indirect (spreading of rumors, wearing or possessing items depicting or implying hatred or prejudice, etc.)

Grounds for disciplinary action apply whenever the student's prohibited aggressive behavior is reasonably related to school or school activities, including but not limited to:

1. On 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 an activity or event which bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function or event; or
4. Anywhere, if the aggressive behavior may reasonably be considered to be a threat or an attempted intimidation of a student, a visitor, or staff member or an interference with school purposes or an education function.

Students who are victims of aggressive behavior, as stated in this policy, at any time by anyone are encouraged to notify any school district employee who in turn, reports the alleged incident to a building administrator.

When there is substantial evidence of violation of this policy, the administration, and/or Board of Education shall take appropriate action that may include expulsion, suspension, detention, police contact and report, warning and/or such other disciplinary action as may be warranted.

### **TROJAN TRAITS EXPECTATIONS**

Students will be expected to follow school-wide rules that foster respect, responsibility, and safety. Our school expectations encourage pride, self control, and good choices. Staff members work together to promote character development and a positive learning environment so that all students can learn.

Students will follow the expectations at all times. If a violation in expectations is made, the student will turn a card on their behavior chart. All students will start off with a green card and turn colored cards if poor choices are made. The following is an explanation of the card system colors and consequences:

Green- Excellent    Yellow- Warning    Orange- Time off of recess/note home/ possible removal of privileges    Brown- Time off of recess/note home/ possible removal of privileges

Red- Principal's Office- Consequences vary- phone call home and discipline referral note

Students will receive incentives throughout the year for good behavior choices. Staff members will surprise the students with "out of the blue" days with rewards given to all students on green. These rewards are not planned and can take place at anytime or place. (Cafeteria, Gym, Classroom, Hallway, etc.) A larger reward is also planned quarterly for students who do not receive an office referral during that quarter. This school wide reward is known as the Principal's Reward. Students are given a fresh start every quarter to earn the quarterly Principal's Reward.



### **DISCIPLINE CODE**

It is the philosophy of our school district to have rules and regulations which allow each student the opportunity to work and study in an environment conducive to learning. Students are expected to be honest, respectful, responsible, diligent, and to abide by the rules and regulations of the school district. All of us, at any age, are in need of structure and directions in order to accomplish our daily tasks.

The school rules, procedures, and manner in which misconduct is handled in Auburn Elementary School are presented throughout this handbook. Any questions should be directed to the principal for clarification.

This code has been reviewed and approved by the local Board of Education.

Each teacher has a set of classroom expectations which are intended to allow the teacher to conduct learning activities in a manner which affords all students the best possible conditions for learning. Classroom expectations are discussed and explained to each student at the beginning of school and the handbook is sent home for parent inspection and signature. Any questions concerning teacher expectations or the handbook should be discussed with the teacher immediately so as not to have any misunderstanding during the course of its administration.

### **DIRECT REFERRALS**

Some actions of students could be of a nature that requires immediate referral to the principal for disciplinary action. These actions supersede the individual classroom management plan and also constitute referral to the principal at other times during the school day. Such actions may include but are not limited to:

1. Continuation of unmodified classroom acts of misconduct
2. Engaging in rowdy/disruptive behavior
3. Offensive/abusive language/gestures verbally or written
4. Gross Disobedience
5. Misconduct which disrupts/creates a safety hazard
6. Physical or attempted threat or attack of a staff member
7. Theft/possession/transfer of stolen property
8. Violation of the acceptable use policy on the Internet
9. Fighting or provoking a fight
10. Possession of prohibited articles
11. Harassment/Bullying
12. Dishonesty
13. Continual Playground Problems
14. Possession of a dangerous object
15. Vandalism
16. Gross Insubordination

17. Leaving school/class without permission
18. Other violations of a severe nature

Disciplinary actions available to the principal or assistant include but are not limited to the following:

1. Verbal Reprimand
2. Behavior Contract
3. Restricted Lunch
4. After/Before School Detention
5. Financial Restitution
6. In-School Suspension
7. Temporary Instructional Assignment
8. Referral to the SAP program
9. Written Personal Reflection
10. Community Service for School
11. Suspension of Bus Riding Privileges
12. Out-of-School Suspension
13. Withholding of Privileges
14. Seizure of Articles
15. Disciplinary Conference
16. Parent Contact
17. Referral to proper police authorities
18. Other

### **GENERAL BUILDING AND CLASSROOM RULES**

1. Show respect and politeness to other students and adults.
2. Keep hands, feet, all objects, and unkind words to yourself.
3. Walk and talk quietly while inside the building.
4. Help keep our school neat, clean, and safe.
5. Promptly obey requests from all school personnel.

Consequences for the breaking of the above rules may include:

1. Verbal reprimand
2. Having a student apologize to the offended person
3. Possible replacement of damaged property
4. Having a student clean an area
5. Denial of participation
6. Removal from the rest of the group
7. Direct referral to the principal for serious violations

## **PLAYGROUND RULES AND PROCEDURES**

The playground area is bounded by the chain link fence on the south; the chain link fence and the school itself on the west; the bus loading drive on the east; and the school itself on the north.

We have a closed noon hour which means students are not to leave the school grounds at noon without prior written permission from their parent or guardian. This must be approved in the office.

Playground rules and procedures shall include the following:

1. Once the student has arrived on the school grounds, he/she is not to leave the grounds without permission from the supervisor on duty or the office.
2. Students are to stay off and not tamper with any of the fences encompassing the grounds.
3. During noon hour, students must play in the assigned areas.
4. Students may re-enter the building only by permission of a playground supervisor. This includes requests for drinks or to use the restroom.
5. All playground equipment is to be used in a manner for which it was designed.
6. Fighting, wrestling, playing any type tackle game, or use of foul language is prohibited.
7. No baseball or hard surface ball is permitted for use on the playground.
8. All misunderstandings are to be settled with a supervisor in charge of the playground.
9. Only one student may swing in each swing. Twisting or jumping from swings is not permitted.
10. Students being insubordinate will be removed from the playground area and directly referred to the principal or designee for disciplinary action.
11. Spitting is not allowed.

Consequences for infractions of the playground rules are as follows:

1. Student will be denied the privilege of playing by being required to sit along the school building wall for the remainder of the break period or time determined by the supervisor.

2. Student will be denied the privilege of participation by sending him/her to a supervised detention area for a period determined by the supervisor and commensurate with the nature and extent of the infraction.

3. Failure of a student to comply with directions or penalty imposed by the supervisor in charge is considered insubordination and then is referred to the principal for disciplinary action.

### **INCLEMENT WEATHER RULES FOR INDOOR PLAY**

When the playground is not suitable for outdoor play, students will be required to remain in their classroom for the recess period. When students are dismissed from the lunchroom, they are to go directly to their classrooms. Students are to be seated in the classroom (on a chair or the floor). Students are to remain in the classroom until their teacher returns from lunch. Supervision will be provided.

**All general building rules will be strictly enforced.**

### **CAFETERIA BEHAVIOR POLICY**

Students are required to eat in the cafeteria. No food or drink is to be taken from the cafeteria. Students are seated as they enter the cafeteria. A supervisor is always on duty while the students are in the cafeteria.

Proper etiquette and manners are expected in the cafeteria.

**All general building rules will be strictly enforced.**

### **DETENTIONS**

If a student receives a detention, the teacher or administrator will indicate the time of the detention (before or after school), the length of the detention and give 24-hour notification unless the parent/guardian is called and gives permission for the detention to be served the same day. Transportation is the responsibility of the parent/guardian.

### **IN-SCHOOL DETENTION**

An in-school detention is a disciplinary measure whereby the student is isolated from the rest of the students for a designated period of time. The student will report to the office upon arrival to school. The student will be required to do daily work and take tests during isolation for which earned credit will be given. Designated restroom breaks and lunch time will be given by office staff. A report to the parent is not required but may occur. Students serving an in-school detention will not be allowed to attend or participate in any school-sponsored activities the day or night of the in-school detention.

### **SUSPENSION PROCEDURE**

A suspension shall be reported immediately to the parents or guardian by the principal or designee. The initial report may be by telephone or personal message. A follow-up letter shall be mailed giving a full statement of the reasons for the suspension and length of suspension. The letter shall also contain a statement of the rights of the parents/ guardian to a review on cases of suspension.

1. Requests for review shall be made within five days after receipt of notice of suspension and shall be made to the principal or his designee.
2. The persons requesting the review shall appear and discuss the suspension with the hearing officer appointed by the school board. Hearings shall be within five days after the receipt of a request for a review.
3. Thereafter, the hearing officer shall report to the board by written summary the evidence heard at the meeting.
4. Upon receipt of the report, the board may take such action as it finds appropriate and any hearings thereon shall be in executive session to protect the student.
5. The board by a majority vote may recommend that the student suspension be held, or that the student be expelled, for any length of time that they may set (with a maximum being two calendar years). The board may rescind or reduce the suspension.

Students serving any kind of suspension will not be allowed to participate in or attend any school activities the day or night of the suspension.

### **IN-SCHOOL SUSPENSION**

An in-school suspension is a disciplinary measure whereby the student is isolated from the rest of the students but still is considered "suspended". The student remains in the school, completes all school work assigned by the teachers and principal and receives full credit.

### **OUT-OF-SCHOOL SUSPENSION**

An out-of-school suspension is a disciplinary measure whereby the student is to be kept home by the parents/guardian for a period of time up to ten days for which make up work is allowed, and the student will receive full credit for that day or days. No suspension shall exceed ten days and may be given by the principal or superintendent.

Students serving any kind of suspension or detention will not be allowed to participate in or attend any school activities the day or night of the suspension or detention. Upon return from any out of school suspension, a re-engagement meeting will be scheduled for student, parent, and administration.

## **EXPULSION**

If in-school detentions and suspensions, out-of-school suspensions, detentions, and warnings, etc., do not bring about the desired change of the student behavior, the board of education has authority to expel a student for a maximum of 2 calendar years. If a student is expelled, all relationships with the school are severed during the duration of the expulsion. The student is no longer a member of the student body.

## **ATHLETIC CONTEST BEHAVIOR**

Below are listed the rules for Auburn Elementary School students about behavior and requirements while in attendance at basketball/volleyball/wrestling games in the Auburn gym.

1. Do not stomp on the bleachers.
2. Students must remain in the gym and in the bleachers during the game. Only concession workers and band members may leave early to go to their work assignments, if necessary. The concession stand is not open to students when the game is going on.
3. No drinks are allowed out of the cafeteria. When concessions are sold in the lobby, no drinks are allowed in the gym.
4. NO WHISTLING. This is confusing to the players and the referees and is very upsetting to the fans around you.
5. Running, sliding, and horseplay in halls cannot be tolerated at any time when you are in the building.
6. If you leave the building during a school activity, you cannot return. If you have an emergency, talk to the person in charge of supervision for that activity to explain your problem.

The principals or game supervisors will ask you to leave the building and not return if you violate these rules. Student conduct at interscholastic activities is still governed by school policy and handbooks. Violations at these events can and will result in school penalties.

Please be reminded that principals and supervisors cannot always control the visiting crowd, but mostly visitors will act according to the example that we set. Appropriate behavior is expected of Auburn students at both home and away contests.

In addition, due to recurring problems the following rules and guidelines will be in effect at football games at the Auburn football field:

1. Elementary and junior high students must have adult supervision to be admitted to

interscholastic games, activities, etc.

2. Auburn students are to stay on the Auburn side of the spectator areas and are not to be inside the fence that borders the track.

3. At home football games, students are not allowed to play pickup football games, etc. These have occurred usually in the northwest and southeast corners of the field. Several injuries and problems have occurred in the past.

The principals or game supervisors will ask you to leave the football field area and not return if you violate these rules, and as stated above, student conduct at these events is still governed by school policy and handbooks and violations can and will result in school penalties.

**AUBURN UNIT # 10 TRANSPORTATION BUS POLICY**  
**REGULAR BUS SERVICE**

In accordance with the School Code, free transportation to and from school shall be provided to all students living more than one and one half (1 1/2) miles from their school. Students living less than one and one half (1 1/2) miles from their school shall not be provided free transportation unless they live in an area that has been designated as hazardous. Any deviation from this policy must be approved by the Board of Education.

**STUDENT CONDUCT ON BUSES**

While the 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 child leaves the bus at the end of the school day.

Grade school students will board the bus at the grade school and will remain on the bus until they arrive the bus stop.

Once a child boards the bus--and only at that time--does the school become responsible for the supervision of students. In view of the fact that a bus is an extension of the classroom, the School Board requires children to conduct themselves on the bus in a manner consistent with established standards for classroom behavior.

School bus riders are under the jurisdiction of the school bus driver while on the bus, unless the Superintendent, Principal, or School Board has designated some other adult to supervise. Students are expected to follow the items of conduct listed herein which will make for safe and pleasant riding conditions.

1. Stay off the road while waiting for the bus.
2. Be on time at the designated school bus stop.
3. Do not move toward the bus until it has come to a complete stop. Stay back 10 feet

until the bus has stopped.

4. Do not leave your seat while the bus is moving. Do not switch seats or run on the bus.
5. Remain in the bus in the event of a road emergency until instructions are given by the driver.
6. Keep head and hands inside the bus at all times.
7. Do not throw anything out of the bus windows.
8. Help the bus housekeeping. Do not throw items on the floor.
9. Avoid loud talking and shouting or unnecessary confusion.
10. Be absolutely quiet when approaching a railroad-crossing stop.
11. No tobacco in any form is allowed on the bus.
12. No eating on the bus.
13. No animals are allowed on the bus.
14. Keep all articles out of the aisles.
15. Care for the safety of smaller children who may be ill.
16. Never tamper with the bus or any of its equipment.
17. Be courteous to others at all times.
18. Do not ask the driver to stop at places other than the regular bus stop.
19. Where it is necessary for a student 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 the bus driver permitting you to cross. He, too, is watching for your safety.
20. Observe the same rules on other trips under school sponsorship.
21. Do not harass, push or shove other students.
22. Swearing and vulgar language will not be tolerated.
23. The emergency door must be used for emergency only.
24. All directions given by the bus driver are to be followed.

### **PROCEDURE FOR BUS DISCIPLINE**

1. The bus driver will warn you and give the principal or assistant a bus referral report.
2. A copy of the referral will be sent to the parent.
3. Disciplinary action will be taken by the principal or assistant which may include suspension from the bus.
4. In the case of a suspension from the bus, parents must provide transportation during the time of the suspension.

### **NON-RIDER STUDENTS REQUEST TO RIDE BUS ON A REGULAR DAILY RUN**

If an emergency arises and a student needs to ride a bus and is not a regular rider on that bus, the student must:



- A. Present a request note from the parent to the bus driver, if it is a request to ride in the morning.
- B. Present a request note approved by the principal, to the bus driver if it is a request to ride in the evening.
- C. The driver may refuse if he/she so desires because of special circumstances which the driver is aware of such as overloading.