



Hamilton Elementary School

Parent/Student Handbook

2020-2021

www.hhs328.com

The students at Hamilton Elementary School will be provided a safe, pleasant, and child-centered environment in which to learn. Students will learn more than facts; They will learn how to learn, how to think, and how to discover. The joy of learning will be an on-going process which will continue throughout their life.

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DISTRICT MISSION STATEMENT

“In partnership with parents, students and the community, Hamilton District intends to provide the best education and extracurricular activities in the tri-state area with special emphasis on current educational practices and the application of technology.”

PHILOSOPHY OF EDUCATION

It is the philosophy of the Hamilton Community Consolidated School District No.328 to provide learning experiences and situations that will enable students to develop to the maximum of their abilities. Hamilton Community Consolidated School District No.328 will provide a positive, secure environment where dedicated professionals strive to achieve optimum development for each individual, accepting all students as equal in terms of individual worth and dignity. In this process all students shall be given opportunity to receive the education that will fit their individual needs, and enable them to find their place in society as a productive individual.

The school district will offer the student a wide and diversified curriculum. Major emphasis must not only be on academic achievement, but also on seeing that the student gains self-respect, self-reliance, and self-discipline.

The Board of Education has the responsibility to provide effective leadership for all parties that constitute the educational community. All parties shall be encouraged to come together in a harmonious, constructive fashion. Employees shall have the opportunity to present their concerns and suggestions on educational and professional matters; they shall also have the opportunity to voice their grievances to their employer.

Essential to fulfilling the overall philosophy is the constant reassessment of individual goals through conscientiously listening to the public and by considering alternative educational solutions to many of society's current problems.

BOARD OF EDUCATION

MATTHEW STARR	PRESIDENT
DOUG SUMMERS	VICE-PRESIDENT
NICK CAPALDO	SECRETARY
TIM DUPREE	MEMBER
KAYLA KAZUKAUSKAS	MEMBER
MICHELLE MONROE	MEMBER
MARIA HOPP	MEMBER

BOARD OF EDUCATION MEETINGS

The Hamilton Community Consolidated School District No.328 Board of Education welcomes public participation in school affairs and encourages citizens to attend Board meetings. School Board meetings are held at 6:30 p.m. on the third Wednesday of each month. Meetings are normally held in the Middle/High School library at 270 North 10th Street in Hamilton. Occasionally, meetings may be scheduled at other times or in other locations, but such changes are announced through the public media. At all meetings, during the period of visitor recognition, citizens are given the opportunity to express their views on agenda items concerning the schools. According to Board of Education policies, these presentations should be limited to five minutes in length.

CONCERNS AND CHAIN OF COMMAND

The Board wishes to emphasize that complaints concerning staff members and/or programs will be handled through a proper chain of command. Using this procedure, a citizen with a complaint must first address the complaint with the employee directly responsible. If satisfactory results are not achieved, the citizen may then address that employee's direct supervisor. A normal chain of command for a complaint concerning a classroom teacher, for example, would be to begin with the teacher and continue through the Building Principal, Superintendent, and finally, the Board of Education. The Board will not address complaints concerning staff and/or programs unless the chain of command has been completed up to and including the Superintendent.

ADMINISTRATIVE ASSISTANCE

SCHOOL WEB SITE: www.hhs328.com

PHONE NUMBER: (866)332-3880

BOARD OF EDUCATION OFFICE - 270 NORTH 10TH STREET – HAMILTON, IL 62341

FAX: (217)847-3915

Joe Yurko, Superintendent	x310	yurkoja@hhs328.com
Kirstie Lock, Bookkeeper/Treasurer	x311	lockk@hhs328.com
Amy Swinderman, Supt. Secretary	x310	swindermana@hhs328.com

HAMILTON ELEMENTARY SCHOOL - 1830 BROADWAY STREET – HAMILTON, IL 62341

FAX: (217)847-2337

Eric Bryan, Principal	x400	ebryan@hhs328.com
Tricia Kinnamon, Special Education Dir.	x400	kinnamont@hhs328.com
Samantha Glasscock, Secretary	x400	glasscocks@hhs328.com

TRANSPORTATION – HAMILTON HIGH SCHOOL

Darcy Cook, Transportation Director	x300	cookd@hhs328.com
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SCHOOL MEALS COORDINATOR - ELEMENTARY SCHOOL - 1830 BROADWAY STREET

Brittany Bavery, Meals Coordinator	x425	baveryb@hhs328.com
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SCHOOL HEALTH SERVICES – ELEMENTARY SCHOOL – 1830 BROADWAY STREET

Donna Rodeffer	x402	drodeffer@hhs328.com
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STAFF DIRECTORY

(If you need to reach by phone, please call office -x400- you will then be directed to the classroom or a message will be taken with a call back at the teacher's earliest convenience)

TEACHERS

Skyler Asbury, 1st grade	asburys@hhs328.com
Jessica Bell, 6 th grade	bellj@hhs328.com
Brooke Bender, 1st grade	bbender@hhs328.com
Julia Boyer, Music	boyerju@hhs328.com
Jenifer Buckert, 2 nd grade	buckertj@hhs328.com
Kelly Celandia, 6 th grade	kcelandia@hhs328.com
Natalie Cumbie, 3 rd grade	cumbien@hhs328.com
Brooke Dadant, Interventionist	bdadant@hhs328.com
Katelyn Diveney, 2nd grade	diveneyk@hhs328.com
Jill Dobbins, Kindergarten	jdobbins@hhs328.com
Alisha Grothaus, Kindergarten	grothausa@hhs328.com
Amber Hall, 4 th grade	halla@hhs328.com
Caroline Hartweg, Kindergarten	hartwegc@hhs328.com
Jennifer Hooser, 3 rd grade	hooserj@hhs328.com

Michelle Jacob, Interventionist
Erin Kelly, 5th grade
Rebecca Macak, 4th grade
Kim Martin, Pre-K
Amanda Mason, 5th grade
Lisa Massey, ROE Pre-K
Laurie Monical, Interventionist
Tiffany Newberry, 5th grade
Shelly Summers, Interventionist
TJ Taylor, Interventionist
Tyler Walker, Physical Education
Kim Wyatt, 1st grade

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ssummers@hhs328.com
taylorjt@hhs328.com
walkert@hhs328.com
kwyatt@hhs328.com

DISTRICT SUPPORT PERSONNEL

Jenni McMillen, Social Worker
Valeri Dittmer, Speech

jmcmillen@wcisec.org
dittmer@hhs328.com

ADDITIONAL STAFF

Kayla Boley, Classroom Assistant
Erin Brown, ROE Classroom Assistant
Danielle Clark, Bus Driver
Jackie Climer, Classroom Assistant
Joyce Dunlap, Classroom Assistant
Hope Fox, Classroom Assistant
Edward Garrelts, Bus Driver
Wanda Goldsmith, Bus Driver
Jenny Harmon, Classroom Assistant
David Helmick, Custodian
Teresa Johnson, Bus Driver
Candace Russell, Classroom Assistant
Leighann Sherrill, Kitchen Staff
Jessica Stafford, Classroom Assistant
Sherry Starr, Kitchen Staff
Pat Tucker, Library Assistant
Nick Walters, Custodian

Notification to the Public Concerning Asbestos within the School District

The following information is provided in accordance with the Asbestos Hazard Emergency Response Act (AHERA) and the Board of Education of the Hamilton School District. This notification has the intent to inform workers, building occupants, and their legal guardians of activities related to asbestos containing building materials in the school. Copies of the inspection reports and the management plans are available for inspection during normal office hours in the district office. Periodic surveillance is conducted at least every six months as long as asbestos materials remain in the building(s). The district will continue its efforts to maintain all asbestos containing materials remaining in an intact state and undamaged condition. School maintenance and custodial personnel have received the required asbestos awareness training.

Questions regarding the inspection reports or management plans should be submitted for review and response by the LEA Designated Person.

Superintendent
Hamilton C.C.S.D. #328

EQUAL OPPORTUNITY

The Hamilton Community Consolidated School District No.328 assures equal educational opportunities without regard to race, sex, color, national origin, religion, age, or handicap.

STUDENT RECORDS

FAMILY EDUCATION RIGHTS AND PRIVACY RIGHT ACT OF 1975

Hamilton Community Consolidated School District No.328 is in full voluntary compliance with Public Law 9-247, Family Education Rights and Privacy Act of 1975, as amended. All educational records shall be open to inspection and review by parents upon written request to the school Principal in accordance with the General Education Provisions Act Title IV, Public Law 9-247 and Public Law 9-380 as amended. Upon a receipt of a written request, parents will be mailed a copy of Hamilton Community Consolidated School District No.328 guidelines for review and inspection of records. After inspection of the records, if a parent feels there is anything misleading, inaccurate, or in violation of privacy, the parent may make an appeal and hearing procedures will then be established.

A signed release by the parent or guardian shall be required before educational records are released by the school. However, teachers and other school officials who have legitimate educational interest may view the records without written consent of the parents. A record of anyone viewing the student's record will be kept on file stating date and purpose of viewing the student's record.

The District may release personally identifiable information regarding students. Parents/Guardians may prohibit such a release regarding their child/ward. Directory information shall be limited to:

NAME

ADDRESS

GENDER

GRADE LEVEL

BIRTH DATE AND PLACE

PARENT(S)/GUARDIAN(S) NAMES AND ADDRESSES

ACADEMIC AWARDS, DEGREES AND HONORS

INFORMATION IN RELATION TO SCHOOL-SPONSORED ACTIVITIES, ORGANIZATIONS AND
ATHLETICS

MAJOR FIELD OF STUDY

PERIOD OF ATTENDANCE IN SCHOOL

Temporary student records are destroyed five (5) years after the student ceases attendance at Hamilton Elementary School. Any former student or his/her agent wishing copies of the temporary record must do so in writing prior to this time. The school district will attempt to contact students with special education records in order to send those records to that student. In the event that the school is unable to contact the student or an immediate relative of the student, the records will be destroyed.

In accordance with Illinois law SB404 (PA 93-0462), Hamilton Elementary School does not broker, sell, purchase, or solicit the purchase or sale of student information.

A copy of any court order that may affect the dissemination of student records must be on file with the school office in order to be enforced by the school.

The No Child Left Behind Act (NCLB) of 2001 requires that local education agencies provide military recruiters and institutions of higher education with contact information (student name, address, and telephone listing); however, the law also provides students or their parents with the opportunity to deny release of this information without consent. Any student or parent who wishes to deny release of contact information to military recruiters and institutions of higher education should inform the school in writing. The letter should include the student name and the date written. The letter will be placed in the student file and will be in effect until written instructions are received to the contrary.

STUDENT RECORDS: NOTIFICATION OF RIGHTS

1. The student permanent record consists of basic identifying information, academic transcript, attendance records, accident reports, health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, and special education files. The temporary record will be reviewed every four years for destruction of out-of-date information.

3. Parents have the right to:
 - a. Inspect and copy any and all information contained in the student record. There may be a small charge for copies, not to exceed \$.35 a page. This fee will be waived for those unable to afford such costs.
 - b. Challenge the contents of the records, by notifying the Principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss this matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - c. Receive copies of records proposed to be destroyed. The school will keep all temporary records one month after graduation or permanent withdrawal. However, special education records, by law, will be stored for five years after graduation or permanent withdrawal.
 - d. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
5. Hamilton Community Consolidated School District No.328 considers the following categories to be directory information, and as such may be released to any or all inquiries in such forms as news releases, directories, or computer address lists: The student's name, address, telephone listing, date and place of birth, parent's or guardian's name, doctors' names, business telephone of parent, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous education agency attended and the class schedule of the student. [Board Policy #7.360]
6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
7. Full and complete copies of the laws, rules and regulations on student records are on file with the record custodian of each school and the District Superintendent.

FEES

GENERAL FEES

Each pupil is required to pay an instructional materials fee at the time of registration. The instructional materials fee is used to purchase basic and supplemental texts - hard cover and paperback, periodicals, workbooks and supplies.

The following student fee schedule is in effect for the new school year:

Book Rental Fees:

\$35.00 – K – 6th Grade

FEE WAIVERS (Book rental fees and Meals)

Fee waivers are granted to parents who qualify. Application forms are available in each Building Principal's office.

BOOK REPLACEMENT COST

Students will pay additional replacement costs for books lost or damaged beyond normal wear.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Anyone damaging property or abusing equipment, whether by accident or on purpose, will be required to pay for the damage or replace the item in addition to any other disciplinary sanctions that may be imposed.

SCHOOL HOT LUNCH PROGRAM

The Type A lunch is the foundation of the school hot lunch program and provides at least one-third of the student's daily nutritional requirements for good health as established by the U.S. Department of Agriculture. Hamilton Community Consolidated School District No.328 Schools maintain two cafeterias in order to provide a Type A

lunch to each student. **If your child has a food allergy, please pay close attention to the lunch menu.**

Money will be collected in the mornings before school begins. No money should be brought by students through the lunch line. You may pre-pay by the week, every 2 weeks, monthly, etc., whichever is best for you.

Students may bring a cold lunch or eat school hot lunch. School lunch is to be paid in advance. Students with cold lunches may purchase school milk which is \$.25 a carton. Students MAY NOT HAVE COLA/SODA POP OR ENERGY DRINKS in the cafeteria. Students who need juice instead of milk must have a doctor's note.

Breakfast is to be paid in advance. Breakfast and lunch may be paid together.

Pre-School students pay \$.25 per day for school milk.

Pre-School students pay \$.40 per day, five (5) days a week (Monday through Friday) for their daily snack.

Kindergarten students pay \$.25 per day, five (5) days a week (Monday through Friday) for their snack milk. This will be charged to their lunch account.

It is important that all school-related monies are transported safely to school in a sealed envelope, preferably carried in the child's book bag (not in a pocket). The child's name, grade on the envelope helps in the event that the envelope (money) is lost.

The school is not responsible for lost money. For safety reasons, students should not bring other, non-school related monies to school. For safety reasons, students are not permitted to see/collect money for non school related items at school.

- **Any student who is 5 days behind on their account will not receive the Type A meal that the school serves daily. We strongly recommend that your child bring a lunch from home until his/her account is brought up to date.**
- **No child will be allowed to go hungry. They will receive a sandwich and milk for their lunch.**

PLEASE REMEMBER: to pre-pay so that your child will receive the nutrition he/she needs for a good day at school.

PRICE OF MEALS

BREAKFAST (ELEMENTARY ONLY): \$1.85 per day – TO BE PAID IN ADVANCE (weekly, monthly)
ELEMENTARY STUDENTS, PK-6: \$2.35 per day – TO BE PAID IN ADVANCE (weekly, monthly)

REDUCED PRICE MEALS

Students who cannot afford to purchase the Type A breakfast or lunch may be eligible to eat free or at a reduced price. For any family that qualifies, we do have Free and Reduced Lunch Forms available. These families are able to receive both breakfast and lunch at the free or reduced lunch price. Parents are requested to apply at the Building Principal's office to determine if they meet federal requirements for free or reduced price meals.

SCHOOL HOT LUNCH HELPS CONTRIBUTE TO THE EDUCATION OF THE STUDENTS IN THREE WAYS

1. Their physical well-being.
2. Their mental receptivity.
3. Their knowledge of food and application of good eating habits.

The Hamilton Community Consolidated School District No.328 school hot lunch offers a nutritious and well-balanced Type A lunch and we encourage you to take advantage of this service.

LUNCHROOM RULES

A student who fails to abide by posted lunchroom rules and common courtesy may be placed on restricted lunch for a reasonable period of time. Expectations are listed on page 16 under our Behavior Matrix.

FOOD AND BEVERAGES

Students may not store open food and beverages, including water, in lockers, other than what is required for lunch or specific school activities. Open drinks and food can draw ants and other unwanted pests into the building. Students may not have food or drink in carpeted areas of the building or in computer labs without direct permission of a teacher or an administrator. **GUM IS NOT PERMITTED.** **Students may not have food delivered to school unless approved by the office. Prior administrative permission is needed for any outside food.** Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in individual servings. No homemade treats or snacks are allowed at school. If required, treats and snacks for parties will be refrigerated and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

ENROLLMENT/REGISTRATION

An enrollment card/sheet must be filled out in full for each enrolled child. Important information on this card ensures that the school is able to contact parents/guardians or other designated adults in the event of an emergency, and also specifies school dismissal procedures (student walks, student rides bus to a sitter, student rides bus home, etc.). **IT IS THE PARENT'S/GUARDIAN'S RESPONSIBILITY TO UPDATE THIS INFORMATION, AS NEEDED, DURING THE YEAR.**

BIRTH CERTIFICATE

In compliance with legislation passed by the State of Illinois on August 15, 1986, it is now necessary for the parents/guardians of students new to the District to furnish a certified birth certificate. (NOTE: A hospital record CANNOT BE ACCEPTED). Copies may be obtained from the County Courthouse of the county in which the birth occurred. This certificate must be supplied within thirty (30) days of the date of enrollment. If this certificate is not furnished within this time period, two actions must be taken:

1. The person enrolling the student will receive written notice that this certificate must be received within ten (10) days; and...
2. The Local Law Enforcement Agency will be notified of this failure to comply.

If compliance still does not occur within this additional time period, the Illinois State Police will be notified, as this law mandates.

BEGINNING SCHOOL AGE

A child entering kindergarten in District No.328 must be five (5) years of age on or before September 1 of the current year. A child entering first grade in District No.328 must be six (6) years of age on or before September 1 of the year in which he/she seeks admission. In compliance with legislation passed by the State of Illinois (August 15, 1986), it is now necessary for the parent(s)/guardian(s) of a student new to the District to furnish a CERTIFIED BIRTH CERTIFICATE.

STUDENT INSURANCE THROUGH THE SCHOOL

A student insurance program will be available through the school. Brochures can be picked up at registration. Two options are available:

- A. School-Time Accident Coverage
- B. 24 Hour Accident Coverage

SUPPLIES LIST

When students are registered, parents/guardians will receive a list of supplies needed for each grade level. (See lists at the end of this handbook).

During the year, as those supplies are depleted, the classroom teachers will send a note home stating what new materials are needed.

Any parents/guardians who are not able to furnish these supplies, for whatever reason, should contact the Elementary Office.

PHYSICAL EXAMINATIONS & IMMUNIZATIONS

In compliance with the School Code of Illinois, a medical examination signed by a physician shall be required of each student before initial entrance into pre-school, kindergarten, sixth grade, and ninth grade, as well as for any new students that transfer to an Illinois school from out of state. **A sports physical is not acceptable.** A “Child Health Examination” form must also be filled out by the physician. A record of such examination from another school system will be accepted, unless the student is transferring from out of state, in which case a new physical will be necessary. The Health History section must be completed and signed by the parent(s)/guardian(s). The examination shall verify that the child has been immunized against the diseases required by law before entrance into school. A BMI must be calculated by a physician, the “Diabetic Screening” area must be completed if BMI is greater than 85%. Please make doctor appointments early so that forms are completed before school registration in August.

Please make doctor appointments early so that forms are completed before or at school registration in August. **On October 15 of the current school year, students will be excluded from school if a report of the physical exam has not been presented.** If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and the statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations.

All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. All new students, out-of-State, entering the district must also have an eye exam.

A lead screening/questionnaire (obtained at the Hancock County Health Dept.) is also required for students six (6) years and younger, in conjunction with the physical exam prior to admission. If a lead screening/questionnaire was completed in pre-school, and the results were normal, it does not need to be repeated in kindergarten. However, a copy of the lead screening/questionnaire results will be required, and must be on file. Hancock County Health Dept. - 671 Wabash Avenue - Carthage, IL. - (217-357-3459).

Students will be excluded from school until a report of physical exam is presented. In the case of new residents in the community, an examination should be received as soon as possible. The examination shall verify that the child has been immunized against the diseases required by law before entrance into school. Physical examination reports will be submitted to the office within 30 days of enrollment.

A student may be exempted from this policy’s requirements on religious or medical grounds if the student’s parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

GENERAL HEALTH RULES

SCHOOL HEALTH AIDE (NURSE)

The District Health Aide is employed part-time and services all Hamilton District students, Pre-school through High School. The Health Aide’s main job concentration is health records and emergency medical attention. The Health Aide also coordinates and oversees special health programs and vision/hearing screenings for the District’s children, as time permits.

Due to the large number of students in the District, and the short time the aide is available in each building, parents must assume the appropriate medical responsibilities for their children. The school office will notify parents if a school injury or other problem needs to be addressed. In emergency situations, the school office will immediately attempt to contact the parents/guardians (or other designated person). However, all school personnel will react quickly and appropriately, prior to parent consent, in order to ensure the safety of a child in an emergency situation.

ILLNESS AND RETURNING TO SCHOOL

If a student has a fever (100 or higher), vomiting or diarrhea, they need to stay home for 24 hours. In order to reduce illness a student must be fever -free, vomit -free, diarrhea -free for 24 hours before returning to school. If a student has been diagnosed with Pink Eye, the student must be on eye drops for the Pink Eye, 24 hours before returning to school.

ELEMENTARY HEALTH INFORMATION

MEDICATION POLICY

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

SELF-ADMINISTRATION OF MEDICATION

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a School Medication Authorization Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Students are not to have prescription medications in their possession, unless they have a documented illness that requires rapid administration of a first dose of medicine. **Prescription medications must be brought to the school in the original package or appropriately labeled container to the school office by the parent/guardian.**

The parent(s)/guardian(s) will be responsible, at the end of the treatment, for removing from the school any unused medication which was prescribed for their child. If the medication is not picked up by the end of the school year, it will be discarded by the school nurse in the presence of a witness.

ASTHMA MEDICATION

If a parent chooses to have their child carry their inhaler, they must first speak with the school nurse or Principal. Illinois law 105 ILCS 5/22-30 requires that a student with a prescription for asthma medication or epinephrine auto-injector be allowed to self-medicate at his/her discretion. The statute also provides that the school district and its employees and agents are to incur no liability, except for willful or wanton conduct, as a result of any injury arising from the self-administration of medication or use of an epinephrine auto-injector by the pupil.

This policy shall not prohibit any school employee from providing emergency assistance to students.

ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (866) 332-3880. Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
- e. Responsible for maintaining any supplies at school.

For further information and to obtain an Authorization to Provide Diabetes Care form, contact the Building Principal.

Vision Examination:

All children enrolling in Kindergarten for the first time are required to have a vision examination. The exam shall be performed by a licensed optometrist or a physician licensed to practice medicine in all of its branches. The eye exam is due by October 15. Additional vision and hearing screening tests shall be conducted at school in accordance with IDPH rules.

Dental Exam:

All Illinois children in kindergarten, second, and sixth grades are required to have an oral health examination. Proof of examination is required by May 15th of the school year. Exams must have been completed within 18 months of the May 15th deadline. An exam waiver form can be completed for reasons outlined on the form.

Parents:

Please complete the student information at the top of the form (name, birth date, grade, etc.) as well as the medical history section on the upper half of the form. Be sure to sign your name where indicated.

This information is important to our school health records, as it will provide information on health related problems. The immunization section must be completed with the month, day and year that the immunizations were given. This section must be signed and dated by someone in the Doctor's Office, Health Department, or School Health Aide (Nurse). Please keep a record of immunizations at home for your personal records.

The following immunizations are required by Illinois State Law:

CHICKENPOX VACCINE: Required for Pre-K through 6th grade (or proof of disease)

DPT: (Diphtheria/Pertussis/Tetanus) - complete basic series and required booster, which is given after 4 years of age.

Tdap: 1 dose for students entering 6-12th grades

POLIO: (Complete basic series and booster), which is given after 4 years of age.

MMR: (Measles/Mumps/Rubella) - 1st dose given 12-15 months, 2nd dose given 4-6 years, before start of school.

HIB: (Haemophilus Influenza Type B) - Pre-school has received 1 or more doses with the last dose on or after 15 months of age.

HEPATITIS B SERIES: (3 dose series) - 2nd dose should be given 1 month after the 1st dose, 3rd dose should be given 4 months after the 2nd dose. Required for all students.

VARICELLA VACCINE: Required for all students.

PNEUMOCOCCAL: Required for all Pre-K students.

MENINGOCOCCAL CONJUGATE VACCINE: 6th grade students will be required to show proof of one Meningococcal conjugate vaccine on or after 11 years of age. 12th grade students will be required to show proof of receiving 2 doses unless the first dose was administered after 16 years of age. In this case, only one dose of the vaccine is required.

Immunization Clinic Information:

Hancock County Health Department, 671 Wabash Avenue, Carthage, Illinois. To make your appointment, please call: 217-357-3459.

Hancock Dental Clinic: Priority will be given to children and adults who are on Medicaid and/or have no insurance who have not ever seen a dentist, those experiencing dental problems, as well as, children who are in Kindergarten, Second and Sixth grade requiring an oral health exam by a licensed dentist. 1-800-422-8218

ALL PHYSICALS MUST BE DONE BEFORE REGISTRATION IN AUGUST.

Lead:

Lead screening questionnaire is required for students who are 6 years old or younger, prior to admission. If a lead screening/questionnaire was completed in Pre-school and the results were normal, it does not need to be repeated in Kindergarten. However, a copy of the lead screening questionnaire results will be required, and must be on file. The lead screening questionnaire can be obtained at the Hancock County Health Department in Carthage, Illinois. 217-357-3459 or from the School Health Aide (Nurse). 866-332-3880.

SCHOOL DAY

The school day for students begins at 8:00 am and ends at 2:50 pm. The school building will be opened at 7:40 am. Only those students who are eating breakfast or have appointments with teachers, practices, various school or other approved meetings should enter the building at this time.

Students should arrive at school only a few minutes early to allow them time to put up coats and prepare materials before class actually begins; students should leave school grounds promptly at the end of the school day.

DAILY SCHEDULE

ELEMENTARY SCHOOL TIMES

Below is a list of school times for your information. Exceptions to this schedule may include early dismissal days, holidays, etc.

- 7:40 A.M. Students who will be eating breakfast at school may arrive. They should enter north doors.
- 8:00 A.M. First bell rings. Students who do not ride the bus may not arrive before 7:50 A.M. unless they are eating breakfast. All students enter the school through the north doors.
- 8:00 A.M. Morning announcements in the gym. Students will be dismissed to classrooms when finished.
- 10:50 A.M. A.M. Pre-school sessions dismiss.
- 12:00 P.M. P.M. Pre-school students who do not ride the bus may arrive.
- 12:00 P.M. P.M. Pre-school begins.
- 1:55 P.M. On most scheduled early dismissal days, students will leave at 1:55 P.M.
- 2:50 P.M. DISMISSAL FOR STUDENTS: Non-bus students are always dismissed before buses leave, except on special days.

ELEMENTARY ARRIVAL PROCEDURES

PLEASE HELP: Students not eating breakfast are not to arrive before 7:40 A.M. **For safety reasons, all non-bus students who arrive in a car must be dropped off in the parking lot, near the east (music room door) and not on Broadway Street or at any other doors.** P.M. Pre-school students should not arrive before 12:10 P.M.

NOTE: Students who will be eating breakfast may arrive at 7:40 A.M.

Students who arrive on the bus before 8:00AM are to enter the gym as soon as they reach the school property in the morning. (Also, Pre-K and Kindergarten students should go to the gym). They are not to go into the classrooms.

Students should enter the gym nicely and walk to their designated section.

Students will sit in rows. Once seated, students may not move to a different row/place.

Students may read during this time or talk quietly.

Students who will be eating breakfast may walk through the gym and go directly to the cafeteria for breakfast. Once they are finished with breakfast, they will return to the gym (unless it is after 8:00AM, then they will go to their classroom)

BIKES, ETC.:

Students must get off their bikes/scooters, etc. and walk them as soon as they enter the school parking lot/driveway area. Students who ride bikes to school should park their bikes neatly in the bike rack, and then walk to the gym.

ELEMENTARY DEPARTURE PROCEDURES

All bus students exit school through the front (north) doors. All non-bus students who walk, ride bikes, or are picked up, exit the building through the east (music room) door before the buses leave.

IMPORTANT NOTE: NON-BUS STUDENTS LEAVE BEFORE THE BUSES DEPART.

The school must be notified of any departure deviations. EXAMPLE: On a certain day, if a regular bus student is not to ride his/her bus, and instead will be picked up by the parents; a note must be sent notifying the teacher of this change. When problems or discrepancies occur, the school will try to contact parents/guardians for clarification. **Parents/Guardians are required to contact the office before 1:30 P.M. of any special departure requests if a note was accidentally not sent with the child.** If a child will be leaving school early, the parents/guardians should report to the office first to receive an excuse slip. The office will call the classroom to have the student sent up to meet the parent. If you must pick up your child early, do so **before 2:30 P.M.** Students not riding with a parent must have a note from their parent allowing another person to pick them up. Students will not be allowed to go home with someone other than parent/guardian if these procedures are not followed.

SCHOOL SECURITY

ALL PARENTS/VISITORS MUST REPORT DIRECTLY TO THE ELEMENTARY OFFICE UPON ARRIVAL AND SIGN IN. Video cameras are all throughout the building.

CUSTODY

The school will not be placed in a position of deciding which parent/guardian a child may be with. If a problem develops, the parents/guardians must work this out during non-school time. If there are specific custody arrangements, please provide the school the necessary paperwork to avoid any problems.

ARRIVAL

For safety reasons, all non-bus students who arrive in a car must be dropped off in the parking lot, near the east (music room door) and not on Broadway Street or at the other doors. All students will enter the school through the north doors.

DISMISSAL

For safety reasons, all non-bus students should exit the school at dismissal time through the east (music room) door, and will leave before the buses depart.

ELEMENTARY BUS INFORMATION

- A. Students are assigned to one (1) bus in the morning and one (1) bus in the afternoon; **STUDENTS MAY NOT RIDE DIFFERENT BUSES TO VARIOUS PLACES.** (For Example: A student may not ride a different bus to stay with a friend or go to a special event). A.M. and P.M. stops must be the same every day. Non-bus students only ride the bus for school functions.
- B. **Emergency drop-off changes** within your current bus route will be considered on an emergency basis only with the approval of both the Elem. Principal and the Transportation Director. **MUST BE MADE BEFORE 1:30PM.**
- C. **Permanent bus changes** (For example: moving to a different home) where a student will be changing buses must be made 24 HOURS IN ADVANCE, with the approval of both the Elem. Principal and the Transportation Director.
- D. Students are expected to behave properly on the bus and follow all bus conduct rules. Expectations are listed on page 16 under our Behavior Matrix.

Proper bus conduct is extremely important for safety reasons; we cannot allow a student who is misbehaving to ride a bus and cause both problems to other children and distractions to the driver. Video Cameras will be used on the school buses and in the school facilities for monitoring purposes.

Unless the incident is severe, students are given informal opportunities to change their behavior. For serious and/or recurring problems, a Bus Conduct Report (BCR) will be issued and mailed to the parents.

Students can be suspended from riding the bus due to bus conduct problems. Bus suspensions can be temporary or permanent. When students are taken off buses because of problems, the parents/guardians are responsible for transportation to and from school. Detentions for bus misconduct may be given to students. Discipline actions for bus misconduct will be enforced as needed. Continued and/or severe bus problems will result in bus suspension. Riding privileges can be completely revoked if necessary. If this happens, parents must provide transportation.

ACADEMICS – ELEMENTARY

The Hamilton Elementary is a pre-school through 6th grade facility which houses approximately 400 students in the following programs. Sessions needed in all classes are important by enrollment. Typically each grade level has two or three sections, or home rooms.

PROGRAMS:

PRE-SCHOOL PROGRAMS

A.M. and P.M. sessions

Pre-school (At-Risk)

Two A.M. sessions and one P.M. session

This is a grant program. This program may not be offered if State funding is cut.

KINDERGARTEN

Our kindergarten program is an all-day/every day program. Parents have the option of sending their children on a half-day basis, if they prefer. We encourage all parents to take advantage of our all day program, which is appropriate for the kindergarten age child. The Illinois State Board of Education requires us to offer a half-day program; however, it is the philosophy and recommendation of Hamilton Elementary

School that children benefit most from a whole-day program. You may choose to send your child for a half-day, but please realize that their attendance will be limited to the morning (8:05-10:50 A.M.). Activities such as class parties, field trips, hands-on materials, P.E., will be provided for full day students only

FIRST GRADE THROUGH FOURTH GRADE

The students are assigned to a mixed, heterogeneous home room group

FIFTH AND SIXTH GRADE

Like the other grades, the students are assigned to a mixed, heterogeneous home room. Students also have the opportunity to be involved in Band.

OTHER SPECIAL SUBJECTS/PROGRAMS:

- Title I Reading (additional reading skill services for qualifying students in grades 1 -6)
- Physical Education
- Library (students in grades K - 6 are scheduled for a Library Time, to check out books)
- Music: Vocal
- Music: Band (fifth & sixth grades)
- Special Education
- Intervention Support

OTHER SUPPORT STAFF/SERVICES

- School Health Aide (Nurse)
- School Psychologist
- Social Worker
- Speech Therapist
- West Central Illinois Special Education Cooperative Services
 - Visually impaired services
 - Hearing impaired services
 - Audiology
 - Autism Consultation & Assessment
 - Adapted Physical Education
 - Physical/Occupational Therapy
 - Assistive Technology Consultation
 - Medical & Second Opinion Referrals
 - RtI Training & Support

Hamilton School District may provide:

- A. Progress Reports (weekly, midterm, quarterly);
- B. After school study or help sessions with an available teacher;
- C. Title I placement as appropriate with parent permission;
- D. Assignment books signed by teacher and parents;
- E. Special Education placement if a student qualifies and is needed;
- F. Conferences (student/teacher, parent/teacher, student/principal, student/parent/principal/teachers) upon request
- G. Tutoring upon request and at parent expense; and
- H. Summer School (if offered by school district).

NOTE: Not all students will be serviced in every special subject.

RESPONSE TO INTERVENTION

RtI is a practice of providing:

1. High quality instruction/intervention matched to student needs and
2. Using learning rate over time and level of performance (in comparison to peers) to
3. Make educational decisions (including special education entitlement).

This means using differentiated curriculum based instructional strategies for all learners, providing all learners with scientific, research based interventions, continuously measuring student performance using scientifically research based progress monitoring instruments for all learners, and making educational decisions based on a student's response to interventions. This model is being consistently applied to academic and behavioral issues.

RtI is typically depicted as a three-tier model that utilizes increasingly more intense interventions:

1. TIER 1: the foundation and consists of scientific, research-based **core** instructional practices and behavioral methodologies, practices, and supports designed for all students in the general curriculum.
2. TIER 2: **supplemental** instruction and short-term interventions are provided in addition to core instruction to those students who display poor response to Tier 1 group instructional procedures.

3. TIER 3: **intensive** instructional interventions provided in addition to core and Tier 2 interventions to increase an individual student's rate of progress. Students who do not display meaningful progress in response to Tier 2 interventions or those that display progress but continue to need supports would be considered for more intensive interventions at Tier 3.

At Hamilton Elementary School, all students' reading and math skills are screened three times a year using AIMSweb in order to determine which students may be in need of additional interventions. This information will be shared with parents. If additional interventions are needed, parents will be informed and the student's progress will be monitored.

PBIS

Positive Behavioral Interventions & Supports: One of the foremost advances in school-wide discipline is the emphasis on school-wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments. Instead of using a piecemeal approach of individual behavioral management plans, a continuum of positive behavior support for all students within a school is implemented in areas including the classroom and non-classroom settings (such as hallways, buses, and restrooms). Positive behavior support is an application of a behaviorally-based systems approach to enhance the capacity of schools, families, and communities to design effective environments that improve the link between research-validated practices and the environments in which teaching and learning occurs. Attention is focused on creating and sustaining primary (school-wide), secondary (classroom), and tertiary (individual) systems of support that improve lifestyle results (personal, health, social, family, work, recreation) for all children and youth by making targeted behaviors less effective, efficient, and relevant, and desired behavior more functional. In the past, school-wide discipline has focused mainly on reacting to specific student misbehavior by implementing punishment-based strategies including reprimands, loss of privileges, office referrals, suspensions, and expulsions. Research has shown that the implementation of punishment, especially when it is used inconsistently and in the absence of other positive strategies, is ineffective. Introducing, modeling, and reinforcing positive social behavior is an important step of a student's educational experience. Teaching behavioral expectations and rewarding students for following them is a much more positive approach than waiting for misbehavior to occur before responding. The purpose of school-wide PBIS is to establish a climate in which appropriate behavior is the norm. The following table shows expectations throughout the building:

Behavior Matrix

Settings

Expectations	Hallways	Cafeteria	Bathrooms	Playground	Bus	Stairs	Arrival/ Dismissal
Be Responsible	Eyes only on displays Keep the hallways clean	Clean your area Carefully clean off trays before they get washed	Flush Keep the restroom clean Be quick	Line up quickly & quietly Keep it clean	Keep the bus clean Pay attention for your stop	Keep your place in line	Stay in designated area Keep all belongings in closed bookbag/lunchbox
Be Respectful	Walk quietly Hands and feet to self	Use inside voices Listen to the lunch supervisor Use good manners	Quiet in the restroom Give privacy to others	Play fair/share Stay away from classroom windows Use appropriate outdoor voices Hands/feet to self	Talk quietly Keep your hands/feet to yourself	Quiet on the stairs Keep hands and feet to yourself Single file	Keep hands/feet to yourself Use inside voices
Be Safe	Stay on the right Walk only	Walk Keep hands and feet to self Eat your own food	Wash hands with soap and water Water stays in sink	Stay in designated area Use equipment correctly	Stay seated Keep aisles clear	One step at a time Use hand rails Stay on the right	Stay in your spot Pay attention

H.E.A.R.T.

Hamilton Elementary Assistance & Resource Team: This team acts as both an RtI Team and PBIS Team. Consisting of school staff, administration, and other support personnel, social and academic issues of individual students will be examined. The group will analyze data, collaborate with teachers, and discuss the best possible solutions to improve student achievement and behavior.

SPECIAL EDUCATION AND SECTION 504: INFORMATION TO PARENTS

SPECIAL EDUCATION

The Hamilton Community Consolidated School District No.328 offers a free and appropriate education to all children. Any child age 3-21 residing in the School District is eligible for special education service if he/she is:

Specific Learning Disability	Hearing Impairments
Speech/Language Impairment	Deafness
Intellectual Disability	Deaf/Blindness
Emotional Disability	Visual Impairment
Multiple Disability	Orthopedic Impairment
Other Health Impaired	Traumatic Brain Injury
Autism	Developmentally Delayed

The Hamilton School District Provides:

1. A bi-annual screening of all children between the ages of 3 and 5.
2. Hearing and vision screening at regular intervals.
3. Speech and language screening upon initial enrollment in school.
4. An ongoing annual screening by teachers and other professional personnel for referral of those students who exhibit problems that interfere with their educational progress and/or their adjustment to the educational setting.

Referrals for preliminary evaluation may be made through the Building Principal, by School District personnel, or by the parent of the child. Community service agency personnel may make referrals if they have primary care and custody. Additionally, other professional persons having knowledge of the child's problems, the child, or the State Board of Education may make referrals when there is reason to believe that a child may require special education.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C., Section 794, protects disabled persons from discrimination based on their disabled status. The Board of Education recognized the requirement to provide a free appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the Hamilton Community Consolidated School District No.328 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require special education services pursuant to the Individuals with Disabilities Education Act (IDEA). Procedural safeguards are guaranteed for disabled students and their parents in the Hamilton Community Consolidated School District No.328.

TRANSFER STUDENTS WITH INDIVIDUALIZED EDUCATION PLANS OR 504 PLANS

Federal and state statutes require Hamilton Elementary School to recognize and match, within the scope of programs and facilities available to the school district, any current individualized education plan (IEP) or 504 plans that accompanies a transfer student's records. Changes to the previously prescribed IEP or 504 plans must be made during an IEP or 504 meeting. If a student's complete and up-to-date records are not received by the school district within thirty days of enrollment, the school district will schedule a domain meeting to begin collection of the required documentation.

HOMELESS EDUCATION ASSISTANCE ACT OF 2001

The McKinney-Vento Act is designed to address the problems that homeless children and youth have faced while enrolling, attending, and succeeding in school. Under this program, schools must ensure that each homeless child has equal access to the same free, appropriate public education, including a public preschool education as other children. The homeless liaison may be contacted through the school office.

ELEMENTARY GRADING SCALE:

90-100	A - Excellent	E - Excellent
80- 89	B - Superior Achievement	S - Satisfactory
70- 79	C - Average Achievement	N - Needs Improvement
60- 69	D - Below Average Achievement	U - Unsatisfactory
59 & Below	F - Failure to Meet Minimum Standards	

Promotion to the next grade level depends upon passing grades. Final decisions will be determined on an individual basis.

HONOR ROLL – GRADES THIRD (3RD) THROUGH SIXTH (6TH)

Honor roll at the elementary includes all academic subjects plus physical education, art, music and band. Honors is awarded for all A's & B's at the end of each semester.

TIME ON TASK

1. Classroom time is valuable and important; there should be limited interruptions during the school day.
2. Parents/Guardians are encouraged **not** to have gifts delivered to school (examples: balloons, flowers), as these will not be delivered to the child in his/her classroom. They will be held in the office until the end of the day.

TECHNOLOGY

Students may not use computers for personal use, unless given permission. All sites used by students are monitored and are limited to school use.

HAMILTON ELEMENTARY PROMOTION POLICY

House Bill 452

School Code: 105ILS 5/10-20.9a and b - **Final Grade; Promotion.** (A) Teachers shall administer the approved marking system or other approved means of evaluating pupil progress. The teacher shall maintain the responsibility and right to determine grades and other evaluations of students within the grading policies of the district upon his or her professional judgment of available criteria pertinent to any given subject area or activity for which a grade may be changed; provided that no grade or evaluation shall be changed without notification to the teacher concerning the nature and reasons for such change. If such change is made, the person making the change shall assume such responsibility for determining the grade or evaluation, and shall initial such change. (B) School district shall not promote students to the next higher grade level based upon age or any other social reasons not related to the academic performance of the students. On or before September 1, 1998, school boards shall adopt and enforce a policy on promotion as they deem necessary to ensure that students meet local goals and objectives and can perform at the expected grade level prior to promotion. Decisions to promote or retain students in any classes shall be based on successful completion of the curriculum, attendance, performance based on the IAR test, or other testing or any other criteria established by the school board. Students determined by the local district to not qualify for promotion to the next higher grade shall be provided remedial assistance, which may include, but shall not be limited to, a summer bridge program of no less than 90 hours, tutorial sessions, increased or concentrated instructional time, modifications to instructional materials, and retention in grade.

PLACEMENT: RETENTION/PROMOTION

The only basis for promotion or retention is to provide the most appropriate learning situation for a student; placement will be at the grade level for which the child is best suited academically, socially and/or emotionally.

The building review team (Principal, teacher(s), and/or other appropriate support staff) will meet with the parent(s)/guardian(s) to discuss placement or the possibility of summer school. The final decision will rest with the H.E.A.R.T. Team. Parent(s)/Guardian(s) may request a review of this decision to the Superintendent after a second scheduled conference has been held with the review team. The Superintendent will render a written decision within five (5) days of the review conference, [Hamilton Board of Education Policy #6.280].

Parent Portal – Web Based Student Management System

Hamilton has put into place this student information software that will allow parents and students to login to our system to view many of their records, class assignments, grades, attendance, lunch balances and much more. In order to get the full benefits of this system we need a good e-mail address from one or both parent(s) / guardians at student registration. Students with failing grades will have an e-mail notification sent to your e-mail account once every day. You will need to download and install Mozilla Firefox. It is a free download and is a web browser much like Internet Explorer. Once you have downloaded it simply double click on the download and accept all the defaults and / or next, next, next. You can then click on the “Lumen Login” on the Hamilton website (www.hhs328.com) and it will take you directly to the login screen. BOOK MARK IT. Your Location is “# 3” for the elementary and “# 4” for Jr/Sr High students. Enter your user name and password. These were mailed out but if you did not receive yours call or email the IT person and request your “user id” and “password.” 866-332-3880 ext 351.

Important Step: The First time you login you will receive a message from Firefox that you are trying to access a secure site. You will want to “accept” or “add an exception.” "Click I understand the risk". Get the certificate; confirm it and it will take you to the login screen. You will only have to do this step the first time you go to the site. The first time you log into Lumens you will click on the parent lumen access icon and then you will need to accept the terms of use and you are good to go. Click on your students name and view his or her records. Once you have logged in you can add all of you children to one login. You will see an option to add. If you are having problems please contact Mr. Coultas, our technology coordinator for further assistance at: 866-332-3880 ext. 351.

ELEMENTARY STUDENT ABSENCES – ATTENDANCE

PLEASE CONTACT THE ELEMENTARY OFFICE WHEN YOUR CHILD IS ABSENT: 866-332-3880

YOU CAN CALL AT ANYTIME, LEAVING A VOICEMAIL IF NO ONE ANSWERS THE PHONE.

When possible, a note or call in advance of the missed day is appreciated, or;

Call or contact the Elementary Office that morning.

Parents who do not have phones are urged to make other arrangements.

For Example: If a parent/guardian works outside the home, please call the school office when you get to work, or; Send a note with another child. Students absent from school for illness or vacation will have 2 days for each day absent to make up assignments once returning to school.

The administration realizes it is difficult to schedule medical and dental appointments, but we request that parents try to make the appointments so their child misses as little school time as possible.

NOTE: 5 unexcused absences shall result in a report to the Regional Truancy Officer.

Once a student misses school eight (8) days during the school year, the Principal shall require a doctor’s excuse for each absence thereafter. If no doctor’s excuse is furnished when requested, the student’s absence shall be unexcused. A doctor’s note does not grant an automatic excused absence. The Principal will still review each absence for final approval. Excessive absences may warrant retention or summer school attendance.

A report to the truant officer will be filed for any student where there is a concern about attendance.

REQUEST FOR HOMEWORK, ELEMENTARY

If a student is absent, missed work is usually made up when the student returns. The student is allowed 2 days for each day absent to get work in, unless special arrangements are necessary. If the teacher and the parent agree for assignments to be prepared in advance of the absence, the student must return the assignments on the first day back to school.

LATE TO SCHOOL

An excessive pattern of tardies will result in disciplinary action and/or a report to the truant officer.

EARLY DISMISSAL

- A. PRE-ARRANGED: On days when the District has scheduled a 2:00 p.m. dismissal, bus students will be dismissed from the Elementary at 1:50 p.m.
- B. UNEXPECTED: When an unexpected early dismissal occurs, the local radio/television stations will be notified to announce this as soon as possible. **The Alert System will also be used to make an all call. Remember to keep all phone numbers current with the office.** The main cause of such unscheduled early dismissals is inclement weather. Because of this, parents/guardians are urged to listen to the radio/television if they suspect such an early dismissal, and are further encouraged to have a contingency plan for their child for such unexpected early dismissals. **THIS CONTINGENCY PLAN MUST BE IN PLACE BEFORE THE UNEXPECTED DISMISSAL OCCURS.**

STUDENTS LEAVING BEFORE THE CLOSE OF THE SCHOOL DAY

For the welfare and protection of your child, you are asked to cooperate in the following procedures: If for any

reason a child is required to leave school during the school day, a signed note from the parent must be sent to the Principal's office in advance, or the parent may come to get the child. This note must be approved by the Principal. Any adult who calls for a child must go to the Principal's office and receive authorization to take the child from school.

INVALID ABSENCES/SKIPPING SCHOOL

Absences for invalid reasons and for times missed beyond eight (8) times in one school year, as noted above, will be marked as unexcused. These absences may also constitute skipping school.

A student who skips a school day or a class period will be marked as unexcused and will receive 1 day of in-school suspension as a minimum.

Multiple incidents of skipping school may result in longer placement of in-school suspension or consideration for placement in alternative programs.

NOTIFICATIONS AND DOCUMENTATION

If a student is absent from school for any reason, the student's parents should call the school before 10:00 A.M. If the office does not receive confirmation of the absence by phone, the office will call the student's parents to confirm the absence. **The student needs to bring a written explanation upon his/her return. If the explanation is not turned in to the office by 9:00 A.M. of the second morning, the absence will be unexcused.**

In the case of a doctor's appointment or visit, a signed doctor's slip or note must be returned to the office for the absence to be excused.

The office will send a letter to parents after a student's fifth and eighth excused absences. The office will make contact with parents in regard to each unexcused absence.

Approved field trips and early dismissals for extra-curricular events are not counted as days of absence from school, but students are responsible for school work as if on a pre-arranged absence.

TRUANCY

A student who is absent from any part of a school day without valid cause or who has exceeded the allowable times absent may be considered truant and may be considered as unexcused for the time missed. Please note the restrictions and penalties in the "invalid absences/skipping school" section above for more information.

In addition, a student of age seventeen or younger who reaches five (5) days of truancy over the course of any 180 consecutive regular school attendance days will be reported to the truancy officer. As a preventative measure, the student may be required to meet with the truancy officer prior to reaching the fifth day of truancy.

DEFINITIONS RELATED TO ABSENCES

The following definitions are from Illinois law 105 ILCS 5/26-2a. Italic portions are added.

1. Truant-A truant is a child subject to compulsory attendance (*age seventeen or younger*) and who is absent without valid cause from such attendance for a school day or portion thereof.
2. Valid cause for absence-Valid causes for absences is: illness, *doctor's appointments*, and observance of a religious holiday, death in the immediate family, family emergency, and other situations beyond the control of the student.
3. Invalid cause for absence – Invalid causes for absences include shopping, babysitting, over-sleeping, hair appointment, missing the bus, transportation problems, non-family vacations, tanning, etc.
4. Chronic or habitual truant – A chronic or habitual truant is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 180 regular attendance days.

TARDINESS

Each teacher will have his/her own classroom rules regarding tardiness to class. When a teacher issues a detention for tardiness to class, that detention will be treated as any other disciplinary detention.

A student who arrives at school after 8:05 will be considered tardy to the student's first hour class. After 8:15 am a student is considered absent for the first hour class. All first hour tardies must have a pass from the office before reporting to class. If a pattern of tardies to school is established, a student may be referred to the truancy officer.

ABSENCES/EXTRA-CURRICULAR ACTIVITIES

If a student is ill and absent for any part of the day, he/she may not return to be a spectator or participant at any extracurricular events that same day. Absences from school for funerals and scheduled doctor's appointments do not keep a student from participating in extracurricular events.

CLOSED CAMPUS

A student may not leave the building during the school day unless parent contact is completed and school officials grant permission. All students who leave during the day must sign out in the office. Failure to follow this procedure will result in disciplinary action.

STUDENT DRESS & PERSONAL ITEMS

STUDENT DRESS

The dress and grooming of students in the Hamilton Community Consolidated School District No.328 shall be the responsibility of parents and students. A student is expected to be clean, neat, and decently dressed. Human beings tend to act as they dress, and appearance is a major factor by which the public judges a school and student body. A student who does not conform to the student dress policy will be required to correct the violation. Refusal to comply may result in disciplinary action. Students who must be reminded multiple times will be subject to disciplinary action. Students will call their parents from the office and either a change of clothes will be brought to them or students will be sent home.

1. No student shall wear clothing or practice grooming which is: a) unsafe, b) unsanitary, c) distracting to others d) disturbs the learning process, or e) destructive to property.
2. A student is required to wear proper footwear and shirts. **Elementary students are not to wear flip flops, sandals, shoes with higher heels or wheels to school.** If tennis shoes are not worn to school, students should have a pair in their locker for P.E and recess.
3. No hats, caps, bandannas, "dew" rags, etc. should be worn in the school building.
4. Shorts or skirts must be mid-thigh in length, even with tights or leggings. No pajama bottoms or tops are to be worn at school. No undergarments should be visible whether a student is standing or sitting. If necessary, belts or other devices must be worn to hold pants in place. No jeans or clothing may be worn with torn holes above the knee.
5. Tops must cover the entire torso whether singly or in combination. No midriff area may be visible. Sleeveless shirts must have a strap of at least one-inch width on each shoulder, and must not droop significantly in the underarm area. T-shirts that have had the sleeves torn away must not expose any more of the torso than the arm pit area where the sleeve was initially attached. No loose mesh or see-through tops may be worn unless over or under a top that complies with these provisions of the dress code. Tops with low plunging necklines are not acceptable.
6. For safety reasons, clothing accessories such as chains and spiked necklaces may not be worn.
7. A student may not wear a coat in class unless given direct permission by a teacher or administrator.
8. Articles of clothing, jewelry, and/or other accessories (including belt buckles) that directly advertise or reasonably suggest narcotics, alcohol, profanity, or sex and sexual references/innuendos may not be worn.
10. Students should not bring any of the following to school: a) water guns b) toy weapons c) tobacco products d) pocket knives e) lighters or matches f) glass bottle products g) any electronic devices
11. Other information will be added, as needed, throughout the year.

TOYS AND OTHER ITEMS

1. We encourage students to leave their toys at home. We cannot be responsible for toys that are broken or stolen.
2. These will be taken from students & kept in the office for parents to pick up.
3. Cell phones may not be carried by students during the school day. They may be left in the locker or handed in to the teacher.
4. Any items not permissible at school will be confiscated and may result in disciplinary action. Confiscation of the device shall be the minimum action taken.

CELL PHONES, PAGERS AND OTHER ELECTRONIC DEVICES

Student possession and/or use of cellular phones and other electronic devices not necessary for successful completion of schoolwork are prohibited during regular school hours (8:00 am – 2:50 pm). Any student failing to abide by this rule may be subject to disciplinary action. Confiscation of the offending device shall be the minimum action taken.

Note: cell phones should only be used in the school building immediately before or after school only if there is a demonstrable need. The school is not responsible for any lost, damaged, or stolen cell phone.

Note: cell phones are to be placed in their lockers from 8:00 a.m. until 2:50 p.m. and turned off. If students need to call home they must use the office phone for parent contacts.

Student's cell phones that are confiscated during the school day are subject to the following disciplinary actions:

Cell Phone disciplinary offenses:

1st Offense – the device will be turned into the office and the parents must pick it up.

2nd Offense – the device will be turned into the office and the parents must pick it up & Office Detention.

3rd and Further Offenses – Same as stated above plus additional disciplinary actions may follow (continued detentions, suspension, etc.)

STUDENT DISCIPLINE

The Hamilton Community Consolidated School District No.328 believes in a discipline policy which promotes a safe, orderly environment that enhances learning and fosters self-discipline and mutual respect. Video Cameras will be used in the school facilities and on the school buses for monitoring purposes.

This policy shall be applied in a fair and consistent manner that is motivated by genuine concern and compassion for all students, staff, parents, and our community.

It shall be the duties of the principal and staff to enforce such rules for school and class control as the school administration may establish. Control of pupil conduct should be such that procedures used will assist in advancing the purposes of education as approved by the Board and will be consistent with policies of the Board and with applicable State laws and State Board of Education directives.

Students are attending school primarily for the purpose of obtaining the best education possible. Students must recognize that teachers and other adult employees are in charge. Any lack of respect on the part of the students toward teachers or other adults will result in the administration of appropriate disciplinary measures. When addressing or referring to a teacher or other adult, students shall use the title of respect (Mr., Mrs., Miss, Ms., Dr.).

GENERAL

Students committing acts of gross disobedience or misconduct may be given a detention, detained during non-school hours, suspended in-school, and suspended out-of-school, expelled from school, expelled from riding the bus, or otherwise disciplined.

Teachers and/or administration may detain a student after school or otherwise discipline a student. Only the Superintendent and Principal are authorized to suspend a student from school or from riding the school bus. Only the Board of Education can expel a student.

Referrals will be sent home as a communication device to let parents know of the incident and the action taken. They are to be signed and returned to the office. Phone calls will be made in cases where the incidents are more severe.

Teachers may remove disruptive students from their classroom who act in a manner that is detrimental to the academic atmosphere of the classroom environment. The length of time for which the student will be removed from class or school shall be determined by the Principal following a conference with the classroom teacher.

STUDENT CONDUCT

Parents/Guardians and students should be familiar with the Hamilton School District's "Student Discipline Policy". Appropriate student conduct is expected of all students at all times.

Elementary School Official Office Visits/Suspensions (Grades K-6). To keep parents updated on student behavior, Hamilton Elementary School wishes to keep in close communication with parents upon accumulation of classroom detentions by their students.

Students “forgetting” to serve detention will have an additional detention added to their consequences. Students must be picked up by a parent after serving a detention. Students will not be allowed to ride a bike or walk home after detentions, unless special arrangements are made.

Generally, classroom detentions will be served the following day after school. Lunchroom, recess, and other detentions resulting outside the classroom will be served during the lunch and/or recess time of the student as determined by the principal after a conference with the staff member.

Each student’s action of misconduct will be viewed individually, and if other disciplinary action is needed, the most appropriate form will be applied.

In the event that a student committed more than one violation during an occurrence, consequences may be combined.

In-school suspension/ out-of-school suspension may be assigned at the discretion of the Principal.

SPECIFIC DISOBEDIENCE OR MISCONDUCT

The Board policy prohibits violent or severe misconduct which includes any behavior which is of flagrant nature as to constitute, on its face, gross disobedience or misconduct.

Prohibited behavior may include, but not limited to, the following types of conduct:

- a. Theft
- b. Cheating
- c. Fighting, biting
- d. Immoral conduct
- e. Disruptive behavior
- f. Continual petty offenses
- g. Skipping an assigned detention for the second time
- h. Use of vile or profane language or gestures-also verbal abuse
- i. Truancy which is not chronic or habitual as defined in the School Code
- j. Intimidation or attempt to intimidate school personnel or students
- k. Possession or use of a dangerous weapon or a reasonable facsimile of a weapon or a laser pointer
- l. Disrespect (arguing, talking back, etc.)
- m. Insubordination (failure to comply with directives) towards any member of the faculty or staff
- n. Fire bomb, fire crackers, making a bomb threat, setting off a fire alarm, tampering with fire extinguishers, and other acts of violence.
- o. Willful, intentional attempt to damage or cause destruction to school property or property of school personnel or students
- p. Any other misconduct detrimental to the school environment or acts which directly or indirectly jeopardize the health, safety and welfare of school personnel or students
- q. Possession/use/or delivery of tobacco (chewing or smoking) or alcohol
- r. Possession/use/or delivery of an illegal drug or controlled substance on school property or at school activities. This also includes any related paraphernalia and/or look-alikes, including any item or substance which is represented by a student to be, or is believed by a student to be any of the foregoing regardless of the true nature or appearance of the substance.
- s. Hazing and/or initiation
- t. Bullying - Bullying type behaviors will not be tolerated and will be handled in a swift and appropriate manner once substantiated.

Depending on the behavior and severity, consequences may include, but not limited to, the following:

1. Teacher-student conference
2. Student referred to office
3. Parent conference
4. Loss of privileges (recess, free time, etc.)
5. Lunchroom restrictions
6. Restricted lunch
7. Classroom detention
8. Office detention
9. In-school suspension
10. Out-of-school suspension
11. Expulsion

Repeated offenses may result in a more severe consequence.

CRISIS PREVENTION/CHILD RESTRAINT

A teacher may use reasonable force as needed to maintain safety for the other students, school personnel or persons, or for the purpose of self-defense or the defense of property. The teacher may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process.

DISCIPLINE AREAS

An elementary school student may be subject to discipline from four different areas depending on the seriousness of the offense and the student's involvement in school activities:

1. SCHOOL POLICIES
2. ATHLETIC AND EXTRACURRICULAR POLICY: Athletes and members of extracurricular organizations who violate the policies set up by the coaching staff and the sponsors may be placed on probation or suspended from the team or organization.
3. LOCAL LAW ENFORCEMENT: If students commit serious offenses such as use of alcohol or drugs, theft, etc., the local law enforcement may be called in and a criminal complaint may be filed against the student.
4. HOME DISCIPLINE: The Principal may request that parents/guardians take appropriate discipline measures at home to support the school's effort.

Parents and students should be aware that a student may be subject to discipline from any or all of the four areas described above. School penalties will take precedence over athletic penalties. A student suspended from school or placed on school probation will not be allowed to practice or participate in athletics. In other words, an athlete is a student first, and if his/her behavior creates a discipline problem, then the punishment may affect whether that student is allowed to participate in sports even if the behavior is not a violation of the athletic policy.

DRUG POLICY

Any student in violation of "r" under the Specific Disobedience and Misconduct section on page 23 may be considered to have violated the Drug Use Board Policy.

VIOLATION of the Drug Use Board Policy will result in the following acts of disciplinary procedures:

The student shall be referred to the Principal.

The parent(s)/guardian(s) shall be referred to the Principal.

The Superintendent shall be notified.

The Police may be notified.

If the parent(s)/guardian(s) cannot be located, and if the student is in a clear and present danger to him/herself or others, 911 may be called, and the student may be taken to the hospital.

The student may be recommended for counseling at his/her expense.

The student will be suspended from school by the Principal. The principal may also refer the student to the Board of Education for expulsion proceedings.

The student may be expelled from school by the Board of Education.

SUSPENSION POLICIES

1. The Principal will decide when a suspension shall start and end. The Principal will decide whether a suspension shall be in or out-of-school.
2. The Principal will attempt to reach a student's parent by phone when a suspension is to be issued. The Principal will also send a letter to the parents.
3. The Principal may request the parent(s)/guardian(s) to appear for a conference.
4. Students may not participate in or be in attendance at any extracurricular activities on a day of suspension.
5. If the suspension is an in-school suspension, the student will be required to: eat his/her lunch in a designated place and may only be on the school premises from 8:00 a.m. to 2:50 p.m.;
6. If the suspension is an out-of-school suspension, then the student:
May not appear on the school premises at any time during the suspension period without the Principal's permission.
7. Failure to abide by the rules of an in-school suspension will cause the student to be suspended out-of-school for the remainder of the suspension, with an additional day added to the suspension.

DUE PROCESS

The Board of Education and Administration intend to protect student's rights. The policy below pertains to discipline matters that involve suspension:

- A student has a right to hear the charges/evidence.
- The student may deny the charges and give his/her story.
- A student has the right to be informed of the decision.
- A student and parents have the right to a hearing with:

First – Principal, Second – Superintendent, Third - Board of Education

Students do not have the right to a review by the Superintendent or Board for lesser disciplinary measures such as 1) detention, 2) noon supervision, 3) writing assignments, 4) class suspension or other disciplinary measures which might be imposed for minor discipline problems.

DETENTIONS

Detentions are to be served after school, unless otherwise arranged with the teacher or office. It is the responsibility of the student to arrange transportation. Work or other appointments are not acceptable excuses for missing an assigned detention. Students “forgetting” or otherwise failing to serve detentions on the designated day(s) will have the time to be served doubled, with a second failure to serve a detention resulting in an assignment to in-school suspension. Students in detention are expected to bring materials on which to work or read. Copies of all detentions/suspensions will be sent home.

*Further accumulated detentions will result in continued disciplinary action. Discipline is progressive; therefore each infraction will result in more stringent discipline.

*Students who accumulate numerous detentions may also be referred to the H.E.A.R.T. team, which may result in a change in the student’s educational placement.

ACADEMIC INTEGRITY

Academic integrity is of the highest priority at Hamilton Elementary School. Students are expected to abide by the highest academic ethics.

As noted in the discipline section of this handbook, cheating may be considered as severe misconduct. Cheating may include, but is not restricted to, the following:

1. Copying another student’s homework as a student’s own work.
2. Use of another person’s work in term papers or other documents without giving credit to the author.
3. Using cheat sheets or any device that contains, provides, or otherwise allows communication of answers to tests or quizzes.
4. Trying to read answers from another student’s test or quiz.
5. Allowing another student to copy their work or doing another student’s work for them.

A student who is found to have violated academic ethics will, at minimum, receive a zero for the work in question. In severe or repeated cases, further disciplinary action may follow, including detention or suspension from school.

SCHOOL SAFETY

Students shall report issues relative to school safety to teachers, administrators, or school staff immediately. This includes knowledge of weapons, drugs, threats to do harm to staff, students, visitors, or to the school, its property, or anything used to carry out the educational initiative. Students are also subject to a school lockdown for safety, search, or weather-related happenings as determined by the administration.

CHILD ABUSE AND NEGLECT

School personnel are required by law to immediately report or cause a report to be made to the Department of Children and Family Services when child abuse or neglect is suspected.

Please inform the Principal in writing if you have an Order of Protection.

AGENCY AND POLICE INTERROGATION

Hamilton Elementary School cooperates with agencies and law enforcement officials within the boundaries of the Student Records Act (SRA) and Family Educational Rights and Privacy Act (FERPA). Law enforcement officials may request an interview with a student. Hamilton Elementary School will make every effort to locate the student's parent prior to such an interview; however, in the case that the parent cannot be located, the principal will sit in place of the parent.

VISITORS & SAFETY

For the safety of our students, only those visitors who have legitimate school business are allowed on campus during the school day, and **all visitors and guests must register in the office immediately upon entering campus.**

Parents are welcome to visit the school as is appropriate, but are required to register in the office.

Students are not permitted to have visitors or bring younger children or babies on campus during the school day, including lunch hours, except as arranged as part of the instructional process, and cleared at least one day in advance by the school principal.

IDENTIFICATION REQUESTS AND VISITOR PASSES

The Board of Education and staff of the School District welcome interested persons to visit the school; however, to help ensure the safety of our students, Hamilton Elementary School requires that all visitors to the building report to the school office to sign in. All visitors will be given a temporary pass with name and date clearly displayed.

PLEASE DO NOT GO DIRECTLY TO A CLASSROOM!

*Under Illinois Law 105 ILCS 5/24-25, school employees may request identification from any person on school grounds or in any school building; refusal to provide such information is a criminal act.

The building principal or designee shall seek the immediate removal of any person who: 1) refuses to provide requested identification; 2) interferes with, disrupts, or threatens to disrupt any school activity or the learning environment; or 3) engages in an activity in violation of school board policy 8.30, Conduct on School Property

UNAUTHORIZED PERSONS

The Board of Education, Board president, superintendent, principal, or a person designated in writing by any of the above has the right to seek the immediate removal of unauthorized persons from the school property. An unauthorized person is one who is described as a person who "does not have lawful business to pursue at the school or who acts in a manner that disrupts or disturbs the normal educational function of the institution." This includes students who are under suspension, reassignment, or expulsion. Expelled students may receive counseling services at the schools from which they have been expelled after obtaining special permission from the principals of those schools. The principal has the authority to tell an unauthorized person that he or she cannot come on school property at any time, thus barring him or her from school premises. This includes all school-sponsored activities, on or off campus. If a person has been barred by the principal, he or she is subject to immediate arrest if he or she fails to leave or returns after being told by the principal or his/her designee that he or she is barred. Staff members may ask for identification from any person and may ask him or her why he or she wishes to come onto school property. Further, they may ask an unauthorized person to leave. If a person, previously barred by the principal, is asked to leave by a staff member, he or she must do so or be subject to arrest.

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

School officials may require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates the school's disciplinary rules or school district policy. In the course of the investigation, the student may be required to share the content that is reported in order for the school to make a factual determination.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law enforcement authorities

EMERGENCY AND DISASTER DRILLS AND PROCEDURES

All Hamilton Elementary staff and students participate in emergency drills throughout the school year.

All teachers will instruct students on procedures to follow in case of fire or disaster drills.

Fire drills will be announced by means of one prolonged blast on the automatic system. Disaster drills will be announced by intermittent rings of the bell system.

Hamilton Elementary has a Crisis Intervention Plan in place. In case of life-threatening situations, plans and procedures are in place. Staff is educated/trained in several crisis areas.

WEATHER CONDITIONS AND OTHER EMERGENCIES

In the event of inclement weather conditions or other emergency situations affecting the school schedule, the following radio and television stations will be contacted early in the morning of the affected day: Also posted on school website: www.hhs328.com

WGEM TV, Channel 10	Quincy
KHQA TV, Channel 7	Quincy
WGEM RADIO, 1440 AM - 105 FM	Quincy
KOKX RADIO, 1310 AM - 95.3 FM	Keokuk
WCAZ RADIO, 990 AM - 92.1 FM	Carthage
WTAD RADIO, 930 AM	Quincy
WQCY RADIO, 99.5 FM	Quincy

In the event inclement weather conditions strike after school has begun, and a decision is made to dismiss early, that announcement will be placed on the above listed television and radio stations.

***ALL NUMBERS REGISTERED WITH THE DISTRICT WILL BE NOTIFIED WITH ANY SCHOOL CANCELLATION OR EARLY DISMISSAL (Make sure numbers are updated with the office)**

*PLEASE DO NOT CALL THE SCHOOLS, BUS GARAGE, OR TELEVISION/RADIO STATIONS

*PLEASE LISTEN TO THE TELEVISION OR RADIO STATIONS FOR INFORMATION.

If no announcement is made, please assume that school will be conducted as scheduled.

Parents are reminded that weather conditions can change rapidly and a decision made regarding the school schedule can change just as quickly. Please continue to listen to the radio or television station for updates after the first announcement is made.

EMERGENCY DISMISSAL

On rare occasions, emergencies may arise which may make it necessary to dismiss classes at any time during the school day. YOU ARE URGED TO PLAN FOR SUCH CONTINGENCIES. Be sure that your child knows where the child should go in the event of early dismissal. Please make this an automatic procedure for your students.

ILLINOIS ELEMENTARY SCHOOL ASSOCIATION

There are two (2) existing athletic by-laws enforced by our Hamilton School Board. As stated in the Hamilton School District No.328 Board Policy, Section 6.190 - Extracurricular Eligibility:

1. Students must pass all subjects including band and chorus in order to participate in athletics, speech, and other organizations. This policy is on a weekly basis with teachers turning in the name of any student failing each Friday. Any student failing would be declared ineligible for the following week starting on Monday.
2. The Illinois Elementary School Association, of which we are members, states in Section 3.020 - 3.0223 that:

A student shall be doing passing work in all school subjects as determined by the local school district, and the school shall certify compliance with this By-Law. Use of a player, contestant or participant shall be deemed such certification. Passing work shall be checked weekly to govern eligibility for the following Monday through Saturday. The eligibility check shall be the same day each week except when school is not in session, and then it must be taken on the last day of student attendance that week. Grades shall be accumulated for the school's grading period.

The Hamilton Elementary School offers some athletic/extracurricular activities for elementary students which include baseball, volleyball, basketball, and track.

EXTRACURRICULAR ELIGIBILITY

The Titan/Cardinal Athletic Code defines eligibility for all extracurricular activities offered to Hamilton Elementary School students. This code has been adopted by the Board of Education. No student may be involved in extracurricular activities until the Approval of Athletic Code and Permission to Participate form has been completed and returned to the school. No athlete may participate until the Athletic Emergency Form has been completed and returned to the school.

As noted in the Titan/Cardinal Athletic Code, students must be passing all subjects for the current quarter in order to participate in extracurricular activities. This policy is enforced on a weekly basis with teachers turning in the name of any student failing on the next-to-last day of each school week. A student failing any class will be declared ineligible for the following week starting on Monday.

A student who fails any class for the semester will be ineligible for extracurricular participation the following semester.

Other eligibility rules, as noted in the school athletic code and the IESA by-laws, will be enforced.

ATHLETIC INSURANCE

It is the policy of the Hamilton Community Consolidated School District No.328 Athletic Department that every student who participates in sports provide verification (name, policy number, and the expiration date) of insurance coverage provided by the parent or purchase of the student insurance. **Students will not be allowed to participate in any sport without some form of insurance.**

ACCIDENTS AND INCIDENTS

Due to the potential liability of Hamilton Consolidated School District #328 and because of the requirements of the insurance carrier for the district, all accidents and incidents must be reported to the appropriate school personnel or to the office. Failure to report an accident or incident could affect insurance coverage and may result in disciplinary sanctions.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

LIBRARY

Use of the library is a privilege. Students are expected to be quiet and working while in the library. Expectations are posted on page 16 under the Behavior Matrix.

The librarian or another faculty member must be present to supervise any students in the library, whether in or out of school hours. Students who come to the library without a pass will be sent back to class.

LOST PROPERTY AND CARE OF LOCKERS

Although the school will make an effort to recover lost property, it will assume no responsibility for the same. Students must assume full responsibility for their property. *Students are strongly advised not to leave money or other valuables in their lockers or desks.* Valuables and personal belongings should not be brought to school or kept in lockers. Lockers are only large enough to house books, school supplies, coats, etc. **If a student must bring valuables to school, the office will be happy to keep the valuables until such time as the student needs them.**

Lockers are school property and are not to be locked. A student is expected to keep his/her locker clean and organized. Stickers are not allowed on the inside or outside of lockers. Random locker checks may be conducted throughout the school year. A student is expected to use only the locker that he/she has been issued. Students are to keep coats and jackets in lockers, and are not to wear them to class unless given express permission by a teacher or administrator.

Items such as coats, book bags, and books are to be stored in a student's locker when not in the student's direct possession. Items left in the halls or on shelves will be taken to the office. In the case that a student's daily activities require items too large to fit into a locker (golf or other athletic bag, items for a school project, etc.), arrangements should be made with the coach, teacher or office for storage of the item(s).

LOST AND FOUND

Often items that are found are turned in. These items are hung on the bleachers in the gym. Students and the parents should check with the office or check in the gym when items are misplaced. **Label personal property with the child's name for easy identification.**

The staff tries to help students reclaim any items that are lost or were taken; however, parents/guardians must realize that the school is often limited in these situations. If an item is stolen or broken, the school will try to help settle the situation in a fair manner. Again, the school is limited in what can be done to ensure compensation.

TO HELP PREVENT THESE SITUATIONS, STUDENTS ARE ENCOURAGED TO TAKE CARE OF THEIR PROPERTY, NOT TO LEAVE VALUABLE ITEMS IN LOCKERS, AND NOT BRING VALUABLE ITEMS TO SCHOOL.

HARASSMENT

General harassment or sexual harassment will not be tolerated in the Hamilton Schools. Students, teachers, secretaries, aides, cooks, custodians, drivers, or administrators who believe they are being harassed are encouraged to discuss the matter with the Building Principal or other school official/teacher. Appropriate action will occur.

SEXUAL HARASSMENT, BULLYING, AND INTIMIDATION, HAZING POLICY: In accordance with Board Policy 7:20

Sexual Harassment:

Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student engaged in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that: 1) denies or limits the provision of education aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status or; 2) has the purpose or effect of: substantially interfering with a student's education environment; creating an intimidating, hostile, or offensive educational environment; depriving a student of education aid, benefits, services, or treatment; or making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussion of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment are encouraged to discuss the matter with the Nondiscrimination Coordinator (Superintendent) or Building Principal. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined.

Bullying / Hazing / Intimidation: Procedures:

1. Report the incident to the Principal, Guidance Counselor or Classroom Teacher immediately.
2. This information will be documented and confidential.
3. Parents will be contacted by phone or written correspondence if the situation warrants.
4. Disciplinary action will be taken if the situation warrants.

Bullying / Hazing / Intimidation can include a number of different behaviors:

- Emotional - being actively unfriendly, excluding, tormenting
- Physical - pushing, kicking, hitting, punching or any violence
- Racist - racial taunts, graffiti, gestures
- Sexual - unwanted physical contact or sexually orientated comments
- Homophobic - because of, or focusing on the issue of sexuality
- Verbal - name-calling, sarcasm, spreading rumors, teasing
- Cyber - Internet misuse through offensive website postings, e-mail and instant messaging. Misuse of mobile phones through text messaging, camera and video facilities, etc
- Property - damage to or hiding or another's property

The Role Of Parents:

- It is clearly helpful where parents are able to support the values and measures represented within this policy and to discuss relationships, incidents and concerns in the same light.
- Parents, who are concerned that their student may be being bullied, or may be a perpetrator of bullying, should contact the Principal or Guidance Counselor immediately. We advise against contacting other parents to sort out matters.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, immigration status, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
2. Causing a substantially detrimental effect on the student's or students' physical or mental health;
3. Substantially interfering with the student's or students' academic performance; or
4. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

Complaint Managers:

Mr. Eric Bryan, Principal
Coordinator

Hamilton Elementary School
(866)332-3880
ebryan@hhs328.com

Mrs. Tricia Kinnamon, Special Education

Hamilton Elementary School
(866)332-3880
kinnamont@hhs328.com

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

ELEMENTARY PARENT/TEACHER CONFERENCES

1. The District holds two Parent/Teacher (P/T) Conferences each school year.
2. In some instances when report cards, progress reports and/or test results are to be shared with parents, the school will hold such results until the conference is held. Both the teachers and the administration will accommodate parents' schedules: flexible meeting appointments can be arranged for busy parents.

3. Teachers will have a sign-up sheet for the Fall Open House. Parents must sign up for a conference appointment on an open time slot. The Spring Open House is on a walk-in basis. All parents are strongly encouraged to attend the P/T Conferences. Such school-home communication is crucial, teachers and parent(s)/guardian(s) benefit. Mid-Quarter Progress: Progress will be reported at the midpoint of each quarter for all students.

PARENT COMMUNICATION INVOLVEMENT AT ELEMENTARY

Parent involvement is crucial for the student's overall success in school. We are fortunate here at Hamilton Elementary to have so many caring parents who get involved in their child's education in a variety of ways. One important way is by attending our parent/teacher conferences.

OTHER VISITS TO ELEMENTARY

Parent(s)/Guardian(s) may want to visit with a teacher at other times, and discuss curriculum, student progress, etc. The teachers and the administration welcome and encourage such communication. Parents may directly contact the teacher, or the Elementary Office to arrange such a conference. Likewise, school personnel may request that the parent(s)/guardian(s) come in for a conference, in the event that such a meeting would be beneficial.

STANDARDIZED TESTING

Hamilton Elementary School students may be required to participate in various standardized tests. These include the following: IAR – grades third through sixth, MAP Testing (4th - 6th), and AIMSweb benchmarking (K-3) for reading, writing, and math.

STUDENT PARTICIPATION IN SURVEYS

Our School District occasionally seeks input from students and employees through the use of surveys during the course of the school year. Surveys provide us with an opportunity to gather data and information in support of our effort to improve the School District and support various educational research projects. If you do not want your child to participate in the survey process, please send each Principal a written, signed, and dated statement requesting that your child not participate in surveys this school year.

STUDENT RIGHTS AND RESPONSIBILITIES

MY RIGHTS

- A. I have a right to be happy and to be treated with compassion in this school: This means that no one will laugh at me or hurt my feelings.
- B. I have the right to be myself in this school: this means that no one will treat me unfairly because of my differences.
- C. I have the right to be safe in this school: this means no one will hit me, kick me, push me, pinch me, threaten me, hurt me.
- D. I have the right to expect my property to be safe in this school.
- E. I have the right to hear and be heard in this school: this means that no one will yell, scream, shout, make loud noises, or otherwise disturb me.
- F. I have the right to learn about myself and others in this school: this means that I will be free to express my feelings and opinions without being interrupted or punished.
- G. I have the right to be helped to learn self-control in this school: this means that no one will silently stand by while I abuse the rights of others or when others abuse my rights.
- H. I have the right to expect that all of these rights will be mine in all circumstances so long as I am exercising my full responsibilities.

MY RESPONSIBILITIES

- A. I have the responsibility to treat others with compassion: this means that I will not laugh at others, tease others, or try to hurt the feelings of others.
- B. I have the responsibility to respect others as individuals and not to treat others unfairly because of our differences.

- C. I have the responsibility to make this school safe by not hitting anyone, kicking anyone, pushing anyone, pinching anyone, threatening anyone, or hurting anyone.
- D. I have the responsibility not to steal or destroy the property of others.
- E. I have the responsibility to help maintain a calm and quiet school: this means I will not yell, scream, shout, make loud noises, or otherwise disturb others.
- F. I have the responsibility to learn about myself and others in this school: this means that I will be free to express my feelings and opinions without being interrupted or punished and I will not interrupt or punish others who express their feelings or opinions.
- G. I have the responsibility to learn self-control in this school: this means I will strive to exercise my rights without denying the same rights to others and I will expect to be corrected when I do abuse the rights of others as they shall be corrected if my rights are abused.
- H. I have the responsibility to protect my rights and the rights of others by exercising my full responsibilities in all circumstances.

TEACHER’S CLASSROOM RULES AND PROCEDURES

Teachers are requested and expected to develop classroom rules and procedures that govern the day-to-day operations of their classrooms. These rules are approved in advance by the school administration. Expectations are posted on page 16 under the Behavior Matrix.

TEACHER QUALIFICATIONS

Parents/guardians may request information about the qualifications of their child’s teachers and/or paraprofessionals, including:

1. Whether the teacher has met State certification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher is teaching under an emergency permit or other provisional status by which the State licensing criteria have been waived;
3. Whether the teacher is teaching in a field of discipline of the teacher’s certification; and
4. Whether any paraprofessionals provide services to your child, and if so, their qualifications.

TELEPHONE POLICY

Students are only permitted to use the office telephone in emergency situations. Students are not to use personal cell phones during school hours.

USE OF FACILITIES

Hamilton District #328 has developed policies that govern the use of school facilities by both school and non-school groups. Any group wishing to use the gymnasium must have advance approval from the administration and/or school board. Facilities such as the gymnasium and cafeteria may not be used unless under the supervision of an employee of the school.

ACCEPTABLE USE AGREEMENT

Hamilton District #328 has adopted an Acceptable Use Agreement in regard to student use of computers and the Internet. Students must sign this agreement prior to using the school’s computers or Internet connection. Failure to abide by the terms of the agreement will result in the loss of the privilege of using the school’s computers or Internet connection for a period of time to be determined by the principal.

Authorization for Electronic Network Access

Each teacher must sign this Authorization as a condition for using the District’s Electronic Network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. School Board members and administrators are treated like teachers for purposes of this Authorization. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This *Authorization* does 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 of the *Authorization for Electronic Network Access* will result in the loss of privileges, disciplinary action, and/or appropriate legal action.** The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. **Acceptable Use** - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. **Privileges** - The use of the District's electronic networks 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 this *Authorization* 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. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
 - b. Downloading copyrighted material for other than personal use;
 - c. Using the network for private financial or commercial gain;
 - d. Wastefully using resources, such as file space;
 - e. Gaining unauthorized access to resources or entities;
 - f. Invading the privacy of individuals;
 - g. Using another user's account or password;
 - h. Posting material authored or created by another without his/her consent;
 - i. Posting anonymous messages;
 - j. Using the network for commercial or private advertising;
 - k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - l. Using the network while access privileges are suspended or revoked.
4. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. 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.
 - d. Do not use the network in any way that would disrupt its use by other users.
 - e. Consider all communications and information accessible via the network to be private 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 this *Authorization*.
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 that 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 uploading 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.
10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites of file servers, without explicit written permission.
 - a. For each republication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
 - b. Students and staff engaged in producing Web pages must provide library media specials with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
 - c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
 - d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - e. Student work may only be published if there is written permission from both the parent/guardian and student.
11. Use of Electronic Mail
 - a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
 - b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
 - c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
 - d. Electronic messages transmitted via the District's Internet gateway carry with them an identification of the user's Internet "domain". This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
 - e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
 - f. Use of the School District's electronic mail system constitutes consent to these regulations.

Access to Student Social Networking Passwords & Websites

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Students, parent(s)/guardian(s), and teachers need only sign this *Authorization for Electronic Network Access* once while enrolled or employed by the School District.

I understand and will abide by the above *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees, and agents from any claims and damages arising from my use of, or inability to use the Internet.

DATE:

USER SIGNATURE

(Required if the user is a student)

I have read this *Authorization for Electronic Network Access*. I understand that access is designed for educational purposes and that the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this *Authorization* with my child. I hereby request that my child be allowed access to the District's Internet.

DATE:

PARENT/GUARDIAN NAME *(please print)*

SIGNATURE:

ELEMENTARY PHYSICAL EDUCATION INFORMATION

CLOTHING AND ATTIRE

- Shoes: Tennis shoes are required for physical education classes. Students not wearing appropriate shoes or clothing will not be allowed to participate in class that day. **Students will need to have a clean pair of tennis shoes kept in their locker for PE use only.**
- Excused P.E. Absences: Students may be excused from P.E. class due to illness or injury with a note from parent/ guardian. After one (1) week, a doctor's note is required.
- Participation: Students unable to participate in P.E. class will not be able to participate in sporting events that same day.
- Students will be assessed based on participation and behavior each quarter.

ELEMENTARY PTO INFORMATION

The Hamilton Elementary Parent/Teacher Organization holds monthly meetings and other activities during the school year; your support and attendance are greatly appreciated! Monthly PTO meetings are usually held the 3rd Tuesday of each month at 5:30 p.m. in the Elementary cafeteria. Interested parents may contact the elementary office for more information.

ELEMENTARY VOLUNTEER PROGRAM

Volunteers make very positive contributions to Hamilton Elementary School. If you are interested in volunteering, please contact the Elementary School Office 866-332-3880. **A background check is required.**

FIELD TRIPS - PERMISSION FORMS

In the event of a class outing, the teacher(s) involved will send home with each student, a notice explaining the outing. The permission form must be signed and returned before the student may participate. The permission form is signed and collected at registration during the fall. If a student is not able to attend the out-of-school activity for any reason, that student will sit in the elementary office until his/her class returns from the outing. Possible reasons for non-participation:

1. Permission form not returned 2. Student's conduct is not appropriate 3. Student has not earned the trip

Parents cannot take students to and from field trips.

ASSEMBLIES

The school district may offer students the opportunity to attend assemblies at various times during the school year. Assemblies may be on a variety of topics, some of which may include material that is disturbing or controversial to some students. The school district will do its best to inform parents and students when an assembly might reasonably be considered either disturbing or controversial. In these cases, an alternative study area will be provided for those students who do not wish to attend the assembly.

POSTERS

All posters or announcements to be displayed anywhere in the school must be approved by the school administration, and are not to damage walls or other surfaces.

RECESS

Recess is a time meant for students to take a break from the rigors of the classroom. Specific rules apply for the playground and indoor recess to ensure that students are safe and playing nicely with others. The recess supervisor will go through specific rules the first day of school with all classes. Rules will be enforced consistently and disciplinary actions will be taken when rules are broken. Please refer to the section on student discipline procedures. Expectations are posted on page 16 of the Behavior Matrix.

CONCLUSION

The information in this handbook is not all inclusive. Other pertinent District information can be found in the District's handbook, the Board of Education Policy Manual, and the Illinois School Code. This handbook contains general information that the Elementary staff feels parents/guardians, students, and other interested persons in the community will find helpful and informative.

2020-2021 HAMILTON ELEMENTARY SUPPLIES LIST

All students need a pair of tennis shoes to keep at school

MRS. MARTIN & MRS. MASSEY - PRE-SCHOOL

TISSUES (Large Box)
BACKPACK (Full-size, no wheels - must be able to fit a folder)
PAPER TOWELS - 1 ROLL
CLOROX WET WIPES
CARD STOCK (White – located with computer paper)
1 – GLUE STICK
1 – 4 OZ. ELMER'S GLUE

KINDERGARTEN

1 BACKPACK
GLUE STICKS (4 or more)
TISSUES: 1 large box
PENCILS: No. 2 pencils, regular size (at least 1 pkg. of 10)
PENCIL BOX: dimensions 8 5/8" L X 5 3/4" W X 2 1/2" H
CRAYONS: 2 boxes (8-24 count each)
SCISSORS: Blunt, and must be able to cut paper. Metal Fiskars are best.
OLD T-SHIRT: (Big enough to fit over clothes as a smock for painting)
CRAYOLA WATER COLORS
CRAYOLA MARKERS (regular and fine tip)
KINDERMAT for rest time – must be able to fit in their lockers
HEADPHONES
DRY ERASE MARKERS: 4 black
YELLOW HIGHLIGHTER – 1

OPTIONAL

Printer Paper, colored
Band-Aids
Paper Towels
Hand Sanitizer & Sanitizer wipes
Quart Freezer Ziplock Bags
Gallon Ziplock Freezer Bags

1ST GRADE

3 - 2 POCKET FOLDERS
2-GLUE BOTTLES (4 oz.) Not Colored
CRAYONS (24 pack only, please)
ERASERS (Pink or Green)
TISSUES (Large Box)
24 - NO. 2 PENCILS (Plain pencils only, please)
METAL SCISSORS
SCHOOL BOX (Small)
CRAYOLA WATER COLORS
BACK PACK/BAG
4 BLACK DRY ERASE MARKERS (LOW ODOR) (BLACK ONLY, PLEASE)
HEADPHONES (Cheap \$1.00)
4 GLUE STICKS
SANITIZING WIPES
HAND SANITIZER

2ND GRADE

2 - GLUE STICKS
CRAYONS (24 Pack Only)
3 ERASERS (Pink)
TISSUES (2 Large Boxes)
24 PENCILS (Ticonderoga)
1 BOX COLORED PENCILS
1 GLUE BOTTLE
SCISSORS (Sharp/Good)
2 POCKET FOLDERS
2 – NOTEBOOKS (Spiral)
SCHOOL BOX (Small)
WATER COLORS
1 YELLOW HIGHLIGHTER
8 DRY ERASE MARKER

HEADPHONES (child-size preferred)
1 BOX MARKERS (Regular or Fine Tip)
1 TUB CLOROX WIPES
BACK PACK/BAG (NO Bags on Rollers)
NO TRAPPER KEEPERS OR 3-RING BINDERS!
HAND SANITIZER

All students need a pair of tennis shoes to keep at school

3rd - 6TH GRADES ARE REQUIRED TO HAVE ASSIGNMENT BOOKS. THESE ARE AVAILABLE AT REGISTRATION TIME THROUGH THE SCHOOL, AND ALSO THROUGHOUT THE YEAR IF NEEDED.

3RD GRADE

4 GLUE STICKS

CRAYONS

3 ERASERS

2 BOX OF TISSUES

SCISSORS (Sharp)

5 DRY ERASE MARKERS

5 FOLDERS

COLORED MARKERS

BACK PACK

SANITIZING WIPES

SCHOOL BOX

HEADPHONES

RED PEN

HIGHLIGHTERS-Multi-Color (At least 2)

24 PENCILS

5 NOTEBOOKS

1 PKG. LOOSELEAF PAPER

1 ASSIGNMENT NOTEBOOK (Purchased at registration)

HAND SANITIZER

Note: All supplies will be shared except notebooks, folders, headphones, and book bags.

4TH GRADE CLASSES

COLORED PENCILS/CRAYONS

Large Pink Eraser

TISSUES (2 Large Boxes)

12 - NO. 2 PENCILS (Wooden Dixon/Ticonderoga)

SCISSORS (Sharp/Good)

4 BLACK DRY ERASE MARKERS (Low odor)

3-RING BINDER (Trapper is okay)

3 SINGLE SUBJECT SPIRAL NOTEBOOKS

1 SMALL SPIRAL ASSIGNMENT BOOK,
(Purchased at school)

LOOSELEAF PAPER - Wide

4 POCKET FOLDERS

school)

1 - WHITE GLUE (Not glue stick)

EAR BUDS/EARPHONES (not expensive)

BACK PACK/BAG (without wheels to fit locker space)

SANITIZING WIPES (1 container)

HAND SANITIZER

Note: All supplies will be shared except notebooks, folders, headphones, and book bags.

5TH GRADE CLASSES

*4 DRY ERASE MARKERS (Low odor)

PENCIL BAG

*1 CONTAINER SANITIZING WIPES

*2 LARGE BOXES TISSUES

*24 - NO. 2 PENCILS (Wooden Dixon/Ticonderoga)

COLORED PENCILS

EAR BUDS/EARPHONES (not expensive)

5 SINGLE SUBJECT SPIRAL

NOTEBOOKS (Wide Ruled)

*1 PKGS. LOOSELEAF PAPER (Wide)

6 POCKET FOLDERS (1 plastic

for homework)

1 SMALL ASSIGNMENT BOOK (purchased at

school)

BACK PACK/BAG (must fit in locker)

*These items will be shared in the classroom throughout the school year.

SANITIZING WIPES

HAND SANITIZER

6TH GRADE CLASSES

2 BOXES TISSUES (Large)

24 - NO.2 PENCILS

1 - 12 PACK OF BALL POINT PENS

3 SPIRAL NOTEBOOKS (Single Subject)

2 PKGS. LOOSELEAF PAPER (Wide)

4 POCKET FOLDERS

COLORED PENCILS

1 ASSIGNMENT BOOK (Required, purchased at the school)

BACK PACK/BAG (ONE THAT FITS IN LOCKER)

4 DRY ERASE MARKERS (BLACK)

1 SOCK

PENCIL BAG (one that can be put in binder for math only)

1½" BINDER (for math only)

1 TRIFOLD PRESENTATION BOARD (Keep at home for future projects)

5 PACK OF INDEX DIVIDERS FOR BINDERS

EARBUDS/EARPHONES

1 pkg. 3x5 index cards (Lined)

SANITIZING WIPES

HAND SANITIZER