

Elementary Student Handbook

2021-2022

Canton Union School District #66

Eastview Elementary School
1490 E. Myrtle
Canton, IL 61520

Mr. Piper, Principal

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Lincoln Elementary School
20 Lincoln Road
Canton, IL 61520

Mrs. Lidwell-McFerren, Principal

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Westview Elementary School
700 West Old Vine
Canton, IL 61520

Mrs. Gardner, Principal

Student Handbook Table of Contents

Arrival and Dismissal	Page 2
Asbestos Notification	Page 2
Administering Medicine to Students	Page 8
Attendance	Page 2
Bed Bug Policy	Page 2
Bicycles	Page 3
Birth Certificates	Page 3
Book Rental	Page 3
Breakfast Program	Page 3
Bully Policy	Page 3
Bus Conduct	Page 3
Bus Routes	Page 3
Bus Ridership	Page 3
Buying, Selling, Trading	Page 3
Cell Phones	Page 3
Change of Address/Telephone	Page 4
Changes from Routine Dismissal	Page 4
Complaint Managers	Page 4
Conferences	Page 4
Corporal Punishment	Page 4
Deliveries	Page 4
Discipline	Page 4
Dress Suggestions	Page 5
Educational Animals	Page 5
Electronic Communication Devices	Page 5
Electronic Reading Devices	Page 5
Emergencies and Severe Weather	Page 6
Emergency Information	Page 6
Equal Opportunities	Page 6
Field Trips	Page 6
Grading	Page 6
Gymnasium	Page 6
Health and Dental Examinations	Page 7
Head Lice Checks	Page 7
Homeless Child's Rights to Education	Page 7
Homework	Page 7
Illness or Injury	Page 7
Immunizations	Page 7
Important Phone Numbers	Page 11
Infonet	Page 7
Insurance	Page 7
Internet/Acceptable Use Policy	Page 7
Invitations	Page 8
Leaving School Grounds	Page 8
Library	Page 8
Lunch Program	Page 8

Make-up Work	Page 8
Mandated Reporter	Page 8
Medication	Page 8
Medication Authorization Form	Page 12
Parent/Guardian Teacher Organization	Page 9
Personal Belongings	Page 9
Pesticide Application Notice	Page 9
Promotions and Retentions	Page 9
Recess	Page 9
Report Cards	Page 9
Residency	Page 9
Response to Intervention (RtI)	Page 9
School Board Policies	Page 10
School Violence Tip-Line	Page 10
Security System	Page 10
Sex Offender Notification Law	Page 10
Sexual Harassment	Page 10
Skylert Calling System	Page 10
Skyward Family Access	Page 10
Social Networking Passwords	Page 10
Special Education	Page 11
Supervision of Students	Page 11
Teacher Qualifications	Page 11
Technology	Page 11
Telephones	Page 11
Testing	Page 11
Textbook/Technology Fee	Page 3
Valuables	Page 11
Visitation Rights	Page 11
Visitors to School	Page 11
Volunteers	Page 11

Arrival and Dismissal: Students can arrive at school starting at 7:45AM. Breakfast is served daily

from 7:45AM-8:30AM. Please drop off and pick up students in the designated areas. Student dismissal is 3:00 PM.



◆ **Students arriving after 8:30 or leaving before 3:00 must sign in/out in the school office with a parent/guardian.**

◆ Once the academic day begins at 8:30 Parents/Guardians

must schedule an appointment to meet with teachers and staff. We encourage parent/guardian involvement, however to minimize disruptions to the learning environment we ask that parent/guardian visits are scheduled ahead of time with staff.

NOTIFICATION OF ASBESTOS-CONTAINING MATERIALS:

Through the 1970's asbestos was used in many building materials until its use was discontinued for many applications. Governmental guidelines were established in the 1980's that require public building owners to periodically inspect, and, if necessary, remove asbestos that could pose a potential risk.

Properly maintained, asbestos containing building materials do not possess a health threat. Canton Union School District #66 maintenance and custodial staff receive training mandated by OSHA and the Illinois Department of Public Health on the procedures to be used to identify potential hazardous situations. They also maintain flooring in accordance with recommended work practices by the EPA. When asbestos must be removed in any of the buildings, it will be done by licensed professionals from the Illinois Department of Public Health and disposed of in accordance with federal regulations.

Canton Union School District #66 complies with the government guidelines. For all buildings erected before 1990, an asbestos management plan and inspection report is available for public review in the school. Additionally, a complete set of the district records is maintained at the Buildings and Grounds Department. Should you have any questions, or wish to review these records, please contact the Director of Buildings and Grounds at 309.647.9411. The periodic six month inspection was performed on 10/16/2018 and the last 3 year re-inspection was completed on 4/10/2018.

Attendance: Regular school attendance is essential to a student's success in school. The activities that take place in the classroom are a vital part of the teaching-learning process and days lost from class can never be recaptured. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem.

Article 26-1 of the School Code of Illinois requires that whoever has custody or control of any child between the ages

of 6 and 17 years shall cause such child to attend the public school in the district wherein the child resides the entire time it is in session during the regular school term. It is recognized that there are times when students cannot or should not attend school. The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reasons as approved by the principal. The guidelines below should be followed for students' absences:

- A parent/guardian **must** call the school between **7:30 and 9:00 AM**. This must be done each day of an absence.
- Absences other than sickness or family emergency **must be approved in advance by the principal.**
- Parents/Guardians may call the office to request assignments for a student's absence.
- **A doctor's excuse will be necessary after the third consecutive absence.**
- **After 9 absences, parents/guardians must provide documentation from a medical, funeral or legal agency for the absence to be excused.** Administration shall use discretion on severe circumstances for excusing absences.
- Dental, behavior health, and medical appointments will be "excused" absences; however they should be scheduled after school, if possible.

A student's absence is considered unexcused if parent/guardian contact, by phone or in writing, is not made with the school within 24 hours of a student's absence from school. Some examples of unexcused absences include oversleeping, missing the bus, haircuts, shopping or leaving school without notifying the office. After 5% unexcused absences of the past 180 school days, the student's information will be turned over to the truancy officer.

Bed Bug Policy: If a suspected bed bug is found on a student or a student's belongings, the following procedures will be followed:

- The student will be discreetly removed from the classroom so that a qualified individual can examine the student's clothing and other belongings. Any bugs found will be removed and collected for identification.
- If a confirmed bed bug was found on a student, then the school principal or designated individual will contact the student's parents/guardians to inform them of the bed bug presence on their child. A bed bug inspection form will be sent home. Parent/Guardian must return the report before student is allowed into school.

- All students (including those not to have bed bugs) will have a tote.
- All student items will be placed in a tote.
- If students go outside for recess coats and personal items MUST be returned to the tote.
- Students will be provided a change of clothing. Clothes, coats, shoes, from home will be washed and dried or dried.
- If a student is re-infested 3 times or more students may be excluded from school.
- The students who have been identified as having a bed bug issue will not be allowed to bring library books or electronic devices home.
- Students who have been identified as having a bed bug issue should not bring backpacks or any other additional items from home to school.

Bicycles: The school assumes no responsibility for bicycles. Please use the walks for bicycles when coming to or leaving the school grounds. All bicycles must be walked on the sidewalks or playground and are not to be ridden off school grounds during the school day except with prior approval from the principal. All bicycles are to be parked in the bicycle racks. If these racks are full, then the overflow will be parked next to the racks in an orderly fashion. Obey all safety and traffic rules on the way to and from school. Any students not following these rules will be asked to leave his or her bicycle at home.

Birth Certificates: Public Act 84-1430 imposes several duties on school districts, which are intended to combat the problem of missing children. One of these duties is to inform the local law enforcement agencies if the school does not receive either:

- ◆ A copy of a student's birth certificate or
- ◆ Other governmental documentation of the child's identity along with an affidavit explaining the inability to produce a copy of the birth certificate.

The mandates of this law are placed on students entering Canton Union School District #66 for the first time.

Textbook/Technology Fee: The Textbook/Technology Fee for elementary students is \$110.00. If you are unable to pay these fees when registering, contact the school office to set up a payment schedule. Request forms for waiver of fees are available in the school office. Textbooks, iPads, and Chromebooks remain property of Canton Union School District #66. In case a book, iPad or Chromebook is lost, damaged, or destroyed, the student is responsible for paying for the damaged or lost items.



Breakfast Program: All students may participate in the

Breakfast Program. Breakfast will be served from 7:45 – 8:15 AM. Students are to arrive in their classrooms by 8:30. A menu for the month will be sent home with each child. Breakfast costs will be \$1.10 for a full price. All costs will be deducted from the child's "Bank-A-Meal" account (see *Lunch Program* on page 7 for more "Bank-A-Meal" information).

Bully Policy: Bullying, intimidation and harassment will not be tolerated. See Canton Union School District #66 Bully Policy –7:180.

Bus Conduct: Most students will ride a school bus from time to time, either to and from school, or on a special trip. For this reason, all students receive instruction from their teachers on the rules for the school bus. The safety rules are:

- ◆ Talk quietly on the bus.
- ◆ No talking at a railroad crossing.
- ◆ Remain seated while the bus is moving.
- ◆ Keep hands and feet to self.
- ◆ Keep hands inside the bus at all times.
- ◆ Never touch bus equipment - riders who destroy bus property will pay for the damages.
- ◆ Keep bags, coats and all other objects out of the aisles.
- ◆ Help keep the bus clean, orderly and safe - do not litter.
- ◆ Students may lose bus privileges if rules are not followed.

Bus Routes: All bus riders will be assigned a bus. Pick up and drop off locations will be published in the Daily Ledger in August, or you can call the Transportation Supervisor at 647-1415. Non transported areas are less than 1.5 miles from the home of the student to the nearest property line of the school of attendance. When possible bus stops will be located at corners or intersections and will be located to maximize bus route safety and efficiency. Visibility from the home to the bus stop is not part of District criteria for establishing bus stops. If a parent/guardian is concerned about watching their child at the stop, they need to walk with them to the stop. Bus stops are considered an extension of school grounds therefore school district policies will be enforced.

Bus Ridership: Students **MUST** ride to and from school on the bus they have been assigned. Parents/Guardians **MUST** present documents indicating a specific place of residency within Canton Union School District #66. **Students will not be allowed to ride a bus home from school for work, baby-sitting, piano lessons, scouts, or visiting friends.**

Buying, Selling, Trading: Our school forbids the buying, selling, or trading of personal items at school. Students who engage in these activities may be subject to disciplinary action. Students will not be permitted to buy or sell fundraising items during the school day that are outside of what is being sponsored by their school.

Cell Phones: Cell phones, active or visible; text messaging; phone ringing and/or any type of cell phone use in the building

during school hours is not permitted. Phones may only be used before or after school.

Change of Address/Telephone: It is **imperative** that every student maintains an up-to-date address and telephone number record at the school office. Notify the office immediately if you have a change of address or telephone number during the year. This includes changes in emergency contact information.

Changes from Routine Dismissal: If your child must leave school at a time other than the scheduled dismissal time, please send a note, email or voicemail at the beginning of the day to inform the teacher and the office with the following information:

- ◆ What time the student will be picked up from school;
- ◆ Who will pick up the student;
- ◆ What relationship that person has to your child (aunt, grandparent, sitter, etc.);
- ◆ When or if we might expect the student to return to school (later that day, next day, etc.);
- ◆ Reason for the change;
- ◆ What homework you expect the child to bring home with him/her;
- ◆ Phone numbers where you can be reached should we have questions; and
- ◆ Other information you think we might need to know.

We will call your child to the office when you come inside to sign them out. Students without notes will be expected to ride their regularly scheduled bus to the regularly scheduled bus stop. If your child must ride a bus to some destination other than assigned, you must send a note **and** call the bus garage (647-1415) on the **morning** of the change. This note should include:

- ◆ Where your child is to depart from the bus
- ◆ Reason for the change
- ◆ Number of days your child will be following this change
- ◆ Phone numbers where you can be reached should we have questions; and
- ◆ Other information you think we might need to know

If it becomes necessary during the course of the day to make a change as described above, please call the school as early as possible and we will do our best to make sure this change is communicated to all who need to know. It is much easier for us to deal with these types of changes if we know of them early in the day, so please send a note with the above information if possible.

Complaint Managers: If you feel you or your student's rights have been violated in regards to Equal Opportunity Employment, Workplace Harassment, Student Harassment, and/or Uniform Grievance, contact the appropriate Complaint Manager listed below:

- Uniform Grievance (board policy 2:260): Jason Parsons or Jeff Utsinger at 647-9411.

- Equal Opportunity Employment (board policy 5:10) Jay Valencia at 647-1820 or Tad DeRenzy at 647-9411.
- Workplace Harassment (board policy 5:20): Cheley Martin at 647-1418 or Jeff Utsinger at 647-9411.
- Harassment of Students (board policy 7:20): Cheley Martin at 647-1418 or Jeff Utsinger at 647-9411.

Conferences: Parent/Guardian-teacher conferences occur at the end of the first nine-week grading period and at other times during the year at the request of either the parents/guardians or teacher. These conferences are very valuable to the overall educational program of the student. Parents/Guardians, students and teachers greatly benefit by participating in conferences. It is not necessary to wait for the regular conference if a parent/guardian or teacher has a special concern. Parent/Guardian conferences are encouraged and can be arranged at any time during the school year.

Corporal Punishment: Discipline policies shall not include slapping, paddling, or prolonged maintenance of students in physically painful positions, nor shall it include the intentional infliction of bodily harm.

Deliveries: The office will not accept deliveries for students (such as balloons, candy, flowers, stuffed animals, etc.) for any reason.

Discipline: The elementary staff at Canton Union School District #66 is committed to establishing a school climate which nurtures learning and assures the safety and welfare of all students and staff. Our staff promotes student growth in abilities, attitudes, and habits in order to help our students develop a strong sense of self-worth, achievement and assume the responsibility of their actions. In addition, our District strives to provide a positive, supportive atmosphere to engage students to become responsible, life-long learners. Our disciplinary approach relies upon behaviors expected in the "real world" that enable people to become successful members of society. The school's expectations for students and staff are:

- Be Responsible** – Use Self-Control. Be Safe.
- Be Caring** – Care About Others and Themselves.
- Be Honest** – Tell the Truth at All Times.
- Be Respectful** – Respect Others and Property.

Students meeting these expectations may be recognized in a variety of ways, which may include the following:

- ◆ Monthly Buzzy Bee Award (4th grade students)
- ◆ Special recognition at assemblies

Each classroom teacher may have separate celebrations within the classroom to reward students for making good choices. Students and parents/guardians will be informed of

classroom expectations and incentives at the beginning of the year. Teachers will send home a copy of the disciplinary expectations and parents/guardians are encouraged to review the information with their child. A signed copy of the plan must be returned to school.

When it is necessary to use corrective measures for students who have difficulty practicing responsible behavior, the corrective measures taken by teachers or administrators will involve discussion, mutual problem-solving, and conflict management to promote positive behavioral changes. In addition, the following techniques may be utilized:

- Parent/Guardian contact,
- Loss of privileges,
- Restitution,
- Behavioral plans or journals,
- Restricted lunch, and/or
- Time out from the group.

To help provide a safe environment for all students, the following behaviors will not be tolerated:

- Physical Aggression: Intentional physical contact such as hitting, shoving, kicking, pinching, fighting, and biting.
- Harassment: Verbal, physical, or sexual behavior perceived by the victim to be threatening.
- Bullying: See School Board Policy 7:180
- Gross Insubordination: Flagrant disrespect, persistent defiance of authority and/or school expectations.
- Drugs, Alcohol, and/or Tobacco: See School Board Policy 7:190.
- Possession of dangerous, illegal items or weapons.
- Property damage - school or peer property.

If a student chooses to engage in any of the above, the student will be sent to the office and parent/guardian contact will be made. The consequences include but are not limited to:

- ◆ Removal from the classroom for a period of time,
- ◆ Loss of privilege,
- ◆ Behavior plan,
- ◆ Restitution,
- ◆ Restricted lunch,
- ◆ Detention,
- ◆ Seizure of contraband,
- ◆ Parent/guardian/student conference with the principal,
- ◆ Suspension or expulsion,
- ◆ Police involvement, and/or
- ◆ Suspension of bus riding.

Disciplinary measures are intended to help students understand their obligations to themselves and others in the school setting and the roles of law and school district policies

and regulations in meeting these obligations.

Discipline of Special Education Students: The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Dress Suggestions: Students should dress for school in a sensible manner. During hot weather, shorts are permissible. Please be sure that all t-shirts and other shirts, which have slogans or logos on them, are in good taste and appropriate for school wear. Sensible, inexpensive, casual clothing is most appropriate for school wear. Sturdy tennis or regular shoes are best for the children at school as they will be required to take part in much physical activity which includes running and jumping. Skate shoes are not allowed any place in the building.

Educational Animals: Animals may be present in the educational environment throughout the school year. These animals will serve a variety of purposes. Therapy animals can be used to assist students with specific needs. Other animals can be brought in to further student knowledge in regards to academic standards. Preauthorization is required to bring any animal on to school property. This includes before school drop off and after school pick up. For specific information in regards to policies and procedures please see Administrative Policy 6:100.

Electronic Communication Devices: Cellular phones, pagers, etc. are not allowed to be turned on at school. They must remain in the student's backpack. Smart watches are allowed as long as they are being used as a watch. Other functions such as texting, calling or network access are prohibited. All electronic communication devices will be taken from the students who do not follow these guidelines and held in the office until a parent/guardian claims the device.

Electronic Reading Devices: Students may use personal electronic reading devices (E-readers, Nooks, Kindles, iPads tablets) for reading purposes only. Students will not be allowed to access the internet on these devices at school. The school will not be responsible for stolen, damaged or lost devices.

Emergencies and Severe

Weather: To determine if the schools will open in extreme weather, *parents/guardians are asked not to call the central office or radio station*, but to listen to the Canton Radio Station WBYS 1560 AM, visit the Canton Union School District #66



Facebook page or watch local television channels for instructions. Skylert will also be used to notify parents/guardians if school is closed (see pg. 8). During the tornado season, WBYS broadcasts the authoritative source of warning information. In cases of a tornado warning during school hours, pupils will be kept in the buildings until the warning is lifted. Each school has a disaster plan, as well as a fire emergency plan. Each school is equipped with an emergency radio that is in direct contact with the weather reporting bureaus. The decision to close or delay school during severe winter weather is based upon the following information:

- ◆ Early (before 6 am) personal inspection of road conditions by school personnel
- ◆ Contact with road commissioners
- ◆ Contact with strategically located families and bus drivers
- ◆ The latest weather information

The decision to close or delay school is made as early as possible and released to radio station WBYS (1560 AM) or local TV stations. A delayed start means classes will start one hour later and buses will run one hour later. Parents/Guardians are urged to listen to their radio for school closing information.

Emergency Information: Students and staff will be instructed on what to do in case of a fire, disaster, or emergency situation. Drills and ALICE (Alert, Lockdown, Inform, Counter, Evacuate), training will be held periodically throughout the year to make the students familiar with what is to be done.

Equal Opportunities: Canton Union School District #66 ensures that equal education and extracurricular opportunities are offered to students without regard to their sex, race, color, national origin, age, religion or handicap.

Inquiries regarding possible discrimination and/or the District’s grievance procedure should be directed to: Mr. Tad DeRenzy, Equity Coordinator, Canton Union School District #66, 20 West Walnut, Canton, Illinois 61520.

Field Trips: Field trips within our city and to nearby points of interest may be scheduled by classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community.

Parents/Guardians will receive notices of these field trips in advance of the scheduled trip date and will be asked to sign a field trip permission form. Sometimes a small amount of money may be requested from each student to help defray costs.

Grading: Grades are given on progress report cards each nine weeks. Mid-term reports are available in Skyward at a designated time during each quarter by 3rd – 4th grade teachers. Students receive letter grades for the following subjects:

- 3rd grade – Language Arts, Reading, Math
- 4th grade – Language Arts, Reading, Math, Science

All other subjects in 3rd – 4th grade are assessed using S for satisfactory or U for unsatisfactory.

Grading Scale

100	A+
99-93	A
92-90	A-
89-87	B+
86-83	B
82-80	B-
79-77	C+
76-73	C
72-70	C-
69-67	D+
66-63	D
62-60	D-
59-0	F

K – 2nd grade teachers use a checklist for assessment with the following ratings:

E (Exceeds) - Student performance demonstrates a deeper understanding of grade level standards beyond what is taught in class. Student independently exceeds grade level standards.

M (Meets) - Student performance demonstrates an understanding of the knowledge and/or skills at this grade level. Student demonstrates consistent application of skills. Student independently performs tasks and displays skills at grade level standards.

MP (Making Progress) - Student performance demonstrates a partial understanding of the knowledge and/or skills expected at this grade level. Student is making progress in understanding; however, the skills are not yet mastered. Student needs assistance to meet grade level standards.

N (Not Meeting) - Student performance does not demonstrate an understanding of the knowledge and/or skills expected at this grade level. Student is working below grade level expectations. Student needs continued support.

NA (Not Assessed) - Knowledge and/or skills may be introduced, but not assessed at this time.

Gymnasium Use: Students will be using the gymnasium

throughout the school year during physical education classes. It is required that students either wear tennis shoes or no shoes at all during PE. Skate shoes are not allowed any place in the building.

Health and Dental Examinations: Illinois law and Canton Union School District #66 school policies require that all pupils must have a physical examination and eye exam before entering kindergarten. Dental examinations are required for kindergarten and 2nd grade students. Proof must be presented by May 15th of the current school year. If dental examination proof is not submitted, student report cards may be held. The proper physical form must be presented before the student may enter class. Those students transferring into our school from out of district must have a current Illinois health examination on file.

Head Lice Checks: Each school will have head lice checks throughout the year. Students found with live head lice will be sent home. Proof of treatment must be presented upon the students return.

Homeless Child's Right to Education: When a child loses permanent housing and becomes a homeless person as defined by law, or when a homeless child changes his or her temporary living arrangements, the parent/guardian of the homeless child has the option of either:

1. Continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. Enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For assistance and support for homeless families contact the building principal or the guidance department at the school.

Homework: Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents/Guardians can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.



Illness or Injury: In case of illness or injury, a student will be cared for temporarily by school personnel. As authorized on the student emergency information form, the school will act on the parent's/guardian's behalf to make arrangements for emergency care and transportation, (i.e. ambulance if necessary). It should be further understood that

the school district will assume neither responsibility nor liability for the cost of such transportation or medical care. **An emergency telephone number where parents/guardians can be reached and the name and telephone number of the student's family doctor must be on file at the school.**

Immunizations: According to School Board Policy 7:100, parents/guardians must present proof that the student received a health examination and immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health and or immunization record. This information needs to be turned in by October 1st prior to the exclusionary date.

Infonet/Teacher Communication: Canton Union School District #66 has an automated communication system. Calling 647-3400 accesses Infonet and the voicemail system. Your call will be greeted by a welcome announcement that directs you to various options.

Each teacher has been assigned an Infonet voicemail. The phone numbers for those call boxes will be distributed at the beginning of the school year. You can press the four-digit call box number at any time or you can follow the instructions directing you to Infonet for each school. Pressing any button will interrupt and allow you to press the four-digit call box of your choice.

Each classroom teacher has a phone in his/her room. Phones in the classrooms are shut off from 8:30 – 3:00. You may call 647-3400 and the teacher's extension and leave a message for the teachers during the day without disrupting class. Teachers also utilize other forms of communication during the day such as Seesaw, Facebook, Remind, and Class Dojo. We encourage you to use the variety of systems in place to keep in touch with your student's teachers.

Insurance: At the beginning of each school year, student health insurance is made available to all students. All students are asked to return the insurance forms to their teacher indicating whether or not they desire the insurance coverage.

Internet/Acceptable Use Policy: All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Each student and parent/guardian must sign an authorization form at the beginning of the year. The failure of any user to follow the terms of the Authorization for Internet Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) on the parent/guardian authorization page is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance. The District reserves the right to log technology use, to monitor file server space utilization by users, and to examine users' files and materials as needed; therefore, users cannot expect absolute privacy from District personnel as to their use of technology. The Canton School District #66 may request or require a student's personal

password to a social media site, if it is part of a legal or disciplinary investigation. By state law, the district is asked to perform many of these types of investigations.

Invitations: Invitations cannot be handed out at school.

Leaving School Grounds: Students are not allowed to leave the school grounds during school hours for any reason without the knowledge and consent of the principal. Permission to leave the school grounds will only be granted upon written or verbal request from the student's parent/guardian.

Library: The library is open on a regularly scheduled basis and is supervised by the library clerk. Library classes are held for grades K-4 and for special classes in the school. They are held for the purpose of library instruction as well as for the enjoyment of the materials and books.



Students are allowed to use the library during the day with the permission of their teacher and the library clerk. Each student may check out one or two books for a period of up to two weeks. There is a 2-cent per day fine for overdue books. The student must pay for lost or damaged books.

Lunch Program: Students may bring a sack lunch or participate in the hot lunch program. We request that students do not bring soda in their lunches. **All Elementary students are eligible to receive free lunch.**



Students are supervised for the entire lunch period. They are expected to follow the rules of the cafeteria and playground. Students are expected to:

- ◆ Keep the lunch area clean,
- ◆ Be respectful,
- ◆ Talk in a quiet voice, and
- ◆ Walk in the cafeteria.

Parents/Guardians who wish to eat lunch with their child must call the office before 9:00 to order their lunch. If you wish to take your child out for lunch, you must sign him/her out in the office and return your child prior to their next class or they will be considered tardy. When bringing lunch in for your student, your student will only be allowed to request 1 additional student to join for lunch.

Make-up Work: If a student is absent for either a part of or all of a day, it is the student's responsibility to make arrangements with the teacher to make up the work missed. Parents/Guardians should request make-up work as early in the day as possible to be picked up after 3:00 pm.

Mandated Reporter: All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services. Screening Assessment Support Services (SASS) will be called if a student threatens to harm themselves or others.

Medication: The following is Canton Union School District #66 policy:

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

No Canton Union School District #66 employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's Parents/Guardians. No student shall possess an epinephrine auto-injector (EpiPen®) and/or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's Parents/Guardians have completed and signed a "School Medication Authorization Form." The Canton Union School District #66 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 epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the Canton Union School District #66 and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

School Board Policy 7:270 adopted April 16, 2012

Administering Medicine to Students

If, in order to maintain attendance, a child is required to take medication during school hours and the parent/guardian cannot be at school to administer it, the building principal or his/her designee will administer the medication in compliance with the following regulations:

- ◆ The parent/guardian shall submit the School Medication Authorization Form to the building principal. The request

shall be completed **and the child's physician shall sign it** or the form may be signed by the parents/guardians for non-prescription drugs.

- ◆ In an emergency, the building principal may accept phone authorization for one day to allow time for the School Medication Authorization Form to be completed.
- ◆ Prescription drugs must be in original containers and ordered by a licensed health care provider.
- ◆ Non-prescription oral medication such as aspirin or cough drops shall be in a container marked with the name of the medication, the dosage, and the student's name.
- ◆ All medication submitted to the school will be stored in a locked cabinet in the administrative office.
- ◆ Each dose of medication administered shall be recorded on the School Medication Authorization Form.
- ◆ The student may self-administer medication with parent/guardian consent and with the completed School Medication Authorization Form on file. Such medication will be stored in the office and a record of administration of the medication will be kept.
- ◆ The student's parents/guardians must assume responsibility for informing the school of any change in the administration of the medication.
- ◆ The School Medication Authorization Form will be maintained in the school's administrative office and will become part of the student's temporary record.

A reproduction of the School Medication Authorization Form may be found at the end of this handbook.

Parent/Guardian Teacher Organization: Our school has an excellent Parent/Guardian Teacher Organization. The organization meets at regularly scheduled meetings. Membership and involvement are very significant to everyone in the school. For meeting dates and times, check with the school office.

Eastview Group – SOS (Support our Schools)
Lincoln Group – LSS (Lincoln School Supporters)
Westview Group – FOW (Friends of Westview)

Personal Belongings: Students are reminded that personal items should not be transported to school unless requested by the teacher. Some examples are: toys, iPods, PSPs, balls, bats, electronic games, trading cards, etc.

Pesticide Application Notice: The Canton Union School District #66 maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact the building principal.

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

Promotions and Retentions: The decision to promote a student to the next grade level is based on successful

completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reasons not related to academic performance. Retention of a student may be considered when a significant number of the following factors are present:

- The student, not due to cognitive ability, is reading one (1) or more grade levels below current grade placement.
 - The student, not due to cognitive ability, is performing one (1) or more grade levels below in mathematics.
 - The student's classroom assessments/grades indicate poor classroom achievement.
 - A high number of absences (10%) have occurred.
 - Developmental skills are significantly below current grade level placement. And/or
 - The student's scores are in the lower range on state and district assessments.
- See Canton Union School District #66 policy 6:280.

Recess: Students will go outside during lunch recess every day unless we experience inclement weather conditions. These include rain, snow, or wind chill temperatures **below 15 degrees**. Appropriate clothing should be worn according to the weather. A parent/guardian may request to keep their child in due to illness with a note for one day. A doctor's note must accompany missed recess after one day.

Report Cards: Report cards are issued following the completion of each nine-week grading period. Please carefully review your child's progress and contact the school if you have questions regarding grades or how to access the Skyward Parent/Guardian Portal where report cards are displayed.

Residency: School officials may request verification of student residency in Canton Union School District #66. Information to establish both district residency and legal custody may be requested when new students register.



Response to Intervention (RtI): Response to Intervention is the practice of providing high quality, scientifically-based instruction and interventions to struggling learners. The RtI process focuses on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from the RtI process will be used by school personnel and parents/guardians to adapt instruction and to make decisions regarding the student's educational program.

Kindergarten through 4th graders will participate in a 30 – 35 minute period called SUCCESS as part of the RtI process. Data will be used to place students into small homogenous groups for explicit instruction and interventions. Title teachers, homeroom teachers, special education teachers,

reading aides, and paraprofessionals will work together to meet the needs of our students. The groups will change throughout the year depending on the students' needs and the skills being taught.

SUCCESS time will also be used to address the needs of our high achieving students through enrichment instruction and activities. At this time, the elementary schools do not identify gifted students, but we will use the data we have to group our high achieving students into homogenous groups.

School Board Policies: Canton Union School District policies can be found online at the following:
<http://www.cantonusd.org> under the School Board tab.

School Violence Tip-Line: The Illinois State Police are sponsoring another means for students to report threats of violence and weapons violations on school grounds. The statewide toll-free number, **1-800-477-0024**, will physically be answered at the Illinois State Police Communications Center in Springfield.

Calls will be answered by state police employees who will forward the information to the local sheriff or police department and the appropriate Illinois State Police district. The local law enforcement agency will be responsible for notifying the school at which the violent act is supposed to occur.

Students are encouraged to talk to a teacher, counselor, or principal **first** to report threats of violence or weapons violations; however, the Tip-Line is another option available.

Security System: Our schools have implemented a security system, which is intended to keep our students safe. All doors will be locked between 8:30 – 3:00. Visitors need to push the call button and identify themselves. Office personnel will release the lock. Visitors need to proceed to the office to sign in and get a visitor badge. Cameras are installed in each building to aide in providing a safe environment for our students.

Sex Offender Notification Law: State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child (ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child, such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board. Anytime that a convicted child sex offender is present on

school property for any reason – including the three reasons above – he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children. A violation of this law is a Class 4 felony.

Sexual Harassment: It is the policy of Canton Union School District #66 to provide for its employees and students an environment free from any behavior, which could be construed as sexual harassment. Complaints relative to this policy may be reported verbally or in writing to any supervisor, principal, counselor, or the Superintendent. See Board Policy 7:185 for further details on teen dating violence.

Skylert Calling System: Good relationships among students, the school staff, and parents/guardians are essential to student success, and good relationships are created and maintained by good communication. Skylert is a calling system that school administrators can use in order to quickly send mass notifications to employees, parents/guardians, and students in the case of an emergency or for general information. Schools may use these automated calls for attendance, cancellations, reminders, athletic events, food service balances, and surveys. Skylert Calling System is an essential tool to increase efficiency, so that parents/guardians, staff, and students feel well-informed and connected. Canton School District #66 is committed to increase better communication between our schools, parents/guardians, students, staff, and community.

Skyward Family Access: Family Access is a secure Internet based website that will allow parents/guardians to easily keep track of nearly everything a student(s) does while at school. Among other things, this service will allow parents/guardians to view student's attendance, grades, schedule, food service balance, progress, assignments and emergency information. Family Access is a free service and is available to all parents/guardians with children enrolled in the district. Parents/Guardians need to come to the office to receive their access code.

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 officials to make a factual determination.

Special Education: Canton Union School District #66 provides for its special education services by membership in the West Central Illinois Special Education Co-operative.

Canton Schools offer a free and appropriate education to all children. Any child, ages 3-21, whose parents/guardians or legal guardians reside in the school district is eligible for special education services if the child's impairment is determined to interfere with his or her educational progress as determined by a multi-disciplinary staffing. The kinds of impairments for which services can be provided are autism, intellectual disability, deaf-blindness, deafness, emotional disability, hearing impairments, specific learning disability, multiple disabilities, orthopedic impairment, other health impairment, speech or language impairment, traumatic brain injury and visual impairment.

Supervision of Students: Students are under the direct supervision of all members of the faculty and staff while at our school. Individual students who are not with their homeroom teacher are expected to promptly obey any faculty or staff member.

Teacher Qualifications: Parents/Guardians may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

If you would like to receive any of this information, please contact the school office.

Technology: Students must treat all technology devices with care and respect. Failure to follow the Student Expectations may result in loss of computer privileges. Please refer to The Elementary Technology Handbook for: Student Expectations, Parent/Guardian Guidance, and the School Issued Device Policy. The Technology Handbooks can be accessed at: <https://www.cantonusd.org/elementary-handbooks.html>.

Telephones: The telephones at our school are business phones and are not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school). Students will be called from class for phone calls only in emergency situations.

Testing: Students will be assessed as required by the Canton Union School District #66 or the state using a variety of assessment tools including, IAR, ISEL, STAR, Otis Lennon, Aims web, KIDS, as well as other assessments based on individual student needs.

Valuables - Students should not bring large amounts of money or other valuable items to school. In addition, students may not bring toys to school without teacher permission. The school is not responsible for the personal property of students.

Visitation Rights: The School Visitation Rights Act recognizes that employed parents/guardians or guardians may be unable to meet with educators because of conflicts arising out of their obligation to be at work. This Act grants an allotment of time during the school year during which an employer must allow the parent/guardian to attend necessary educational or behavioral conferences at the child's school.

Visitors to the School: Parents/Guardians are welcomed and are encouraged to visit the school. All visitors to the school need to sign in and receive a visitor's badge. Uninterrupted class time is very important to all of the students. If a child forgets an item or items, they should be brought to the office and office personnel will see that the child receives them. During instructional time, visitors must have prior permission from the principal to observe in a classroom. Appropriate documentation must be completed ahead of time.

Volunteers: Parents/Guardians, grandparents, neighbors and community members are welcome to volunteer in our schools. Volunteers in the classroom and around the school can assist in many ways during the school day or from home. If you are interested in volunteering, please contact the school office. **If you are volunteering in your child's classroom or on field trips, other arrangements must be made for younger children/siblings.**

Important Phone Numbers:

Eastview School: 647-0136 Fax: 647-3430

Lincoln School: 647-7594 Fax: 647-2043

Westview School: 647-2111 Fax: 647-2047

Transportation (Bus Garage): 647-1415

Special Ed. Office: 647-1418 Fax: 649-5002

Curriculum Office: 647-1600 Fax: 649-5002

Canton Administration Office: 647-9411

Fax: 649-5036

Infonet: 647-3400

Web: <http://www.cantonusd.org>

Canton Union School District #66
School Medication Authorization Form

Student's Name _____ Birthday _____

Address _____ Home Phone _____

School _____ Teacher _____

Emergency Phone _____

To be completed by student's physician (Prescription) or parent/guardian (Nonprescription):

Name of Medication _____

Dosage _____ Frequency _____ Time to be given at school _____

Date of Prescription _____ Date of Order _____ Discontinuation Date _____

Must this medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition? No _____ Yes _____

Expected side effects, if any:

Other medication student is receiving:

Physician's Name (Print)

Physician's Name (Signature)

Date of Form

Parental Authorization

I herewith acknowledge that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize Canton School District and its employees and agents, on my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse, and specifically consent to such practices. I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims I might have against the School District, its employees and agents arising out of the administration of said medication. In addition I agree to hold harmless and indemnify the School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

Parent's Signature

Address

Home Phone

Business or cell

Date

Additional Information:
