

Elementary Student Handbook

2016 - 2017

Canton Union School District #66

Eastview Elementary School
1490 E. Myrtle
Canton, IL 61520

Mrs. Dennis, Principal

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Lincoln Elementary School
20 Lincoln Road
Canton, IL 61520

Mrs. Stephenson, Principal

~ ~ ~

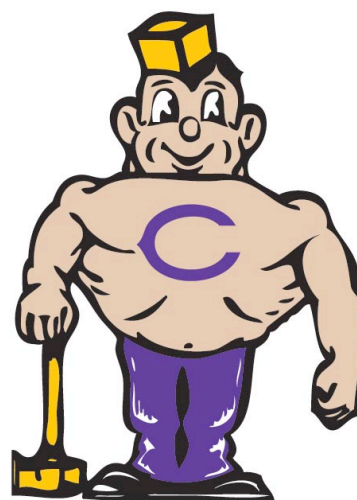
Westview Elementary School
700 West Old Vine
Canton, IL 61520

Mr. DeRenzy, Principal

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Arrival and Dismissal: Parents who drive their students to school should not use the bus circle/drive at anytime when delivering or picking up students from the school. Students should not arrive at school prior to 8:00 AM unless they are participating in the breakfast program. Students are to be picked up at 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.**

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 7 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 reason as approved by the principal. The guidelines below should be followed for students' absences:

- A parent **must** call the school between **7:30 and 9:00 AM**. This must be done each day of an absence.
- Absences other than sickness **must be approved in advance by the principal.**
- Parents may call the office to request assignments for a student's absence.
- **A doctor's excuse will be necessary after the third consecutive absence.**
- Dental and medical appointments will be "excused" absences, however they should be scheduled after school, if possible.

A student's absence is also considered unexcused if parental 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.

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 should 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 District #66 for the first time.

Book Rental/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 remain property of Canton Union School District #66. In case a book is lost, damaged, or destroyed, the student is responsible for paying for the book.



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 6 for more "Bank-A-Meal" information).

Bully Policy: Bullying, intimidation and harassment will not be tolerated. See District Bully Policy – 7:20 adopted 10/20/14.

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 bus clean, orderly and safe - do not litter

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. Changes in routes, riders, drop-off and pickup locations **MUST** be made in advance by calling the bus garage at 647-1415. Students may not ride home without permission from the Transportation Supervisor due to safety regulations.

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
- ◆ 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
- ◆ 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.

Conferences: Parent-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 or teacher. These conferences are very valuable to the overall education program of the student. Parents, students and teachers greatly benefit by participating in conferences. It is not necessary to wait for the regular conference if a parent or teacher has a special concern. Parent 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 CUSD #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)
- ◆ Character Coupons – Drawings held for monthly lunch with the principal
- ◆ Special recognition at assemblies

Each classroom teacher may have separate celebrations within the classroom to reward students for making good choices. Students and parents 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 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:

- Parental contact
- Loss of privileges
- Restitution
- Behavioral plans or journals
- Restricted lunch
- 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 contact will be made. The consequences include but are not limited to:

- ◆ Removal from the classroom for a period of time
- ◆ Loss of privileges
- ◆ Behavior plan
- ◆ Restitution
- ◆ Restricted lunch
- ◆ Detention
- ◆ Seizure of contraband
- ◆ Parent/student conference with the principal
- ◆ Suspension or expulsion
- ◆ Police involvement
- ◆ 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 policy and regulations in meeting these obligations.

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 anywhere in the building.

Electronic Communication Devices: Cellular phones, pagers, etc. are not allowed to be turned on at school. They must remain in the student's backpack. 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 are asked not to call the central office or radio station***, but to listen to the Canton Radio Station WBYS 1560 AM or local television channels for instructions. Skylert will also be used to notify parents 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 to 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 to 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 are urged to listen to their radio for school closing information.

Emergency Information: Each child will be instructed on what to do in case of a fire, disaster or lock down. Drills will be held periodically during the year to make the students familiar with what is to be done. The intercom will be used for a lock down drill. All students are expected to remain completely quiet during the drills to ensure safety.

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. Rolf

Sivertsen, Equity Coordinator, CUSD #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 will receive notices of these field trips in advance of the scheduled trip date and will be asked to sign field trip permission forms. 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.

P (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 anywhere in the building.

Health and Dental Examinations: Illinois law and 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. 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 several times throughout the year. Students found with live head lice will be sent home. Proof of treatment must be presented upon the students return.

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 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 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 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 must present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health.

Infonet: Canton 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 call box/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.

We encourage you to use this system to keep in touch with your child's teachers. 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.

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: 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 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 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 fileserver 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 may request or require a student's personal password to a social media site, if it is part of a legal or discipline investigation. By state law, the district is asked to perform many of these types of investigations.

Invitations: Invitations will be handed out only to all students in a classroom. If a student intends to invite only a portion of his/her classmates, the 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 or 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. A full price lunch will be \$2.00. Any child can purchase milk for \$.40.



"Bank-A-Meal" is the system used for students to prepay into an account. As they pass through the lunch line, the student enters their 5-digit account number into a keypad and the student's account is automatically debited. When a child's account has \$5.00 remaining, a notice will be sent home along with a deposit envelope. Parents are encouraged to pay as far in advance as is convenient for them. (Checks are preferred and should be made out to the school). Students should bring their payments to the office as soon as they arrive at school in the morning. Money remaining in an account at the end of the school year or when a student withdraws from school will be refunded or carried into the next year. Once a student has an unpaid balance of \$10.00 or more, they will no longer receive the option of choosing their lunch.

All extra milk purchased with lunches is also debited from the student's "Bank-A-Meal" account. **Students are not allowed to bring pop (soda) to drink with their lunches.**

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

- ◆ Help keep table area clean
- ◆ Be respectful of others
- ◆ Talk in a quiet voice
- ◆ Walk in the cafeteria

Parents 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.

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 should request make-up work as early in the day as possible to be picked up after 3:00 pm.

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 parent(s)/guardian(s) 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 School District 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 parent(s)/guardian(s). 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 parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School 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 epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must 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 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 or 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 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 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-prescriptive 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 parental 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 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 Teacher Organization: Our school has an excellent Parent 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.

Promotions and Retentions: The decision to promote a student to the next grade shall be made based on successful completion of the curriculum, attendance, performance based on PARCC tests or nationally normed tests. See District 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 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 Portal where report cards are displayed.

Parent/teacher conferences are scheduled following the completion of the first nine-week grading period to discuss report cards. The parent's attendance at this conference is very important.



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 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.

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.

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.

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 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, 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, staff, and students feel well-informed and connected. Canton School District #66 is committed to increase better communication between our schools, parents, students, staff, and community.

Skyward Family Access: Family Access is a secure Internet based website that will allow parents to easily keep track of nearly everything a student(s) does while at school. Among other things, this service will allow parents 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 with children enrolled in the district. Parents 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 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 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.

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.

Special Education Office: 647-1418

Testing: Students will be assessed as required by the district or the state using a variety of assessment tools including PARCC, ISEL, STAR, Otis Lennon, Aimsweb 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 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 or guardian to attend necessary educational or behavioral conferences at the child's school.

Visitors to the School: Parents 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

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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.

Volunteers: Parents, 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 or parent coordinator. If you are volunteering in your child's classroom or on field trips, other arrangements must be made for younger children/siblings.

Curriculum Office: 647-1600

Canton Administration Office: 647-9411

Infonet: 647-3400

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

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
Fax: 647-1415

Canton Union School District #66

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 authorize the School District, its employees and agents, on my behalf and in my 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 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.

Student's Name _____ Birthday _____
 Address _____ Home Phone _____
 School _____ Teacher _____
 Emergency Phone _____
 Parent's Signature _____ Address _____ Home Phone _____ Business or cell _____ Date _____

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

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 _____

