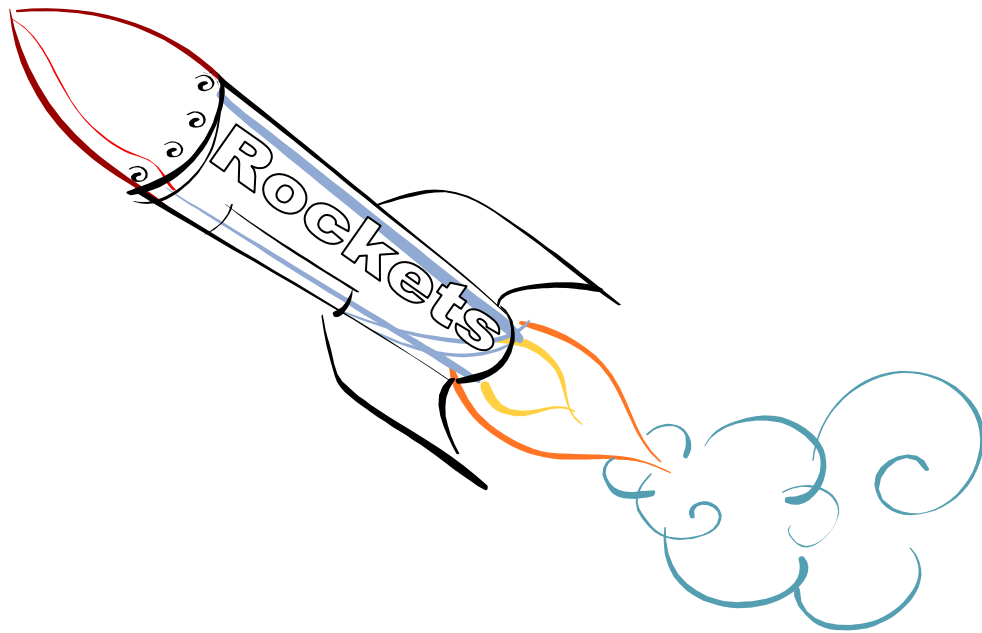


LIMESTONE WALTERS SCHOOL



Student Handbook
2017-2018

FACULTY/STAFF

Tim Dotson -----	Superintendent
Chad Bentley-----	Administrative Assistant
Sherry Rose -----	Office Manager
Amber Powers -----	Office Secretary
Brittany Bryant -----	Kindergarten
Katie Robinson -----	1 st Grade
Emily Barnes -----	2 nd Grade
Kathleen Ayler -----	3 rd Grade
Michelle Lacy -----	4 th Grade
Lisa Shempf -----	5 th Grade
Jamie Eckert -----	Science/Social Studies
Darryl Pfeifer -----	Math/Social Studies
Miranda Lingenfelter -----	Language Arts
Chad Bentley-----	P.E.
Angela Barth -----	Special Education
Ada Kunkel -----	Music, Choir & Band
Misty Barnes -----	4 th -8 th Grade Art
Dee Streenz -----	Reading Recovery
Lindsey Alvey -----	Speech Therapy
Sarah Simkins -----	Social Worker
Tammy Boggio -----	Psychologist
Michelle Stear-----	Librarian
Jane O'Malley-----	Teacher Aide
Tiffany Middlemas -----	Teacher Aide
Jeanette Bradshaw -----	Teacher Aide
Angie Trueblood-----	Head Cook
Debbie Guppy -----	Assistant Cook
Jerry Hauk -----	Day Custodian

Limestone Walters School

8223 W. Smithville Road

Peoria, Illinois 61607

Phone: 309-697-3035

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STUDENT HANDBOOK

This booklet contains a wealth of information pertaining to Limestone Walters School. It is suggested that parents go over this material, and discuss it with students, at the beginning of each school year, and that it also be reviewed by parents and students periodically throughout the year. Information is contained in this booklet pertaining to room locations, grading scales, fire drill and civil defense drill procedures, extra-curricular activities, our school lunch program, and a wide variety of other topics. Please become familiar with the information contained in this booklet. Doing so will be an immense help in making the school experience for our students worthwhile and enjoyable. This handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practices, procedures and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

In addition, the principal may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent.

MISSION STATEMENT

Education is a public trust affecting the students, Board, family, and community. We believe it is the responsibility of District #316 to help our students grow intellectually, emotionally, physically, and socially to the maximum of their capabilities. We further believe that our students must be prepared to be productive citizens in a technologically changing world. It is our mission to impart the knowledge, skills, and attitudes necessary for effective living in the home, school, and a democratic society.

EDUCATIONAL OBJECTIVES

1. We should endeavor to give every pupil thorough training in the fundamentals.
2. We believe that the school should provide training in the wise use of leisure time.
3. We believe that the school should assist children in the development of good character traits, such as honesty, loyalty, and responsibility.
4. We believe that one of the most important functions of the school is to help produce good citizens.
5. We feel that the school should assist the home and the church in the teaching of respect and reverence of things divine.
6. We believe that every child should be looked upon as an individual, and should be given the opportunity to develop his or her own unique talents.

7. We believe that our guidance of the pupil should play an important part in helping the child understand himself/herself and the world about him/her, and that the school should assist him/her in finding the child's proper place in life.
8. We believe in a strong program of vocational education as well as a thorough general education.
9. We feel that the school should assist the pupil in learning self-discipline and in developing a respect for law and order.
10. We believe that the school should strive to prepare both college-bound pupils and those who will enter the work force after high school.
11. We believe that children should be exposed to the best in music, art, and literature.
12. We feel that it is our duty to do all we can to ensure that children learn to get along well with other people.

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GENERAL INFORMATION

ABSENCES AND ILLNESSES

It is important that students be kept home when they are very ill. Because of their close proximity to others in the classroom, ill children can quite easily spread germs to other students. We ask that all children be fever free for 24 hours before they return to school.

The Board of Education has mandated that we send home children with a temperature of 99.6 degrees or higher. We cannot allow children who are not feeling well to spend an inordinate amount of time lying on the cot in the office. Therefore, when a child is not feeling well, or is running a fever of one degree or more, parents will be called and asked to take the child home. Children that miss more than three consecutive days of school for medical reasons or illness may be required to provide a doctor's note verifying their illness and allowance to return to school. Students that miss 10 or more days are subject to the involvement Project Target, an agency designed to assist with chronic truants. Letters will be sent to parents after 5 days of absences.

Chapter 122, paragraph 26-3B of the Illinois School Code requires schools that house students in grades kindergarten through 8th grade to notify parents when their child is not in attendance. To insure the safety of your child, we ask that **all parents call school by 8:30 AM if your child will be absent on that day.** At this time, you may make arrangements to have your child's makeup work sent home. However, for students in grades 5-8 homework will only be given for absences of 2 days or more. For students on vacation, homework will not be available until they return. Students have two days for every day absent to make up their work. Absences that extend beyond 5 days will require an alternate time frame to be determined by the faculty.

On the day a child returns from an absence, he/she **must present a written excuse to the teacher, signed by the parent. Please send this note in addition to the phone call, which was made to the office on the first day of the child's absence. This note is required by our auditor.** Your cooperation in doing so is appreciated.

If it is necessary for your child to leave early during the school day, please send a note to the teacher. Also, please send a note with your child if he/she arrives late. The student will need to sign in/out at the office upon arriving or leaving.

ABSENCE/ILLNESS - EMERGENCY CASES

If your child suffers an emergency illness or accident while at school, the teacher in charge will take the student to the office or send for help. Parents will be immediately notified. Any applicable instructions written by parents on the child's registration form will be followed.

ASBESTOS REPORT

An accredited professional environmental services company has surveyed Limestone Walters School. This survey was conducted in accordance with the Asbestos Hazard Emergency Response Act. Data compiled as a result of this survey is on file in the school office in our Asbestos Management Plan.

ADMINISTERING MEDICATION

In all cases, it shall be the responsibility of the parent/guardian to notify the school of all physical or health problems relating to their children.

- I. Parents are urged to schedule medication for their students during non-school hours when possible.
- II. When students are required to take prescribed medication for less than ten (10) consecutive school days, a note from the parent/guardian will be accepted. (The note shall outline in detail the name of the drug, dosage, time interval in which the medication is to be taken, necessity for the medication during the school day, type of disease or illness involved, and the benefits received from taking said medication. Known side effects from taking said medication must be listed along with an emergency telephone number where the prescribing physician can be contacted in case emergency treatment is required during the school day.)
- III. Students who are required to take a prescribed medication for more than ten (10) consecutive school days must furnish the school with a written order from the prescribing physician, with said note stating all information outlined in "II" above.
- IV. All prescribed medicine is to be brought to the school in the original prescription bottle or over-the-counter bottle properly labeled. School authorities reserve the right to refuse the issuance of a medication permit if the above conditions are not met. All medication will be kept in a locked cabinet in the office and distributed according to directions. Students are not allowed to keep ANY medication in their lockers.
- V. School authorities will supervise the student when the self-administering of the medication is done. School authorities will be notified in writing from the parent/guardian when medication may cause serious side effects. Students that have asthma may possess and self-administer prescribed asthma medications. However, parents must sign and return a permission document allowing the student to use his/her medication while in school, at a school sponsored activity, while under the supervision of school personnel, or before or after normal school activities. This written authorization of self-medication must be completed each year.
- VI. Both the parent's letter and the physician's medication orders must be placed in the pupil's folder.
- VII. The doctor's written statement on the known side effects of the medication shall be placed in the student's folder. The initial dose of medication at school will be self-administered under the supervision of the school.
- VIII. The school district retains the discretion to reject requests for administration of medication subject to the requirements of the federal Education of the Handicapped.

BUS SCHEDULES

Limestone Walters currently contracts with First Student for buses to transport our students to and from school. Legally, we are required to transport only those students who live 1 ½ miles or more from school.

It is impossible to provide parents with an exact time for pick-up and drop-off of students as they are transported to and from school. (If you are new to the district, office personnel will inform you of the approximate time schedule.) The time schedule generally remains the same from year to year, barring route changes. Students should be at their bus stop at least ten minutes prior to the scheduled time.

Since bus drivers assigned to the routes tend to change from year to year, it is important that student's find out the name and/or bus number, so that they know which bus to ride home after school. School personnel are always on hand in the bus boarding area to help, and the buses, with rare exceptions, are parked in the same order in the parking lot each afternoon.

Although every effort will be made to make the pickup point for each student as close to the child's house as possible, it is not always feasible to stop at each rider's front door. We ask for your cooperation and understanding in this matter. You are welcome to call the school office any time you have concerns regarding the bus.

CALENDAR

A copy of the school calendar will be distributed to parents on registration day in August. The Illinois School Code sets the length of the school year at 185 days. 176 days are set aside for student attendance, 4 days for teacher institutes, and 10 days for school emergency days. Unused emergency days are subtracted at the end of the school year. Please watch the weekly bulletin for information regarding school holidays, teacher institutes, and other days when school is not in session.

CHRISTMAS GIFT EXCHANGE

Traditionally, students in grades kindergarten through 4 participate in a gift exchange at the Christmas room party. Students and/or teachers decide on the procedures to follow in drawing names, etc. The suggested value of gifts for the exchange is approximately \$5.00.

CLASSROOM BREAKS

When students are dismissed for a break, they are to proceed through the halls in an orderly fashion, and should keep to the right as much as possible. Running, pushing, and loudness will not be tolerated. It is the student's responsibility to return to class on time.

EMERGENCY DAYS

If an emergency day is called (usually for weather-related reasons), the Alert Now automated call system will be used to notify parents. The information will also be called in to the local television affiliates (WHOI, WEEK, and WMBD), and several radio stations (including "Big Oldies" 93.3, "Lite Rock" 106.9, and WMBD-AM 1470.) Please listen to one of these stations any time you feel that there is a possibility that school will be canceled. On rare occasions, it is necessary to dismiss school early because of weather conditions. In such a situation, the television and radio stations listed above will be notified and the Alert Now system utilized so that parents may make necessary arrangements. It is suggested that families have a contingency plan in place so that students know what to do should school be dismissed early. We **do not** have sufficient telephone lines available for students to call parents for instructions.

FIELD TRIPS

Students at all grade levels take field trips several times each year. The following are guidelines for these trips:

1. One permission slip will be issued for the entire year for all field trips. However, information regarding the itinerary of all field trips will always be sent home.
2. Room parents may be asked to act as chaperones. If designated room parents are unable to chaperone, other parents will be asked to substitute.
3. The Limestone Walters discipline code and dress code will apply to students participating in field trips. Students will also be expected to obey any rules set forth by sites visited on field trips.
4. Teachers will have full responsibility for the welfare of all students, and therefore will have complete authority during field trips.
5. Students will be expected to respect and obey parent chaperones at all times.
6. Students who deface or destroy property during a field trip will be held accountable.
7. Chaperones please note: pre-school children are not allowed to accompany parents.
8. Students in grades K-4 will be required to wear a designated shirt for certain field trips that will provide easier identification and observation by chaperones. Students in grades 5-8 will be required to wear their activity shirts.

FIRE AND DISASTER DRILLS

1. Each teacher will instruct students on departure procedures from that classroom in case of fire. The students will be informed of the regular route to follow, as well as at least one alternate route. Routes will also be displayed in each classroom. These routes and procedures will be periodically reviewed.
2. At the sound of the fire bell, students should leave the room immediately and in an orderly fashion, and walk along the designated route, unless it is necessary to take an alternate route.
3. Students should proceed single file to their designated area, and should stand quietly until permission has been given to re-enter the building.
4. The teacher will be the last person to leave the room, and will see that all windows and doors are closed and lights are off. The teacher will take the class register, so that attendance may be taken once all class members have reached the designated area.
5. Each teacher will remain responsible for his/her students until they are released to their parent's care.
6. Once the all-clear is given, students should return to the classroom in the same manner, and along the same route, as they exited the building.

GENERAL TIME SCHEDULE

7:50-7:55	Buses arrive
7:55-8:00	Homeroom - Attendance and lunch count
8:00-8:55	First Class Period
8:55-9:50	Second Class Period
9:50-10:45	Third Class Period
10:45-11:40	Fourth Class Period
11:40-12:00	5 th -8 th Grade RTI
11:25-11:55	K-4 th Grade Lunch Period
12:00-12:30	5 th -8 th Grade Lunch Period
12:30-1:15	Fifth Class Period
1:15-2:00	Sixth Class Period
2:00-2:45	Seventh Class Period
2:45	Bus riders dismissed
2:50	Walkers and students riding home with parents dismissed

Students should promptly leave the school grounds. No students should remain in the building after 2:45, unless they are involved in extra-curricular activities or are under the supervision of a teacher.

HEAD LICE POLICY

Upon discovery of head lice, the child's parent(s) will be notified and asked to treat the child's hair with one of the shampoos that are available at pharmacies, or through a doctor's prescription. A general notice may be distributed to parents warning of potential exposure if deemed appropriate by school personnel.

HEALTH RECORDS

State law requires that students entering kindergarten and sixth grade submit record of a physical examination and updated immunizations, and a dental examination is now required for students entering grades K, 2, and 6. An eye exam is also required for kindergarten students. Students enrolling in Illinois public schools for the first time are also required to show proof of physical, dental and vision exams within the previous 12 months. We ask that these forms be submitted to the office prior to the first day of school whenever possible. By state law, the school is required to refuse to admit any student who does not present these records by October 15. Upon registration, parents are also asked to inform the school of any special information pertaining to allergies, required medications, etc.

Students who participate in athletics are required to annually submit record of a physical examination. Athletes **may not** participate in practice or competitive events until these records are on file at school. In addition, an insurance waiver must also be on file for students to participate.

HOMELESS STUDENTS

McKinney-Vento Federal law, the McKinney-Vento Homeless Education Act, defines homeless to include children and youth who lack a fixed, regular, and adequate nighttime residence. Children who are considered homeless may enroll immediately.

INTERNET & COMPUTER ACCEPTIBLE USE CONTRACT

Per Limestone Walters SD #316 school board policy 6:235, each student and his/her parents/guardians must sign this authorization before being granted network access privileges.

All use of the Network/Internet shall be consistent with the Limestone Walters School District #316 goal of promoting educational excellence by facilitating resource sharing, innovation and communication. This Acceptable Use Policy does not attempt to state all required or prohibited behaviors by users. However, some specific examples are provided. **The failure of any user to follow the terms of the Acceptable Use Policy will result in the loss of privileges, disciplinary action and/or appropriate legal action.** The signatures at the end of this document are legally binding and indicate that the party who signed has read the terms and conditions carefully and understands their significance.

The use of network facilities shall be consistent with the curriculum adopted by the Board of Education as well as the varied instructional needs, learning styles, abilities, and developmental levels of students.

Terms and Conditions

Acceptable Use:

Access to Limestone Walters District #316 Network and Internet must be for the purpose of education, communication or research, and be consistent with the educational objectives of the district as set forth by the Board of Education.

Privileges:

The Board of Education establishes that the use of the Internet and other electronic networks is a privilege, not a right. Inappropriate, unauthorized and/or illegal use will result in the cancellation of those privileges and in appropriate disciplinary action. The building principal will make decisions regarding whether or not a user has violated the district Acceptable Use Policy and may deny, revoke or suspend access at any time.

Prohibitions:

Students and staff are expected to act in a responsible, ethical and legal manner in accordance with district policy, accepted rules of network etiquette and federal and state law. Prohibited actions include, but are not limited to:

- Use of the network to facilitate illegal activity.
- Use of the network for commercial or for-profit purposes.
- Use of the network for product advertising or political lobbying.
- Use of the network for hate mail, discriminatory remarks or offensive or inflammatory communication.
- Use of the network for unauthorized or illegal installation, distribution, reproduction, modification or use of copyrighted materials.

- Use of the network to access obscene or pornographic material.
- Use of the network to transmit material likely to be offensive or objectionable to recipients.
- Use of the network to intentionally obtain or modify files, passwords and/or data belonging to other users.
- Use of the network to disrupt the use of other users.
- Use of the network while access privileges are suspended or revoked.
- Use of the network for non-academic purposes.
- Use of another user's account or password.
- Loading or use of unauthorized games, programs, files or other electronic media.
- Use of network to e-mail, use chat rooms, and other forms of direct use of electronic communications that are unauthorized.
- Destruction, modification or abuse of network hardware and software.
- Posting material authored or created by another user without his/her consent.
- Use of fraudulent or anonymous identification on the network.
- Use of inappropriate language or profanity on the network.
- Unauthorized disclosure, use and dissemination of personal information regarding minors.

Consequences for Inappropriate Use:

Any user violating this policy, applicable state and federal laws or posted classroom, building or district rules will lose network privileges and will be subject to action under the Limestone Walters Elementary Schools #316 Discipline Policy.

Vandalism will result in cancellation of user privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet or other networks. This includes, but is not limited to the intentional uploading or creation of computer viruses.

Illegal use of the network, copyright violations or theft of services may be reported to the appropriate legal authorities.

Use of Electronic Mail:

Limestone Walters utilizes Google Apps for Education and is provided to aid students and staff in fulfilling their duties and is to be used as an educational tool. Accordingly, students and staff using e-mail must adhere to the following guidelines:

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- c. Messages containing personal or confidential communications should not be forwarded without the original sender's permission.
- d. Staff members must use personal e-mail services to keep personal communication separate from school-related business. Personal e-mail should be sent from a user's personal e-mail account's web access interface. Most service providers (Comcast, Verizon, Aero, Yahoo, and Google) provide web access to e-mail as part of their e-mail services.

- e. Do not use the District's e-mail for non-educational uses including games, wagering, gambling, junk mail, chain letters, jokes, raffles, fundraisers, religious activities or political lobbying.
- f. Do not use discussion boards, chat rooms and instant messaging for personal rather than education purposes.
- g. Do not use the District's e-mail or computers for purposes of financial gain or the transaction of any business or commercial activities.
- h. Do not use the District's e-mail to transmit copyrighted materials without permission of the copyright holder.
- i. Do not use e-mail or any District computing resources to send obscene, abusive, threatening, defamatory, or harassing messages.
- j. Refrain from using e-mail to violate any school policy or federal, state or local law.
- k. Use of the School District's e-mail system/network constitutes consent to follow these guidelines. The District's network is routinely monitored for compliance with these guidelines.

Additionally, students and parents must sign the "Google Apps for Education Permission Form" before a student is allowed to use school email.

Copyright:

The illegal use of copyrighted information and software by students and staff is prohibited.

General Conditions and Information:

In compliance with Children's Internet Protection Act (CIPA), District #316 does provide a "technology protection measure" – generally referred to as an Internet filter – to block access to visual depictions deemed "obscene", "child pornography" or "harmful to minors". Despite the protections provided, it should be understood that not all content can be blocked. Further, Limestone Walters School District #316 makes no warranties of any kind, whether express or implied, for the services covered by this policy. The electronic information available to students and staff does not imply endorsement of the content by Limestone Walters School District #316, nor does the district guarantee the accuracy of information received on the Internet. Limestone Walters School District #316 shall not be responsible for any damages a network user suffers. The district shall not be responsible for any information that may be lost, damaged or unavailable when using the network nor for any information that is retrieved via the Internet.

Limestone Walters School District #316 shall not be responsible for any unauthorized charges or fees resulting from access to the Internet.

Limestone Walters School District #316 reserves the right to log network use and to monitor fileserver space utilization by district users, while respecting the privacy rights of both district users and outside users.

Security:

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorized access to personal and/or district files. To protect the integrity of the system, the following guidelines shall be observed:

- Users shall not reveal their passwords to other individuals.
- Users shall not access the network using any password other than their own.
- Users shall not use a station that has been logged in by another student's or staff member's name.

- Users who identify a possible security problem must immediately notify the system administrator.

Any user identified as a security risk or as having a history of problems with other computer systems may be denied access to the network.

Chromebook Agreement

Students in grades 5-8 will be issued Google Chromebooks for use in school and at home. This document provides students and their parents/guardians with information about taking care of the equipment, using it to complete assignments, and being a good digital citizen.

Students and their parents/guardians are reminded that use of District Technology is a privilege and not a right and that everything done on any District owned computer, network, or electronic communication device may be monitored by school authorities. Inappropriate use of District Technology can result in limited or banned computer use, disciplinary consequences, removal from courses, loss of credit, receiving a failing grade, and/or legal action.

To understand the expectations of District 316, students and their parents/guardians are responsible for reviewing and signing the district's Authorization for Electronic Network Access, and reviewing the District's Internet & Computer Acceptable Use Contract and District's Use of Technology Policy (6:235).

Ownership of the Chromebook

District 316 retains sole right of possession of the Chromebook. The Chromebooks are lent to the students for educational purposes only for the academic year. Moreover, District 316 administrative staff and faculty retain the right to collect and/or inspect Chromebooks at any time, including via electronic remote access and to alter, add or delete installed software or hardware.

Responsibility for the Chromebook

Students are solely responsible for the Chromebooks issued to them and must adhere to the following:

- Students must comply with the District's Authorization for Electronic Network Access.
- Students must comply with the District's Use of Technology Policy (6:235) when using their Chromebooks.
- Students must bring their Chromebooks to school every day and make sure it is fully charged. Failure to do so may result in disciplinary action. (Note: A fully charged LW Chromebook should last at least 8 hours.)
- Students must treat their device with care and never leave it in an unsecured location.
- Students must keep their device in the district issued carrying case when traveling.
- Students must promptly report any problems with their Chromebook to the IBHS library.
- Students may not remove or interfere with the serial number and other

identification tags.

- Students may not attempt to remove or change the physical structure of the Chromebook
- Students may not attempt to install or run any operating system on the Chromebook other than the Chrome OS operating system supported by the district.
- Students must keep their device clean and must not touch the screen with anything (e.g., your finger, pen, pencil, etc.) other than approved computer screen cleaners.

Responsibility for Electronic Data

The students are solely responsible for any apps or extensions on their Chromebooks that are not installed by the District 316 Technology Coordinator. Students are responsible for backing up their data to protect from loss. Users of District Technology have no rights, ownership, or expectations of privacy to any data that is, or was, stored on the Chromebook, school network, or any school issued applications and are given no guarantees that data will be retained or destroyed

Spare Equipment and Lending

If a student's Chromebook is inoperable, the school has a limited number of spare devices for use while the student's Chromebook is repaired or replaced. This agreement remains in effect for loaner computers. The student may not opt to keep an inoperable Chromebook to avoid doing class work due to loss or damage. If a student does not bring his/her Chromebook to school, the student may be required to borrow a device from the school based on the direction from his/her teacher. Disciplinary action may result for failure to bring a fully charged Chromebook to school.

Warranty and Insurance

The District will repair or replace damaged equipment resulting from normal use. Breakages due to neglect or intentional destruction will result in disciplinary action and/or result in the responsibility of the student to pay for such damages. Optional supplemental insurance will be offered to parents to cover loss and theft. Responsibility of a lost or stolen chrome book will be at the parent/guardian's expense. Current replacement cost of a chrome book will be up to but not exceed \$250.00.

Digital Citizenship

Students must follow the six conditions of being a good digital citizen:

1. **Respect Yourself.** I will show respect for myself through my actions. I will select online names that are appropriate, I will consider the information and images that I post online. I will consider what personal information about my life, experiences, experimentation or relationships I post. I will not be obscene.
2. **Protect Yourself.** I will ensure that the information, images and materials I post online will not put me at risk. I will not publish my personal details, contact

- details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts and resources.
3. **Respect Others.** I will show respect to others. I will not use electronic mediums to antagonize, bully, harass or stalk other people. I will show respect for other people in my choice of websites, I will not visit sites that are degrading, pornographic, racist or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas.
 4. **Protect Others.** I will protect others by reporting abuse, not forwarding inappropriate materials or communications; I will moderate unacceptable materials and conversations, and not visiting sites that are degrading, pornographic, racist or inappropriate.
 5. **Respect Intellectual Property.** I will request permission to use resources. I will suitably cite any and all use of websites, books, media etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
 6. **Protect Intellectual Property.** I will request to use the software and media others produce. I will use free and open source alternatives rather than pirating software. I will purchase, license and register all software. I will purchase my music and media, and refrain from distributing these in a manner that violates their licenses. I will act with integrity.

Copyright and File Sharing

Students are required to follow all copyright laws around all media including text, images, programs, music, and video. Downloading, sharing, and posting online illegally obtained media is against the Use of Technology policy.

LOCATION OF ROOMS

Main Office-Located just inside the foyer on the right. All visitors must check in at the office window located in the foyer. Any student who arrives late or leaves early must sign in/out on the sheet located at the office window.

Board room-Located inside the main office. The School Board meets in this room on the third Monday of the month at 6:00 PM. (If the third Monday is a legal school holiday, the meeting is held on the following Tuesday.)

Library-Located at the east end of the upper hall.

Computer Lab- Located directly across from library of the lower hall.

Band/Chorus/Music Room-Located at the northeast end of the gymnasium.

Restrooms-Student restrooms are located in the middle of the lower hall.

Kindergarten room-Located just off the foyer, at the first door on the right.

Science room- Located at the east end of the upper hall.

Art Room- Located next to Kindergarten, at the end of the hallway off the foyer.

Grades 1-4-Located in the upper hallway. Grades 3 and 2 are on the east end, and Grades 1 and 4 are to the west.

Grades 5-8-Located east of the upper hallway, and down a half flight of stairs. The Social Studies and Math rooms are immediately past the stairs. The Language Arts and 5th grade rooms are at the far end of the wing.

Special Services Room- Located at the east end of the lower hall.

Speech/Reading Rooms- Located between the 3rd and 1st grade rooms in the upper hallway (in the former office), these rooms house the speech therapist and Reading Recovery Teacher.

Kitchen and Lunch Room-Located at the east end of the lower hallway.

LOCKER RULES

Each student in grades 5th-8th will be issued a locker for book and coat storage. Students will be issued a school-owned combination lock at the beginning of the school year, which must be returned at the end of the year.

Students should not give their combinations to anyone else. Students who open another student's locker, or who copy another student's combination, will be disciplined. Students are asked to clean lockers periodically, and to avoid slamming shut and kicking locker doors.

LOST ARTICLES

Misplaced textbooks, when found, will be given to the appropriate teacher. Articles of value will be turned in to the office. All other lost articles will be placed in the large wooden box in the lower hall. **It is the student's responsibility to initiate a search for any lost items.** At the conclusion of the school year, any lost articles, which remain unclaimed, will be given to a charitable organization.

LUNCH PROGRAM

Limestone Walters offers a Class A lunch program (both hot and cold entrees are offered) at a cost of \$2.25 per day for students. Our cafeteria utilizes a computerized lunch card payment system. An account is established for each student, and the appropriate amount is deducted from the student's account as he/she passes through the lunch line each day. Students in grades 3-8 are allowed to order extras of many of our entrees and sides, and may purchase extra milk as well. Students in grade 2 must have a note from a parent granting permission for extras. These purchases will also be deducted from each child's account. Money may be placed in a student's account at any time by simply sending a payment to school. We encourage payment by check (made payable to Limestone Walters School), as opposed to cash, whenever possible. Payments may be made in any amount, and may be brought to the office window between 7:40 and 7:55 AM, by either parents or students. Please place all cash payments in an envelope, with student's name clearly marked. If a payment is to be credited to the account of more than one child, please indicate the amount to be credited to each child's account. Parents can check

account balances via their PowerSchool Parent Portal, which also can be set to deliver low balance notices via email.

Students with lactose intolerance documented by a physician will be served a milk substitute. (Recommendation according to ISBE Nutrition & Wellness Division)

Students are expected to demonstrate proper manners in the lunchroom at all times. The lunchroom supervisor and the cooks are in charge of the lunchroom, and students are expected to follow their instructions. Throwing food or otherwise creating messes will not be tolerated. Students are to dispose of all garbage, and place trays in the appropriate place, before leaving the lunchroom. Excessive noise in the lunchroom will not be tolerated. No food is to be taken out of the lunchroom. Behavior problems will be dealt with in the lunchroom in a similar fashion to those in the classroom.

If you are new to Limestone Walters, we hope that you will allow your child to try our hot lunch program. We have some of the best “home-cooking” around! In fact, we encourage you to eat lunch with your child to see for yourself!! Lunch menus are listed in the weekly announcement, which is sent home each Friday via email.

LUNCH SCHEDULE

We have two lunch periods:

11:25 AM – 11:55 AM	Grades K – 4 th
12:00 PM – 12:30 PM	Grades 5 th – 8 th

All students eat in the lunchroom located downstairs. Students will be given an opportunity to use the restroom after they have eaten their lunch. As time allows, the students will be taken to the playground (if weather allows) or to the gym for recess.

PESTICIDE APPLICATION REGISTRY NOTICE

Limestone Walters School practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term “pesticide” includes insecticides, herbicides, rodenticides, and fungicides.

This school district is establishing a registry of people who wish to be notified prior to pesticide applications. To be included in this registry, please visit our website to download the form and submit it to the school office.

PLACEMENT OF STUDENTS

Placement of students coming into Limestone Walters #316 from public or private schools shall be at the discretion of the school officials based upon student performance, test data, and any other pertinent information which is available.

Students shall not be moved from grade to grade for purely social reasons.

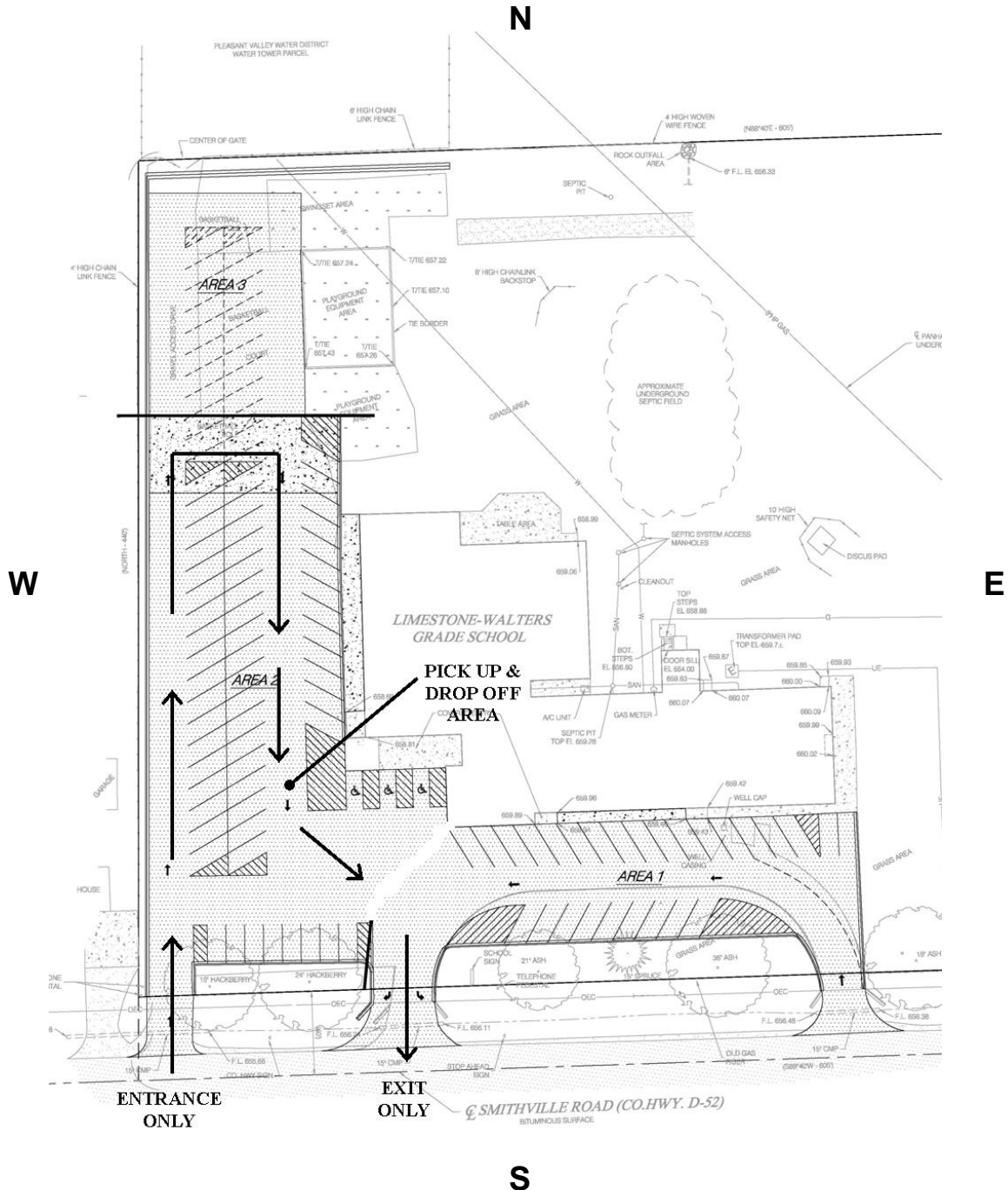
Students, who by teacher judgment and student test results, demonstrate a proficiency level comparable to pupil performance one grade or more below current placement shall be provided with a remediation plan.

This plan will be developed by the district and consultation with parent/guardian and teachers for the best interests of each child on an individual basis. The plan will include one or more of the following steps:

1. Remedial reading instruction
2. Special homework and modified instructions
3. Summer school when State monies are available
4. In-house tutoring
5. Retention in grade

PROCEDURE FOR STUDENT PICK-UP & DROP-OFF

With the addition of our new parking, we have modified our drop off and pick up procedure. As the diagram illustrates, the far west entrance will be entrance only. We ask that you use that entrance and follow the flow of traffic north to pull up by the canopy when dropping off or picking up students. The center will be exit only. On pick up, we are asking parents to form a stacking line to pick your children up from the canopy. Students will wait under the canopy until their car approaches. However, you are welcome to park your vehicle and walk to the canopy to pick up your children if you would rather do so. Our priority is safety of all students. Bus riders will be released from school first, followed by car riders and walkers.



RESIDENCY

The Limestone Walters District 316 Board of Education has the responsibility of educating all students who reside within the boundaries of District 316. All students attending District 316 on a tuition-free basis must be bona fide residents of the district. Residency within the District requires that a student must be residing within the District's boundaries at the time of registration/enrollment in District 316 academic programs/activities. Residence means the location which is the regular night-time abode of the student. In addition, a student's dwelling in the District solely for the purpose of attending school in the District will not be considered residency. A student whose family moves out of the District during the school year will be permitted to attend school for the remainder of the year without payment of tuition. The said student will then be considered a non-resident and all transportation to and from school shall be the responsibility of the parent(s)/guardian(s).

When asked to verify residency within District 316, those registering will be required to present evidence documenting residency. Such evidence may include, among other things, tax bills, home ownership/lending institution statements, utility bills, lease agreements, and evidence that the location is the regular night-time abode. Other documentation may be submitted, but all documents are subject to review by the District. A determination of non-residency may be appealed to the School Board.

Registration of a student who is not a resident will require payment of tuition. Students who are found to be non-residents will not be permitted to continue attending school unless the required tuition is paid for the student. A person who knowingly or willfully presents to the District any false information regarding the residency of the student for the purpose of enabling that student to attend school in the District without the payment of a non-resident tuition charge is guilty of a Class C misdemeanor. The current tuition charge is set by the Illinois State Board of Education on an annual basis and is available in the administrative office.

ROOM PARTIES

The Limestone Walters Parents Club sponsors room parties to celebrate Halloween, Christmas, and Valentine's Day. Parents who wish to help with room parties may sign up to do so on registration day in August. Guidelines for parents helping with these parties include the following:

1. Please do not bring pre-school age children to the parties.
2. Be prepared to organize the room party. Have at least one game or activity planned.
3. Have individual treats, drinks, paper products, etc. at hand when the party begins.
4. Please contact the classroom teacher prior to the party with information about plans.

RULES FOR BUS RIDERS

The bus drivers are in charge of bus discipline. Students are to follow the driver's instructions completely. Bus rules are for the safety of all passengers. Some basic rules for all bus riders include:

1. Stay seated while the bus is moving
2. Leave windows alone. If open, do not place hands or head outside of bus.

3. Do not yell, swear, fight, throw objects, or eat or drink on the bus.
4. Be absolutely quiet at all railroad crossings.

If the bus driver decides that a student's behavior needs to be brought to the attention of the Superintendent, the following procedure will be followed:

1. Bus driver will write a bus discipline "slip" and file it with the Superintendent.
2. If the student receives a second "slip", parents will be notified.
3. If a third "slip" is issued, the student will be barred from riding the bus for 3 days. Parents will be responsible for transportation of the student during this bus suspension.

Students will not be allowed to ride home on a bus other than their usual one, or be dropped off at a different stop on their regular bus, unless they bring a signed note from a parent granting permission to do so. This note must be stamped in the school office and given to the bus driver upon boarding after school. Arrangements must be made before the school day. For the safety of all students, we cannot accept phone calls. Without a written note, the bus driver will not admit the student onto the bus, or drop the student off at a different location.

SCHOOL SUPPLIES

A list of supplies required for school is sent home in the final report card each year, and is also available at registration in August.

SEVERE WEATHER

To alert our school of any severe weather warnings, we have a Civil Defense Ten-Ten unit. This radio is also connected to the Illinois State Police weather alert system. Additionally, we have a weather channel radio.

As with fire drill procedures, each teacher will explain severe weather drill procedures to the students, and will have posted in the classroom instructions for emergency evacuation. Children will be instructed as to the proper safe area on the lower level of the building, and will proceed to this spot regardless of where they are when the alarm sounds. If outside the building, students will also proceed inside immediately, and go to the designated downstairs area.

A special alarm sounds for severe weather emergency procedures. If power is out, the alarm will be spread by word of mouth. When the warning is given, students are to move in an orderly, quick fashion to the designated area. Students should then kneel down and place hands over the back of the head. Teachers will follow the same procedures of instruction for severe weather warning drills, and will have the same responsibilities as for fire drills.

TUITION STUDENTS

The following rules are set forth for those students attending Limestone Walters on tuition:

1. The cost of tuition for each school year will be determined by the state of Illinois.
2. Tuition cost will be divided into 10 payments (August/September through June).
3. Before a tuition student is allowed to begin attending Limestone Walters, tuition fees for the first and last month must be paid. No exceptions are allowed.
4. If a tuition student is enrolled at the beginning of the school year in August, the next payment will be due on October 1st.
5. If tuition is not paid by the first of the month, the previous month's tuition payment will be used to cover that month. In order for the student to be allowed to continue to be enrolled at Limestone Walters at the conclusion of the unpaid month, payment must be made by the first of the following month for that month plus the overdue payment.
6. Students not adhering to this payment policy will be excluded from Limestone Walters.

TELEPHONE USE

If a teacher has granted permission, students may use a designated telephone. The student will be asked the nature of the call, and the teacher will decide if permission should be granted. **Students are allowed to make telephone calls only if the teacher decides that the call is appropriate and necessary.**

CELL PHONE POLICY

Students may possess a cell phone on school property. The cell phone must be in the off mode and must be placed in the locker at all times during school hours. Failure to follow the cell phone policy will result in disciplinary action.

NON-EMERGENCY TELEPHONE CALLS TO STUDENTS

Because it is disruptive to the learning process, we cannot allow students to be called out of class to take telephone calls. We appreciate your cooperation in the matter. If an important message needs to be given to a student, please call the office, and the secretaries will do their best to see that the message is passed along. When entering the building, please report to the office.

WEEKLY ANNOUNCEMENTS

Our weekly announcements are sent home with the students each Friday and can also be found on the District's website. This bulletin lists school news, upcoming school events, lunch menus, and a wealth of other important information pertaining to Limestone Walters. Please encourage your child to be certain to bring the announcements to you each Friday. If you have an item of information, which you would like to place in the weekly bulletin, please contact the school office no later than 12:00 PM on Thursday afternoon.

WITHDRAWAL OF TUITION STUDENTS

The following rules apply to tuition students who withdraw from Limestone Walters:

If the student withdraws on or before the 15th of the month (and that month's tuition was paid by the 1st), one-half of the month's tuition fees will be reimbursed. Additionally, the pre-paid final month of tuition will be reimbursed, unless, by prior agreement, that payment had been used for the month of the student's withdrawal.

If the student withdraws after the 15th of the month, and the month's tuition had been paid by the 1st, no reimbursement will be made for that month. However, the final month pre-payment will be reimbursed, unless previous arrangements had been made to use that payment for the final month of enrollment.

Any outstanding payments owed for book fees, lunches, library fines, school fundraising money, etc. must be paid in full before withdrawing. If tuition reimbursement is due, any outstanding payments will be deducted from this. If no reimbursement is due, then any outstanding payments must be paid in full in cash before withdrawal can be granted.

ACADEMIC POLICIES

ELIGIBILITY RULES

The Limestone Walters Eligibility Rules for participation in extra-curricular activities align with those of the Illinois Elementary School Association, of which we are a member. As such, we must follow their guidelines.

At the end of each week during the school year, an eligibility sheet is given to each teacher in grades 5-8. If a student is failing any academic subject, he/she will be ineligible to participate in regular competition for one week. The period of ineligibility will begin on the following Monday, and will continue through the following Saturday. In addition, if an extra-curricular participant receives an "F" in conduct, or an "F" in non-core subjects including chorus, band, art, or computer class on his/her mid-term grade report or report card, ineligibility will result. During the ineligibility period, the coach or sponsor has discretion as to whether or not the student will be allowed to attend practices. Extra-curricular participants may not dress in uniform during ineligibility. If, after one week, the extra-curricular participant is doing passing work in all subjects, he/she will be reinstated. If, however, the participant is failing any subject at this time, a second ineligibility will be assessed. At the end of the second week of ineligibility, the extra-curricular participant will be reinstated if he/she is passing all subjects. However, a 3rd assessment of ineligibility, whether consecutive or non consecutive, will result in removal from the team, and forfeiture of awards or recognition for team participation. A simple summary of this rule is to remember, "three strikes and you are out."

GRADING SCALE

The following constitutes the standard grade scale:

99-100	A+	83-84	C+	O	Outstanding*
95-98	A	79-82	C	G	Good*
93-94	A-	77-78	C-	S	Satisfactory*
91-92	B+	75-76	D+	U	Unsatisfactory*
87-90	B	72-74	D		
85-86	B-	70-71	D-		
		69-69	F		

*used in grade K-4 only

In some cases, individual students may be graded in terms of progress made based on their abilities. The teacher or administration will notify parents of any such students.

Conduct is based upon a school wide environment and is only for grades K-5. Conduct for grades 6-8 will be used for behavior cards.

HONOR ROLL

We have two levels of Honor Roll honoring students for outstanding academic achievement. Honor Roll is published at the end of each grading period, and is awarded as follows:

Principal's List

Students who have all A's in all academic subject areas, and in areas such as Art, Music and Conduct.

Honor Roll

Students who have all A's and B's in all academic subject areas, and in areas such as Art, Music and Conduct.

An Honors Banquet is held in May each year. In order to be invited to this Banquet, students must attain one of the above Honor Roll levels for all of the first three grading periods. To receive an Honor Roll ribbon on Awards Day at the end of the school year, students must attain one of the Honor Roll levels in each of the four grading periods.

PARENTAL INVOLVEMENT

In order to assure collaborative relationships between students' families and the School Board and District personnel, and to enable parents/guardians to become active partners in education, the Superintendent shall develop and implement administrative procedures to:

1. Keep parents/guardians thoroughly informed about their child's school and education
2. Encourage involvement in their child's school and education.
3. Establish effective two-way communication between all families and the School Board and District personnel.
4. Seek the advice of parents/guardians on school governance issues and methods to fulfill the District's educational mission.
5. Inform parents/guardians on how they can assist their children's learning.

The Superintendent shall periodically report to the Board on the implementation of this policy.

REPORTING STUDENT PROGRESS

The following methods will be used to report student progress to parents:

- A. Report cards are issued every 9 weeks, 4 times during the school year. All report cards should be signed by the parent(s) and returned to school within one week. Parents desiring a conference with a teacher should indicate as such when signing the report card.
- B. Parent-Teacher Conferences are held at the end of the first grading period in late October. Two days are set aside for conferences, and a sign-up sheet is sent home well in advance of conference dates, so that parents may schedule a convenient time. Parents may make appointments to see teachers at other times during the school year by calling for an appointment.
- C. Mid-Term Progress Reports are sent home after the 4th week of each grading period. The purpose of these reports is to inform parents and students of academic progress in all subject areas, and to serve as notice of any deficiencies.

- D. PowerSchool – PowerSchool is the District’s student information system. All parents/guardians of children in grades 1st-8th will receive a unique id and password to monitor their child’s academic progress.
- E. Accelerated Reader – a new portal is available on the District website so parents can monitor their child’s point total.

RETENTION POLICY

1. Retention will be agreed upon only after all other alternatives have been exhausted.
2. Every effort will be made to limit retention to students in grades K-5. However, this does not rule out retention of students in grades 6-8.
3. Every effort will be made to avoid retention of a student more than once during the K-8 years.
4. Passing a student “on condition” will not be used as an alternative to retention.
5. Every effort will be made by the school district to gain parental approval for retention of a student. However, students may be retained without parental approval if the guidelines contained in this policy are followed.
6. In order to recommend retention, a student must show failing averages for the year in at least one-half of the following major subject areas: Reading, Spelling, English, Phonics, Math, Science, and Social Studies. Parental consent will be required to retain a student with D- averages. In addition, parental consent will be required if the primary basis for the retention is maturity rather than academic achievement.
7. In addition to #6 above, at least one of the following must apply:
 - A. Parental consent must be given OR
 - B. The annual MAP (Measures of Academic Progress) achievement test scores must show that a student is performing at least one year below grade level in at least three of the five basic skill areas (Reading, Language Arts, Math, Science, Social Studies). K-2 teachers may base their decision on the areas of Reading, Language Arts, and Math, but the student must be performing at least one year below grade level in two of these three areas in order to recommend retention OR
8. In cases where the teacher(s) has recommended retention, but criteria A or B above do not apply, the parent must sign a form stating that retention was recommended by the teacher(s), but the parent refused. This form will be placed in the student’s file.
9. Parents will not be allowed to retain their child when the evidence indicates that the student is capable of succeeding at the next grade level unless the teacher(s) involved and the Superintendent agree that retention is in the best interest of the student. At no time will retention be permitted for the purpose of enhancing the student’s athletic career.
10. The first evaluation period for retention should take place at the conclusion of the first semester. If a teacher(s) is considering retention of a student, the following procedures must be followed:
 - A. The teacher(s) should consult with the Superintendent and provide evidence in support of the possibility of retention.

- B. The teacher(s) should then notify the parents no later than March 1st, by telephone, mail, or conference that the student is a candidate for retention. The reasons for the retention, and possible remedial solutions, should be discussed at this time.
 - C. The teacher(s) should subsequently continue to monitor and evaluate the student's performance, and keep the Superintendent informed. If the teacher(s) and the Superintendent agree that the student continues to be a candidate for retention, a conference should occur no later than April 15th, and should be attended by the teacher(s), parents, and Superintendent. Evidence supporting the retention should be presented and discussed at this conference.
 - D. A final conference should be scheduled after MAP achievement test results are received, if the teacher(s) and Superintendent feel that these scores provide further evidence of the need for retention. The final decision in terms of retention should be reported to the parents at this conference. The evidence presented, as well as parental input, will be weighed before a final decision is rendered.
- 11. All conferences should be documented, and a record of the entire retention procedure should be filed in the student's cumulative folder.
 - 12. If special cases arise which are found not to fall under these guidelines, the teacher(s) and Superintendent will deal with them on an individual basis, with the best interest of the student always being at the crux of the decision.
 - 13. Evaluation and revision of this policy may take place annually. Any revisions will be subject to School Board approval.

STUDENT ASSESSMENT

PARCC – Partnership for Assessment of Readiness for College and Careers

The Partnership for Assessment of Readiness for College and Careers (PARCC) is the new state assessment and accountability measure for Illinois students enrolled in a public school district. PARCC assesses the New Illinois Learning Standards Incorporating the Common Core and will be administered to students in English Language Arts and mathematics.

PARCC assessments in English Language Arts and mathematics will be administered to all students in grades 3-8, according to their current grade level. At the high school level, students enrolled in English III will be assessed in English Language Arts, students enrolled in Algebra II / Math III will be assessed in mathematics, and students enrolled in both English III and Algebra II / Math III will be assessed in English Language Arts and mathematics, regardless of grade level.

For more information, please visit www.parcconline.org.

DISCIPLINARY VIOLATIONS

DISCIPLINE

The Illinois School Code grants teachers and certified employees the power and responsibility to maintain discipline in the schools. Legally, teachers stand “in loco parentis” (in place of parent) while students are in their charge. This power extends to all school-sponsored activities, and may be exercised at any time, to ensure the safety and well-being of students.

Similarly, schools may make and enforce reasonable rules of conduct and sportsmanship for athletic and other extra-curricular activities, which are school-sponsored. Any person who violates such rules may be denied admission to school events for up to one year.

Each teacher is ultimately responsible for his/her own classroom discipline. It is the student’s responsibility to obey the classroom rules set forth by teachers.

PREVENTING BULLYING, INTIMIDATION, AND HARASSEMENT

Bullying, intimidation, and harassment diminish a student’s ability to learn and a school’s ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

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

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term bullying includes harassment, intimidation,

retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably. After an investigation, the Complaint Manager shall file a written report of his or her findings with the Superintendent for his or her action. The student may appeal any decision to the Board.
 - b. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Those characteristics are also identified in the second paragraph of 7:180, *Preventing Bullying, Intimidation, and Harassment*.
 - d. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation. It encourages anyone with information about an incident of teen dating violence to report it to any school staff member.
 - e. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - f. 7:310, *Restrictions on Publications*. This policy prohibits students from: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes: (1) conducting a prompt and thorough investigation of alleged incidents of bullying, (2) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (3) protecting students against retaliation for reporting bullying.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after

its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

CARD SYSTEM – GRADES 5-8

Supply Card (white card)

Students receive a mark on their supply card for not being prepared in any way for any class (i.e. lack of books, writing utensils, etc.).

*once a student receives 10 marks on the supply card, a detention results.

Behavior Card (blue card)

Warning Behavior Card – card pulled for any inappropriate behavior or violation of a class rule as designated by the teacher. This serves as the warning card to alert students of infractions. If any further inappropriate behavior results, as designated by a teacher/staff member that day, the student receives a detention. If there is further misbehavior in the same day after the detention has been issued, the student will be sent to the office.

*once a student receives 10 marks on the behavior card, a detention will result.

Homework Card (yellow card)

A homework card will record late and/or missing assignments from every class. A new homework card will be given at the start of each quarter.

*once a student receives 5 marks on the homework card, a detention will result.

Cards are to be kept in the given Rocket book. Any student not keeping their cards in this location will result in the supply card being pulled. Any card lost or left at home results in an automatic detention. Cards are also to be returned to the appropriate homeroom at the end of each day. Parents will be alerted to the total number of card pulls each week through PowerSchool.

DETENTION HALL

Detention hall is held Monday through Thursday from 2:45 until 3:45 PM. Parents are responsible for picking up the student once detention hall ends. A written notice will be sent home to notify the parents and to explain the reasons for the detention. **This notice must be signed by a parent and returned.** Students will not be allowed to participate in extra-curricular activities held during the hour of the detention hall. **Students assigned to detention hall must be working on homework or reading suitable material such as Accelerated Reader books or library books. Failure to comply with the supervising teacher's request to do so will result in an in-school suspension.** If, for any reason, a student fails to attend a detention hall, a one day in-school suspension will result.

SATURDAY DETENTION

Students that continue to be disrespectful of school policies may also be assigned a **Saturday Detention from 7 a.m. – 12 p.m.** These detentions will be assigned by date and time at the discretion of the Superintendent/Principal.

SUSPENSIONS

Students that are suspended from school will be given the opportunity to complete missed work. However, said work must be turned in on the first day the student is eligible to return to school. Parents may request a hearing to review their child's suspension. Such request must be made in writing to the Superintendent.

DRESS CODE

The dress code rules set forth in this section of the handbook are meant to serve as a guide for students and parents. These rules are designed to insure that a proper educational climate is maintained at Limestone Walters. However, rules cannot be written to cover all situations. **It is, therefore, the prerogative of the teachers and the administration to interpret these rules, as they deem appropriate.** Students that continue to violate the dress code will be subject to discipline.

1. Students are expected to be modestly and tastefully dressed. Clothes should be worn only in the manner in which they were intended to be worn. Torn clothing is not appropriate.
2. Clothes **NOT** to be worn to school include, but are not limited to: halter tops, fishnet shirts, shirts/blouses which do not cover the midriff, blouses with spaghetti straps, and shirts/t-shirts which bear inappropriate wording such as references to drugs, alcohol, sex, profanity, or vulgarity.
3. Shorts/skirts should not be inappropriately tight or form-fitting, and should be of a length that meets a student's mid-thigh. Shorts may be worn throughout the year, but consideration should be given to the time of year and temperature.
4. Jackets, coats, hats, sweatbands, bandanas, pajama pants, etc. are not to be worn in the classroom or during gym class. Athletic pants may be acceptable.
5. Hairstyles should be attractive and appropriate. Hair paint/face paint is not allowed. Hair combing should be done in the restrooms only.
6. Heavy or extreme make-up is inappropriate in the classroom. Jewelry is not to be worn during gym classes.
7. Sandal shoes must fit firmly on the foot, and must have a heel strap to insure that they do not come off the foot. Flip-flops and high heels are not to be worn. **This is a safety issue, due to the many stairs which students use each day.**

DRESS REQUIREMENTS FOR GRADUATION

Girls should wear regular or church-like dress or nice skirt and blouse combination. No shoulder less; backless, open-sided, or prom-like gowns should be worn. Dresses worn

should be the type that can be worn to other types of functions, other than graduation. Dress length is optional, except that no mini-length dresses should be worn. No slacks, jeans, gym shoes, hats, or t-shirts may be worn.

Boys should wear dress slacks and nice shirt, and if desired, may wear a suit or sport jacket. Ties may also be worn. No jeans, t-shirts gym shoes, or hats should be worn.

DRUG ABUSE POLICY

Non-medical use of drugs is hazardous to the health of students. The illicit use, possession, or distribution of drugs or look-alike drugs and drug paraphernalia is not permitted on school buses, in school buildings, or on school grounds at any time. This policy extends to all school-sponsored and school-related activities as well as to field trips and extra-curricular activities and trips, whether held before or after school, during the regular school day, or on weekends. Students shall not be permitted to attend school while under the influence of illicit drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as if they had drugs in their possession.

Students shall be advised of this policy in a manner deemed appropriate by the school and the Superintendent. In addition, information concerning the effects and potential dangers involved in the illicit use of drugs shall be included in the curriculum in compliance with the law.

If a staff member finds a student to be illicitly using, possessing, or distributing drugs or look-alike drugs in violation of this policy, the student shall be suspended for a period of up to ten (10) days for the first offense. In addition, parents and juvenile authorities shall be notified promptly. In all cases, parent cooperation shall be sought. When a substance is determined to be an illicit drug, the identity of the student shall be given to the proper authorities for prosecution.

Repeat offenders may be recommended to the School Board for expulsion.

If there is reason to believe that a student is using drugs illicitly at any time on or off of school premises, the health and counseling services of the school shall be made available to the student and his/her parents.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such substances to the proper authorities for analysis.

Organizations sponsoring activities in the schools' facilities outside of regular school hours shall be made aware of this policy and shall be expected to take appropriate disciplinary measures. Failure to do so may result in cancellation of that organization's privilege to use District Facilities.

GYM RULES

1. Once students enter the gym during recess, they must remain in the gym until the end of the play period.
2. Students may not enter the gym office or storage room.

3. Equipment to be used in the gym will be determined by the teacher or supervisor.
4. All equipment should be returned to the proper place before leaving the gym.
5. No one will be allowed onto the gym floor unless he/she is wearing **non-marking** gym shoes. No “street shoes” or “stocking feet” are allowed on the gym floor.
6. Students may not kick any balls that were not designed for that purpose.
7. Balls are not to be thrown against the walls, or thrown for long distances in the gym.
8. Students are not allowed under the bleachers at any time.
9. No fighting or extremely rough play will be allowed.
10. When practice for any extra-curricular activity is being held in the gym, students not participating in the practice should not be in the gym, unless the person in charge of the activity has granted permission.

PLAYGROUND RULES

1. No student will be allowed to be in front of the building.
2. Students should not play near fences.
3. Students may not throw rocks, snowballs, or any object that could inflict harm on another person.
4. Students may not participate in any activities that involve excessive risk of injury.
5. Fighting will not be tolerated.
6. Students are expected to cooperate and share in the use of playground equipment and the various play areas.
7. Because of the risk of injury, students are not allowed to stand on or jump from swings.
8. Because of the risk of injury, students may not walk on or jump off of sliding boards. Students must slide only in a sitting position. Only one student at a time is allowed on sliding boards. (We ask that parents please check for any kind of string or cord hanging from the clothing of students, as this can be a danger on sliding boards.)
9. Students should exercise caution when playing on the jungle gyms. It is dangerous to hang upside-down from any playground equipment.
10. Students are not allowed to climb any of the equipment poles (such as on the swings or basketball standards).
11. Students are not allowed to climb on the school roof to retrieve balls or other equipment.
12. Students should stay away from classroom windows, so that classes are not disturbed during recess time.

CHEATING AND PLAGIARISM POLICY

(This policy covers all curriculums within the school.)

RATIONALE: This policy is written to communicate to students and parents that cheating and plagiarism are not acceptable at Limestone-Walters.

POLICY: All students are expected to adhere to the highest standards of personal honesty in their work. Work that is presented for credit in all classes must be original.

CHEATING: Cheating is defined as using dishonest methods to gain an advantage. This includes utilizing any kind of secretive means of gaining information for use on quizzes, tests or homework.

PLAGIARISM: Plagiarism is defined as stealing and passing off the ideas and words of another as one's own, using a created production without crediting the source, or committing literary theft. For example, turning in a paper retrieved from any Internet source (either free or for a fee) or including information from an encyclopedia, book, textbook, web site, database, etc. without citation is plagiarism. A paper is considered plagiarized if any part of it is taken from another source without proper attribution (citations).

VIOLATIONS: Violations of academic honesty will be divided into two levels. These levels are determined by the importance of the assignment and premeditation of the student.

Level I

Classroom teachers will deal with Level I violations. Students who are caught cheating or copying will receive a zero on the suspect assignment/test and receive a detention.

Level I violations include:

- Copying homework
- Looking on another's test or quiz
- Letting another student look on a test or quiz
- Using other secretive methods of giving answers on a test or quiz
- Taking information from another source that is not properly attributed
- Working with others on an assignment that was meant to be done by individuals

(Students should consider all work individual unless the teacher specifies it differently.)

A second Level I violation will be considered a Level II violation and will be dealt with accordingly.

Level II

Level II violations are considered severe and will be dealt with by the teacher and/or principal.

Level II violations include:

- Taking papers from the Internet, other publications, or other students.
- Translating a foreign language piece by a translator.
- Taking any part of a test to use or to give to others.

These violations can be considered theft; therefore, any student who is guilty of any of the above will receive a zero on the suspect assignment and receive a detention.

If plagiarism occurs, the student must still meet the minimum requirement of the course by rewriting the assignment according to teacher specifications without receiving credit.

MISCONDUCT BY STUDENTS WITH DISABILITIES

Behavior interventions: Behavior interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. A complete copy of Behavior Guidelines is available in the school office.

RESTROOM RULES

Students are expected to behave in an appropriate, orderly fashion in the restrooms at all times. Any student caught fighting, destroying property, or purposely dirtying the restroom will be disciplined and/or required to pay for any damages.

SCHOOL-WIDE RULES

1. No swearing or obscene language will be tolerated at Limestone Walters at any time, nor will the use of drugs or alcoholic beverages.
2. Students are not allowed to possess radios, tape players, CD players, electronic devices, or electronic games while at school.
3. Students shall address faculty and staff members with respect at all times.
4. Gum chewing is not allowed, unless a teacher has granted special permission.
5. No food is to be taken out of the lunchroom.
6. No destruction of property will be tolerated. Offending students will be required to pay for any damages.
7. No student is to leave the school grounds at any time without permission.
8. Students who ordinarily ride the bus will not be allowed to walk home from school without a parental note.
9. No knives, guns, or weapons of any kind are allowed at school.
10. No gambling is allowed.

STUDENT SEARCH PROCEDURES

To maintain order and security in our school, school authorities are authorized to conduct searches of school property and equipment, as well as students and their personal effects. A search will be conducted when a reasonable suspicion exists that there is evidence of a violation of School District student conduct rules or the law. The search will include two witnesses. The search will be conducted in a manner which is not excessively intrusive in light of the age and sex of the student, and the nature of the infraction.

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

The Superintendent shall implement this policy with administrative procedures. The Superintendent shall also designate a *records custodian* who shall maintain student records. The Superintendent or designee shall inform staff members of this policy, and shall inform students and their parents/guardians of it, as well as their rights regarding student school records.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student.

All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited.

The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

The Superintendent or designee shall develop procedures to implement this policy consistent with State and federal law.

STUDENT WELFARE – SEXUAL HARASSMENT

It is the Limestone Walters #316 policy that all students and employees be able to enjoy an environment free from all forms of discrimination, including sexual harassment. Sexual Harassment is a form of misconduct that undermines the integrity of the school environment. No one, whether male or female, should be subjected to unsolicited, unwelcome sexual advances or sexually suggestive conduct, either physical or verbal, from another student or employee. Limestone Walters #316 does not tolerate sexual discrimination and any complaints of sexual harassment will be taken seriously.

SEXUAL HARASSMENT

Unwelcome sexual conduct constitutes sexual harassment when:

1. Acceptance or rejection of the conduct is used to make decisions that affect the student or employee claiming harassment;
2. The conduct has the purpose or effect of unreasonably interfering with the student or employee's performance;
3. The conduct creates an intimidating environment.

REPORTING PROCEDURES

1. Sexual harassment complaints should be taken to the immediate supervisor, either teacher or principal.
2. Once the complaint has been filed, the administration will undertake a confidential, prompt, and thorough investigation to gather and document all relevant information regarding the complaint.
3. After the investigation has been completed, a determination will be made by the administration. If it is found that this policy was violated, the appropriate remedial action will be taken against the offending party. Complaints filed will be held in the strictest confidence, and this policy expressly prohibits retaliation against a student or employee who files such a complaint. No student or employee shall be discriminated against or adversely affected for having filed such complaint. Any records pertaining to a complaint or the investigation of a complaint will be maintained in a confidential file by the administrator.

TARDY POLICY

Students arriving late for school must either have a note from a parent stating the reason for the tardiness, OR must be accompanied by a parent when checking in at the office window. (This does not apply in the event of a bus running late in the morning.) **A student will be considered tardy if he/she is not in their seat by 8:05 with the necessary materials ready to learn.** When a student is tardy a “behavior” detention slip will be issued. Three such slips during a grading period will result in an after-school detention. Additionally, any combination of tardy slips and behavior slips totaling three during a grading period will result in a detention.

WEAPONS

Any student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered to be, or looks like, a weapon, shall be expelled for a definite time period of at least one calendar year, but not more than two calendar years. The School Board may, however, modify the expulsion period on a case-by-case basis. The term “weapon” is defined as any object, which, by means of possession, use, control, or transfer thereof, may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, shotguns, brass knuckles, and billy clubs. Such items as baseball bats, pipes, bottles, sticks, pencils, and pens may be considered weapons if used or attempted to be used in such a way as to cause bodily harm. The Superintendent or a designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

PROGRAMS

EXTRA-CURRICULAR ACTIVITIES

Limestone Walters offers a wide variety of extra-curricular opportunities for our students. Students are strongly encouraged to take part in these activities. Statistics overwhelmingly show that students who are involved in extracurricular activities excel in the classroom and in life. Some of the activities offered at Limestone Walters include:

1. Boys' interscholastic athletic programs, including baseball, boys varsity basketball for 6th, 7th, and 8th graders, 5th and 6th grade basketball, and track.
2. Girls' interscholastic athletic programs, including softball, basketball, volleyball, track, varsity cheerleading for 7th and 8th graders, and cheerleading for 5th and 6th graders.
3. Student Council, which is a body made up of 6th, 7th, and 8th graders. This group serves the school in several important roles.
4. Scholastic Bowl Team and Mathcounts Team, which are comprised of 6th, 7th, and 8th graders who compete against other schools in academic challenges.
5. Speech Team, which is comprised of 6th, 7th, and 8th grade students, and which annually competes in speech contest.
6. Band (for 5th-8th graders) and Chorus (for 6th-8th graders), which provide opportunities for students to explore the arts.
7. Additional extra-curricular groups which meet at school, and which provide activities for students at all grade levels, include Junior Basketball, Junior Cheerleaders, 4-H, Boy Scouts, Brownies, and Girl Scouts.

RULES FOR ATTENDING EXTRA-CURRICULAR ACTIVITIES

1. Students must arrive at school no later than 11:30 AM to participate in extra-curricular activities. In addition, students that leave ill in the afternoon may not attend that evening's event.
2. Students who wish to remain at school after 2:45 PM in order to be a spectator at after-school athletic events should bring a note from a parent granting permission to do so. If the event is held outside (baseball, track), student spectators should not be in the building at any time, unless a teacher has granted permission. If the event is being held in the gym (basketball, volleyball), student spectators should remain in the gym until the game begins, unless permission has been granted to be in a classroom.
3. Students that receive OSS/ISS may be subject to other discipline related to their extra-curricular activity.
4. Students should remain in the gym when basketball or volleyball games are in progress.
5. No drinks are allowed in the gym.
6. No confetti is allowed in the gym.
7. Students are not allowed to pound feet on or kick the bleachers.
8. Students are expected to display good sportsmanship at all times, and are encouraged to cheer along with the cheerleaders.

STUDENT ATHLETIC CONCUSSIONS AND HEAD INJURIES

The Superintendent or designee shall develop and implement a program to manage concussions and head injuries suffered by student athletes. The program shall:

1. Comply with the concussion protocols, policies, and by-laws of the Illinois High School Association, including its *Protocol for NFHS Concussion Playing Rules* and its *Return to Play Policy*. These specifically require that:
 - a. A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game shall be removed from participation or competition at that time.
 - b. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.
 - c. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.
2. Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.
3. Provide coaches and student athletes and their parents/guardians with educational materials from the Illinois High School Association regarding the nature and risk of concussions and head injuries, including the risks inherent in continuing to play after a concussion or head injury.
4. Include a requirement for staff members to notify the parent/guardian of a student who exhibits symptoms consistent with that of a concussion.

GIFTED STUDENTS

All students at Limestone Walters School will be screened for identification as gifted students. Those achieving the 80th percentile or higher, as a composite score on the most recent achievement test battery, are further screened through ability quotient scores and through teacher and parent referrals.

Those students meeting at least two of the above criteria are further screened through achievement tests, ability, and teacher referral. Those meeting two of these criteria are then identified as gifted students.

BAND

Our band instructor will be at Limestone Walters on Monday, Wednesday, and Friday afternoon. Band is offered to students in grades fifth through eighth. Band members are to bring instruments on those days and take them to the Music Room before the tardy bell.

MUSIC

Music is offered in grades kindergarten through fourth. Choral music is offered for grades sixth, seventh, and eighth.

PHYSICAL EDUCATION

Physical Education classes at Limestone Walters are an integral part of our curriculum. Research consistently proves that children perform better academically when they spend time each day participating in some form of movement activity. With this in mind, students may miss a maximum of three consecutive gym classes with a note of explanation from a parent. Subsequently, a doctor's note will be required in order for a student to be excused from gym class after three consecutive days' absences and note from parents.

SPECIAL EDUCATION SERVICES

Limestone Walters School District #316 makes available special education services for eligible enrolled youngsters between the ages of 3 and 21. In order to provide these services, our district is a member of the Special Education Association of Peoria County joint agreement. If your child has difficulty learning, speaking, seeing, hearing, or moving, he/she might be eligible for special services. Our teachers conduct a screening annually to determine if any of our children are having difficulties, which require additional evaluation. If your child were having difficulty, we would talk with you and request your written consent before conducting a comprehensive case study evaluation.

The following services are available: speech and language therapy, psychological services, social work services, motor services, learning consultant services, resource and instructional classroom services, and preschool screening. Classroom programs are offered to eligible children who are considered to be speech/language impaired, learning disabled, mentally impaired, hearing impaired, visually impaired, physically handicapped, behavior disordered, emotionally disturbed, and health impaired. A Parent Handbook is available for additional details regarding the services.

Most children are provided services in local school buildings or in the schools of nearby districts. A few severely handicapped students require services that cannot be provided by the public schools and are, therefore, placed in private day programs or residential programs.

As a parent of an exceptional child, you have certain rights that are safeguarded by state and federal statute. Your rights pertain to records, independent evaluation, notice, consent, hearing, evaluation procedures, least restrictive environment, confidentiality, and behavior intervention guidelines. If you have further questions about these rights, you may contact your local school or the special education director at 697-0880. You are entitled to a copy of the rules regarding special education upon request to the Illinois State Board of Education in Springfield.

TITLE IX

It is the policy of Limestone Walters #316 not to discriminate on the basis of sex in programs, activities or employment policies as required by Title IX of the 1972 Education Amendments. Inquiries regarding compliances with Title IX may be directed to Mr. Tim Dotson, Limestone Walters #316, 8223 W. Smithville Road, Peoria, Illinois 61607, Telephone: 309-697-3035 or to the Director of the Office for Civil Rights, Department of Health, Education and Welfare, Washington, D.C.

RESPONSE TO INTERVENTION (Rtl)

Rtl, or Response to Intervention, is a systematic approach to identifying and servicing struggling learners who need additional assistance in a given subject. All students are given an assessment three (3) times per year (fall, winter, and spring) in the areas of reading and math. Teachers use this information to determine an approach for improvement. Students who are identified as “below target” will receive an intervention/s to help “close the gap”.

