SELMAVILLE

C.C.S.D. #10

2016 - 2017

STUDENT-PARENT HANDBOOK

HOME OF THE ROCKETS

Revised 2016

A special thank you to the parent advisory committee for their assistance.

SELMAVILLE SCHOOLS STUDENT-PARENT HANDBOOK
PARENT ACKNOWLEDGEMENT

I have received the 2016-2017 Selmaville Grade School Student-Parent Handbook. I understand that it is my responsibility to discuss it with my child(ren). I understand that rules, policies, and procedures outlined in the Parent-Student Handbook are those that will be followed by the staff and administration of the Selmaville Schools.

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Student	Student
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Student	Student
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Student	Student
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Student	Student

Parent's Signature

Date

BOARD OF EDUCATION

The authority for the Administration of Selmaville Community Consolidated School District #10 is vested in the seven members of the Board of Education. Regular Board Meetings are held on the third Monday of each month.

Dale Helpingstine	President
Tom Tate	Vice President
Kyle Kell	Secretary
Larry Maxey	Board Member
TJ Burge	Board Member
Danny Shuler	Board Member
Wm. Brant Blackburn	Board Member

ADMINISTRATION, FACULTY, AND STAFF

Robin E. Brooks……..Superintendent

Laura Crain	Kindergarten
Kalie Smith	First Grade
Danette Wolfe	Second Grade
Donna Bailey	
Sandie Bushue	
Stephanie Brooks	Fourth Grade
Elizabeth Shuler	Fifth Grade
Stephanie Clark	Sixth Grade
Nicole Rexilius	Seventh Grade
Lloyd Clark	Eighth Grade
Kris Pea	Art
Kristi Consolino	LD, K – 4
Talon Anderson	LD, 5 – 8
Amanda Litteken	PE
Jena Ferguson	Music/Band

Denice Phillips	Computers/Guid.
Michelle Henderson	Secretary
Nancy Jansen	Bookkeeper
Chelsie Howe	Title I Aide
Tara Gaston	Aide
Jana Shanafelt	Aide
Greg Mercer	Custodian
Craig Kell	Custodian
Kay Tate	Bus Driver
Jennifer Carpenter	Bus Driver
Jackie Armes	Bus Driver & Aide
Vera Dye	Cook & Bus Driver
Stacy Sharp	Cook
Pat Bryant	Cook
Rhonda Mulvany	Nurse

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SELMAVILLE GRADE SCHOOL
2016-17

This handbook is designed to give Selmaville Grade School students and parents important information regarding the school's regulations, ideals, and traditions. Parents and students are urged to read this handbook and keep it for future reference throughout the 2016-2017 school year. Hopefully, this will help promote student progress and provide for the physical and psychological safety of the students through appropriate rules and regulations. Every attempt was made to include necessary topics. However, if not listed such subject will be handled as necessary by the administration. This book is to act as a guide and no contractual agreement is implied. Sections are divided for your convenience. Note: In this handbook the word "parent" includes the definition "legal guardian" and the word "he" includes "she".

WELCOME

On behalf of the Selmaville Board of Education, the faculty, and staff, we would like to welcome you to the 2016-2017 school year. We are looking forward to working with the students and parents to ensure an exciting and productive year.

The Selmaville School is your school. You will get out of it exactly what you put into it. Become involved, and participate to your fullest. We are committed to you and your well-being.

MISSION STATEMENT

The mission of the Selmaville School is to help all the students acquire the knowledge and skills necessary to be successful in their high school careers and the attitudes necessary to be life-long, enthusiastic learners who are able to manage change, to perpetuate and improve the democratic process, and to have a positive impact on their communities, their country and the world.

Robin E. Brooks, Superintendent

GENERAL INFORMATION

*BELL SCHEDULES

Bells will ring as follows:

Morning	Afternoon
8:10 A.M.	12:18 P.M.
8:58 A.M.	1:01 P.M.
9:41 A.M.	1:44 P.M.
10:09 A.M.	2:27 P.M.
10:52 A.M.	3:12 P.M.
11:35 A.M.	3:20 P.M.

Reminder: Pupils are to arrive no earlier than 7:30 AM unless arrangements have been made with the main office. Staff will be available to supervise after 7:30 AM only.

SHORTENED SCHEDULE

To shorten a day for early dismissal the last period of the day will be omitted. Your child's lunch period will remain the same during the school year on regular days as well as early dismissal days.

DELAYED START OF SCHOOL

On occasions where the safety of students is involved, school will begin at 9:00 AM. An all-call along with an announcement on WJBD will be the method of notification used when a delayed start is in order. Students who don't have supervision at home until the bus arrives, on a delayed start day, will still have the option of being dropped off at school after 7:30 AM where supervision will be provided. Breakfast on delayed start days will be served one hour late as well.

WEATHER AND SCHOOL DISMISSAL

Sometimes inclement weather will either cause school to be dismissed early or cancelled. Other emergencies can also cause early dismissal or no student attendance for a day. The local radio stations will be notified when school is dismissed; Salem WJBD 100.1 and WSIQ 92.1 or www.wjbdradio.com also Centralia WILY 93.5 FM or 1210 AM, we also notify the TV stations (KSDK channel 5, KTVI Fox Channel 2, KMOV channel 4). We will also continue our School Reach Phone Message Program in order to notify you as well. Parents are reminded buses can not run during any warning.

SCHOOL FEES

Book fees for Selmaville School students will be $40.00 per student. The cost of breakfast will be $1.00, lunch $2.00 and extra milk $.35. Reduced breakfast will be $.30 and lunch is $.40. Adult lunches will be $2.75.

Applications for lunch fee waivers will be available at registration or in the main office throughout the school year.

The fees for lost library materials are as follows: $5 for each magazine, $10 for each paperback book, and $25 for each book not returned.

ABSENCES

Excused Absence

Students shall be permitted no more than five excused absences per semester based upon parental confirmation for the reason of the absence. After the student has been excused five times during a semester, additional excused absences for illness may only be verified through a written medical statement from a physician. After the five excused absences, the school will notify the parent/guardian by mail. If a student absence is verified by a doctor's excuse before the student has reached the limit of five days of excused absences, the absence will not count toward the five days permitted by this section. Should a student be absent a parent is encouraged to call the attendance office between 8:00 a.m. and 9:00 a.m. on the day of the absence at 548-2416. Homework requests should be made during this absence call in. If it is impossible to call the office, the student must submit an excuse written by his/her parent to the office on the day he/she returns to school. Failure to call or write an excuse may result in an unexcused absence. If no contact is made with the office we are required by law to call and check on those students who are absent from school and have made no contact with the school.

Usually a student will have one day for every day absent to make up work following an excused absence. However, if a student is absent from class on the day of an announced test, quiz, assignment, or project, then he/she shall make up that test or turn in the assignment that was due on the same day that he/she returns to school.

For pre-planned family vacations, written notification must be made in the form of our "Parental Request for Pre-Planned Absence" document at least one week prior to the absences. These pre-arranged homework assignments are due upon returning to school.

Unexcused Absence

Any student who receives an unexcused absence should contact the teacher regarding assignments missed; however, no credit will be given for work missed due to an unexcused absence. This work, even though credit is not given, will be graded so that the teacher can check the student for comprehension of the material covered.

All absences not classified as excused will be considered unexcused. Failure to comply with the above guidelines may result in a referral to the Regional Office of Education's Regular Attendance Program.

TARDIES

Students will be required to be in their seats ready for class when the first hour bell rings. After three tardies within a grading period a Parent/Teacher Conference will be held. Students will be required to serve a noon detention upon receiving their fourth tardy within a grading period. An after school detention will also be given for the fifth tardy. The sixth tardy in a grading period would result in an In-School Classroom Assignment. A parent conference with the principal will be held and an appropriate disciplinary action will be issued after the seventh tardy is received during a grading period.

SELMAVILLE SCHOOL CALENDAR
2016-2017

AUGUST 17:	TEACHERS WORKSHOP
AUGUST 18:	TEACHERS WORKSHOP
AUGUST 18:	OPEN HOUSE 6:00 - 7:00 P.M.
AUGUST 19:	FIRST DAY OF SCHOOL (FULL DAY)
SEPTEMBER 5:	NO SCHOOL - LABOR DAY
SEPTEMBER 16:	EARLY DISMISSAL 11:30 A.M.
SEPTEMBER 16:	MID -TERM 1ST QUARTER
OCTOBER 7:	EARLY DISMISSAL 11:30 A.M.
OCTOBER 10:	NO SCHOOL – COLUMBUS DAY
OCTOBER 14:	END OF 1ST QUARTER
OCTOBER 26:	EARLY DISMISSAL 2:30 P.M.
OCTOBER 27:	NO SCHOOL – PARENT/TEACHER CONFERENCE
OCTOBER 28:	NO SCHOOL - TEACHERS WORKSHOP
NOVEMBER 11:	NO SCHOOL – VETERAN'S DAY
NOVEMBER 18:	MID -TERM 2ND QUARTER
NOVEMBER 22:	EARLY DISMISSAL 2:30 P.M.
NOVEMBER 23:	NO SCHOOL - THANKSGIVING HOLIDAY
NOVEMBER 24:	NO SCHOOL – THANKSGIVING
NOVEMBER 25:	NO SCHOOL – THANKSGIVING HOLIDAY
DECEMBER 22:	EARLY DISMISSAL 1:30 P.M.
DECEMBER 22:	END OF 2ND QUARTER
DECEMBER 23:	NO SCHOOL - CHRISTMAS BREAK DEC.23 – JAN. 2
JANUARY 03:	SCHOOL RESUMES
JANUARY 16:	NO SCHOOL – MARTIN LUTHER KING DAY
FEBRUARY 3:	MID-TERM 3RD QUARTER
FEBRUARY 16:	EARLY DISMISSAL 2:30 P.M.
FEBRUARY 17:	NO SCHOOL - TEACHERS WORKSHOP
FEBRUARY 20:	NO SCHOOL - PRESIDENTS DAY
MARCH 10:	END OF 3RD QUARTER
MARCH 17:	EARLY DISMISSAL 11:30
APRIL 7:	EARLY DISMISSAL 2:30
APR10 – APR 17:	NO SCHOOL – SPRING BREAK
APRIL 18:	SCHOOL RESUMES
APRIL 21:	MID-TERM 4TH QUARTER
MAY 23:	EARLY DIMISSAL 11:30

<u>LAST DAY OF SCHOOL TO BE ANNOUNCED AT A LATER DATE.</u>

FACULTY AND STAFF AUTHORITY

Students must recognize that all-adult employees, visitors and guests of the Selmaville Schools carry the great responsibility of being in charge. Any lack of respect on the part of a student towards teachers and other employees including teacher's aides, secretaries, cooks, custodians, guests and bus drivers will be cause for the disciplinary measures listed under school rules.

GENERAL SCHOOL RULES

When a pupil chooses to fail to follow the school rules, then he/she shall be accorded the appropriate discipline from the lists provided below.

GENERAL RULES:

1. Students are expected to bring needed materials with them to class each day and may be given a detention study hall for repeatedly coming to class unprepared.
2. There will be no running or loud talking in school buildings.
3. Students are not to leave their seats or speak out in class without raising their hand and getting permission from the teacher.
4. Students will respect other people's and school property. (Litter, desks, lockers etc.)
5. Students will respect the rights of others in their classroom (being polite, listening, respecting substitutes.)

NO NIT POLICY

The school nurse/staff members will make regular, random inspections at our school. Students found to have live head lice/eggs will be sent home with instructions for treatment with medicated shampoo. The Illinois Department of Public Health recommends additional guidelines for cleaning clothing and the home. **A student may return to school when found to be free of lice and nits. (After treatment the medication package or a doctor's statement must be brought to the school office as evidence of treatment).**

BIRTH CERTIFICATES

The school must have a copy of each child's birth certificate on file.

STUDY TIME

In general, the amount of time a student spends on homework increases as he/she progresses through the grades. Some of this preparation can be done in class. If the student uses class time profitably, it can reduce the amount of homework he/she will be required to do.

Some good rules for students to follow, whether it is at school or at home are:

1. Know what you are expected to do.
2. Have all equipment and materials for work at hand.
3. Waste no time in getting started.
4. Organize your work.
5. Concentrate on the work and avoid distractions.
6. Prepare the work so that is neat and legible.

RETENTION

Students are expected to satisfactorily complete fourteen of the twenty quarters in the five core subjects. Students who are unable to do so or who fail to meet these minimum requirements will be considered for retention in their present grade. Parents and teachers will be consulted by the principal before any such action is taken.

SIGNING IN AND OUT

Since school attendance is required by the State of Illinois, students may not come-and-go at will. Each student is assigned a place to be for each period of the day. If a student must leave school for any reason, or return during the school day, he or she must be signed out, or in, at the school office by an adult parent / guardian or parent approved adult. Failure to sign out may result in a range-of punishments from a verbal warning to suspension.

INJURIES

Students are required immediately to report all injuries they receive at school to their teacher on duty or the office. DO NOT charge a medical visit to Selmaville School.

TELEPHONE USE

Please keep telephone use to a minimum. Only emergency calls are to be made, limited to short conversations. Students must receive permission from the staff to use the telephone.

CELL PHONES

Students are asked to secure cell phones in their lockers during the school day in the off position. Cell phones will be the sole responsibility of the student and the school district will not be responsible for loss or damage. If a student is caught using a cell phone for calls or text messaging the cell phone will be taken to the office and returned to the parent. Cell phones are prohibited in locker rooms and restrooms. Cell phone use will be limited to after the regular school day or in an emergency. If a student is in an activity after the regular school day cell phone privileges will be up to the supervisor of that activity. Any use deemed to be inappropriate will be handled by administration. Each infraction will be recorded according to our school discipline plan.

STUDENT RESPONSIBILITIES

Students, as citizens of the United States, are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers and administrators have a responsibility, a duty, to protect the rights of students while maintaining an educational atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is as valid in the educational community as in the larger community. There are certain special responsibilities required of a citizen who is a student in school.

1. To become informed of and adhere to reasonable rules and regulations established by your local Board of Education and implemented by school administrators and teachers.
2. To respect the rights and individuality of other students, school administrators and teachers.
3. To refrain from libel, slanderous remarks and obscenity in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness and safety.
5. To be punctual and present in the regular or assigned school program.
6. To refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the educational process.
7. To maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administration and teachers in maintaining discipline in the school and at school sponsored activities.
9. Once students are on campus they cannot leave the premises without permission from the administration and parents.

STUDENT RIGHTS

Students have the right to:

* A meaningful learning experience;
* An appropriate and challenging curriculum;
* Protection from physical or verbal abuse;
* Assistance in making decisions on educational goals;
* The opportunity to practice decision-making within the democratic process;
* Be disciplined in private, if possible;
* Be disciplined in a humane and appropriate manner;
* A school climate free of violence and disruption;
* A written code of discipline;
* Knowledge of the reasons for any discipline which may be administered;
* Due process in matters of disciplinary action;
* The freedom to try out for school and extra-curricular activities if qualified.

STUDENT DISCIPLINE

Many discipline problems can be avoided by cooperation between parents and school personnel. In spite of this, discipline problems do arise and teachers will deal with normal discipline problems in their own classrooms. Where serious breaches of conduct occur, teachers are instructed to notify an Administrator, in which case, the parent may also be notified. Each violation will be dealt with on an individual basis and punishment will be assessed as required. Every effort will be made to keep parents informed of necessary discipline procedures.

Classroom discipline at the Selmaville Grade School will be conducted under the premises that the teacher has:

1. The right and responsibility to establish a classroom structure and routine that provides the optimal learning environment for all students.
2. The right to determine and request appropriate behavior from the student which meets all needs and encourages the positive social and educational development of each child.
3. The right to ask for assistance from parents, the Administration, or Support Personnel when assistance is needed with the student.

Discipline will also be conducted under the premise that each child has the right to:

1. When appropriate have a teacher who will help the child limit his/her inappropriate behavior.
2. When appropriate have a teacher provide the child with positive support for his/her appropriate behavior, and guidance on how to Choose appropriate behavior and know the consequences that will follow.

The basic concept of student behavior at Selmaville Grade School is the concept of common courtesy. The student who is courteous does not create noise, which would interfere with the learning of other students, classes, or teacher. The courteous student does not run in the hallway, or bump or shove other students. The courteous student does not interrupt his/her teacher or other students.

The student who is courteous does not become obstinate with his/her teacher. The courteous student can expect to be treated courteously as well.

It is the policy of the administration, faculty and the Selmaville Board of Education to maintain in the school an environment conducive to learning and the educational process. Well-disciplined students direct their efforts and abilities toward greater achievement in the school setting.

A student's conduct is largely a personal matter that should be maintained within a range of acceptability. However, the administration and faculty have an important responsibility when a student's conduct intrudes upon and endangers the rights of other students to learn. Therefore, whenever it is in the best interest of the student, the school, or other students, a system of penalties has been implemented.

Selmaville will follow the following assertive plan on a monthly basis:

1. Verbal warning.
2. Denial of privileges with noon detention.
3. Parent notice.
4. Parent notice with after school detention.
5. Parent notice with alternate placement in the crisis room.
6. Parent notice with Saturday detention from 8:00 am until 12:00 noon.
7. Discipline determined at the discretion of the administration after parent conference.

The following behaviors based upon the staff's evaluation of conditions may be termed as gross disobedience and misconduct and include, but are not limited to:

1. The willful refusal to obey the policies, rules and regulations of the Board of Education.
2. The willful refusal to obey all reasonable written or oral instructions of any member of the teaching staff, designated non-certified supervisory personnel, or bus driver.
3. The willful refusal to obey all reasonable written or oral instructions of a member of the administrative staff.
4. Willful behavior which interrupts the orderly process of school affairs.
5. Conduct which is or may be physically injurious to persons or property.
6. Truancy subject to Section 26-12 of the Illinois School Code.
7. Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter.
8. Behavior which violated or attempts to violate a Board of Education policy, rule or regulation.

9. Possession, use, delivery, sale, or transmittal of any alcohol, drug or unauthorized controlled substance or "look alike" substances as defined in the policy of the Board of Education "Drug Abuse Policy". This includes any look alike materials, which are represented by the student, or the student believes to be any of those substances regardless of their true nature, or the appearance of the substance.
10. Being under the influence of any of the substances listed in the paragraph above other than those prescribed by a licensed practitioner for medical purposes.
11. Excessive tardiness to classes.
12. Behavior, which constitutes gross disrespect for the property or rights of other students, teaching staff, administrative personnel, non-certified staff, and/or school bus drivers.
13. Use of tobacco products.
14. Possession or use of firearms, matches, knives, explosives (including fireworks of all types and kinds), any item used as a weapon or other weapon-like materials on a school bus, at a school related activity or when under the supervision of the school. (inclusive of regular day).

Should any of these behaviors be determined to be Gross Disobedience or Misconduct the pupil will be subject to expulsion, suspension or alternative placement.
Parents are encouraged to follow the chain of command.

1. Meet with staff
2. Staff and Principal
3. Staff, Principal and Superintendent

DISMISSAL FROM CLASS

If a student's behavior warrants it, the teacher may ask the student to leave the class and report to the principal's office. Credit for classwork missed will be at the discretion the teacher and/or the principal.

BASIC CLASSROOM /SCHOOL RULES

1. CLASSROOMS - Students are to remain quiet while in the classroom and follow the classroom rules as determined by the teacher.

Classroom teachers will thoroughly explain the classroom rules and the consequences should these rules be broken. The students are always aware of classroom rules and consequences of inappropriate behavior.

The rules will also be thoroughly explained to the parent upon request. Parents should become familiar with them and review them with their child.

General Classroom Rules - The following general classroom rules have been established for all classrooms in the Selmaville Grade School. Individual teachers may add appropriate rules for their particular grade level as the responsibility expectations of the students' advance.

STUDENTS WILL:

1. Be polite, respectful and courteous to all.
2. Follow directions the first time they are given.
3. Stay in his/her seat and receive permission to speak or leave your seat.
4. Keep hands, feet and all objects to yourself.
5. Move from place to place in a quiet, orderly fashion.
6. Bring all necessary materials, including sharpened pencils ready for class work.
7. Work quietly and steadily in class.

2. HALLWAY AND PASSING PERIODS - Students should walk, not run in the hallway. Students should pass in a single file, keeping to the right and move in an orderly fashion. Pupils in 5th-8th should always have hall passes visible.

3. CAFETERIA - Students will sit quietly at the lunch table while eating. No student will leave his/her seat without permission from the adult on duty. They should not eat or handle the food of other students. Students must always clean up the mess, which they make. No outside drinks: soda, etc. may be drank with a school lunch unless requested by the student's doctor and approved by the school's administration. Only students in grades 5th – 8th may use the microwave.

4. SNACKS – Any snacks provided by parent/guardian as class treats must be from a licensed food provider (i.e. birthday treats and party days).

5. PLAYGROUND - Students will use the playground equipment and play on the playground only in the manner prescribed in the playground rules.

6. NO BULLYING – Students will show proper respect to each other. Bullying is not allowed and will be treated as a serious behavior. (A complete policy is available in office)

PLAYGROUND RULES

In order to provide a safe playground environment, some specific rules must be followed. They are:

1. When the bell rings or the whistle blows, students should line up in the designated area in a quiet, orderly fashion.
2. Students should not leave the playground without permission from the adult in charge.
3. Students should not throw rocks, sticks, or other objects.
4. Organized games such as football, baseball and basketball will be up to the supervisor on duty.
5. Use all PE and playground equipment only in the manner for which it was intended.

A. SWINGS -

1. One person to a swing (sitting) not standing.
2. No jumping from swings.
3. Do not swing so that chains become twisted or tangled together.
4. Do not swing sideways.
5. Students should not push each other on the swings.

B. SLIDES-

1. Slide down feet first.
2. Climb up the ladder only, not the slide.
3. Students should slide down one student at a time.

C. GUM -

NO unauthorized chewing gum or candy.

D. FIGHTING -

Fighting among students is strictly forbidden. If fighting should occur, students involved will lose privileges, be confined to the crisis room for a period of time, and parent will be notified. Further offenses will result in the student being suspended from school for a specified time dependent on the severity of the fight or other individualized circumstances

DETENTION STUDY HALL

1. Detention study hall will be held on Tuesdays and Thursdays between 3:10 and 4:00 p.m. No detention will be scheduled for days when school is dismissed prior to regular dismissal time.
2. Students will bring school assignments or reading materials to work on.
3. No talking will be allowed.
4. Students who miss serving their detention without a valid reason will be given one additional detention.
5. Excessive detentions will result in more serious actions, including but not restricted to conferences, in-school suspension and out-of-school suspension. (a noon detention is available at staff discretion)

SMOKING AND TOBACCO PRODUCTS

The School Board prohibits the use of any form of Tobacco products on the school property during the School day or at ***any school-sponsored event.*** Students who violate this policy will be disciplined. Students found in possession-(carrying tobacco products in their possession during class time or in their lockers)- will have them confiscated and the proper authorities (parents/ guardians/officers) notified.

ALCOHOL AND DRUGS

Selmaville Schools will not tolerate the use of prohibited drugs or alcoholic beverages by any of the students at any time during the school day or at any school activity. This includes the campus, school parking lot, buses or any area or activity supervised by school personnel. Any student in violation of this rule will be severely disciplined and the police authorities will be contacted.

ANABOLIC STEROIDS

Abuse of anabolic steroids for students who participate in inter scholastic athletic programs is strictly prohibited.

CHEWING GUM AND CANDY

NO unauthorized chewing gum or candy will be allowed at the School during the school day. Continual violation of this rule will result in disciplinary action.

RADIOS/MP3 PLAYERS/IPODs

The students are discouraged from bringing personal electronic devices in the school building. These items will be the sole responsibility of the student and the school district will not be responsible for loss or damage. Students will not be allowed to use unauthorized cellular phones nor electronic reading devices in school. Any use of these items deemed to be inappropriate will be handled by the administration. The above will be confiscated if used at school and the parents may pick them up in the main office. Parents who wish approval shall initiate the request for use in the main office.

WEAPONS

Possession or use of guns, matches, knives, firearms, explosive, or any items which could be construed as weapons, shall be prohibited on school buses, in the school building, or on school grounds will be confiscated. Students found in violation of this policy will be disciplined and juvenile authorities will be contacted.

PUBLIC DISPLAY OF AFFECTION

It is embarrassing to both students and faculty to observe open displays of affection between students at school. Hand-holding, kissing, leaning against one another or other such behaviors are definitely out of place and will not be tolerated in or around Selmaville Grade School.

LOCKERS

Lockers will be furnished for the school term and are subject to search. Lockers should be kept neat and clean. Locker doors are to be closed while classes are in session. Lockers are considered school property. Locks will be provided by the district.

Students should be informed that the administration may conduct general searches of all lockers for prohibited materials without prior notice. Students should understand that items considered private or valuable should not be kept in school lockers.

SCHOOL PROPERTY

Any damage or breakage of school property is to be reported to the office. A student may be held financially responsible for repairing or replacing the damaged property. Illinois law permits parents to be subject for damage (up to $2000.00) that is determined to be the result of inappropriate behavior or vandalism.

DRESS AND GROOMING

Conditions: Schools have an obligation to establish general standards to insure the safety of the students and to promote an atmosphere conducive to learning.

Policy: To establish a standard of dress and grooming that promotes health and safety and is conducive to a productive learning environment for all school activities including co-curricular.

Process: The school system will not attempt through dress and grooming codes to regulate style or taste. However, the following will not be permitted:

1. Obscenities
2. Profanity
3. Libelous material
4. Slander
5. Religious prejudice implications
6. Racial prejudice implications
7. Disrespect for national symbols
8. Bare midriffs/tube tops/spaghetti string tops –smaller than 1¼ inch, undergarments, halter tops, open sport shirts, and revealing clothing.
9. Shorts, skirts and dresses are allowed (must be at fingertip length)
10. Leggings must be worn, at least, with garments as described in #9
11. Advertising of tobacco, alcohol or drugs in any form
12. Symbols that promote violence or gang involvement
13. Any other item that is disruptive of school operation and discipline
14. Clothing that is a safety hazard
15. Jewelry during athletic events (including P.E.)
16. Pants or shorts worn below the waist.

SAFETY DRILLS/INSTRUCTIONS

Regular fire, storm, tornado and bus drills are held.
Signal for a fire drill or a fire is announced by intercom. The procedure is:

1. Teacher immediately takes charge.
2. Students quickly and quietly file from the building to designated exits.
3. Teacher closes windows and doors, if time permits.
4. Take nothing with you.
5. No one goes for a coat or other possessions in lockers.
6. ALWAYS WALK
7. DO NOT PANIC
8. Help incapacitated persons who cannot keep up with the flow of traffic.
9. Stay in a group away from the building.
10. Do not interfere with fire-fighting equipment nor try to help.
11. Teachers should take a roster.
12. For drills, the regular bell will sound a "all clear" signal.

INSTRUCTIONS FOR DISASTER DRILL AND FIRE DRILL ARE POSTED IN EACH ROOM. THESE INSTRUCTIONS TELL THE CLOSEST EXIT AND THE DISASTER DRILL SAFE AREAS.

The district has regular safety drills and a Crisis Plan. Additional Information is available by contacting the main office.

BUS POLICY

The district provides free bus transportation and this transportation is a privilege for all students. At times, special steps have to be taken for those students who do not follow the rules. All will agree that bus drivers have a great responsibility in providing safe transportation for our school children. Neither the bus driver nor anyone else who is interested and concerned about the safe transportation of students can tolerate any disturbance or distractions on the bus, which in any way would jeopardize the safety of students.

The bus driver will give a written report to the principal that explains the infraction. Students who fail to follow bus rules will be dealt with by the principal. The various penalties for misconduct on the bus are:

1. Verbal warning.
2. Denial of privileges with noon detention.
3. Parent notice.
4. Suspension of bus privileges.
5. Crisis room.
6. Discipline determined at the discretion of the administration after parent conference.

Should any of these behaviors be determined to be Gross Disobedience or Misconduct the pupil will be subject to expulsion, suspension or alternative placement.

CONDUCT ON SCHOOL BUSES

1. The driver is in full charge of the bus and pupils. Pupils must obey the driver promptly.
2. Pupils must not get on the bus or off the bus while it is moving.
3. Pupils must not crowd to get on or off the bus.
4. No moving about in the bus while it is moving.
5. No fussing or scuffling for seats.
6. Pupils must be on time.
7. No sticking head or arms out through the windows, and no rude yelling at people along the roads.
8. Pupils should refrain from unnecessary conversation with the driver.
9. Pupils are to sit facing the front of the bus. Never put your feet on the bus seats.
10. Loading - when pupils must cross the road to be picked up. The driver, after looking for approaching cars, will beckon them to cross. Pupils must await the proper signal and then cross promptly.
11. Unloading - at all discharge points where it is necessary for the pupil to cross the highway, they should stand on the shoulder of the highway until the bus driver motions them to cross.
12. No profanity.
13. No "over-friendliness" between boys and girls.
14. No use of tobacco in any form. .
15. Pupils must not throw waste paper, gum or rubbish anywhere in the bus.
16. Pupils should report any damage to the bus at once to the driver.
17. Pupils are not to use the emergency door except in emergency situations, and/or required emergency drills.
18. No beverages of any kind are permitted on regular bus routes.
19. Bus drivers are authorized to assign seats to one or all students.
20. Students may not change buses or change their place of unloading from the bus without permission from their parents
21. Include all applicable rules included in this handbook- as the bus is an extension of the school.

The district reserves the right to provide assigned seating if required.

GRADE ELIGIBILITY REQUIREMENTS

Students are to keep a passing grade (A through D-) in all core subject areas to be eligible to participate in special programs offered at Selmaville School which include: (sports, band, chorus, scholar bowl, special events)

Eligibility to participate in these special activities/organizations will be determined every two weeks. The AD will compile a list of ineligible students by noon on Thursday of the week being checked in order to notify parents. If determined to be ineligible the student will be rechecked the following week. Ineligibility will be from Monday through the next Sunday.

SPORTS - students that are not eligible:

1. Will not be allowed to participate in practice while ineligible.
2. Will not be allowed to dress in uniform or participate in game.

CHEERLEADING – Students that are not eligible

1. Will not be allowed to participate in practice while ineligible.
2. Will not be allowed to dress in uniform or participate in games.

BAND/CHORUS - The instructor will determine whether a student will be allowed to attend practices while ineligible. Students will attend lessons during the school day during time of ineligibility.

1. Will not be allowed to attend or participate in non-academic performances.

SCHOLAR BOWL - Students that are not eligible:

1. Will not be allowed to participate in practice while ineligible.
2. Will not be allowed to participate in competition while ineligible.

SELMAVILLE SCHOOL GRADE SCALE –
LETTER GRADE EQUIVALENT OF PERCENTAGES:

A+ = 100%	C+ = 85%	E = BELOW 70%
A = 95-99%	C = 78-84%	S = SATISFACTORY
A- = 94%	C- = 77%	N = NEEDS IMPROVEMENT
B+ = 93%	D+ = 76%	U = UNSATISFACTORY
B = 87-92%	D = 71-75%	
B- = 86%	D- = 70%	

CLASS RANK - Selmaville students will be ranked according to their academic performance. These rankings will be based upon work completed in core subject areas in which students in grades 5 – 8 are working at grade level. From these ranking valedictorian and salutatorian will be determined.

HONOR ROLL – To be on the High Honor Roll students will receive a minimum of four "A's" and one "B" in their five core subjects. To be on the Honor Roll students will receive a minimum of all "B's" in their five core subjects.

SPECIAL PROGRAMS

SPECIAL EDUCATION SERVICES

Selmaville Grade School participates in the Kaskaskia Special Education Cooperative (KSED). Special help is available to students with speech problems, learning disabilities, physical handicaps and mental handicaps.

Except for speech therapy, students must be referred to KSED for evaluation by a school psychologist. Upon completion of the evaluation, a staffing is held. Generally the student's parents, teacher, superintendent, the psychologist, and the special education teacher are included in this staffing. This group decides if a specific program and which program is appropriate for the student. Individual Education Programs (IEPS) and Behavior Intervention Plans (BIP) are developed at this meeting for the student. Services may include individual assistance, as well as inclusion.

CHALLENGE PROGRAM

At Selmaville Grade School gifted and talented students will be identified in the fundamental areas of learning. All students will be screened based upon the following measures: achievement test scores (90% composite), teacher recommendations, past performance, classroom achievement and local tests. During the selection procedure criteria and cut-offs will be determined for all areas of learning in order to identify the students achieving the top 10% of scores. Services may include in class and pull out activities.

SCHOLAR BOWL

Selmaville Grade School offers students the opportunity to participate in Scholar Bowl. This special academic program involves regular attendance at practices, all district academic/behavior requirements, and sponsor approval. The team will attend scheduled games and tournaments.

BETA CLUB

The Jr. Beta Club is a service oriented organization. The motto says it very appropriately: "Let us Lead by Serving Others." Club membership is attained by achieving and maintaining honor roll status while working at grade level. Our club bylaws require a student to make the honor roll two consecutive quarters beginning with the last semester of the sixth grade year. These students will then be considered for membership beginning their seventh grade year. Students who have reached this goal are given a petition for membership which requires faculty signatures and recommendations based on, not only grade achievement, but also, good citizenship qualities, and dedication to being a service oriented person. They must also have attainable goals for their present and future status in life or be working on such goals. Upon completion of this petition and submission of National dues (a one time payment for as long as the student remains in the school, presently $15.00) the student will become a member of the club. An induction ceremony will be held each year for these members and a slate of officers elected each year from the present and new membership. Seventh and eighth grade students may join once they achieve honor roll status for the two consecutive quarters and maintain that achievement while working at grade level. Transfer students coming into the district are also eligible if their grades meet the requirements. Probationary status is attained if a student fails to make the honor roll one quarter. He/she must make it the next quarter or go on ineligibility status. If a student becomes ineligible and returns to the honor roll after failing to make it two quarters, they may ask or petition to be reinstated. All members are expected to meet the membership guidelines as provided by the sponsor.

MUSIC/BAND

The Selmaville Music Department offers many opportunities for students. Students begin their instrumental experience in the 4th Grade when they are given the opportunity to join Beginning Band. Concert Band, which has received 1st Place ratings at contest for many years, and Marching Band, which has also received Superior Ratings, include students from grades 5 through 8. Jr. High students are given the opportunity to audition for a spot in the Flag Corp as well. Students in Jr. High also have the opportunity to be involved with the Selmaville Chorus. This organization has received superior ratings at contest and are also involved with the Christmas and Spring program.

The students from the music department are also given the opportunity to participate in District and State Solo and Ensemble Contests. Many students have performed extremely well in these events. The Christmas Program, held in December, is an all-school event which includes singing, acting, experience in lighting, sound and scene design.

SEXUAL HARASSMENT

It is the policy of the School Board to provide for its students an educational environment free from unwelcome sexual advances, unwelcome requests for sexual advances or requests for sexual favors. This applies to relations by an employee to a student, or student to a student, when such conduct has the purpose of substantially interfering with the student's educational performance or creating an intimidating, hostile, or offensive educational environment.

The complete policy is available for review in the office.

SOCIAL MEDIA

Selmaville C.C.S.D. #10 reserves the right to impose consequences for inappropriate behavior that takes place off campus and outside school hours that directly affects the daily operation and educational environment in the school building. Therefore, inappropriate use of technology, whether it occurs at school or off campus, may subject students to consequences.

Inappropriate use of technology includes harassment, use of school name, remarks directed to or about teachers, administration, or students, offensive communications, and safety threats. All forms of harassment, in person, over the phone, or in cyberspace are unacceptable.

"***Cyber Bullying" includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening another person, sending or posting inappropriate and hurtful digital messages, digital pictures, or web postings.***

Selmaville C.C.S.D. #10 does not actively monitor student use of technology off campus, and it is therefore the responsibility of the parent to ensure ethical use of technology off campus and during non-school hours.

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule of procedure. This is in accordance with the Illinois School Code - 105 ILCS 75/15

In addition, parents are reminded of Facebook's Terms of Use Policy that includes these three provisions listed in their Statement of Rights and Responsibilities:

- Users will not "bully, intimidate, or harass any user,"
- Post content that is hateful,
- **Use Facebook if you are under 13.**

PESTICIDE NOTIFICATION

Selmaville District #10 has an Integrated Pest Management Plan which incorporates building maintenance, sanitation and physical barriers and as a last resort, the most safe effective means of pesticide. Although we have no intention of spraying with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before and airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the superintendent's office if you wish to be added to the registry. The school will always post a public notice prior to regular yearly pre-school and holiday spraying.

ASBESTOS

The Selmaville Community Consolidated District #10 Board of Education has had asbestos inspections conducted of all district owned facilities as required by the Asbestos Hazard Emergency Response Act (AHERA). The Board has also had Asbestos Management Plans prepared for both attendance centers. The Inspection and Management Plans have been submitted to the Illinois Department of Public Health as required. Copies of the Inspection Reports and Management Plans are available for public inspection during regular business hours at the Selmaville School, 3185 Selmaville Road, Salem, by appointment with at least one working day advance notice. Initial cleaning as required by AHERA was completed in both District #10 attendance centers during the summer of 1989.

STEVENSON AMMENDMENT

Selmaville C.C.S.D. #10 uses Federal Funds to purchase materials used in classes.

TITLE I INFORMATION

As a parent/guardian of a student attending a Title I school you may request information regarding the professional qualifications of the student's classroom teachers. Any such inquiries should be directed to the school administration.

LIBRARY MATERIALS

All library materials are previewed by the school librarian and reviewed by the American Library Association.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

Any student or student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest or school activity for a possible concussion or head injury may not return to that contest or activity unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer.

SELMAVILLE COMMUNITY CONSOLIDATED SCHOOL DISTRICT #10
ADMINISTRATION OF MEDICINE TO STUDENTS

Medication required by a student shall generally not be administered at school by a district employee. This policy includes even common and widely used preparations such as Tylenol.

PRESCRIPTION MEDICINE:
Students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following these guidelines:

1. A written statement from the student's physician, indicating the necessity of the medication and proper dosage, time and duration shall be required. The telephone number of the physician and the name and phone number of the pharmacy shall be indicated.
2. A written request and permission from the parent to administer the medication shall be required.
3. Medication shall be brought to school in appropriately labeled containers. The name of the student and the names and phone numbers of the physician and the pharmacy shall be indicated on the containers.

Prescription medicine shall be administered by the superintendent's designee.

NON-PRESCRIPTION MEDICATION:
Students recovering from a temporary illness or who may require non-prescription medication during the school day must meet the following guidelines before medication will be kept and administered at school.

1. A written request and permission from the parent/guardian to administer the medication shall be required.
2. Medication shall be brought to school in the original container labeled with the student's name and date.
3. Medication shall be provided to the school for the period of time in which the student is recovering only. The school will not accept more non-prescription drugs for continuous or intermittent use.

Non-prescription medication shall be administered by the superintendent's designee.

SELF ADMINISTRATION:
Shall a student require a continuing program of mediation and it can be demonstrated that the student is of responsible age, arrangements may be made for self-administration of the medicine. This procedure shall be allowed after the following conditions have been met:

1. A written release of liability from the parent/guardian;
2. Written permission from the Superintendent;
3. Written permission from the doctor.

This shall include the use of inhalers as prescribed by the doctor.
All medicines shall be stored in an appropriate locked cabinet.
In all cases the schools retain the discretion to reject a request for administering medicine.

ASTHMA POLICY – District #10 asks each parent of a child with asthma to schedule a meeting with the school nurse to prepare an individual profile to provide best care steps for each pupil.

NON-EMERGENCY ADMINISTRATION OF STUDENT MEDICATION:

1. DEFINITIONS

   A. "Prescription Medication" - means any medication prescribed by a licensed physician or dentist.

   B. "Non-Prescription Medication - means any medication that can be obtained over-the-counter.

2. STUDENT MEDICAL AUTHORIZATION

   A. No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed school medication authorization form is filled out. This form shall be completed by the student's parents and physician and shall be on file at the school building which the child attends (school name). This form shall be filed prior to dispensation of any medication to a student, and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

3. PERSONNEL AUTHORIZED TO ADMINISTER MEDICATION

   A. ADMINISTRATION BY SCHOOL PERSONNEL

      1. All student medication shall be left with the school secretary.
      2. All such medication will be clearly marked with the student's name, doctor's name, contents, and dosage in the original labeled pharmacy container.
      3. All students' medication will be administered by authorized school personnel.
      4. Teacher, other certified school personnel, and health aides as designated by the superintendent may administer student medication.
      5. A record shall be kept of all medication dispensed to student, specifying the time of dispensation, dosage, and supervising personnel.

   B. ADMINISTRATION BY STUDENT

      1. A student may self-administer non-oral medication with parental consent when under the supervision of school personnel as designated by the superintendent.
      2. Pupils may carry inhalers (registered in office)

   C. FIELD TRIPS

      1. Students requiring medication during field trips shall provide the certified school person responsible for the field trip with a copy of the school medical authorization.

Dear Parents/ Guardians,

This is the Selmaville Grade School District #10 handbook for the school year 2016-2017. Please note that this book has been revised.

I want to thank the Parent Advisory Committee and the office staff for the time and work that went into producing this handbook. Please note that this handbook is for grades K-8.

Please review this book with your children and complete the provided sign-off page within the next week. (only 1 page is needed per family if all pupils are listed)

Thank you for your assistance. Please feel free to call the office if you have any questions.

Sincerely,

Robin E. Brooks
Superintendent

PERMISSION FOR PRESCRIPTION MEDICATION

NAME OF STUDENT: _____

SCHOOL:_____GRADE_____

MEDICATION:_____DOSAGE_____

PURPOSE OF MEDICATION:_____

_____

TIME OF DAY MEDICATION IS TO BE GIVEN:_____

_____

ANTICIPATED NUMBER OF DAYS IT NEEDS TO BE GIVEN AT SCHOOL:_____

_____

DATE:_____ _____
Signature of Physician

I HEREBY GIVE MY PERMISSION FOR_____
TO TAKE THE ABOVE PRESCRIPTION AT SCHOOL AS ORDERED. I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FURNISH THIS MEDICATION.

DATE:_____ _____
Signature of Parent or Guardian

NOTE: The prescription medication is to be brought to school in a container appropriately labeled by the pharmacy, or physician, stating the patient's name, the name of the medication, and the dosage.

PERMISSION FOR NON-PRESCRIPTION MEDICATION

NAME OF STUDENT: _____

SCHOOL:_____ GRADE_____

TEACHER:_____

MEDICATION:_____ DOSAGE:_____

PURPOSE OF MEDICATION:_____

_____

TIME OF DAY MEDICATION IS TO BE GIVEN:_____

ANTICIPATED NUMBER OF DAYS IT NEEDS TO BE GIVEN AT SCHOOL:

_____

I HEREBY GIVE MY PERMISSION FOR_____

TO TAKE THE ABOVE MEDICATION AT SCHOOL AS INDICATED, I UNDERSTAND THAT IT IS MY RESPONSIBILITY TO FURNISH THIS MEDICATION.

DATE:_____ _____

Signature of Parent or Guardian

Note: The medication is to be brought to school in the original container labeled with the student's name and date.