



# South Side School

## Parent/Student Handbook

Cheri Marten, Principal

### South Side's Mission

At South Side, our mission is to create a quality, caring learning environment for first and second grade students. We believe in an academically strong foundation, which strives to maximize the unique abilities of our children while developing enthusiasm for becoming lifelong learners. Socially, we desire to create an environment which encourages respect for all people.





Dear Parents and Students:

Welcome to our new school year! The mission of South Side School is to create a quality caring learning environment for first and second grade students. We believe in an academically strong foundation and strive to maximize the unique abilities of our children, while developing their enthusiasm for becoming lifelong learners. Socially, we desire to create an environment which encourages respect for all people.

It truly takes both the home and the school working together for a child to find success. There will be several opportunities for you to be involved with your child's education. You could volunteer at school and/or be a part of the PTO. As always, it is extremely important to check your child's folder every night and make sure work is completed on time. Other helpful things are listening to your child read and asking questions about what was read. You could also practice spelling words and math facts. I hope you will take part, as this shows your child that school is a priority.

Should you have a concern or question about your child's progress, your first step is to meet with the teacher. If I can be of further assistance, please contact me.

I am looking forward to a great school year!

Sincerely,

Cheri Marten

## STUDENTS' SCHOOL DAY



Breakfast Begins .....7:30  
Parent Drop-Off Begins .....7:45  
Breakfast Serving Ends .....8:00  
(**Students arriving on buses** after 8:00 **WILL** be  
allowed to eat breakfast.)

Parent Pickup and Walker Dismissal .....2:50  
Early Bus Dismissal .....2:55  
Late Bus Dismissal .....3:00

Students are to report to the playground upon arrival at school, if they are not eating breakfast. Students will line up and go to their classrooms at 7:50. **Class begins promptly at 8:15.**

**Parents should contact the school office by 9:00 a.m. when students are going to be absent. These calls may be made prior to 7:30 a.m., if needed, since the school has voicemail. To report an absence by leaving a voicemail, please call 217-540-1530. When leaving the voicemail, be sure to state the student's name, classroom teacher's name, and the reason for the absence. Calls by students are NOT acceptable. This call is the parent/guardian responsibility.**

# EFFINGHAM UNIT #40 ELEMENTARY SCHOOL HANDBOOK FOR PARENTS AND STUDENTS

## INTRODUCTION

Welcome to Effingham Unit #40 Schools. The staff of Unit #40 hopes this will be a positive and productive year for your child. To help make the year go as smoothly as possible for you and your child, this handbook has been prepared so that you can become familiar with Effingham Unit #40 policies and procedures. Additional Effingham Unit #40 policies and procedures are available in the District Handbook. Please feel free to call your child's principal if you have any questions concerning these policies.

## MISSION STATEMENT

The mission of South Side School is to create a quality, caring learning environment for first and second grade students. We believe in an academically strong foundation, which strives to maximize the unique abilities of our children while developing enthusiasm for becoming life-long learners. Socially, we desire to create an environment that encourages respect for all people.

## ABSENCES

### PARENT RESPONSIBILITIES

- Parents have responsibility for requiring and promoting their child's regular attendance, the first step in achieving academic success.
- Illinois School Law, under the Article 26-1 Compulsory School subsection, places the burden of responsibility for school attendance on the parent: **EVERY PARENT, GUARDIAN, OR OTHER PERSON IN THIS STATE HAVING CHARGE, CONTROL, OR CUSTODY OF A CHILD BETWEEN THE AGE OF 7 AND 16 YEARS SHALL CAUSE THE CHILD TO ATTEND SCHOOL REGULARLY AND IN A NON-DISRUPTIVE MANNER.**
- Unless the circumstances make it impossible, all requests for excused absences during a trip or vacation **MUST BE APPROVED BY THE PRINCIPAL** at least (7) days in advance of the absence. Please submit a written request to the principal.
- The law requires a parent/guardian to call the school by 9:00 a.m. if a child is absent. You can leave a voicemail, prior to 7:30 am, should the need arise. **To report an absence please call 217-540-1530.** Home visits will be conducted, at the discretion of the Building Principal, for students that are unaccounted for.
- State law requires school personnel to report chronic tardiness/absenteeism to the Truant Officer.

## ACCIDENTS – EMERGENCY INFORMATION

- If a serious accident occurs, parents will be called and asked to come to school for the child.
- If parents cannot be reached, the person designated at enrollment as an emergency contact will be called.
- If neither the parents nor the persons listed as emergency contact can be reached, the child will be taken to the hospital by district staff.
- **Telephone numbers and physicians' names should be current. Please notify the office (217-540-1530) with changes or updates.**

## BIRTHDAY CELEBRATIONS

- **Treats must be served in individual portions.** The Board of Education of Effingham Unit #40 School District is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good

nutrition, physical activity and the capacity of students to develop and learn,. As such, we encourage parents to choose healthy options when providing birthday treats. Items such as 100% juice boxes, dried fruit, single serve applesauce, pretzels, reduced fat crackers, fat-free or low-fat pudding cups, string cheese, and granola bars are ideal.

- **Pre-arrange the date with your child’s teacher.**
- Parents are asked to **be mindful of food allergies** and are strongly encouraged to inquire about food allergies in the class prior to sending in treats.
- **Balloons, flowers, decorations, birthday hats, etc. are not to be brought to school as these are more appropriate for birthday celebrations at home.**
- Invitations will be distributed **ONLY** if entire class is invited.

**BUS SERVICE \*SEE DISTRICT HANDBOOK**

- If a child misses the bus in the morning, the parent(s) is/are responsible for getting the child to school.
- Please call the school office when your child has missed the bus and will run late in arrival.
- Please contact the Transportation Department at 540-1491 with questions regarding bus service.
- **Bus deviations must be cleared by the Transportation Department, 540-1491, prior to 2:00 p.m.** to ensure communication of information to the building secretary.

**CAFETERIA**

- Breakfast and lunch are served daily.
- Children will be allowed to eat breakfast from 7:30-8:00 a.m.
- Cafeteria menus are available on the district website. In addition they will be shared via Seesaw (the parent communication platform for K-3).
- The District has received a CEP grant which allows ALL students to have free breakfast and lunch each day. There will continue to be a charge for extra milk (ex: a child wants a 2nd milk with his/her school lunch) **OR** when a milk is purchased with a sack lunch from home. See cost chart below.
- **Lunch balances are moving to the parent portal** and should be visible by the start of school. You will be able to add money to your student's lunch account while paying fees; in addition you will be able to set preferences for what your student is allowed to purchase. Please see the food services page on our website for more information.
- **Any payments sent to school should be in a sealed envelope with their child’s full name and teacher’s name written on the outside.**
- Parents are welcome to join their child for a school lunch. Please phone the school before 9:00 am on the day you will be coming so cooks can prepare the proper amount of food. The cost for an adult lunch is \$3.70 and can be paid for in the office.
- **Out of respect for our other students, parents bringing food in from a restaurant (ex: McDonalds, Dairy Queen, Subway, etc.) will be asked to eat with their child in a different area of the building.**

**PAYMENTS ARE PREFERRED ON THE FIRST DAY OF EACH WEEK.**

|                   |               |
|-------------------|---------------|
| Breakfast         | NO COST       |
| Lunch             | NO COST       |
| <b>Extra Milk</b> | <b>\$0.35</b> |

- A report of student balances will be provided weekly through the Food Services Department or the building your child attends.
- It is important that you review the balance on the statement and **PAY IN ADVANCE**.

## **CELL PHONES**

- Using or possessing an electronic paging device at school is prohibited. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

## **CHILD ABUSE**

- School personnel are mandated by law to report any suspected child abuse, including neglect.
- Referrals are made to the Department of Children and Family Services.

## **ACCEPTABLE USE OF ELECTRONIC NETWORKS**

All use of the electronic network shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures 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 the parties who signed have read the terms and conditions carefully and understand their significance.

### Terms and Conditions

- 1) Acceptable Use – Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for legitimate school business use.
- 2) Privileges – The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator and school administration will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time; that decision is final.
- 3) Unacceptable Use – The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - a) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - b) Unauthorized downloading of software, regardless of whether it is copyrighted or devirused;
  - c) Downloading copyrighted material for other than personal use;
  - d) Using the network for private financial or commercial gain;
  - e) Wastefully using resources, such as file space;
  - f) Gaining unauthorized access to resources or entities;
  - g) Invading the privacy of individuals;
  - h) Using another user's account or password;

- i) Posting material authorized or created by another without his/her consent;
  - j) Posting anonymous messages;
  - k) Using the network for commercial or private advertising;
  - l) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
  - m) Using the network while access privileges are suspended or revoked.
- 4) Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a) Be polite. Do not become abusive in messages to others.
  - b) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
  - c) Do not reveal the personal addresses or telephone numbers of students or colleagues.
  - d) Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
  - e) Do not use the network in any way that would disrupt its use by other users.
  - f) Consider all communications and information accessible via the network to be private property.
- 5) No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, no-deliveries, missed-deliveries, or service interruptions caused by its negligence or the users' errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- 6) Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.
- 7) Security – Network security is a high priority. If the user can identify a security problem on the Internet or the Local Area Network/Wide Area Network (LAN/WAN), the user must notify the system administration or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to network.
- 8) Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the LAN/WAN, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.
- 9) Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.
- 10) Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers without explicit written permission.
- a) For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
  - b) Students and staff engaged in producing Web pages must provide Technology Coordinator with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.
  - c) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

- d) The "Fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e) Student work may only be published if there is written permission from both the parent/guardian and student.

11) Use of Electronic Mail

- a) The District's electronic mail system, and its constituent software, hardware, and data files are owned and controlled by the School District. The School District provides e-mail to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b) The District reserves the right to monitor, access, and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c) Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter of memorandum.
- d) Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this School District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e) Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.
- f) Use of the School District's electronic mail system constitutes consent to these regulations.

Internet Safety

1. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is almost assured if users will not engage in "unacceptable uses," as detailed in this *Authorization*, and otherwise follow this *Authorization*.
2. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and conditions for Internet access contained in this *Authorization*.
3. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children's Internet Protection Act and as determined by the Superintendent or designee.
4. The system administrator and Building Principals shall monitor student Internet access. Students, parent(s)/guardian(s), need to sign this *Authorization for Electronic Network Access* yearly while enrolled with the School District. Employees need only sign this *Authorization for Electronic network Access* once while employed with the School District.

LEGAL REF.: Children's Internet Protection Act, P.L. 106-554.  
20 U.S.C. § 6801 et seq.  
47 U.S.C. § 254(h) and (l).  
720 ILCS 135.0.01.

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## COMPUTER NETWORK OPERATING PROCEDURE

- 1) No student is to be using a computer in any computer lab or classroom without a designated supervisor (certified employee of Effingham Unit #40 School District) physically present.
- 2) Each user will have an assigned seat during lab use. Users assigned to the workstation will be responsible for any damage occurring to the workstation (i.e. keys disappearing from the keyboard, damage to mouse device).
- 3) Users will not bring food, candy, drinks, cough drops, or any reasonable facsimile thereof into any computer lab in Unit #40 School District.
- 4) Each network user has a separate login and a password, which grants him or her rights to a certain storage area on the network. Users are not to share that login or password with anyone else. The holder of the assigned login will be held responsible for any activity committed under that login. Users found attempting to login or logging in with another user's login ID will lose network access privileges.
- 5) Users shall not seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent other users on the system, or attempt to gain unauthorized access to the system.
- 6) Concerning the printing of documents, you should only print out a hard copy of a document when you are ready to submit that document for final approval. Proofreading should be done on the screen.
- 7) Users are not to print files that are not directly related to their course work.
- 8) Users are not to send print jobs to printers outside the assigned printer location for a particular class or section of the building.
- 9) Users are not to print multiple copies of a document on any printer. These machines are not photocopiers, and their per-page cost to print is not favorable to making multiple copies of the same document.
- 10) If you use the last piece of paper in a printer, please refill the printer before you go back to your workstation.
- 11) When you are finished with a workstation, make sure you log completely out of the system. If you quit the application you are using but you don't finish logging out, it is like leaving the front door to your house wide open at night while you sleep.
- 12) If you are working in a lab at the end of the school day and it appears you are the last one out for the day, you should make sure that the power switches to the printers are off and that the power switches to the lab, normally located near the door, are turned off.
- 13) Use of non-educational software, unauthorized software, and/or unlicensed software programs on the network or on the network workstations of Unit #40 Schools will not be tolerated.
- 14) The computer system in our School District is a network system; therefore, some of our applications are operating in a shared environment. Users must recognize that any manipulating, changing, or deleting of the program files that directly affect the performance and/or appearance of any network software is prohibited.
- 15) On the computer systems in our School District, many of the applications are running on the local machine; therefore users must recognize that any manipulating, changing, or deleting of the program files that directly affect the performance and/or appearance of any locally installed software is prohibited.
- 16) Users are each responsible for the maintenance of their home directories. Files that are not currently being used or files that will not be accessed for reference in the near future should be deleted. These directories are for school-related data only. Never keep any files in the directory that you would not like to see in the local newspaper. Unauthorized files such as games, utilities, or other similar file structures are NOT allowed in a user's home directory.
- 17) When using any communication application on the Unit #40 networks, users are expected to abide by the generally accepted rules of network etiquette, which include the following:
  - ✓ Be polite.
  - ✓ Do not write or send abusive messages to others.

- ✓ Use appropriate language. Do not swear, use vulgarities, or use other classifications of unacceptable language.
  - ✓ Remember that e-mail is not private.
  - ✓ Do not use the communication application in such a way that it would disrupt the activities of others (e.g. transferring of large files, sending mass e-mail messages or chain letters).
- 18) Security is a major concern on the network system of Unit #40 Schools. If users feel at any time that they can identify a security problem on the network, it is that user's obligation to report that issue to the user's immediate supervisor and to the network supervisor. Do not demonstrate the problem to other users. Any user identified as a security risk or having a history of being a "problem user" will be denied access to the computers in the District.
  - 19) Any vandalism or malicious attempt to harm or destroy any data on the network (i.e. the uploading or creating of a computer virus) will result in the expulsion of the student from the network system permanently.
  - 20) Activities by users on the network are to be limited to educational operations; no personal or private activities are to be operated using the computers and/or computer networks of Unit #40 Schools. Any illegal activities, including violation of copyright or other contracts, or any operation for personal/commercial financial gain are expressly prohibited.
  - 21) Because we are operating in a network environment, the need for external storage device use is limited. No user is authorized to use an external storage device on workstation unless the use of that external storage device has been authorized by the supervisor of that user and unless the external storage device itself has been scanned for viruses by the user's supervisor.
  - 22) The system constitutes public facilities and may not be used to support or oppose political candidates or ballot measures.
  - 23) Subscriptions to mailing lists, bulletin boards, chat groups, and commercial on-line services and other information services must be pre-approved by the Superintendent or designee.
  - 24) Communications may not be encrypted so as to avoid security review.
  - 25) Users should change passwords regularly and avoid easily guessed passwords.
  - 26) Students should never make appointments to meet people in person that they have contacted on the system without District and parent permission.
  - 27) Students should notify their teacher or other adult supervisor whenever they come across information or messages that are dangerous, inappropriate or make them feel uncomfortable.
  - 28) Diligent effort must be made to conserve system resources. For example, users should frequently delete e-mail and unused files.
  - 29) Users on the District network will not access, create or distribute harassing, pornographic, obscene, racist, sexually explicit, or threatening material, imagery, or language.
  - 30) Users on the District network will not use technology at any location for the purpose of bullying or harassment.
  - 31) Nothing in these regulations is intended to preclude the supervised use of the system while under the direction of a teacher or other approved user acting in conformity with the District policy and procedure.

## **DISCIPLINE**

A goal of Effingham Unit #40 schools is to teach students self-discipline. Children are expected to follow rules and be good citizens. They have rights, but they also have responsibilities. Positive behavior will be rewarded. Inappropriate behavior will be dealt with consistently and effectively.

Classroom teachers will explain **school and class rules** to all students. We would appreciate it if parents would also discuss the rules at home. If a student does not follow the rules, classroom consequences will be implemented. If this does not change the behavior, or if the behavior is very serious, the Building Principal will be notified.

Each teacher (or other school personnel when students are under his/her charge) is authorized to impose any disciplinary measure other than suspension, expulsion, corporal punishment, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, for the purpose of self-defense or defense of property. The behavior expected from students at school is a combination of common courtesy and safety considerations. The following behaviors **will not be allowed** at South Side School:

- Running in the building
- Bringing toys (unless asked for by the classroom teacher)
- Possession of lipstick, Chapstick, or facial products (unless this is prearranged by the parent with the teacher, as it poses a health risk to others)
- Wearing clothing that is inappropriate in a school setting or possession of items that cause disruption to the educational process or impose safety concerns.

The classroom teacher, using the following list of disciplinary techniques, will handle the above listed behaviors:

- Reflective Listening
  - Listening to what someone says and then repeating it back to them in order to gain better understanding in a given situation, confirming that they have been heard and understood.
- Take a break/Time away (in or out of the classroom)
- Withholding privileges (including but not limited to partial loss of recess)
- Parent contact (call, letter, e-mail)
- Behavior chart

Below is a list of behaviors that **will not be tolerated** at South Side School:

- Fighting (including but not limited to Karate kicking, wrestling, punching, etc.)
- Placing hands, feet, etc. on another person in a disrespectful manner (including but not limited to slapping, hair pulling, pinching, biting, head butting, spitting)
- Profanity and inappropriate gestures
- Willful defiance of any staff member/volunteer/substitute teacher/or principal
- Possession of matches and lighters
- Possession of any controlled substance, unauthorized medication, drug paraphernalia, tobacco, tobacco products or syringes or lookalike items not required for authorized medical purposes or supervised use
- Vandalism or destruction of school property (including but not limited to throwing objects)
- Possession of dangerous objects or weapons or lookalike items (including but not limited to pocketknives, kitchen knives, etc.)
- Misconduct under a substitute teacher
- Physical abuse or severe profanity toward school staff member/volunteer/substitute teacher/principal/or student
- Stealing

The above listed behaviors will be dealt with using the following list of disciplinary techniques:

- Reflective Listening
  - Listening to what someone says and then repeating it back to them in order to gain better understanding in a given situation, confirming that they have been heard and understood.

- Take a break/Time away (in or out of the classroom)
- Withholding privileges (including but not limited to partial loss of recess)
- Parent contact (call, letter, e-mail)
- Behavior chart
- Lunch detention

***Depending upon the severity of the discipline issue***, or if there is no improvement in the child's behavior, the child will be referred to the building administrator and the following action may be taken:

- Counseling Referral
- Temporary removal from classroom to the office
- Paying for or replacing damaged or stolen property
- Remaining after school
- In/Out of school suspension
- Suspension of bus privileges (bus conduct notices only)
- Contact of School Resource Officer

**Bullying will not be tolerated.** Bullying is something that **is done repeatedly** (more than once or twice), **on purpose** to someone that they do not like or want and that **makes them feel threatened or scared.** Bullying can be physical (ex: hitting, kicking), verbal/words (ex: calling names, telling lies about someone, singing an inappropriate song using a student name, urging another student to exhibit bullying behaviors), or cyberbullying/written (notes, emails, Facebook). Juvenile authorities, including the School Resource Officer will be notified whenever the conduct involves illegal drugs (controlled substances), look-alike drugs, alcohol, weapons, or look-alike weapons.

### **PROGRESSIVE DISCIPLINE/CORRECTION POLICY**

- When a student is assigned a "detention" they are assigned in a progressive manner.
- 1<sup>st</sup> Conduct Notice offense – LUNCH DETENTION
- 2<sup>nd</sup> Conduct Notice offense – 2 LUNCH DETENTIONS
- 3<sup>rd</sup> and additional Conduct Notice offenses – AFTER SCHOOL DETENTION (3:45)
  - Noon and After School Detention Rules and Procedures
    1. Report to the office
    2. Eat lunch
    3. Complete a Behavior Think Sheet
    4. Work on homework or read
    5. No talking. Detention time is a "quiet zone".

The Administration agrees with the concept of progressive discipline and, to the extent circumstances warrant it, the Administration will impose discipline in a progressive manner. Each act of misconduct giving rise to cause for disciplinary action shall be judged on its own merit. The principal has the final decision on the type of disciplinary action based on all available knowledge.

### **PBIS – Positive Behavior Intervention Strategies – South Side Bucket Fillers**

- This program rewards students for "bucket filling" behavior (positive productive behavior) such following the themes of:
  - Safety, Respect, Responsibility, Caring, and Positive Thinking

- o Examples: Students will be recognized weekly with "Bucket Filler Slips" and those students receive a small prize in addition to having their name and their "positive behavior" read on the morning announcements and picture placed on the bulletin board and their parents receive a post card sharing the good news!

## **SCHOOL RULES, PROCEDURES, AND GUIDELINES**

The following rules are not meant to hinder but rather to allow our school to have an environment that is safe and conducive to learning. In this way all children know what is expected of them at school.

### GENERAL RULES

- 1. Observe the "GOLDEN RULE":** Treat others as you expect them to treat you. At South Side this is accomplished by being **Safe, Respectful, and Responsible** in all areas of the building.
- 2. Keep hands and feet to yourself at all times.**
- 3. Report the problem to an adult** immediately when it occurs.
- 4. Good manners are expected** and all staff will reinforce them.
- 5. No gum chewing** in the building or on the playground during the school day unless the teacher has given permission for a special event.
- 6. No candy allowed** in the building unless the teacher has given permission for special occasions.
- 7. Students are to line up** when going from one class to another or when entering or leaving the building. "Single File On Your Tile".
- 8. Students are to show respect** for teachers and other students in the class.
- 9. Hallways are "QUIET ZONES".** Teachers in other classrooms are teaching and other students are learning. We must show respect to others.
- 10. Take care of our school building.** Any abuse or misuse of school property will not be tolerated. Students caught are in serious trouble and will be meeting with the principal, who will determine appropriate punishment. Our school is supported with tax money and damaging school property is an unnecessary burden to the tax payers of our school district.
- 11. Items from home are NOT to be brought to school.** This includes balls, footballs, toys, baseball cards, videos, video games, etc. A verbal reminder will be given one time and then the items will be confiscated. Permission from the teacher is required to bring items for a class project.
- 12. Improper clothing** advertising alcoholic beverages, tobacco products, obscene or questionable sayings, or sayings that undermine the mission of the school, will not be permitted. Students will be asked to change, turn clothing inside out or call home for replacement.
- 13. Cell phones and recording devices:** The presence of cell phones and recording devices at South Side School are not permitted. IF there is a legitimate reason (ex: monitoring a medical issue) to have one, then the office should be notified and accepted protocols will be established. Students are not be allowed to use cell phones at South Side School. All phone communication between school and home will be through the school office.

**DISCLAIMER:** Effingham Unit 40 is not responsible for lost or confiscated items under the care of Unit 40.

### **CAFETERIA RULES**

1. Students are to enter the cafeteria, orderly and quietly.
2. Lunchtime is a time for positive verbal conversation for the students.
3. Students are expected to follow the cafeteria monitors' directions at all times.
4. Appropriate mealtime manners will be encouraged.

5. Drinks for sack lunches should be nutritional. Soft drinks are not allowed. Milk, the best choice, can be purchased as a separate item for lunch.

CONSEQUENCES of not following cafeteria rules will be in this progressive order:

1. Student will be verbally corrected.
2. Student will be last to be dismissed from cafeteria and/or may be relocated to another table.
3. Student will be referred to the principal.

## **OUTDOOR RULES**

**Safety and fair play are the main priorities for outdoor play.**

1. For safety purposes, students should request permission from the playground supervisor or teacher to enter the building during recess.
2. Students should be respectful of those playing games such as four-square, basketball, dodge ball or jump rope.
3. Students should play games in designated areas and allow others to join their games.
4. Only one student should be on a swing at a time. Students should swing straight and not intentionally try to bump into someone swinging next to them.
5. One person on the slide at a time. Slide down in sitting position.
6. All students are expected to follow the rules posted on the playground signboards to ensure consistency and safety for all.
7. Due to security reasons, only students and school personnel are allowed on the playground during recess times.

## **CONSEQUENCES**

- A student will be warned to correct a behavior.
- If the problem is not corrected, he/she will be asked to walk the designated path on the blacktop or stand against the wall for the remainder of recess.
- If necessary, a student will lose a portion of their recess time for one or more days.
- A meeting with the principal will be scheduled for children who consistently fail to follow outdoor recess rules and supervisors directions. Parents will be contacted. Noon or After School Detention can be assigned.

## **DETENTION POLICY**

The main objective of school is the education of children. One concern is the amount of time that is taken away from teaching due to disciplining boys and girls. Another area for concern is a student who repeatedly fails to follow playground and school rules.

A child who is brought to the principal's attention due to inappropriate behavior is in trouble. Warnings have not brought a change in behavior; therefore, an after school or noon detention can be assigned. Parents will be contacted and your support is needed.

***After School Detention:*** It will be the parent's responsibility to pick up, or make arrangements for the student to be picked up, after the detention time ends.

Again, our main objective is to EDUCATE the boys and girls, not to be disciplining. We want EDUCATION to be number one at school. Your support and cooperation is needed in order to make a positive and productive learning environment for our students.

The Administration agrees with the concept of progressive discipline and, to the extent circumstances warrant it, the Administration will impose discipline in a progressive manner using the point system

described above. The point system is designed to communicate to students and parents what is expected of students and to assure the cohesive and consistent application of punishment for certain acts of misconduct. While the points system may be used to assure consistent application of discipline, each act of misconduct giving rise to cause for disciplinary action shall be judged on its' own merit. The Administration reserves the right to impose more severe disciplinary sanctions than called for by the points system in situations where there is a major or particularly serious infraction, or when a series of repeated infractions warrant a more serious disciplinary action. Further, the Administration reserves the right to impose less severe disciplinary sanctions as the situation warrants it. As it is impossible to anticipate all specific instances of misconduct, the Administration reserves the right to impose consequences for specific situations not addressed in the misconduct point system.

**GRADING PROCEDURES**

- The grading scale for reporting progress to parents is in accordance with Board Policy (6.280) and Administrative Regulation (6.280-R).

**Grading for 1<sup>st</sup> and 2<sup>nd</sup> Grade**

- Student academic achievement will be assessed in terms of the attainment of measurable standards, in all areas of the curriculum, including art, music, and physical education (PE), as determined by the teaching staff in accordance with the State Standards. Students will receive a quarterly report indicating their progress toward the identified standards in each curricular area. Student academic achievement will be based on the specific levels of performance explained below.

| 1 = Not Yet at Grade Level   | 2 = Approaching Grade Level  | 3 = Meets Grade Level Expectations   |
|--|--|--|
| *Currently not working at grade level<br>*Needs continued support and assistance<br>*Area of concern | *Beginning to independently use grade level skills<br>*Skills not yet mastered<br>*Inconsistent application of skills; may need help | *Consistently meets grade level expectations<br>*Understands and applies grade level skills<br>*May occasionally exceed grade level expectations |

- Darkened boxes indicate that the standard has not been taught yet.
- Performance levels will not be used for disciplinary purposes. Performance levels will be based on improvement, achievement, and capability. Parents will be notified when a student's performance requires special attention.
- The report of progress for science/health and social studies is as follows: **P=Participation**
- Parent(s)/guardian(s) shall be informed of their child's progress quarterly. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student's performance requires special attention.

**HEALTH INFORMATION**

**ILL STUDENTS**

- If a child's temperature reaches 100.4 degrees, and/or if the child is vomiting, a health risk exists for other children and parents will be called.
- If you cannot pick your child up, it will be your responsibility to make arrangements to have someone else pick him/her up as soon as possible.
- Emergency contact is called if the parent cannot be reached.

- Parents should be sure children are appropriately dressed for the season.
- **All students will go outside for play periods when the outside temperature/wind chill is 20 degrees or above.**
- We determine this decision by checking the weather link on the unit #40 homepage at <http://www.unit40.org>
- Requests for children to remain indoors for extended periods of time require a doctor's verification.

## **HOMEWORK**

- Homework is assigned in order for students to practice taught concepts. As parents you play an important role with homework.
- Homework may be assigned on Seesaw or may be in paper/pencil format.
- If your child has difficulty completing an assignment, or an emergency arises which keeps your child from completing their homework, please send a note explaining the circumstances or set up a conference with his/her teacher.
- If a student is absent for more than two consecutive days, please contact your child's teacher in order to determine if homework has been assigned during the absence. If necessary, please make arrangements to pick-up/complete the homework.

## **MTSS (Multi-Tier System of Support)**

- Our district implements Multi-Tier Systems of Support (MTSS) which is based on the premise of intervening early to prevent failure and to maximize the effectiveness of grade level curriculum and instruction. Providing every P-12 student differentiated, high-quality instruction matched to their specific needs to be successful in our education system through a system of support for academic, behavioral and social-emotional student needs. MTSS is grounded in the belief that ALL students can learn and achieve high standards. A comprehensive system of tiered interventions is essential for addressing the full range of students' academic and behavioral needs. Collaboration among educators, families, and communities is the foundation of effective problem solving. For additional information regarding MTSS in your child's school, please contact the school.

## **NON-CUSTODIAL PARENTS**

- In joint custody judgments, both parents have equal rights and privileges regarding the child's educational progress.

## **PARENT PICK-UP PROCEDURE**

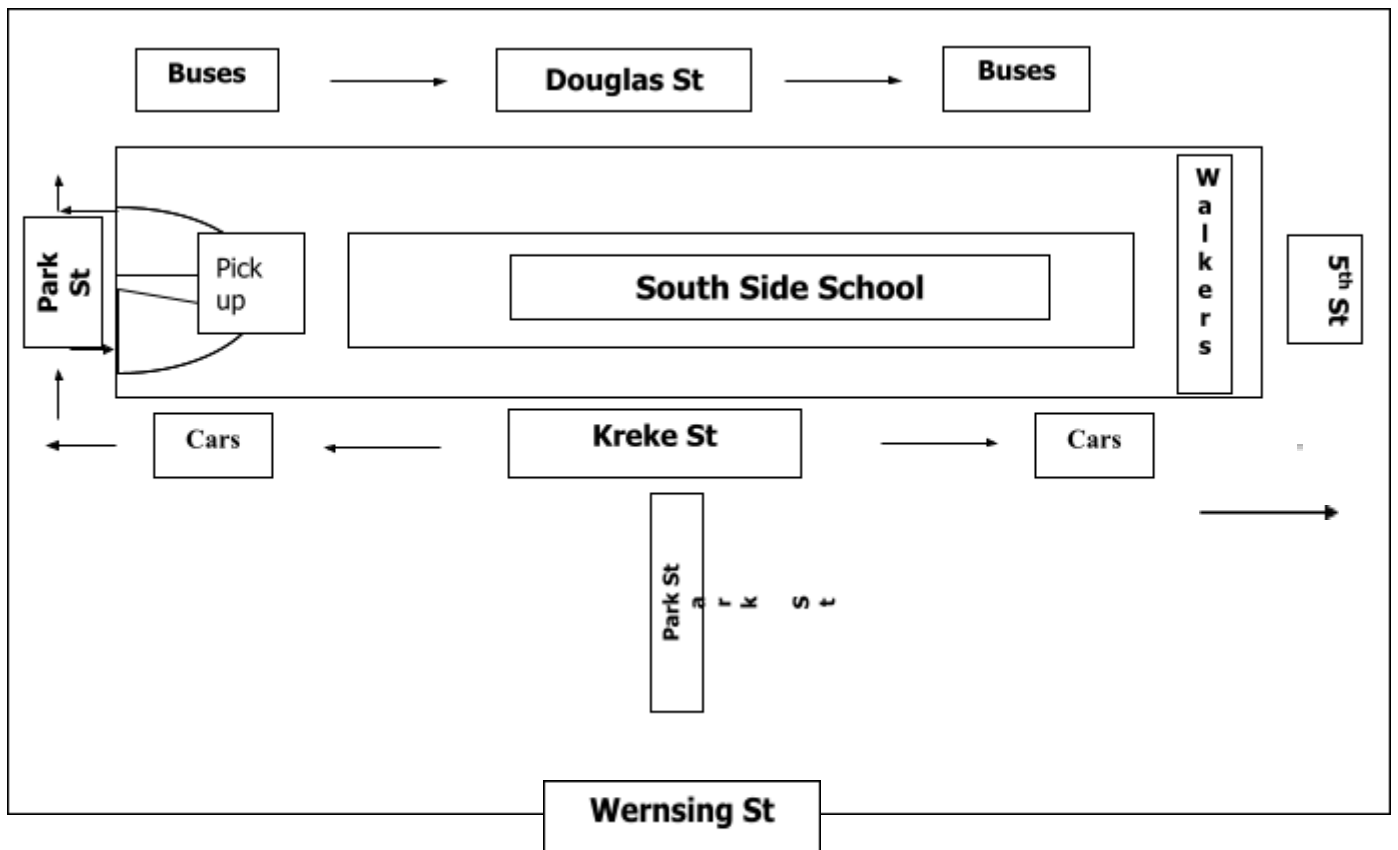
- A note must be sent or a phone call must be made to the school when a child who usually rides a bus will be picked up after school **OR** when he/she needs to leave early for an appointment, etc.
- **Changes to a child's normal end of day routine must be called in by 2:00 PM**, unless an emergency exists. *All bus changes must be approved by the Transportation Director.* She can be reached at 217-540-1491.
- All students are to be signed out in the office by the parent or guardian when they are released from school early because of appointments, etc.

## ***SOUTH SIDE SCHOOL PARENT PICK-UP Procedure and Map (THIS HAS CHANGED for 23-24)***



In order for Parent Pick-Up (PPU) to run smoothly, it is imperative that the routes detailed below are followed. Please remember to be courteous and respectful not only to other parents that are waiting in the PPU line, but also to the neighbors in the surrounding area. We thank you in advance for your understanding and cooperation.

- Parent pick-up vehicles should follow Wernsing Street and turn onto S. Park Street. Once Park Street is full, the line will continue to form on Wernsing Street. There are two (2) general routes to follow at the **T (where S. Park meets Kreke St.)**, depending on your child's grade level:
  - **1<sup>st</sup> grade parents OR those with a 1<sup>st</sup> and a 2<sup>nd</sup> grade student** will turn **LEFT** onto **Kreke St.** and then **RIGHT** onto **Park St.** proceeding into the southwest entrance of the circle drive. Once the child is in the car, parents will proceed back onto **Park St.** to **Wabash St.** and turn **LEFT** to go to the stoplight at the intersection of Wabash St. and S. Banker St. then proceeding to your final destination.
  - **2<sup>nd</sup> grade parents** will turn **RIGHT** onto **Kreke St.** and then **LEFT** onto **S. Fifth St.** Once the child is in the car, parent/guardian will **proceed on S. Fifth St.** to **Wabash St.** and turn **RIGHT** to go to the stoplight at the intersection of Wabash St. and S. Fourth St. then proceeding to your final destination.



## **SOUTH SIDE WALKER PROCEDURE**

Walkers who live South of Wabash will be dismissed out of the EAST exits (along 5<sup>th</sup> St.). Those who live North of Wabash will assemble near the east exit and walk AS A GROUP TO Wabash where a crossing guard will cross them to the North.

**Buses ONLY** will unload and load on Douglas Street.

## **PTO (PARENT TEACHER ORGANIZATION)**

- Each building has a Parent Teacher Organization (PTO).
- Volunteers are needed to make this organization successful.
- South Side PTO meetings are the 1<sup>st</sup> Wednesday of every month at 6:00 p.m.

## **ROOM MOTHERS/FATHERS**

- Teachers may ask parents if they would serve as a room mother/father for the year. Duties may include:
  - o Make sure that the classroom has everything needed for class parties (ex: cookies or cupcakes, drinks, and take home bags) for each child in that room.
    - There are (4) parties during the year when treats are needed (Fall [late October], Christmas [mid-December], Valentine's Day [February], & Spring [March or April depending on the school year]).
    - Remind parents providing treats that all juice boxes, gallon drink containers, etc., must be marked with the TEACHER'S NAME.
  - o Discuss food allergies with classroom teacher.
    - Remind parents providing treats of food allergies in the classroom.
- Discuss with the classroom teacher if they want GAMES or NO GAMES on party days.

## **SEESAW**

- Seesaw is the parent communication platform that is used K-3.
- Information about how to access this communication tool will be provided by your child's classroom teacher.

## **SCHOOL NURSING**

- Physicals and immunizations – your child must have a recent physical exam and shots up-to-date.
- A dental form must be completed for each 2<sup>nd</sup> grader by April, 2024.
- Your child's vision and/or hearing will be screened/checked at some point during the school year.
- If your child has medical concerns – is asthmatic, diabetic, attention deficit hyperactive, etc., please call us.
- If your child needs medication at school, please talk with the teacher or the principal.
  - o Parents must bring medications to the school in its' original container, ordered by their doctor and appropriate forms filled out. MEDICATION SHOULD NOT BE SENT ON THE BUS WITH THE CHILD.
  - o **Medication cannot be sent to school with the child and cannot be on the school bus** unless indicated on the medical authorization paperwork.
- Unit 40's Nursing Supervisor is Katherine Wetherell, RN

## **STUDENT APPEARANCE**

- Students are to wear clothing that is appropriate for a school setting.
- Shirts advertising alcoholic beverages, tobacco products, violence, or those with obscene or questionable sayings will not be permitted. Clothing with "sayings that undermine the mission of the school" will not be permitted.
- Shoes which could cause an accident for the student or another student are discouraged at school (Example: flip flops, heels, etc.).

## **VISITORS**

- **You are always welcome at school. However, visitors to all schools are required by law to report to the office whenever they enter a school building.**
- **IDENTIFICATION BADGES OBTAINED IN THE OFFICE MUST BE WORN AT ALL TIMES.**

## **VOLUNTEERS**

- All volunteers must go through a school sponsored volunteer training and background procedures.
- Please contact school office for more information.



## **1<sup>st</sup> Grade at South Side**

- 1 Box of 8 Washable Crayola Markers – **Classic Colors**
- 2 Boxes Crayons – 24-count size
- 1 Pair **Fiskars** Brand **Metal Blade** Pointed Scissors
- 2 Large Erasers
- 4 Large Glue Sticks
- 2 Boxes of Facial Tissues
- 24 Wooden **#2** Lead Pencils-Dixon-**Ticonderoga**, SHARPENED in package
- 1 Pkg **THIN Sharpie Highlighters**: Green, Yellow, Orange, Pink, and Blue
- Dry Erase Markers-4 Pack, Black Ink, Large Expo-Low Odor, Chisel Tip
- 1 Wide Ruled 70 Sheet Notebook
- 2 Pocket Folders **with pockets** at bottom (**no plastic**)
- 1 Book Bag or Backpack – **No rolling/luggage-type backpacks**
- 1 Box Quart-Size Ziploc Bags (**BOYS ONLY**)
- 1 Box Gallon-Size Ziploc Bags (**GIRLS ONLY**)
- 1 Pkg Anti-Bacterial Wipes

### **Additional Cross-Categorical Items:**

- 2 Boxes of Disinfectant Wipes



## **2<sup>nd</sup> Grade (Central & South Side)**

- 1 Box of 8 Washable Crayola Markers – **Classic Colors**
- 2 Boxes Crayons – 24-count size
- 1 Box Colored Pencils – 12-count
- 1 8-Pack of Expo Markers
- 1 Pkg Broad Tip Highlighters
- 1 Pair **Fiskars** Brand **Metal Blade** Pointed Scissors
- 3 Large Erasers
- 8 Glue Sticks
- 1 Bottle Elmer's Glue- **NEW for 23-24**
- 2 Boxes of Facial Tissues
- 36 Wooden **#2** Lead Pencils-Dixon-**Ticonderoga**, SHARPENED in Package
- 2 Bound Composition Notebooks
- 2 Pocket Folders **with pockets** at bottom (**no plastic**)
- 1 Book Bag or Backpack – **No rolling/luggage-type backpacks**
- 1 Box Quart-size Ziploc bags (**BOYS ONLY**)
- 1 Box Gallon-size Ziploc bags (**GIRLS ONLY**)
- Math Flashcards (add & subtract)
- 1 Pkg Anti-Bacterial Wipes

### **Additional Cross-Categorical Items:**

- 2 Boxes of Disinfectant Wipes