

East Side Intermediate

Student Handbook

Welcome to East Side Intermediate

We are excited to welcome you to a new school year at East Side Intermediate! We look forward to a year filled with academic growth, creative opportunities and many positive experiences and lasting memories.

At East Side, we are committed to creating a supportive and engaging environment where every student can thrive. To help make this a successful year, it is important for students and families to understand the expectations and guidelines that help our school run smoothly. This handbook has been designed to provide that guidance, and we encourage you to read it carefully and reach out with any questions.

Students, your experience at East Side will be what you make it. Our teachers and staff are here to support you, challenge you, and encourage your growth as learners and as individuals. We believe in your ability to succeed and will be with you every step of the way.
Families, your partnership is essential. By working together, we can ensure a positive and successful school year for every student.

Remember, while education is a right, success comes from effort, responsibility, and determination. At East Side, we encourage all students to choose success each day through their actions, attitude, and commitment to learning.

We are proud to have you as part of the East Side community and look forward to a fantastic year!

Sincerely,

Amanda Stone
Principal

Jason Varner
Assistant Principal

EAST SIDE INTERMEDIATE SCHOOL

PREAMBLE

This handbook is designed to help students and families understand school rules, procedures, and expectations. Its goal is to support student learning, promote a safe and respectful environment, and model good school governance.

When rules are broken, teachers and administrators work with students, families, and support staff to correct behavior. Disciplinary actions focus on protecting the school community and helping students develop self-discipline. Responses take into account the seriousness of the behavior, the student's history, age, circumstances, and impact on the school.

Students have the right to know what is expected of them. While this handbook cannot list every rule or situation, educators will interpret and apply guidelines fairly. Students and families are responsible for understanding and following these expectations.

DISTRICT MISSION STATEMENT

Recognizing that all students have unique needs and different developmental skills, the faculty and staff of the Harrisburg Community Unit #3 School District will provide a comprehensive, technological, and challenging program of learning experiences that will allow all students to develop academically, socially, emotionally, physically, and aesthetically.

EAST SIDE INTERMEDIATE SCHOOL VISION STATEMENT

East Side Intermediate School strives to create a supportive and engaging environment where all students grow academically, socially, and emotionally, becoming responsible citizens ready to make a positive impact in their community and beyond.

EAST SIDE INTERMEDIATE SCHOOL MISSION STATEMENT

Our mission at East Side Intermediate School is to create a student-centered environment where every child feels valued, challenged, and supported. Through collaboration, innovation, and strong behavioral expectations, we prepare students to become productive members of their community.

This handbook is a summary of the school's rules and expectations and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection at the Harrisburg CUSD#3 central office, located at 411 W. Poplar St., Harrisburg, IL 62946.

East Side Intermediate School uses several modes of communication to keep parents and community members informed.

You can view updates and information at:

- Website: www.harrisburg3.org
- East Side Intermediate - Harrisburg Facebook Page
- District Facebook: https://www.facebook.com/unit3schools/
- District App: Harrisburg Community Unit 3 Harrisburg Bulldogs, IL. in the app store
- Phone Alert System
- Various teacher and grade level Facebook pages/Google Classrooms/REMIND/Dojo

GENERAL INFORMATION

School Hours:

School hours are from 8:10 am to 2:45 pm.

Office Hours:

The office is open during the school year Monday through Thursday from 7:30 am to 3:30 pm and Friday from 7:30 am to 3:00 pm.

PowerSchool:

All parents/guardians will have family access to our PowerSchool website. PowerSchool is a free and secure website that gives you the opportunity to monitor your student's academic progress. It allows you to view your student's grades, attendance records, and schedule.

VISITORS TO EAST SIDE

Report to Office:

All visitors, including parents and siblings, are required to enter through door #1, the front entrance of the building. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors will be given a red lanyard and badge identifying them as a visitor. This lanyard and badge must be worn in a clearly visible location at all times while in the building. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office, sign out and return the visitor's lanyard and badge before leaving the school.

Appointment with Teachers:

We welcome communication with our families! If you would like to meet with a staff member, please reach out to schedule an appointment. Whenever possible, meetings will be arranged outside of school hours or during the teacher's planning time so that instruction is not interrupted.

Follow School Rules:

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave, may be banned from school property and may be subject to criminal penalties for trespassing and/or disruptive behavior.

ES ATTENDANCE POLICIES

Excused Absences include:

- Illness (including up to 5 days per school year for mental or behavioral health of the student). After two mental health days, students are required to meet with the school counselor.
- Medical or dental appointments that cannot be made when school is not in session provided a note signed by a licensed physician/dentist is presented upon the student's return to school,

- Observance of a religious holiday or event,
- Death in the immediate family
- Attending a military honors funeral to sound TAPS,
- Attending a civic event, and
- Other reason as approved by the building principal

Unexcused Absences:

ALL OTHER ABSENCES ARE CONSIDERED UNEXCUSED

Students who accumulate more than 5 unexcused or a total of 10 absences (excused or unexcused) for the school year will be required to provide a doctor's excuse for any additional absences. Additionally, after 9 unexcused absences, the matter will be turned over to the State's Attorney. A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law

Absence Notification:

If your child is going to be absent from school,

please email : es-attendance@harrisburg3.org

or call the school office at 253-7637, Ext. 4000

between 8:00 and 9:30 a.m. or leave a voicemail before 8AM and give the following information:

Your Name

Student's Name

Student's Teacher

**Reason for Absence

By doing so, we will know that your child is accounted for and something has not happened to him/her on the way to school.

If we receive no call for an absentee by 9:30 a.m., we will begin calling home informing you of your child's absence. If no verification is received for the child's absence, the student is recorded as ABSENT UN-EXCUSED for the day. Verification from the parent by phone or note will be necessary before the child can be excused and allowed to make up work. **After 3 days, a doctor's verification of illness is required**.

Attendance: Identification and Support Process

State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center.

Furthermore, State law provides that school districts are encouraged to provide a system of support to students who are at risk of reaching or or exceeding chronic absence levels with strategies and are also encouraged to make resources available to families such as those available through the State Board of Education's Family Engagement Framework to support and engage students and their families to encourage heightened school engagement and improved daily school attendance.

"Chronic Absence" means absences that total 10% or more of school days of the most recent academic school year, including absences with and without valid cause, and out-of-school suspensions.

The School and District use the following diagnostic procedures for identifying the causes of unexcused student absences: Interviews with the student, his or her parent/guardian and any school officials who may have information about the reasons for the student's attendance problems.

Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services

Vacations or Other Planned Absences:

In the event that a student is taken out for an extended period of time for vacation parents must fill out an Absent Request Form in the office, our policy is as follows:

Missed classwork is best addressed under the supervision of the teacher upon return of the student. Therefore, upon their return, students are required to complete such work within three (3) school days from the date they return to school.

Since the major opportunity for learning takes place in the classroom setting, make-up work cannot be considered a substitute for direct instruction and we would encourage families to refrain from taking students away from instruction for vacations.

Truancy:
Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by East Side Intermediate School and Harrisburg CUSD#3.

Students who miss more than 1% but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse as defined in 2-4) are truant. Students who miss 5% or more of the prior 180 days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Referral to the State's Attorney

Students who accumulate more than 5 unexcused or a total of 10 absences (excused or unexcused) for the school year will be required to provide a doctor's excuse for any additional absences. Additionally, after 9 unexcused absences, the matter will be turned over to the State's Attorney. A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

ARRIVAL/DISMISSAL SCHOOL DAY

The school day for East Side Intermediate students is as follows:
3rd - 5th ------- 8:10- 2:45

- Adult supervision of the building begins at 7:30 a.m. for all students.
- Buses will unload and load on East Side of school using door #6.
- Personal vehicles will load/unload students on Church St. in front of the school. NEITHER BUS NOR NON-BUS STUDENTS ARE ALLOWED TO LEAVE CAMPUS AFTER THEY ARRIVE, UNLESS THEY ARE SIGNED OUT BY A PARENT OR GUARDIAN.
- Upon arrival at school, students are to report to breakfast or the gymnasium.
- Students will be dismissed at 2:45 p.m.
- Students who are picked up from school must exit the building immediately after dismissal through the front door and proceed to his/her parent/guardian's vehicle.
- If the student's parent/guardian is not present upon dismissal, the student will return to the commons area and wait.
- Bus riders must report to the bus loading area or gym (depending on weather), stand in the designated area for his/her bus and wait until the bus is called.
- Students are not allowed to remain in the hallways upon dismissal.

Signing In Procedures:

- Students arriving after 8:00 am must enter the building at the office entrance.
- Students arriving after the 8:10 bell will be tardy.
- Reasons for excused tardies:
- Weather-related traffic conditions
- Late bus
- Scheduled or emergency medical/dental appointments accompanied by a note from the physician or dentist.

All other tardies will be considered unexcused.
Final decisions regarding whether a tardy is excused or unexcused will be made by the building administrators.

Sign Out Procedures:

- Any student who leaves school prior to the dismissal time must be signed out.
- No one other than a parent/guardian or emergency contact may sign a student out.
- Students leaving school during their class time to go to a doctor or dental appointment are to wait in the classroom until a parent or guardian comes into the school office to sign him/her out. Office personnel will then call the student to the office.
- The parent must sign the student out stating the time and reason for departure.
- If the student returns to school at the end of the appointment, they may be signed in with a valid doctor's note.
- The student will then be provided with a pass to return to class.

Entering/Exiting the School Building:

All students (dropped off) must enter the school using the front doors. Bus riders will enter through the east doors. At the end of the day, all pick-up students must exit through the front doors. Students may not exit the building through any other door.

Bicycles:

Students are required to park bicycles in the designated areas in front of the school. It is recommended that all bicycles be locked. We will do what we can to protect student property, however, we will not be responsible for students' bicycles. Skateboards, scooters, hoverboards, roller blades and roller skates are prohibited on school grounds.

Dismissal/Release from School:

Dismissal occurs at 2:45 p.m. unless parents are otherwise notified. On occasions when school is to be dismissed early, parents will be notified in advance so they can plan the necessary supervision for their child(ren).

For a student to be released from school other than at regular dismissal time, the student must be signed out through the office by the parent or parent designee. If someone other than a parent is to sign a child out of school, please notify school by sending a note with the child. **No student will be released from school to any adult other than the custodial parent or guardian without the written or oral permission of the parent or guardian.** Those adults listed on the emergency card by the parent are considered as having authorization to pick up the child. This policy and procedure is for your child's safety and protection. **THIS POLICY EXTENDS TO LUNCH TIME** as well when friends may go to lunch with another child and parent. A note, fax or email indicating parental consent must be presented at the office before the child will be allowed to sign out for lunch with someone other than the parent. (See Early Dismissal information below)

DISMISSAL TIMES	BUS DISMISSAL:
2:35- 3rd grade	Early Buses 2:25
2:40-4th grade	1st Round: 2:35
2:45-5th grade	2nd Round: 2:40

Parking:

East Side has parking available in front of the school for staff and visitor parking. Additionally, there is visitor parking on Skaggs St and Bungee.
Numbered parking spaces on the East and West sides of the building are spaces designated for specific staff members and are not to be used by visitors.

Those dropping off and picking up children should do so in accordance with the drop-off and pick-up procedures of the school. Drivers must be aware of, and adhere to, the street signs that surround buildings, as well as, handicapped parking spaces.

Vehicles may not be parked or located in the bus lanes or fire lanes at any time unless the car has been given permission during arrival and dismissal procedures. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

Drop-off/Pickup Procedures:

School buses and parents dropping students off have different areas to do so.

All pick- up students are required to exit out the front doors and be picked up in front of the building (Church St.). Parents are required to follow the drop-off and pick-up procedures for the safety of their child and the other children.

Parents dropping-off/picking-up students will need to do so on Church St at the front of the building.

School buses will drop-off/pick-up students on the East side of the building in the teacher parking lot.

Students Must Use the Crosswalk:
When being dropped off and picked-up, students may only enter/leave the vehicle in front of the school or after using the supervised crosswalk.This is for their safety.

Buses have the right of way at all time:
Parents MUST yield the right of way to buses at all times. When picking up/dropping off students, yield the right of way to buses and allow them to turn in/out of the parking lot before proceeding.

Crossings:
Crossing areas have been marked for students to use while traveling to and from school. At the intersection of Main and Poplar, students should obey the traffic lights. The crossings at Skaggs and Mill will be supervised by student patrols. An adult will supervise the crossing at Mill and Church as well as the dangerous crossings at Poplar and Mill and Church and Main. Additionally, **PARENTS BRINGING CHILDREN TO SCHOOL SHOULD LET CHILDREN OFF AT CROSS WALKS IF THEY MUST CROSS A STREET.** Use the corners of Mill/Church or Church/Skaggs.

In the interest of safety, do not drop off or pick up your child(ren) mid-block. **CHILDREN WILL NOT BE PERMITTED TO CROSS MID-STREET!** Failure to comply could result in disciplinary action, but more importantly, could result in serious or even fatal injury. All crossings have been established to provide reasonably safe places for your child to cross streets adjoining the school. Please see that your children use these crossings and do not put them at risk for what you perceive as inconvenience.

ACADEMIC INFORMATION

Grading Scale:

90 – 100 A	S+/S= Satisfactory
80 – 89 B	N= Needs improvement
70 – 79 C	U= Unsatisfactory
60 – 69 D	
59 & Below E	

Promotion/Retention:
In order to be promoted to the next grade level, students at East Side must:

- Pass at least 2 quarters each of ELA and Math with an average of at least 60%

These are not the only criteria to be considered when making individual decisions in reference to retention. Decisions should be based upon all relevant information available. The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, and performance on testing. A student will not be promoted based upon age or any other social reason not related to academic performance. The final decision shall rest with the principal after giving every consideration to the input from both the parent and teacher(s). The teacher or parent shall have the right to express a dissenting opinion in the student's file regarding the principal's decision.

Homework:
It is our philosophy in Unit District #3 that homework is a vital part of the learning process. It enables parents to see what the student is doing in school, gives teachers another perspective on the student's abilities and progress, and opens new avenues of communication between parent and child. Parental involvement in a child's school work also provides the encouragement and positive reinforcement all youngsters need. Each classroom and grade level sets consequences for lack of homework.

If a student is absent from school, homework may be available, upon request, in the office AFTER 2:15 the day of the request. Students will have two (2) days for every day they are absent to make up the homework. Students are not permitted to make up work in the event of an un-excused absence.

BUS TRANSPORTATION:

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. The only exceptions to this rule involves those children residing less than 1 ½ miles from their attendance center who live in a neighborhood designated as a hazardous area by the Illinois Department of Transportation.
To determine which bus your student is to ride, contact Robinson Bus Co. at 618-252-6171.
Other inquiries concerning transportation should be made to the Director of Transportation. He may be reached at Harrisburg High School.

Bus Safety:

In the interest of the student's safety and in compliance with State law, students are also expected to observe the following:

- Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
- Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board. Enter single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver. Tablets, iPods®, iPads®, smart phones, and other electronic devices must be silenced on the bus unless a student uses headphones.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
- Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.

Bus Audio and Video Recordings:

Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

Riding A Different Bus:

Students are permitted to ride a bus other than the bus to which they are assigned with the permission of a parent/guardian. Harrisburg CUSD#3 and East Side are not responsible for students who do not ride their assigned bus. Exceptions must be approved in advance by the building principal or assistant principal. Bus requests must be made before 1:00 pm unless in the case of an emergency. A bus note will be sent to your student.

Rural Student Pickup Points:

The Harrisburg School District participates with the District contractor in establishing bus stops at or as near the student's residence as possible for students in rural areas. Such roads must be surfaced and maintained in a satisfactory and safe condition for bus operation as determined by the District Director of Transportation. An approved turnaround point must also be established and maintained by the parent at all times. Contractor buses are not required to operate on private roadways.

BUS CONDUCT

Follow School Rules:

Students are expected to follow all school rules while on the bus. Students may be suspended from riding the school bus for up to ten (10) consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- Violating any school rule or school district policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of a directive from a bus driver or other supervisor.
- Such other behavior as the building administration deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of ten (10) days for safety reasons. A student who is suspended from riding the school bus and who does not have alternative transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation.

Authority of Bus Driver:

Whether students ride a bus every day to and from school or occasionally for a field trip, it is important for them to be aware of the fact that the bus driver is in complete charge of the bus and is responsible for the safety of all passengers. While students are on the bus, they are under the supervision of the school bus driver. The driver has the same authority on the bus that teachers have in the classroom. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building administration.

Consequences for Bus Behavior:

For the safe transportation of students on the school buses and at bus stops, appropriate behavior is necessary. Inappropriate behavior will be addressed by the building principal or assistant principal when notified of bus misconduct by a bus driver or the bus company. Consequences may include but are not limited to:

- Conference with student
- Contact parent/guardian
- Conference with parent/guardian
- Detention
- In School Suspension
- Bus Suspension
- Short Term Out of School Suspension (0.5 Days - 3 Days)
- Long Term Out of School Suspension (4 - 10 Days)
- Expulsion from school or alternate placement

Residency:

A student must establish residence within the district's boundaries in order to attend a district school without a tuition charge. The administration may require proof of residence. A child is presumed to be a resident of the district wherein the persons who have legal custody of him/her reside.

NURSE/ ILLNESS/ MEDICATION

Students are required to obtain a pass from their teacher before going to the nurse's office. Failure to comply will result in the student returning to class . All visits to the nurse during classes should be of a true emergency nature (profuse bleeding, vomiting, or serious injury/illness).

Health Guidelines:

In the interest of public health, children should not be in school if:

- The child has a fever above 100º F and until the child has been fever free, without medication, for 24 hours.
- The child has vomited in 24 hours.
- The child has diarrhea.

- The child has an unexplained rash.
- The child has a diagnosis of conjunctivitis (pink eye). Students may return to school 24 hours after the initial prescriptive eye drop is administered.

On occasion, students will become ill or injured during the course of the school day. When a student does not feel well, he/she is to report to the school office to see the nurse, nurse's aide, or secretary. The office will then contact the parents or emergency numbers and make the necessary arrangements if a student is to go home. Students are never to leave school without being signed out at the office by a parent, guardian, or person designated by the parent.

Children returning from an illness and having a written request from the family physician are permitted to remain inside during playground times for the period of time requested by the doctor. A parent request for one day will be honored.

24 HOUR RULE:

FEVER: A student must be fever free for 24 hours without the use of medicine such as Tylenol or Ibuprofen before returning to school.
VOMITING OR DIARRHEA: A student must be home 24 hours after the last time he/she omitted or had diarrhea.
ANTIBIOTICS: A student must stay home 24 hours after the FIRST dose of antibiotic for any contagious infection such as strep throat.

In accordance with School Board Policy and State Medication Guidelines, children's medications are to be given at home.

Only when absolutely necessary will medications be given at school and only if the following conditions are met:
- the parent/guardian AND the child's doctor must complete and sign the required form (available in office)
- parents are welcome to come to school to administer essential medications. (NOTE: this includes any over-the-counter medications)

Head Lice:

The school will observe the following procedures regarding head lice.
- Parents are required to notify the school nurse if they suspect their child has head lice.
- Students head lice and eggs (nits) will be sent home following notification of the parent or guardian.
- The school will provide instructions to parent or guardian regarding appropriate treatment.
- Students are granted no more than five (5) days EXCUSED for treatment.
- A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse and the child is determined to be free of the head lice and eggs (nits).

Infested children are prohibited from riding the bus to school to be checked for head lice.

Dental:

Each of the children in Kindergarten, 2nd grade and 6th grade must present proof on the appropriate form of having been examined by a dentist before May 15 of the school year. If a child in grade 2 and 6 fails to present proof by May 15 then the school may hold the child's report card until one of the following occurs:
1. the child presents proof of a completed dental examination;
2. the child presents proof that a dental examination will take place within 60 days after May 15;
3. the parents obtain a waiver from the Department of Public Health or provide objection to the dental examination on religious grounds.

A dental program sponsored by the Delta Dental Plan of Illinois, under contract with the Illinois Department of Public Aid, is available to all students who qualify for Free or Reduced Priced Lunches.

Medical Excuses for PE:

Students are expected to participate fully in PE unless there is a specific medical reason or condition that does not permit them to do so.
- A parent note will ONLY excuse the student for 1 day, longer than that and a note from a doctor will be required.
- It is requested that all PE excuses be brought to the office at the beginning of the day.

- Doctor's notes written to excuse students from participation in PE must state the specific health condition and the length of time the student will not be able to participate.
- Doctor's notes without a specific end or re-evaluation date will not be accepted.
- An excuse containing only the date it is written will be accepted for that date only.
- Students who are excused from PE will not be able to participate in recess or in physical extracurricular activities until a release from the doctor is received.

STUDENT MEDICAL

School Medical Authorization Form:

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."
No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian.

No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

Birth Certificate/Health Exam/Immunizations:

Birth certificates are required for children who are entering school for the first time (Kindergarten) and all students from out of the district entering Harrisburg schools for the first time.
Health exams are required by state law. Additionally, all students should show proof of required immunizations on or before the first day of school each fall. All new pupils from out of state must submit a current/Illinois physical examination and an up-to-date immunization record within 4 weeks of entry or will be excluded from school until these requirements are met. Students not in compliance with the health and immunization laws by the dates set forth in the same will be excluded from school.

Insurance:

A student accident insurance program is also available. The school will send home insurance brochures. The brochure will also outline options that are available. The school will provide an insurance form should an accident occur and you wish a claim to be filed. (**NOTE: separate checks must be written for insurance and book rental; the school does not process the purchase of insurance).

DISCIPLINE--AUTHORITY & JURISDICTION

Each teacher, and any other school personnel when students are under their supervision, is authorized to impose disciplinary measures that are appropriate and in accordance with school board policies and rules on student discipline.

Teachers, other certificated educational 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, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

Teachers also have the authority to **remove a student from the classroom** for disruptive behavior.

Jurisdiction for Disciplinary Action:

Disciplinary action applies whenever a student's conduct is reasonably related to school or school activities, including but not limited to:

- On school grounds before, during, or after school hours, or when school facilities are being used by a school group
- Off school grounds at school-sponsored activities, functions, or events
- While traveling to or from school or school-related activities

- Anywhere, if the conduct may reasonably be considered a threat, intimidation of staff, or interference with school operations or educational functions

While teachers each have discipline plans for their individual rooms, a building wide discipline plan also will apply to all students.

Positive Behavioral Interventions and Supports (PBIS):

PBIS stands for *Positive Behavioral Interventions and Supports*. This school-wide framework promotes safety, positive behavior, and a supportive learning environment for all students.

The East Side faculty and staff are committed to implementing PBIS as a consistent way to teach and recognize positive behavior.

Expected Student Behaviors (D.O.G.S.)

Students are expected to:

- **D** – Demonstrate Responsibility
- **O** – Offer Respect
- **G** – Get Ready to Learn
- **S** – Stay Safe

Students who demonstrate positive behavior may earn:

- Daily prizes
- Free recess
- Treats
- Prize giveaways
- Participation in special events

Students who choose not to meet expectations may receive disciplinary action in accordance with Board Policy 7:140, including:

- Loss of privileges
- Recess detention
- Lunch detention
- In-school suspension (ISS)
- Out-of-school suspension (OSS)

Note: Consequences may be accelerated depending on the severity of the behavior. All students will be afforded **due process**.

PHYSICAL AGGRESSION

Physical aggression is defined as **any instance in which a student's body or an object under their control makes contact with another person with the intent to cause harm**. East Side Intermediate School maintains **very low tolerance** for physical aggression to ensure a safe learning environment for all students and staff.

DISCIPLINARY CONSEQUENES

Note: Consequences may be **accelerated** based on the severity and circumstances of the incident. All students will be afforded **due process** in accordance with school policy.

The following progression will be used when addressing incidents of physical aggression unless accelerated based on severity of circumstance:

1. **First Offense**
    - Lunch detentions
    - Parent/guardian contact
2. **Second Offense**
    - Up to three (3) days of In-School Suspension (ISS)
    - Parent/guardian contact
3. **Third Offense**
    - Parent/guardian conference

- Law enforcement notified
- Up to five (5) days of In-School Suspension (ISS)

4. **Fourth Offense**
   - Parent/guardian conference
   - Police report filed
   - Three (3) days of Out-of-School Suspension (OSS)
5. **Fifth Offense**
   - Parent/guardian conference
   - Police charges filed
   - Five (5) days of Out-of-School Suspension (OSS)

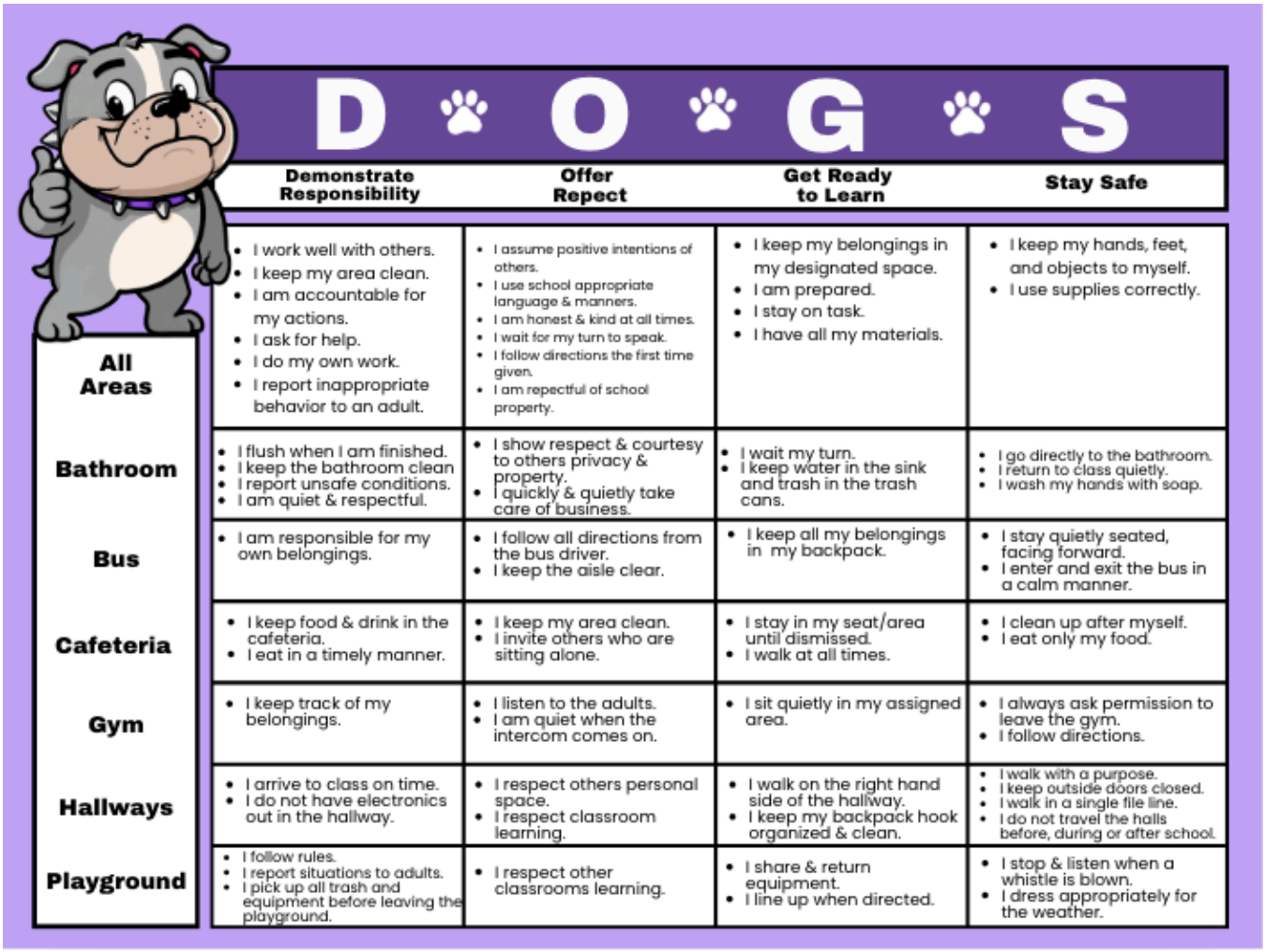
GENERAL GUIDELINES FOR DISCIPLINE

Classroom Management Plan:

Each teacher is to establish a Classroom Management Plan to be approved by the building principal and to be implemented prior to making an office referral, unless the behavior is of such serious nature that immediate office referral is warranted, including the gross disruption of the learning environment.

Office Referral:

Each teacher and staff member who interacts with students has the ability to submit an office referral when needed. Prior to submitting a formal office referral, teachers will document all preliminary intervention strategies and support steps taken within the classroom. By the time a referral is written, the student has already been given multiple opportunities to correct their behavior and has chosen not to do so. An office referral is considered a final step in the discipline process after other interventions have been attempted. A copy of the referral will be sent home with the student or parent/guardians will be contacted to notify them of the behaviors and consequences. Prior to submitting a formal office referral, teachers will document all preliminary intervention strategies and support steps taken within the classroom.



D O G S	Demonstrate Responsibility	Offer Repect	Get Ready to Learn	Stay Safe
All Areas	• I work well with others. • I keep my area clean. • I am accountable for my actions. • I ask for help. • I do my own work. • I report inappropriate behavior to an adult.	• I assume positive intentions of others. • I use school appropriate language & manners. • I am honest & kind at all times. • I wait for my turn to speak. • I follow directions the first time given. • I am repectful of school property.	• I keep my belongings in my designated space. • I am prepared. • I stay on task. • I have all my materials.	• I keep my hands, feet, and objects to myself. • I use supplies correctly.
Bathroom	• I flush when I am finished. • I keep the bathroom clean • I report unsafe conditions. • I am quiet & respectful.	• I show respect & courtesy to others privacy & property. • I quickly & quietly take care of business.	• I wait my turn. • I keep water in the sink and trash in the trash cans.	• I go directly to the bathroom. • I return to class quietly. • I wash my hands with soap.
Bus	• I am responsible for my own belongings.	• I follow all directions from the bus driver. • I keep the aisle clear.	• I keep all my belongings in my backpack.	• I stay quietly seated, facing forward. • I enter and exit the bus in a calm manner.
Cafeteria	• I keep food & drink in the cafeteria. • I eat in a timely manner.	• I keep my area clean. • I invite others who are sitting alone.	• I stay in my seat/area until dismissed. • I walk at all times.	• I clean up after myself. • I eat only my food.
Gym	• I keep track of my belongings.	• I listen to the adults. • I am quiet when the intercom comes on.	• I sit quietly in my assigned area.	• I always ask permission to leave the gym. • I follow directions.
Hallways	• I arrive to class on time. • I do not have electronics out in the hallway.	• I respect others personal space. • I respect classroom learning.	• I walk on the right hand side of the hallway. • I keep my backpack hook organized & clean.	• I walk with a purpose. • I keep outside doors closed. • I walk in a single file line. • I do not travel the halls before, during or after school.
Playground	• I follow rules. • I report situations to adults. • I pick up all trash and equipment before leaving the playground.	• I respect other classrooms learning.	• I share & return equipment. • I line up when directed.	• I stop & listen when a whistle is blown. • I dress appropriately for the weather.

DRESS

East Side Intermediate expects students to dress appropriately for school and school events. Clothing should not disrupt learning, create safety concerns, or contribute to a negative or unwelcoming environment.

Students must wear clothing that fully covers private areas at all times. If attire disrupts the school environment or safety, students will be asked to change.

Not allowed:

- Clothing or accessories that promote drugs, alcohol, vaping, or illegal activity
- Clothing with inappropriate, offensive, or vulgar language or images (including gang symbols, hate speech, or weapons)
- Hats, caps, sunglasses, or hoods worn over the head
- See-through clothing or items that expose undergarments or private areas
- Sleeveless shirts
- Accessories that could be dangerous

Allowed:

- Hoodies (hood down)
- Yoga pants
- Ripped jeans and shorts, as long as they do not expose undergarments or private areas

Administration will make final decisions on dress code concerns. Students who do not follow the dress code or cause a disruption may face consequences.

The Board of Education believes that the primary responsibility for student dress, appearance, and grooming rests with the parents and students. However, when such styles present a threat to the health or safety of students, or substantially disrupt the educational process,administration shall take appropriate action. Administration shall have the final determination of what constitutes such threat or disruption. Failure to comply may ultimately result in disciplinary measures being taken against the student.

Dress Code Enforcement:

Students in violation of the dress code will be provided two (2) options:

- Students will be provided with temporary school clothing to wear for the remainder of the day.
- If necessary, students' parents/guardians may be called to bring alternative clothing for the student to wear the remainder of the day.

PROHIBITED STUDENT CONDUCT

Teacher/Staff Managed Behaviors:

These are minor behaviors that disrupt learning but can usually be handled by the classroom teacher or staff member.

Possible Examples include:

- Being unprepared for class (missing homework or materials)
- Bringing prohibited items (toys, blankets, fidgets, etc.)
- Minor dishonesty (cheating on homework, sharing answers)
- Minor defiance (not following directions)
- Minor disrespect (arguing, eye-rolling, rude behavior)
- Minor disruption (talking, making noise, sleeping)
- Physical contact (horseplay, pushing, no injury)
- Minor technology misuse (games or unapproved websites)
- Being in an unassigned area
- Minor inappropriate language (not directed at others and not discriminatory)

Staff will address these behaviors right away using classroom management strategies. Repeated issues may lead to an office referral, parent contact, conferences, or additional support. A proper and accurate record of the offense and disciplinary action is created by the staff member and sent to administration to be recorded in PowerSchool.

Office Managed Behavior:

Students may face disciplinary action for serious behaviors that disrupt learning, threaten safety, or violate school rules.

Possible Examples include:

- Skipping class or leaving school grounds without permission
- Major academic dishonesty (cheating, plagiarism, altering grades)
- Aggressive behavior (fighting, causing injury, intimidation)
- Major disrespect or insubordination toward staff or students
- Bullying, harassment, intimidation, or hazing
- Threats (in person or online)
- Ongoing disruption of the school environment
- Inappropriate or harmful language directed at others
- Instigating conflict (rumors, gossip, retaliation)
- Theft, vandalism, or trespassing
- Violating criminal laws
- Gang-related activity

Electronic Devices:

Devices may not be used in ways that disrupt learning or violate rules (e.g., cheating, recording in private areas).

- 1st offense: Device held in office until end of day
- 2nd offense: Lunch detention + device held until parent/guardian can pick up
- 3rd offense: In-school suspension + device held until parent/guardian can pick up
- 4th+ offense: In-school suspension + no device allowed at school

Weapons:

Possession or use of weapons (including look-alikes) is strictly prohibited and may result in expulsion, in accordance with school policy and law.

Other Serious Violations:

- Repeated minor (classroom-managed) behaviors
- Major technology misuse (inappropriate or illegal content)
- Inappropriate body behavior or unsafe physical actions

Disciplinary consequences will be determined by administration based on the severity of the behavior.

All Offenses:

“Possession” means a student has control or responsibility for an item or substance, now or in the past. This includes if the item is:

- On the student
- In their belongings (backpack, clothing, car, etc.)
- In a desk or other school property
- Anywhere on school grounds or at a school event
- In the case of drugs or alcohol, already consumed by the student

RESTORATIVE/DISCIPLINARY CONSEQUENCES

Disciplinary Measures

School officials aim to limit out-of-school suspensions and expulsions whenever possible. When appropriate, non-exclusionary discipline will be used first.

Possible Consequences Include:

Logical Consequences

Actions directly related to the behavior that help students learn and make better choices.

Restorative Practices

Opportunities for students to reflect, repair harm, and improve behavior (may include small group sessions).

Detention

- Students follow strict guidelines
- Lunch is provided in the detention room
- Restorative practices are required

In-School Suspension (ISS)
- Students do not attend classes, events, or activities
- Restorative practices are required
- Students follow strict guidelines and eat lunch in the ISS room

Out-of-School Suspension (OSS)
- Removal from school and all activities (up to 10 days)
- Students may not be on school grounds

Short-Term Suspension (0.5–3 days)
- Used only if the student's presence threatens safety or disrupts learning.

Long-Term Suspension (4+ days) or Expulsion
- Used only after other interventions have been tried and if the student poses a safety risk or seriously disrupts school.

Additional Actions May Include:
- Loss of privileges
- Temporary removal from class
- Restitution for damaged or stolen property
- Behavior plans or contracts
- School or community service
- Confiscation of prohibited items
- Loss of bus privileges

All decisions are made on a case-by-case basis.

The disciplinary options listed are not used in every situation. In some cases, suspension or expulsion may be necessary if other interventions are not appropriate or effective.

For All Offenses:
- Parents/guardians will be notified (phone, email, or office referral sent home)
- A disciplinary conference with the student is required
- ISS: conference with school counselor (optional)
- OSS/expulsion/alternative placement: re-entry conference with administration and counselor required

Suspensions:
- Used for serious offenses
- **Out-of-School Suspension (OSS):** Student may not attend school or any school activities; counts as an unexcused absence
- **In-School Suspension (ISS):** Student attends school, but is removed from regular classes and must follow strict guidelines; missed time must be completed

Expulsion:
- Removal from school for more than 10 days, up to 2 years
- Used for the most serious or repeated offenses
- Only the Board of Education can expel a student
- Parents have the right to a hearing and due process

Important Reminders:
- Ongoing disruption, defiance, or serious disrespect toward staff may result in removal from school
- Law enforcement may be involved when necessary
- Federal law requires a minimum one-year expulsion for certain weapon offenses

All decisions are made on a case-by-case basis.

SEARCH AND SEIZURE

For the safety and supervision of students, to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, and District owned property.

Additional Topics

ASBESTOS

East Side has no asbestos containing materials present in building materials of the school. An inspection was conducted by G.J. Environmental, Carbondale, IL, in accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA) and an asbestos management plan prepared. This plan is available for review at the East Side office or District Unit #3 office.

CARE OF SCHOOL PROPERTY

Students will be held responsible for the proper care of all books, supplies and equipment furnished by the school. Students who damage or deface school property will be expected to pay for the damage and be subject to disciplinary action and/or possible prosecution.

CELL PHONES/SMART WATCHES

Student cell phones/smart watches at school are becoming more common, even for our intermediate age students. While it is not a problem for students to possess a cell phone/smart watches, **the phone/watch must be turned off and kept in their backpack. Students are not permitted to use cell phones/smart watches during ANY part of the school day** as they are a serious distraction in the academic environment and could potentially infringe upon individuals privacy in the school setting. If a student is seen with a phone/watch it will be confiscated and kept in the office. A parent or guardian will be required to pick it up.

COUNSELING

The school provides a counseling program for students. The school's counselor is available to those students who require additional assistance. Parents must sign a consent form for students to be seen by the counselor.

DELIVERIES

All of our classrooms have special activities throughout the year planned for students. East Side Intermediate's Office will **NOT** accept any holiday/celebration deliveries for individual students. This creates a disruption and makes other students feel left out.

DRILL (SAFETY) PROCEDURES AND CONDUCT

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement lockdown drill to address a school shooting incident, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. The law enforcement lockdown drill will be announced in advance and a student's parent/guardian may elect to exclude their child from participating in this drill. All other drills will not be preceded by a warning to students.

EARLY DISMISSALS/ EMERGENCY CLOSING

In cases of bad weather and other local emergencies, the district will use several methods to notify parents/guardians. This includes a notification system which calls parents/guardians, publicizing the information on local media stations, and publicizing the information on our school and district Facebook pages and on the district app. Parents/Guardians are encouraged to make sure the school district has their current phone numbers. If we dismiss early for the weather, all after-school functions will be canceled.

EDUCATIONAL PROGRAMS AND SERVICES

The basic elementary curriculum consists of offerings in the areas of Language Arts (Reading, Phonics, Writing, Spelling), Mathematics, Social Studies, Health and Science, Music, Art, and Physical Education. The program is

continually evaluated by both district staff and external agencies such as the Illinois State Board of Education and the North Central Association. In addition, student assessment in the form of nationally normed achievement tests, and locally developed criterion reference tests helps to monitor program success and provide information designed to improve student skills

Special Education Services:
An appropriate education is provided for all handicapped students between the ages of 3 and 21 who live in the Harrisburg School District. If your child is handicapped or if you think he/she may be handicapped, please contact your child's teacher, the building principal, or the Special Education Coordinator for our district, Mrs. Whitney Tripp (at HHS 253-7637). Programs for preschool "At Risk" and language-impaired students are also offered in the district.

Title I Services:
The goal of Title I is to provide help in development of basic skills for qualified students. The following Title I services are available for students enrolled in the Harrisburg School District:

Kindergarten through Second Grades--- Reading
Third through Fifth Grades— Reading and Math

New and/or transfer students may be screened by a Title I teacher in math and reading. If screening indicates a need for services, every effort will be made to provide these services.

Parents Right-To-Know Letter
In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, the Harrisburg Community Unit #3 School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher.

Placement:
In general, children shall be placed at the grade level to which they are best adjusted academically and students are placed with teachers based upon the student's academic achievement and by gender in order to keep classes heterogeneous and class sizes as balanced as possible. Students are not placed with teachers based upon parental request.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational opportunities shall be available for all students without regard to race, color, national origin, ancestry, sex, ethnicity, language barrier, religious beliefs, physical and mental handicap or disability, or economic and social conditions, or actual or potential marital or parental status. Any student may file a discrimination grievance by using the Uniform Grievance Procedure. To start this procedure, contact the district superintendent. Board Policy 2.250 outlines the grievance procedures set in place to respond to complaints by students, parents/guardians, employees, or community members.

EXTRACURRICULAR

The Harrisburg School District views extracurricular activities as an extension of the school day. Students participating in or attending these activities are expected to follow the same rules and behavior standards as during regular school hours.

Participation in extracurricular activities such as sports, Student Council, and band is a privilege. At East Side Intermediate, participants are held to a higher standard of behavior.

To be eligible, students cannot be failing any classes. If a student is ineligible, they may not practice or participate in activities for that week. If a student is ineligible for three weeks during a season, they will be removed from the activity.

Athletic Participation Permission/ Insurance:
In accordance with School Board Policy 7:300, students must show proof of accident insurance coverage either by a policy purchased through the District-approved insurance plan or a parent/guardian written statement that the

student is covered under a family insurance plan. Students must be present during the second half-day of school (11:30-2:45 constitutes a half day) in order to participate in an athletic event during that evening. Any absence after 11:30 will need to be approved by administration in order to participate that evening.

FIELD TRIPS/ SPECIAL PROGRAMS

Programs will be offered throughout the year for student enjoyment. Costs vary based on the provider, and any fees will be shared through school announcements.
Students may also attend field trips during the year. In some cases, families may be asked to help cover costs, but we strive to keep fees as low as possible. The field trip permission form signed at registration will cover all trips. If you do not sign this form you will be required to fill out a field trip form.

Students are expected to meet behavior expectations. **Poor behavior may result in losing the privilege to attend programs or field trips. If this occurs, the teacher or administration will contact you.**

MANDATED REPORTER

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

MEDIA CENTER PROCEDURES

The following fines may be charged to a student:
A lost library card is a $5.00 replacement fee. A lost or destroyed library book will require students to pay the replacement cost of the book. Students are not allowed to check out new materials if they have a lost book.

MESSAGES/ TELEPHONE

If parents need to contact their child or teacher during the school day, please call the office. Unless it is an emergency, messages will be taken and delivered as soon as possible. Students will not be called out of class except in emergencies.

Messages for students are delivered at the end of the day before dismissal. To ensure delivery, please call the office no later than 2:00 p.m.

Students may only use the phone when approved by staff. Plans such as going home with a friend should be arranged ahead of time with parent permission.

In the event the telephones are down you can email es-attendance@harrisburg3.org with your message.

NONDISCRIMINATION

Equal educational opportunities shall be available for all students without regard to ethnicity, gender, religious beliefs, disability, or social or economic status.

PARENT INFORMATION

Orders of Protections:

Upon receipt of a court order of protection, the Building Principal shall file it in the records of a child who is the "protected person" under the order of protection. No information or records shall be released to the Respondent named in the order of protection.

Parental Custody Rights:

In order for the school to know who has custodial rights among divorced parents, a copy of the custody section of the divorce decree should be given to the principal. In the absence of a court order to the contrary, a school will provide the noncustodial parent with access to information regarding the child. If there is a court order specifying

that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order.

Parental Involvement:
In support of strengthening our students' academic development, the following expectations for parental involvement exist at East Side Intermediate:

- East Side Intermediate will provide parents with timely information about the school's program, including curriculum, assessment, and proficiency levels students are expected to attain.
- East Side Intermediate will provide parents regular opportunities to participate, as appropriate, in decisions relating to the education of their children.
- East Side Intermediate will involve parents as appropriate in the school improvement process, including review of policy and program especially Title I services and this parental involvement policy.
- East Side Intermediate parents are asked to Pledge annually, through the compact, to share responsibility with their children and teachers for improved student academic achievement.
- East Side Intermediate will provide parents reasonable access to staff as well as opportunities to volunteers participate, and observe in their children's classrooms.
- East Side Intermediate will assist parents in understanding state standards, assessment, and their child's progress in the classroom.
- East Side Intermediate will provide materials, training, and programs to help parents work with their children.
- East Side Intermediate expects that school staff will communicate regularly with parents and will encourage parents to work with them as partners in their child's educational experience.

Parent's Right to Know:
Upon request, Harrisburg will provide information regarding the professional qualifications of the student's classroom teachers including whether the teacher has met state qualifications and licensing criteria for the grade levels and subject matter being taught, the baccalaureate major and any graduate degree of the teacher, and the qualifications of any paraprofessionals working with the student. This information will be disseminated in a manner that protects the privacy of individual employees.

PERSONAL ITEMS

To help prevent lost items, parents/guardians are encouraged to **label all student belongings** (coats, lunchboxes, etc.).

There is no reason to carry large sums of money nor expensive personal items to school. Harrisburg Unit #3 is not responsible for any property that is lost, damaged, or stolen.

Items Not Permitted at School
To minimize distractions and disruptions, students should not bring:

- Toys or trading/playing cards
- Electronic games or personal entertainment devices
- Personal music players or recording devices

PESTICIDE/ HERBICIDE SPRAYING

Harrisburg has a voluntary registration in the event that the spraying of pesticides or herbicides is necessary. By putting your name on this list you are asking to be notified two days before an airborne pesticide or herbicide application. In the event of an extreme emergency requiring the immediate use of pesticides we will notify you as soon as possible. Contact the unit office if you wish to be added to the registry.

PHYSICAL EDUCATION CLASS

All full-time students participate in daily P.E. To ensure safety and protect the gym floor, students must wear clean, non-marking tennis shoes. Families may be asked to provide appropriate shoes if needed, and grades may be affected if proper footwear is not worn.

P.E. is required.

- A parent note will ONLY excuse the student for 1 day, longer than that and a note from a doctor will be required.
- An excuse containing only the date it is written will be accepted for that date only.
- Students who are excused from PE will not be able to participate in recess or in physical extracurricular activities until a release from the doctor is received.

PROMOTIONAL SALES

The sale of candy or other promotional fund raising items must be for the purpose of supporting Harrisburg school clubs, classes or organizations. Harrisburg students are **NOT** permitted to sell products for other than school organizations while at school, or while riding the bus to and from school.

SEX EQUITY

Harrisburg has a sex equity and grievance procedure in place. See the Superintendent for further information.

SEXUAL HARASSMENT POLICY

Sexual harassment of students is prohibited. An employee, District agent, or student engages in sexual harassment whenever he/she makes unwelcome sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:
denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or has the purpose or effect of:

- substantially interfering with a student's educational environment;
- creating an intimidating, hostile, or offensive educational environment;
- depriving a student of educational aid, benefits, services, or treatment; or
- making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting a student.

The terms "intimidating", "hostile", and "offensive" include conduct, which has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include unwelcome touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

Students who believe they are victims of sexual harassment or have witnessed sexual harassment, are encouraged to discuss the matter with the student Nondiscrimination Coordinator, Building Principal, or a Complaint Manager. Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible. Students who make good faith complaints will not be disciplined.
Nondiscrimination Coordinator:
Name: Dr. Amy Dixon
Address: Harrisburg Unit Office
Telephone No. (618) 253-7637

Any District employee who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge. Any student of the District who is determined, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action including suspension and expulsion consistent with the discipline policy. Any person making a knowingly false accusation regarding sexual harassment will likewise be subject to disciplinary action up to and including discharge, with regard to employees, or suspension and expulsion with regard to students.

SMOKING

Possession or use of any type of tobacco product, (cigarettes, cigars, smokeless tobacco, chewing tobacco, or look-a-likes) is not allowed anywhere on school premises at any time. Violating the above will result in suspension from school. Tobacco on school property is a violation of state law.

STUDENT RECORDS

Student Records can be obtained by contacting the Central Office.

SUBSTANCE ABUSE

East Side Intermediate is committed to providing a safe, healthy learning environment. The use or abuse of drugs has no place in school, as it harms student development, disrupts learning, and undermines school discipline.

We focus on prevention by helping students build strong decision-making skills, develop positive relationships, and understand the risks through accurate information. Clear expectations and rules are in place to support a safe and successful school environment for all students.

SURVEYS

As part of the Goals 2000: Education America Act, Congress adopted the Protection of Pupil Rights Act (PPRA). This provides that no student, without prior written parental consent, may be required to submit to a survey, an analysis, or an evaluation which would reveal information concerning the student's (1) political affiliation, (2) mental and psychological problems which would be potentially embarrassing to the student or his family, (3) sex behavior and attitudes, (4) illegal, antisocial, self-incriminating and demanding behavior, (5) critical appraisals of other individuals with whom respondents have close family relationships, (6) legally recognized privileged relationships, or (7) income.
Parents have a right to inspect any survey materials before making a participation decision.

STANDARDIZED AND DIAGNOSTIC TESTING

Students and parents/guardians should be aware that the State and district require students to take certain standardized tests, including the following:

- All 3-5 grade students are required by the State to take the Illinois Assessment of Readiness (IAR) in the subjects of reading and math. The IAR is the state assessment and accountability measure for students enrolled in public schools. These tests are taken each year in March. Results of the IAR tests are received in late summer/early fall and are sent home with students with their first quarter report card or at parent teacher conferences.

- All 5th grade students are required by the State to take the Illinois Science Assessment (ISA). This test is administered to 5th graders in March or April.

Additionally, all East Side students will be tested in the fall, winter, and spring using local assessments and iReady and in the fall and spring using STAR Reading. These assessments will be used to determine whether students are at grade level as well as their growth in math and reading.

TECHNOLOGY POLICY

See District Acceptable Use of Technology Policy sent home to all students.

Use of Artificial intelligence (AI):

"Artificial intelligence" or "AI" is intelligence demonstrated by computers, as opposed to human intelligence. "Intelligence" encompasses the ability to learn, reason, generalize, and infer meaning. Examples of AI technology include ChatGPT and other chatbots and large language models.
AI is not a substitute for schoolwork that requires original thought. Students may not claim AI generated content as their own work. The use of AI to take tests, complete assignments, create multimedia projects, write papers, or complete schoolwork without permission of a teacher or administrator is strictly prohibited. The use of AI for these purposes constitutes cheating or plagiarism.

In certain situations, AI may be used as a learning tool or a study aid. Students who wish to use AI for legitimate educational purposes must have permission from a teacher or an administrator. Students may use AI as authorized in their Individualized Education Program (IEP).
Students may not use AI, including AI image or voice generator technology, to violate school rules or school district policies.
In order to ensure academic integrity, tests, assignments, projects, papers, and other schoolwork may be checked by AI content detectors and/or plagiarism recognition software.

The district provides students with access to Google Workspace for Education to enhance instruction, learning, and collaboration. Each student is issued a district-managed Google account, which includes access to educational tools such as Gmail, Google Docs, Google Classroom, Google Earth, YouTube (educational content), and other approved applications to support student learning.

Internet Policy:

Students and teachers of Harrisburg CUSD #3 have access to the internet. The Internet offers a wide array of resources to both students and teachers. Our goal in offering this service is to continue to promote educational excellence in our students.
Students choosing to use this reference for appropriate educational gain will continue to have access to the internet. Students choosing to use this resource in an inappropriate manner such as accessing objectionable or restricted resources may be suspended or terminated from access privileges.
Students choosing to access the Internet through district accounts will be required to read and sign the district's acceptable use agreement and have their parent or guardian do likewise before such activity will occur. A signed copy of this agreement will be filed with the Principal or his designee.

Harrisburg Community Unit School District #3 utilizes a filtering system in an effort to insure student Internet safety.

TREATS AND SNACKS

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. Treats and snacks may not require refrigeration. All treats must have a clearly printed list of ingredients on the packaging- **NO HOMEMADE TREATS ARE ALLOWED**. We strongly encourage you to select a treat or snack with nutritional value.

VIDEO/ PHOTOGRAPHY

Video Monitoring System:

A video monitoring system will be in use in public areas of the school building. This system has been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on videotape, this recording may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

Video and Photographs:

Other than security, students may be recorded and photographed for a variety of reasons: class projects, newspapers, web pages, school social media, yearbooks, etc. If for some reason you wish NOT to have your child participate in these activities please notify the teacher(s) and office.

WATER BOTTLES

Students are allowed to bring water to school for personal use. East Side School has a water bottle filling station located in the commons area that may be used by the students. **Students may not bring soda, coffee, energy drinks, or other beverages in their water bottles.**