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WEST SIDE PRIMARY SCHOOL



Student & Parent/Guardian Handbook

2026-2027

PREAMBLE

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of our school. It has been structured to help promote student progress as well as the interest of modeling appropriate school governance. In addition, this handbook provides for the physical and psychological safety of the students through appropriate rules and regulations.

When violations of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the student, his or her parents, and other support personnel to help the student correct behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his or her age and maturation, any mitigating circumstances, and the effect of his or her actions on the welfare of the school community.

The student has a right to know what is expected of him/her. Students and parents/guardians must realize that the handbook is not comprehensive, nor is it all inclusive. It is impossible to list every rule, violation or action to each incident. Qualified educators are responsible to interpret and apply guidelines set forth in the handbook as fairly and accurately as possible. Students and parents/guardians are responsible to learn what is expected and to responsibly fulfill expectations.

DISTRICT MISSION STATEMENT

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

WEST SIDE MISSION STATEMENT

Recognizing that all students have unique needs, West Side School staff will provide a setting that will address these needs and will provide the methods, services, and procedures to accomplish the necessary growth in order to compete in the world of today.

August 2026

Dear Parents/Guardians and Students,

Welcome to West Side Primary. We will strive to make this educational and social experience of your son/daughter a very successful one. Our entire staff is dedicated to making this an experience that your child(ren) will enjoy and at the same time acquire the necessary social and academic skills that will lay the foundation for future success in school.

We, at West Side, cordially invite you, as parents/guardians, to become involved in the educational program of your child(ren). Involvement can include: volunteering, communicating, working with your child(ren) at home, etc. Your cooperation and support are vital to the functioning of our schools.

The safety of your child(ren) is of great importance to the staff at West Side. We want to ensure that West Side is a safe environment for students and staff. We have the following safety measures in place:

- Safety drills practiced throughout the year
- Visitor check-in at the office and lanyard/badges
- Multiple security cameras
- Limited access with locked doors and gates

If your child is late for school (after 8:10), you will need to bring him/her into the office at the Lincoln Street entrance by buzzing-in to gain access to the building. We plan to keep the procedures for student pick-up the same as last year. All parents/guardians picking-up their child(ren) will be expected to have a sign in their vehicle and report to the correct street (as denoted in the handbook) for dismissal. We feel that this process is safe and efficient.

This handbook contains a few changes this year. Please take the time to read the handbook and discuss it with your child(ren). We look forward to working with you this year. If we can be of assistance, please don't hesitate to call or come in. Our doors are always open to sit down and discuss concerns or suggestions you may have.

We look forward to a great school year!

Respectfully yours,

Elizabeth Dawe

Mrs. Elizabeth Dawe
Principal

ARRIVAL, TARDINESS & DISMISSAL

Morning Drop-Off & Arrival Procedures:

- Students may be dropped-off beginning at 7:30 a.m. each day, but **NO** earlier.
- We will use both Lincoln Street and McKinley Street for drop-off. Students who are brought to school by an adult should enter the building through the main entrance (door #1) or door #5 on McKinley Street.
- Students will enter the building and either go to breakfast or go to the gymnasium until the 8:00 a.m. bell.
- Classes will begin at 8:10 a.m. If you intend for your child to eat breakfast at school, they should arrive early enough to allow them time to eat breakfast and still make it to class by the 8:10 a.m. tardy bell.
- **Please have your child(ren) ready to exit the vehicle**. This will allow the line to continue to move and avoid back-ups at drop-off time. If you have to get out of the vehicle to get your child out, please let your child out on Lincoln St.
- There will be signs/cones for you to drive up to and drop-off. Please drop-off at the next available spot in the designated zone to ensure the line continues to move. Waiting to drop-off at the front of the line will only cause further delays.
  *Keep in mind that there is limited space outside for parking around the school.
- Buses drop-off/pick-up on Raymond Street and all bus riders will enter from the playground in the mornings.
  *Due to the age and size of primary students as well as the traffic congestion in the mornings and after school, **we prohibit riding bicycles to school.**

Crossings

Crossing areas have been marked for students to use while traveling to and from school. An adult will supervise the crossing at Lincoln and McKinley in the morning and afternoon. There is also a crossing located at Ledford and Lincoln Street. Parents should insist their children use these crossings when coming/leaving school. Additionally, **Parents bringing children to school should let children off at crosswalks if they must cross a street. Children should not be allowed to cross mid-street**. 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. Failure to comply could result in disciplinary action, but more importantly, could result in serious or even fatal injury.

Late Arrival/Tardiness

Students who arrive after the 8:10 a.m. tardy bell need to enter through the main entrance on Lincoln Street and come to the office for a late slip before going to class. Multiple tardies may result in a home visit from the district truancy officer or administration. After 9:00 a.m., students are no longer tardy, but counted as absent at least one-half (½) day of attendance.

Afternoon Pick-Up & Dismissal Procedures

For reasons of safety and educational continuity, students will be dismissed by grade level at the designated locations listed below beginning at 2:40 p.m unless notified otherwise.

Kindergarten Pick-Up - McKinley Street (east side of the school)
1st Grade Pick-Up - Lincoln Street (front of the school)
2nd Grade Pick-Up - Ledford Street (west of the school)

- Your child will be given a Name Card with the child and teacher's name on it for you to display in the windshield/dash.
- This will allow the staff to communicate inside and send the child out in a timely manner to be brought to your vehicle.
- Please be ready to pull-up, allowing the staff member to open the door for your child to get in the vehicle and for you to pull away in order to keep the line moving.

Parents who pick their children up after 2:50 p.m. will need to pick them up in the office.

Release from School

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 the 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 parents/guardians 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 or phone call giving parental consent must be authorized by the office before the child will be allowed to sign out for lunch with someone other than the parent.

Early Dismissal/Emergency Closing

For a variety of reasons, it may be necessary to cancel school or dismiss earlier than the normal end of the school day. Parents will be notified in advance so they can plan the necessary supervision for their child(ren). If we dismiss early for an emergency, all after-school functions are automatically canceled.

The rural nature of many areas of Harrisburg, make the district particularly vulnerable. On days where snow or ice cause road conditions to become hazardous or on days when dangerous wind chills exist, parents/guardians are advised to listen to local media for school closing or dismissal information. School closing announcements will be made before 6:30 a.m. and early dismissal announcements as soon as a decision is made. We ask that you do not call the school for information. Feel free to call with instructions for your child in emergency situations. We recommend that you discuss with your child what you will likely do in emergency situations so there will be no surprises.

In every closing or early dismissal situation, television and radio stations will be notified including KFVS-Channel 12, WSIL-Channel 3, WPSD-Channel 6, WEBQ, Z100, and W3D. Harrisburg District is not responsible for any TV or radio stations that do not answer phones or do not run information on a timely basis.

The District's Automated Phone System and Bulldog App will be used in addition to notifying the radio and television stations. When the superintendent decides to dismiss or close school, this system will notify you. Current phone numbers ensure delivery of this information. **If your phone number changes, you will need to notify our office so the system can be updated.**

Students are not permitted in the building or on grounds after school hours unless under the supervision and direction of school personnel.

ARTIFICIAL INTELLIGENCE

"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.

ATTENDANCE/ABSENCES

School attendance is a responsibility of both students and their parents. Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session unless:

1. The child attends an appropriate private or parochial school;
2. The child is found by a physician or psychiatrist to be physically or mentally unable to attend a regular school program. (Homebound instruction may be available in this situation.);
3. The child is temporarily excused for good cause by the principal;
4. The child is necessarily employed, subject to the provision of the child labor laws, and with the consent of the educational service region;
5. The child is over twelve and under fourteen years and in attendance at confirmation classes; or
6. The tenets of the child's religion prohibit secular activity on a particular day(s) or time of day.

In accordance with the policies of the Illinois State Board of Education, students present for 300 instructional minutes or more will be counted in full attendance for that school day. Students present for at least 150 instructional minutes, but less than 300 instructional minutes will be counted in attendance for one-half (½) day only. *Tardiness will be based upon these guidelines.

Excused Absences

Full credit will be given for excused absences provided all work missed during such absences has been made up to the satisfaction of the teacher. By law and district policy, excused absences are granted for the following:

1. Illness of the student
2. Serious illness or death in the immediate family
3. Family emergency
4. Medical and dental appointments
5. Approved religious activities

6. Situations beyond the control of the student as determined by the principal or circumstances which give concern to the parent for the safety or health of the student
7. In addition to the above reasons, the principal may approve requests made by parents/guardians in advance, in person, or by written note/email to the office for absences for other reasons. We ask that parents sign in advance, the "Absence Request Form" available in the office, for pre-arranged or extended excused absences.

Unexcused Absences

Credit may not be given for work in the event of an unexcused absence. Unexcused absences are defined as follows:

1. Absence without the knowledge of parents
2. Absence if the reason was misrepresented
3. Absence without valid reason where parents made no attempt to gain permission
4. Absence when a student is excluded from school by school officials for health or disciplinary reasons

Absence Notification

If your child is going to be absent from school, please call the school office at (618) 253-7637, ext. 5000 between 8:00 - 10:00 a.m. or leave a voicemail if it is before 8:00 a.m. 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 no verification is received for the child's absence, the student is recorded as **unexcused** for the day. Verification from the parent by phone or note will be necessary before the child can be excused.

Requests for Make-up Work- When a student is absent, work may be requested to be sent to the office to be picked up. If requesting work for a vacation, the request must be made no less than one week prior to the vacation in order to ensure make-up work is ready before the vacation.

*Remember, some reasons for absence may require you to come to the office and complete the proper form (see #7 under "Excused Absences" above).

Non-Attendance/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 the school and district. A student is considered truant when he/she is absent from school or class without knowledge or consent of either parents/guardians and the school staff. Truancy is also defined as not being in attendance for ten percent of the previous 180 days for any reason.

Students who accumulate more than **5 unexcused absences 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. Students who are excessively absent will be considered truant and the situation may result in disciplinary action for the student and/or parent. 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. **After 9 unexcused absences the matter will be turned over to the State's Attorney and the Saline County Truancy Board**.

BEHAVIOR/DISCIPLINE

The rules that govern student behavior are designed to ensure safety and promote good citizenship. These rules will be discussed in the classroom; however, parents can help to promote good student behavior by reading and discussing this section of the handbook with your student, encouraging your child to follow the rules, and supporting the school in its enforcement of the rules.

Teachers have a discipline plan for their individual rooms/students, that will be consistent with the overall school discipline plan. Willful failure to comply with the directions of the teachers, student teachers, school support personnel or other authorized school personnel, will result in behavioral consequences.

Following is a list of conducts that have been recognized as inappropriate types of conduct. This list is not all-inclusive; it can not possibly cover all inappropriate behaviors that occur.

- Alcohol/Drugs/Drug look alike
- Weapons/Look a like weapons
- Use of electronic cigarettes
- Inappropriate Language
- Theft
- Vandalism
- Unassigned Area
- Any Unsafe Action
- Bathroom Behavior
- Noncompliance (Failure to do what he/she is told)
- Defiance (Refusing to do what was asked)
- Physical Aggression (pushing, shoving, hitting, grabbing, kicking)
- Spitting
- Verbal Aggression Toward Staff or Students
- Inappropriate Clothing (disruption to the educational process) *[SEE DRESS CODE]*
- Inappropriate Body Piercing (ears only - within reason)
- Rude/Disrespectful
- Harassment of any Kind - (defined as any act, verbal or physical, that disturbs or torments another individual.) These acts include, but not limited to, racial slurs, comments about one's anatomy, inappropriate student to student physical contact, or threats of intimidation.
- Bullying, Threats, Intimidation
- Gang Activity
- Excessive Tardiness
- Homework Problems

- Hallway Behavior
- Bus Behavior

Consequences for Inappropriate Behaviors:

- Recess Detentions
- Lunch Detentions
- In-School Suspensions (ISS)
- Out-of-School Suspensions (OSS)
- Expulsion

Progressive Discipline Plan

Harrisburg Consolidated Unit School District #3 has a progressive discipline plan. Below is a definition of this plan. This plan can be found on the district website under "District Information."

Definition- "Progressive Discipline processes are designed to create the expectation that the degree of discipline will be in proportion to the severity of the behavior, that the previous discipline history of the student being disciplined and other relevant factors will be taken into account and that all procedures required by federal and state law will be followed." Those will include but are not limited to SB100 and the Illinois School Code.

*Disciplinary action will be determined at the discretion of the administrator, with consideration of the age and relevant behavior record of the student. Penalties may be modified with consideration of the age and relevant behavior record of the student. Penalties may be modified with consideration of extenuating and mitigating circumstances or the severity of the infraction, based on the disciplinary penalties for subsequent violations. Furthermore, discipline may include educational components, such as written and/or verbal apologies to the victims, essays, or other things deemed academically appropriate by teachers or administrators.

Physical Aggression

Behavior that hurts the child him/herself. Behavior that hurts another child/person including but not limited to hitting, spitting, pulling hair, kicking and biting. Destruction of school or another person's property is also included. The consequence will depend upon the severity of the aggression and/or repeated offense(s).

Field trips and/or special assemblies may be eliminated at any time. If students are fighting, both parties will receive consequences. A more severe consequence will be given to the party who started the altercation.

Students should keep in mind that continual disruption of the school environment or exhibiting defiant and flagrant disregard of school rules will lead to lengthy suspensions or a more structured consequence. Gross disrespect toward any employee that includes foul language, threats, or gestures directed at the employee will also result in removal from school. Students who deliberately spit on a staff member or student could receive up to 4 days in suspension.

Federal law requires a mandatory expulsion of one year for certain types of weapon possession offenses.

Playground Rules:

1. Students should keep these simple guidelines in mind for behavior on the playground:

    - Behave in a safe manner
    - Keep your hands and body to yourself and under control
    - Speak and behave in a respectful manner

1. Students may play kickball, basketball, wiffle ball, nerf football (touch only), jump rope and hopscotch, all in the manner intended.
2. Students may not leave the playground (ex. to go into the building or get a ball outside the fence) without permission of the teacher or playground supervisor.
3. Students may eat snacks on the playground during their break but not at lunch. Waste should be put in trash cans provided.
4. Students should not run on or jump off of the equipment on the playground.
5. Parents, guardians, and/or family members should not attempt to interact with students while the students are on the playground.

Students are not permitted to play on the grounds after school hours or when school is not in session. The playground will close at the conclusion of the school day, unless a school sponsored activity is in session. The West Side playground is not for public use and this will be enforced.

Maintenance of Discipline

Subject to the limitations of all policies established teachers, other certificated educational employees, and any other person, whether or not a certificated employee, providing a related service for or with respect to a student shall maintain discipline in the schools, including school grounds which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

Recess Detentions

Can be given for numerous misconducts.

Lunch Detentions

Held every day throughout the week during the student's lunch period. Failure to serve a lunch detention may result in an in-school suspension.

Suspension/Expulsion

Suspensions are assigned to students for offenses that are of a serious nature. Suspensions are either out-of-school or in-school.

- ➔ **In-School Suspensions (ISS)**

  A period of time a student is out of his/her classroom during the school day being supervised in a designated location within the building. The length of the in-school suspension depends upon the severity of the infraction.

  An in-school suspension requires that a student attend school when school is in session. Any student missing any part of an in-school suspension due to absence from school shall, upon returning to school, continue serving the remaining in-school suspension time.

During an in-school suspension a student shall:

- Be assigned a designated location to serve the in-school suspension
- Remain properly seated, quiet, and busy working at all times
- Always have enough schoolwork to keep busy
- Leave the designated area only with permission from a school official
- Not socialize with any other students while serving an in-school suspension

Violation of any of the above in-school suspension rules or any other rules imposed during the duration of the in-school suspension may result in additional in-school suspension time and/or out-of-school suspension time being assigned.

➔ **Out-of-School Suspensions (OSS)**

A period of time a student is out of school during the school day due to his/her gross misconduct or gross disobedience. That is, the student's continued presence poses a threat to school safety OR a disruption to other students' learning opportunities. The length of the suspension depends upon the severity of the infraction.

An out-of-school suspension requires that a student not attend school for the duration of the suspension. A student is not allowed to attend or participate in any school-related functions, events, or activities (either home or away) during the suspension period. The times and dates assigned for out-of-school suspensions shall be unexcused absences from class.

Under the laws of the State of Illinois the parent/guardian of a pupil who has been suspended may, upon request, have the reasons for the suspension reviewed by the School Board or by a Hearing Officer appointed by the School Board. The parents are entitled to appear and discuss the suspension if a review is requested.

➔ **Expulsions**

An expulsion is removal from school for more than ten days up to two years. Expulsion is a last resort and is reserved for the most serious of offenses or repeating less serious offenses over and over again with no apparent intent on the part of the student to change unacceptable behavior. Under Illinois law, only the Board of Education is authorized to expel a student and determine the length of the expulsion. Parents of a student being considered for expulsion will be contacted with the time and date for a hearing and will receive a list of the student's protected rights including due process, hearing procedures, and appeal rights.

Jurisdictional Statement

All handbook and school rules apply to all school sponsored activities, even those activities occurring off-campus. Each teacher, and any other school personnel when students are under his/her charge, is authorized to impose disciplinary measures that are appropriate and in accordance with the 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, other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior

Extracurricular

The Harrisburg School District considers all extracurricular and other school-related activities as an extension of the educational program. Students being transported to and from, attending and/or participating in activities are subject to the same rules governing conduct that apply to the regular educational program. If any conduct may reasonably be considered a threat or attempted intimidation of a staff member, or an interference with school purposes or an educational function, there are grounds for disciplinary action.

Extracurricular activities are privileges extended by the district to students who wish to participate and who agree to comply with the rules and regulations established for the respective activity.

BREAKFAST/LUNCH/NOON HOUR

A breakfast will be served to those who want it from 7:30-8:00 a.m. each morning. A hot lunch is prepared in our kitchen each day as well. There are NO fees for meals again for the 2024-2025 school year. We would like to recommend that students who bring their lunch have their name on their lunch box/sack. Milk may be available to students who bring their lunch as well.

*Please call the school to notify them of any student food allergies.

A closed lunch hour is in effect at West Side School. For a student to leave school during lunch or anytime other than regular dismissal, it will be necessary for a parent to come to the school office and sign the student out. A returning student must also be checked back in at the office. A note or call from parents is required for students to sign out to lunch with another child/parent.

All lunch periods will be 45 minutes in length (including lunch recess) according to the following schedule:

Kindergarten (A) - - - - - 10:40 - 11:25	Kindergarten (B) - - - - - 10:45 - 11:30
1st Grade (A) - - - - - - - - 11:30 - 12:15	1st Grade (B) - - - - - - - - 11:35 - 12:20
2nd Grade (A) - - - - - - - 12:20 - 1:05	2nd Grade (B) - - - - - - - 12:25 - 1:10

Cafeteria Rules:

1. Face forward and keep your hands to yourself while in line
2. Sit in lunchline order at your class' designated table
3. Remain Seated until being dismissed - get permission to leave your seat or the cafeteria
4. Talk quietly and only to others at your table
5. Use good table manners and clean-up your area
6. Finish food and drinks before leaving the cafeteria - no sharing food
7. Show proper respect to all cafeteria personnel

Calendar/Menus

Every month, a school calendar will be sent home. The calendar will highlight upcoming events and activities of interest and include the breakfast/lunch menus for the month.

BULLYING, INTIMIDATION, & HARASSMENT

Bullying

Much research is being conducted regarding aggressive students who frighten, intimidate, and generally make life miserable for other students. This is typically done with demeaning or threatening behaviors which include harassing, physical or verbal acts, gestures, and making fun of others in various ways including rumors, notes, and internet abuse. Such behavior is called bullying.

Harrisburg District is committed to making the daily life of students safe and free from an environment which negatively affects their learning and self-esteem. When students are exhibiting behaviors that could be construed as bullying, even though there may be no physical threat attached to the behaviors, serious disciplinary consequences could result. Parents are urged to contact the building principal if their child might be the victim of bullying. Names and dates greatly help the investigation process. If your child tells you about classmates being bullied, the administration would appreciate being alerted. Many students subject to this behavior never report it. Parents will also be notified by district administration within 24 hours after school officials are made aware of the bullying incident.

Sex Equity

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex, sexual orientation, or gender identity be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact 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, or engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. 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
2. Has the purpose or effect of:
    a. substantially interfering with a student's educational environment;
    b. creating an intimidating, hostile, or offensive educational environment;
    c. depriving a student of educational aid, benefits, services, or treatment; or
    d. 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: Dr. Amy Dixon
Harrisburg Unit Office
(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.

Non-Discrimination Policy

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.

BUS RIDERS/BUS CONDUCT/BUS SAFETY

Only students who live 1 ½ miles or more from school or reside in a hazardous route area are eligible for bus transportation. Inquiries concerning transportation eligibility should be made to the district transportation director.

A parent note is required for riding a different bus, getting off the bus at an unassigned designation, or for a non-rider to go home with another student on the bus. This note must be authorized PRIOR to riding by the principal or assistant principal who supervises buses.

The note should contain the following information:

- Child's name, grade, and teacher name
- New address to which the child is going
- Correct bus number the child should ride - Robinson Transport (618-252-6171) will have these bus numbers.
- Signature of the parent/guardian
- Daytime phone number the parent/guardian may be contacted for clarification

If a student is to ride to a destination other than home on a regular or extended basis, a request must be filed with and approved by the transportation director. Administration has the right to revise a request. If not directed otherwise by a parent/guardian, students will be placed on their regular bus.
School bus riders, while in transit, are under the supervision of the bus driver or the supervising adult (coach, teacher, etc.). **Bus riders and their parents are responsible for their conduct on the bus.** Parents should review the bus safety rules and insist their students observe these regulations.

Failure to comply with these rules of conduct may result in disciplinary action and/or suspension from riding the bus. 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 principal.

Students are expected to follow all school rules when riding the school bus. As a rule, first bus write-ups result in a warning, second may result in detention, and a third or more in suspension from the bus. These rules apply to any student who rides a school bus for any reason anytime during the school year. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

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

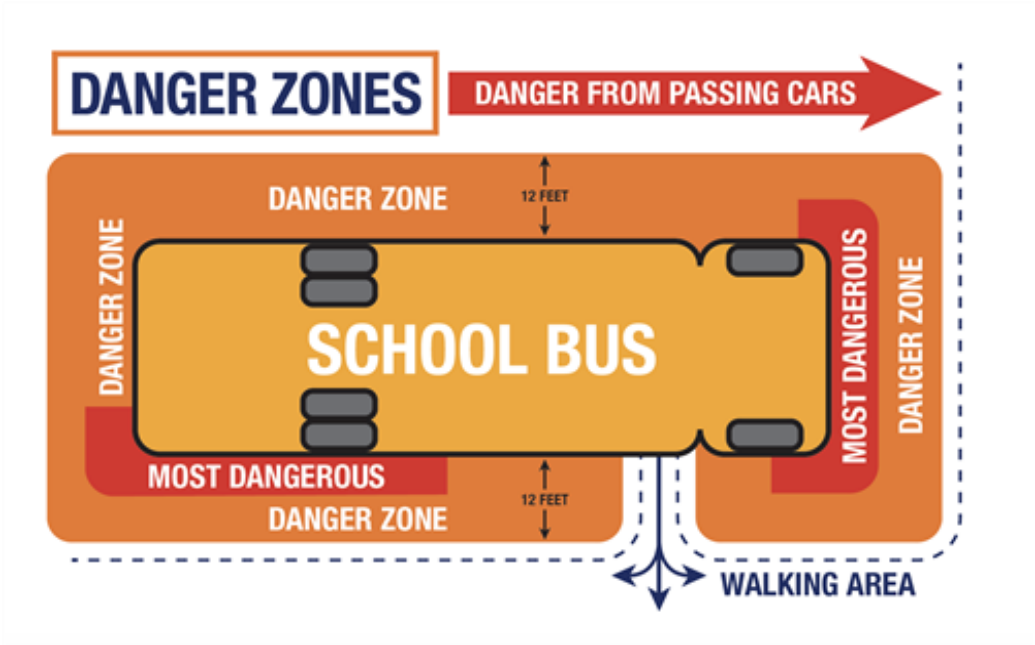
Administration reserves the right to change the disciplinary decision based on the infraction. Students may be suspended from riding the school bus for up to 10 consecutive school days for violating school rules or for engaging in other gross disobedience or misconduct. The school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

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

1. 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.
2. Arrive on time at the bus stop, and stay away from the street while waiting for the bus.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter-in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. 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
6. 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.
7. 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.

8. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
9. 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.
10. 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.
11. Never run back to the bus, even if you dropped or forgot something.



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

For questions regarding school transportation issues, contact Robinson Transportation at (618) 252-6171.

Rural Student Pick-up 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 transportation director. 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.

DRESS CODE

Students are expected to be dressed and groomed in an appropriate manner. Any dress, clothing or inappropriate grooming habits deemed disruptive to the educational climate by the administration will not be permitted. This also includes anything that is considered a safety risk by the administration. Appropriate shoes are to be worn at all times. **No** wheelie/skate shoes may be worn. Shorts are permitted, however, they should be of an appropriate length. The following types of clothing will not be permitted: "short shorts," fishnet/see-through clothing with nothing worn underneath, and/or any clothing that bares the middle section of one's body (midriff).

Clothing including hats, caps, buttons, jewelry, or any attachment to the body, which depicts alcohol, smoking, drugs, gang affiliations, crude language, or is sexually explicit in word or image are not permitted. Hair must be appropriately groomed and of a decent length and may not be a disruption to the educational process/environment of the classroom or school. Hats/caps, bandanas, headgear, sunglasses, etc. may not be regularly worn in the building. *Certain exceptions may apply.

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. Students are required to be silent and shall comply with the directives of school officials during emergency drills. The procedures for each safety drill (fire, tornado, earthquake, evacuation, intruder) is posted in every room in the building. Students will be made aware of these procedures and should follow them closely to ensure their safety.

EDUCATIONAL PROGRAMMING & 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. In addition, locally developed criterion referenced tests help to monitor program success and provide information designed to improve student skills.
Current school report card and budget information may be accessed by visiting the school web page (http://www.hbg.saline.k12.il.us). Call the school office if you would like a hard copy of the report card sent to you or if you have difficulty accessing the web site.

*See Appendix A for further course descriptions.

Physical Education

Students will have physical education class each day. In order to provide maximum safety for your child and to protect the gym floor, we ask that each student wear clean tennis shoes in gym class. These shoes should have non-marking soles. The school may require parents to provide P.E. shoes if it becomes an issue of participation.

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request. Upon written notice from a student's parent/guardian, a student will be excused from engaging in the physical activity components of physical education during a period of religious fasting.

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. **In general, students are not assigned to teachers based upon parental request**.

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. The educational process extends well beyond the classroom and affects the student's entire life. Considering this, it seems apparent that student effort outside the classroom is necessary for satisfactory advancement. If teachers and parents insist on full productivity in keeping with the student's ability, both at school and at home, academic achievement will improve.

Homework assignments are required of all students at all grade levels. Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level. The right combination of class work and home study can develop broader knowledge, good work habits, and a sense of pride and responsibility which will benefit students throughout their entire lives. Students who are absent from school for a valid cause (an excused absence) may make up missed homework in a reasonable timeframe. **Homework will be available, upon request, in the office after 2:00 p.m. of the day of the request.**

Grading Scale

A =	100% - 93%
B =	92% - 85%
C =	84% - 77%
D =	76% - 70%
E =	69% - 0%

Retention

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance. Additionally, a small number of children may benefit from staying another year in the same grade. Retention should be considered when the child is in grades Kindergarten through Second. In some instances, however, when the child is achieving significantly below ability and/or grade level, retention would have a chance of benefiting the child. Consideration must be given to attendance, physical development, and parental attitude. **The final decision shall rest with the building 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.

Field Trips/Programs

Special programs will be presented during the year for our students' enjoyment with the cost determined by the charge of the company presenting the program. Since there is no set fee, notification of the cost to students, if any, will be sent home by announcements. Also, during the course of the school year, various classes go on field trips. In some cases, the students will be asked to share the expense. In all instances, we will keep the fee as low as possible.

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline. All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. A field trip permission form will be sent home to be signed at the beginning of the school year. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

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. Student's needs are evaluated and individual plans are developed to meet the student's needs in the least restrictive environment appropriate. Special Education, Section 504, Title Reading/Math support and other services are available to students within each school. Parents interested in further information should contact the teacher, the building principal, or the Special Education Coordinator for our district, Mrs. Whitney Tripp (253-7637 ext. 2154).

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment.

Title I Services

HCUSD #3 is a title district for the K-5 elementary levels. The purpose is to provide help/services in the development of basic skills for students at West Side in the areas of reading - language development/enrichment and math for kindergarten through second grade.

New Students/Transfers

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

Pre-Kindergarten Program

Bulldog Early Learning Academy (BELA) is the current site for the Pre-Kindergarten program. It serves students who meet the criteria for eligibility in the 3-5 year old age range. Admission to the program is accomplished by a screening process conducted in the spring of the preceding year.

HEALTH/MEDICAL

Birth Certificates

Birth certificates are to be brought with children who are entering school for the first time (Pre-Kindergarten or Kindergarten) and all students from out of the district entering Harrisburg schools for the first time.

Health Exams/Immunizations

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning. An age-appropriate developmental screening and an age-appropriate social and emotional screening are required parts of each health examination.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. A student will not be excluded from school due to his or her parent/guardian's failure to obtain a developmental screening or a social and emotional screening.

New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

Dental Examination

All students entering kindergarten, second, sixth and ninth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

A student will be exempted from the above requirements for:

1. Medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;

2. Religious grounds if the student's parent/guardian presents to the building principal a completed Certificate of Religious Exemption;
3. Health examination or immunization requirements on medical grounds if a physician provides written verification;
4. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
5. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

*Once during each school year, the Dental Safari program will visit West Side and is available to all students free of charge.

Head lice

Head lice screening of all elementary pupils is done at the beginning of the school year or upon entry into school and may be at other times throughout the school year. We have a NO - NIT (eggs) School Board Policy, so please check your own child(ren). If you find any evidence of head lice, begin treatment and nit removal immediately so your child will not have to be sent home, needlessly missing school days. 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 or building principal and the child is determined to be free of the head lice and eggs (nits). **Students with head lice are prohibited from riding the bus to school to be checked and are granted no more than five (5) days excused for treatment.**

Illness/Allergies

On occasion, a student will become ill or may receive an injury 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 or secretary. The office will then contact the parents or emergency card 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. **A student must be fever and vomit free for 24 hours before returning to school.**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules. If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Additionally, the Superintendent is authorized to establish rules and regulations that are designed to implement the board policy on "Students with Chronic Communicable Diseases."

Medications

In accordance with School Board Policy and State Medication Guidelines, children's medications are to be given at home. 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 a 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" available in the office. Parents are welcome to come to school to administer essential medications. (NOTE: this includes Tylenol or Aspirin as well as any other over-the-counter medications.) All medication forms are discarded at the end of each school year. This is done in case there are changes in medication over the summer. A new form must be completed by the parent/guardian and the child's doctor at the beginning of the new school year before we can continue to administer medication.

Medications are not to be transported on school buses. Student possession of any medications is strictly prohibited. School personnel may administer medication and/or treat students in cases of emergency or if a nurse is unavailable.

Nurse

A nurse is available during the regular school day. Her responsibilities are varied and essential by school law. She enforces the law concerning health exams and immunizations.
Please notify the nurse of any concerns or continuing medical conditions which may cause your child to need attention during the school day.

Insurance

A student accident insurance program is also available. The school will send home insurance brochures the first day of school. The brochure will also outline other options that are available. Parents wishing to purchase insurance should send the completed envelope containing the correct money directly to the insurance company. (NOTE: Separate checks must be written for accident insurance and Chromebook insurance.) The school will provide an insurance form should an accident occur and you wish a claim to be filed.

Asbestos

West Side School has no asbestos containing materials (ACM) present in building materials of the school. An inspection for asbestos was conducted by G. J. Environmental, Carbondale, Illinois, 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 West Side office or District Unit #3 main office.

Pesticide/Herbicide Spraying

Harrisburg District 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 is done. 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.

Smoking

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

Substance Abuse

West Side School recognizes that student abuse of drugs has no place in school. The abuse of such substances is detrimental to individual development and undermines effective education. Abuse of drugs diminishes the educational atmosphere and is contrary to the maintenance of discipline. It is the responsibility of the school to establish the highest standards for learning. Prevention will be attempted by promoting skills in decision making, by nurturing successful interpersonal relationships, by providing accurate information, and by setting clear institutional limits.

HOMELESS

According to the U.S. Department of Education Subtitle VII-B of the McKinney-Vento Homeless Assistance Act (per Title IX, Part A of the Elementary and Secondary Education Act, as amended by the Every Student Succeeds Act) defines homelessness as follows:

The term "homeless children and youths"

1. means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of section 103(a)(1)); and
2. includes
    - children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; or are abandoned in hospitals;
    - children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of section 103(a)(2)(C));
    - children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
    - migratory children (as such term is defined in section 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless for the purposes of this subtitle because the children are living in circumstances described in clauses (i) through (iii).

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. Resources are available in the district to assist these students. If you know of a child of a homeless individual or homeless youth, please contact your child's school office.

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.

PARENTS/GUARDIANS

Visitation/Volunteers

All visitors must report to the building's main office as required by law and school security. All school volunteers must be approved by the building principal prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire parent volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

Any non-parent wanting to observe a classroom or tour the building must first contact the superintendent for permission. Once permission has been obtained, the visit must be pre-arranged with the building principal. Students from other schools are not allowed to visit without being accompanied by a parent/guardian.

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 and may be subject to criminal penalties for trespassing and/or disruptive behavior.

The School Visitation Rights Act permits employed parents and guardians who are not able to meet with educators because of a work condition, the right to attend necessary educational or behavioral conferences at their child's school during the school year. Upon request, the school administrator can provide the parent/guardian with documentation of the school visit, which the parent/guardian shall then submit to the employer.

If you would like verification forms or further information about your rights to school visitation you may request a complete text of the School Visitation Rights Act from the superintendent.

Messages/Telephone

From time to time, it may be necessary for parents to contact their children or child's teacher during the school day. Unless it is an emergency, messages will be taken by office staff and delivered at the earliest convenience.

Students will not be called from class, except in case of emergency. Messages for students will be delivered at the end of the day just prior to dismissal. The office should receive these messages no later than 1:00 p.m. in order to ensure delivery.

Students are not allowed to use the telephone unless deemed necessary by staff. Personal matters such as going home with a friend after school should be arranged beforehand and with parents' permission and knowledge.

Invitations

Party invitations or gifts for classmates should not generally be brought to school to be distributed unless the entire class is included. Please contact your child's individual teacher before sending any items to school.

Treats/Snacks

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged in

individual servings. No homemade treats or snacks are allowed at school. Treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value.

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 non-custodial 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:
West Side Primary will . . .

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

Parents' Right-to-Know

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. This information regarding the professional qualifications of your child's teacher includes, at a minimum, the following:

1. Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

*This information will be disseminated in a manner that protects the privacy of individual employees.

Grievance Procedure

Board Policy 2.250 outlines the grievance procedures set in place to respond to complaints by students, parents/guardians, employees, or community members. The superintendent has been designated the "complaint manager" for the school district.
When a student is involved with or has a complaint, the school will do the following:

1. The principal, assistant principal, or counselor should follow the Uniform Grievance Procedures.
2. The student's parents/guardians will be notified that they may attend any investigatory meetings in which their child is involved. The parents/guardians will be kept informed of the investigation's progress.
3. The student's oral or written statements will be kept confidential, with the exception that the superintendent will be kept informed.

Accommodating Individuals with Disabilities

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

The following is a description of the rights granted by federal law to students with handicaps. The intent of the law is to keep you fully informed concerning decisions about your child and to inform you of your rights if you disagree with any of these decisions.

Parents have the right to:

1. Have your child take part in, and receive benefits from public education programs without discrimination because of his/her handicapping conditions.
2. Have the school district advise you of your rights under federal law.
3. Receive notice with respect to identification, evaluation, placement of your child.
4. Have your child receive a free appropriate public education. This public education program includes the right to be educated with non-handicapped students to the maximum extent appropriate. It also includes the right to have the school district make reasonable accommodations to allow your child an equal opportunity to participate in school related activities.
5. Have your child educated in facilities and receive services comparable to those provided non-handicapped students.
6. Have your child receive special education and related services if he/she is found to be eligible under the Individuals with Disabilities Education Act (PL 101-476) or Section 504 of Rehabilitation Act (PL 93-112).
7. Have evaluation, educational, and placement decisions made based upon a variety of information sources, and by persons who know the student, the evaluation data, and placement options.
8. Have transportation provided to and from an alternative placement setting at no greater cost to you than would be incurred if the student was placed in a program operated by the district.
9. Have your child be given an equal opportunity to participate in nonacademic and extracurricular activities offered by the district.
10. Examine all relevant records relating to decisions regarding your child's identification, evaluation, education program, and placement.

11. Obtain copies of educational records at a reasonable cost unless the fee would effectively deny you access to the records.
12. A response from the school district to reasonable requests for explanations and interpretations of your child's records.
13. Request amendment of your child's educational records if there is reasonable cause to believe that they are inaccurate, misleading or otherwise in violation of the privacy rights of your child. If the school district refuses this request for amendment, it shall notify you within a reasonable time, and advise you of the right to a hearing.
14. Request mediation or an impartial due process hearing related to decisions or actions regarding your child's identification, evaluation, educational program or placement. You and the student may take part in the hearing and have an attorney represent you.
15. Ask for payment of reasonable attorney fees if you are successful on your claim.
16. File a local grievance.

The District Superintendent at (618) 253-7637, ext. 1000 is responsible for assuring that the district complies with Section 504.

POSSESSIONS/WEAPONS/SEARCHES

In order to alleviate problems, please write your child's name on all his/her belongings (jackets/coats, lunch boxes, school supplies, etc.). This enables us to identify items and get them back to students shortly after they are missed. Due to potential disruption, children should not bring items such as playing/trading cards, toys, electronic games, etc. Likewise, students should not bring personal music players or recorders to school.

Students should NOT bring anything that may be used as a weapon including knives, fireworks, slingshots, guns, etc. If brought to school, such items will be confiscated and released only to parents or proper authorities. Deliberate use of weapons at school or unsafe actions with the same may result in suspension or expulsion from school for a period of up to two calendar years and possible criminal prosecution. Present law generally defines a "firearm" as any device designed to propel a projectile.

School searches, according to Section 5/10-22.6 of the Illinois School Code, may be conducted. School searches and inspections of school property such as desks and rooms may be done without notice or consent of students or without a search warrant. This statute also authorizes the use of specially trained dogs to assist in searches. School authorities may search a student and/or the student's personal effects in the student's possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district's student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

Questioning of Students

Before a law enforcement officer, school resource officer, or other school security person detains and questions on school grounds a student under 18 years of age who is suspected of committing a criminal act, the building principal or designee will: (a) Notify or attempt to notify the student's parent/guardian and document the time and manner in writing; (b) Make reasonable efforts to ensure the student's parent/guardian is present during questioning or, if they are not present, ensure that a school employee (including, but not limited to, a social worker, psychologist, nurse, guidance counselor, or any other mental health professional) is present during the questioning; and (c) If

practicable, make reasonable efforts to ensure that a law enforcement officer trained in promoting safe interactions and communications with youth is present during the questioning.

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.

Student Property

Students are not allowed to bring any toys or trading cards to school without written permission from the child's teacher. There is no reason to carry large sums of money or expensive personal items to school. Harrisburg Unit #3 is not responsible for any property that is lost, damaged or stolen. This includes property in lockers/cubbies.

PROMOTIONAL SALES

The sale of candy or other promotional fundraising items must be for the purpose of supporting Harrisburg school clubs, classes or organizations. Harrisburg students are not permitted to sell products for anything other than school organizations while at school, or while riding the buses to and from school.

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 residency. A child is presumed to be a resident of the district wherein the persons who have legal custody of him/her reside.

STUDENT RECORDS

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

Maintenance of School Student Records

The District maintains two types of school records for each student: a *permanent* record and a *temporary* record.

The *permanent* record shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s).
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations.
- Attendance records
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6©
- Scores received on the state assessment tests

The *permanent* record may include:

- Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60 years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student *temporary* record and must include:

- A record of release of temporary record information in accordance with 105 ILSC 10/6©
- Scores received on the state assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (326 ILSC 5/8.6) including any final finding report received from a Child Protective Service Unit 7
- Completed home language survey

The *temporary* record may include:

- Family background information
- Intelligence test scores, group and individual Aptitude test scores
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary and secondary achievement level test results
- Participation in extracurricular activities, including any offices held in school-sponsored clubs or organizations
- Honors and awards received
- Teacher anecdotal records
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or non-placement was based, and all records and tape recording relating to special education placement hearings and appeals
- Verified reports or information from non-educational persons, agencies, or organizations
- Verified information of clear relevance to the student's education.

Information in the temporary record will indicate authorship and the date it was added to the record. The District will maintain the student's temporary record for at least 5 years after the student transferred, graduated, or permanently withdrew. Temporary records that may be of assistance to a student with disabilities who graduates or permanently withdraws, may, after 5 years, be transferred to the parent(s)/guardians(s) or to the student, if the student has succeeded to the rights of the parent(s)/guardian(s).

The Building Principal is the records custodian for his or her respective building and is responsible for the maintenance, and security of a student's permanent or temporary records. Upon a student's graduation, transfer, or permanent withdrawal, the Building Principal or designee shall notify the parent(s)/guardian(s) and the student when the student's permanent and temporary school records are scheduled to be destroyed and of their right to request a copy. Before any school student record is

destroyed or information deleted there from, the parent/guardian must be given reasonable prior notice at his or her last known address and an opportunity to copy the record and information proposed to be destroyed or deleted. Student record's shall be reviewed at least every 4 years, or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

The District uses Student ID numbers for identification purposes.

Absent a court order or subpoena, school officials do not provide educational records to the Immigration and Naturalization Service.

Access to Student Records

The District shall grant access to student records as follows:

1. Neither the District nor any of its employees shall release, disclose, or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act.
2. The parent(s)/guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 days of the District's receipt of such a request.
   Where the parents/guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send copies of the following to both parents/guardians at either's request, unless the District has actual notice of a court order indicating otherwise:

   a. Notices of parent-teacher conferences;
   b. Academic progress reports or records;
   c. Health reports;
   d. School calendars distributed to parent(s)/guardian(s); and
   e. Notices about open houses, graduations, and other major school events including pupil-parent/guardian interaction.

   When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to parent(s)/guardian(s) become exclusively those of the student.
   Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which were placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain the names of all persons making such confidential letters and statements.
3. The District may grant access to, or release information from student records without parental/guardian consent or notification to District employees or officials or the Illinois State Board of Education, provided a current, demonstrable, educational, or administrative need is shown. Access in such cases is limited to the satisfaction of that need.

4. The District may grant access to, or release information from, student records without parental/guardian consent or notification to any person for the purpose of research, statistical reporting, or planning, provided that no student or parent(s)/guardian(s) can be identified from the information released, and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records.
5. The District shall grant access to, or release information from, a student's records pursuant to a court order, provided that the parent(s)/guardian(s) shall be given prompt written notice of such order's terms, the nature and substance of the information proposed to be released, and an opportunity to inspect and copy such records and to challenge their contents. However, the District will comply with an *ex parte* court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to or the consent of the student's parent(s)/guardian(s).
6. The District shall grant access to, or release information from, any student record as specifically required by federal or State statute.
7. The District shall grant access to, or release information from, student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student stating to whom the records may be released, the information or record to be released, and the reason for the release. One copy of the consent form will be kept in the records and one copy is mailed to the parent(s)/guardian(s) or eligible student by the Superintendent. Whenever the District requests the consent to release certain records, the Building Principal shall inform the parent(s)/guardian(s) or eligible student of the right to limit such consent to specific portions of information in the records.
8. The District may release student records to the Building Principal of another Illinois school, or an official with similar responsibilities in a non-Illinois school, in which the student has enrolled or intends to enroll, upon written request from such official.
9. Prior to the release of any records, or information under items 6 and 8 above, the District shall provide prompt written notice to the parent(s)/guardian(s) or eligible student of this intended action. This notification shall include a statement concerning the nature and substance of the records to be released and the right to inspect, copy, and challenge the contents. If the release is under 6 above and relates to more than 25 students, a notice published in the newspaper is sufficient.
10. The District may release student records, or information in connection with an emergency without parental consent if the knowledge of such information is necessary to protect the health or safety of the student or other persons. The Building Principal shall make this decision taking into consideration the nature of the emergency, the seriousness of threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The District shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.
11. The District shall grant access to, or release information from student records to juvenile authorities when necessary for the discharge of their official duties upon their request before the student's adjudication, provided they certify in writing that the information will not be disclosed to any other party except as provided under law or order of the court. "Juvenile authorities" means: (a) a circuit court judge and court staff members designated by the judge; (b) parties to the proceedings under the Juvenile Court Act of 1987 and their attorneys; (c) probation officers and court appointed advocates for the juvenile authorized by the judge hearing the case; (d) any individual, public or private agency having court-ordered custody of the child; (e) any individual, public or private agency providing education, medical or mental health service to the child when

the requested information is needed to determine the appropriate service or treatment for the minor; (f) any potential placement provider when such release is authorized by the court to determine the appropriateness of the potential placement; (g) law enforcement officers and prosecutors; (h) adult and juvenile prisoner review boards; (i) authorized military personnel; and (j)individuals authorized by court.

12. The district shall grant access to, or release information from student records, to a SHOCAP (Serious Habitual Offender Comprehensive Action Program) committee member, provided that:

    a. The committee member is a State or local official or authority,
    b. The disclosure concerns the juvenile system's ability to effectively serve, prior to adjudication, the student whose records are to be released and the official or authority certifies in writing that the records will not be disclosed to any other party except as provided under State law without the prior written consent of the student's parent(s)/guardian(s),
    c. The disclosure's purpose is limited to identifying serious habitual juvenile offenders and matching those offenders with to Section 5-145 of the Juvenile Court Act of 1987, and
    d. The release, transfer, disclosure, or dissemination consistent with the Family Educational Rights and Privacy Act.

13. Upon their request, military recruiters and institutions of higher learning shall have access to secondary students' names, addresses, and telephone listings, unless an objection is made by the student's parent(s)/guardian(s). The Building Principal or designee shall notify parent(s)/guardian(s) that they may make this objection.
14. The District charges $.35 per page for copying information from a student's records. No parent(s)/guardian(s) or student shall be precluded from copying information because of financial hardship.
15. Except as provided below, a record of all releases of information from student records (including all instances of access granted whether or not records were copied) shall be kept and maintained as part of such records.
    This record shall be maintained for the life of the student record and shall be accessible only to the parent(s)/guardian(s) or eligible student, Building Principal, or other person. The record of release shall include:

    a. Information released or made accessible
    b. The name and signature of the Building Principal
    c. The name and position of the person obtaining the release or access.
    d. The date of the release or grant of access.
    e. A copy of any consent to such release.

No record of a disclosure is maintained when records are disclosed according to the terms of an *ex parte* court order.

Orders of Protection

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.

Directory Information

The District may release certain directory information regarding students, except that a student's parent(s)/guardian(s) may prohibit the release of the student's directory information. Directory information is limited to:

- Name
- Address
- Gender
- Grade Level
- Birth date and place
- Parents'/Guardians' names and addresses
- Academic awards, degrees, and honors
- Information in relation to school-sponsored activities, organizations, and athletics
- Major field of study
- Period of attendance in school

The notification to parents/guardians and students concerning school records will inform them of their right to object to the release of directory information.

Student Record Challenges

The parents/guardians may challenge the accuracy, relevancy, or propriety of their student's school records. However, when the student's school records are being forwarded to another school, no challenge may be made to grades or references to expulsions or out-of-school suspensions. The parents/guardians have the right to request a hearing at which each party has the right to:

1. Present evidence and to call witnesses;
2. Cross-examine witnesses;
3. Counsel;
4. A written statement of any decision and the reasons therefore;
5. Appeal an adverse decision to an administrative tribunal or official to be established or designated by the State Board.

The parent(s)/guardian(s) may insert a written statement of reasonable length describing their position on disputed information. The school will include a copy of the statement in any release of the information in dispute.

TECHNOLOGY

Chromebooks

Chromebooks will be distributed during the first week of school. Insurance will also be offered for a $30 fee that is recommended to cover any damage throughout the year. Technology agreement and insurance forms will be sent home for completion.

Internet Usage

Students and teachers of Harrisburg CUSD #3 have internet access. 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 her designee.

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.

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

Video/Photography

A video and/or audio monitoring system may be in use on school buses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings 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.

Also throughout the year, students may be videotaped and photographed for a variety of reasons: class projects, newspapers, TV access channels, web pages, yearbooks etc. If for some reason you wish NOT to have your child participate in these activities, an available form in the school office will need to be signed and kept on file.

Cell Phones

Student cell phones at school are becoming more common, even for our primary age students. While it is not a problem for students to possess a cell phone/smart watch, the phone/watch must be turned off and kept in their backpack for the duration of the school day. 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.

Surveys

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the District's educational objectives, or assist students' career choices. This applies to all surveys, regardless of whether the student answering the questions can be identified or who created the survey.

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

School officials and staff members will not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the school or district) containing one or more of the following items:

1. Political affiliations or beliefs of the student or the student's parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program.

The student's parent/guardian may: (1) inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or (2) refuse to allow their child to participate in the survey. The school will not penalize any student whose parent/guardian exercised this option.

Appendix A

Course Descriptions

KINDERGARTEN:

Reading/Language Arts

The kindergarten reading series is McGraw Hill Wonders. It is the beginning level of the district wide reading program. Wonders is a balanced literacy curriculum that focuses on concepts of print, phonemic awareness, phonics, decoding, vocabulary, high frequency words, comprehension, literacy response, writing, and listening/speaking. Also, small ability-based reading groups meet daily to reinforce these skills. Specific grammar and writing skills are taught and applied. ESGI will be used to assess the students' reading capabilities.

Math

The skills are introduced and reinforced daily through leader activities, math worksheets, manipulatives, and other hands-on strategies. The Big Idea curriculum focuses on counting skills, number recognition, simple problem solving, graphing, predicting, time, measurement, and money.

Science

The science curriculum is typically integrated with reading and math. Students are introduced to a variety of "hands on" science experiences that include vocabulary, concepts, and processes.

Social Studies

Social science is also integrated into the curriculum to support themes and significant dates/holidays. Resources include children's literature and teacher made units.

FIRST GRADE:

Reading/Language Arts

In first grade, students learn to read, spell and write using the McGraw Hill Wonders series. Each day, direct instruction is provided in many language arts areas with a large portion of time devoted to application and practice. The day begins with shared literature along with oral language activities, a phonemic awareness lesson, direct systematic instruction in phonics skills and spelling practice related to those phonics skills. In addition, students work on high-frequency vocabulary words, reading comprehension skills, reading strategies and building fluency. Also, small ability-based reading groups meet daily to reinforce these skills. Specific grammar and writing skills are taught and applied. At the week's end, assessments are given on story comprehension, word recognition and spelling. iReady will be used to assess the students' reading capabilities.

Math

The Big Ideas curriculum is a successful oriented program that enables all children to develop a solid foundation in language and basic concepts in all areas of math. It utilizes a multi sensory approach to teaching and is designed for heterogeneously grouped children. The philosophy is that mathematics builds on prior learning. In our math curriculum, new learning is presented in increments with time provided between increments for practice. Mathematical strands are integrated throughout the year rather than taught in isolated units.

Science

The first grade science topics are covered through the use of units which integrate with other areas of the curriculum.

Social Studies

Currently, this area is also covered through units which correlate with other areas of the curriculum.

SECOND GRADE:

Reading, Phonics, Writing, & Language Arts

Second graders use the McGraw Hill Wonders reading series to learn how to:

- Apply phonics (decoding or sounding out), recognition of word parts (prefixes/ base words/endings), and context clues (information in a sentence or story that helps explain the meaning of a word) to identify unknown words in a variety of genres.
- Apply phonics skills to read
- Apply knowledge of long and short vowels, consonants, consonant blends, and digraphs to spell words correctly.
- Alphabetize words to the second letter.
- Write sentences and paragraphs using proper form, complete sentences, correct punctuation, and capitalization.
- Spell and use core words correctly.
- Use strategies such as story pattern, word context, and picture clues to obtain meaning.
- Make inferences, foresee consequences, make predictions, and draw logical conclusions.
- Read a variety of literature: fiction, nonfiction, fairy tale, fantasy, fable, & poetry.
- Identify the parts of a book.
- Follow written and oral directions.
- Express ideas clearly when speaking.
- Listen without interrupting.
- Recall facts and details
- Follow the writing process: plan, pre-write, draft, revise, & proofread.

iReady will be used to assess the students' reading capabilities.

Grammar

Grammar is taught through the daily language practice of frequently misspelled words, basic sight words, and applying grammatical rules of nouns, verbs, pronouns, and correct subject-verb agreement.

Math

The Big Ideas curriculum is a successful oriented program that enables all children to develop a solid foundation in language and basic concepts in all areas of math. It utilizes a multi sensory approach to teaching and is designed for heterogeneously grouped children. The philosophy is that mathematics builds on prior learning. In our math curriculum, new learning is presented in increments with time provided between increments for practice. Mathematical strands are integrated throughout the year rather than taught in isolated units. Also, small ability-based math groups meet daily to reinforce these skills. Specific math fact practice and mathematical reasoning skills are taught and applied.

Science

The second grade level of the district's series uses "Big Books" and student activity books to address four areas (life, physical, earth, human). Several topics are also covered through the use of units which integrate with other areas of the curriculum.

Social Studies

Currently, this area is covered through units which correlate with other areas of the curriculum. The main emphasis in second grade is the community (roles of the community member, etc.) The textbook, Neighborhoods and Communities, is used during the school year.

Art, Music, Computers, and Media integrate and supplement our curriculum.

August 2026

Parents/Guardians,

Please take the time to read through and discuss the Student/Parent handbook with your child. It is important everyone is aware of the procedures and expectations for the safety and education of your child.

Our handbook for West Side Primary will be available electronically on our district web page under “menu”.

https://www.harrisburg3.org

If you would like a paper copy of our handbook, please mark the box below and we will send a copy home with your child.

☐ I am requesting a paper copy of the West Side Primary Student/Parent Handbook

After reading our handbook and discussing the rules with your child, please sign this form and return it to your child’s teacher.

Thank you for your cooperation.

- -

Parent/Guardian Acknowledgement

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook may be amended during the year and that such changes are available on the school district website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with school and school district rules, policies and procedures.

______________________________ ______________________________

Student Name Teacher Name / Grade Level

______________________________ ______________________________

Parent/Guardian Signature Date