

VENICE

COMMUNITY UNIT SCHOOL DISTRICT 3

2013-2014

STUDENT HANDBOOK

300 SOUTH FOURTH STREET
VENICE, IL 62090
Phone: 618-274-7953
Fax: 618-274-7138
veniceschools.org

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~School Board Members~

Carolynne Wilson, President
Tisha G. Glasper, Vice-President
Fonda Jones, Treasurer
Eloise Williams, Secretary
Frank Hill
Thelma Jones
John Henry Williams

Mission Statement

The mission of Venice Community Unit School District #3 is to give each student the opportunity to become educationally prepared for the challenges that they will face in their lifetime. It is to produce responsible citizens that will become life-long learners, while providing a safe, accessible learning environment, supported by quality staff and programs. Our mission is to work in conjunction with the family and community, while respecting the unique needs and accomplishments of individuals.

*School Board meetings are held on the 3rd Thursday of each month at 6:00pm.

Dear Students and Parents/Guardians,

Welcome to the 2013-2014 school year. We are anticipating an enjoyable, productive, and successful school year. We look forward to working with your child.

This Student Handbook (“Handbook”) is provided to the students and their families to acquaint them with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of school. It has been structured to help promote student growth and model appropriate school government. In addition, this Handbook provides for the psychological and physical safety of all students through appropriate rules and regulations.

It is Venice Community Unit School District #3’s right to make and enforce policies, rules, and regulations including those for discipline (105 ILCS 5/24-24.) Our jurisdiction covers student conduct reasonably related to school or school activities, including, but not limited to: (1) on, or within sight of, school grounds before, during, or after school hours or at any other time; (2) off school grounds at a school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school; (3) traveling to or from school or a school activity, function, or event; or (4) anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property. In addition, the principal may establish certain rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved staff members and administrators to work with the student, his/her parents/guardians, and other support personnel to help correct his/her 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 a response for a specific breach of discipline, school personnel will consider the nature of the act, the student’s previous history, his/her age and maturation, and any mitigating circumstances, and the effect of his/her actions on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this Handbook. Please note that membership or participation in a school-sanctioned activity is a privilege and not a right.

The Superintendent and the Board, with input from the Teacher Discipline Committee, shall prepare disciplinary rules implementing the District’s disciplinary policies. These disciplinary rules shall be presented annually to the Board for its review and approval. A student handbook, including the District disciplinary policies and rules, shall be distributed to the students’ parents/guardians within 15 days of the beginning of the school year or a student’s enrollment. For ease of reference, policy numbers are included near relevant passages.

This Handbook is not intended to create a contractual relationship with the student; rather it is intended to describe the school, and provide a summary of its current practices, procedures, rules and regulations (or code of conduct.) These practices, procedures, rules, and regulations are subject to change without prior notification and other incidents of inappropriate dress/behavior not outlined which may arise shall be addressed as deemed necessary by the school principal or designee. Board policies are available to the public at the District office and on-line at www.veniceschools.org

Finally, please note that the parent/guardian and student must complete the enclosed Discipline Philosophy Contract and Acknowledgement of Receipt Form, located on the following page.

~Parent/Guardian Student Handbook Acknowledgement~

It is extremely important for the parent(s)/guardian(s) and the student to review the Handbook and understand its contents. The Student Handbook is accessible via the internet on the district's homepage (www.veniceschools.org). If you have any questions concerning its contents, please contact the school Principal, Mr. Nate Porter.

Student and Parent/Guardian Rights & Responsibilities Contract

It is your responsibility to read and discuss the Student Rights and Responsibilities information and understand the importance of a home and school partnership in maintaining Venice Elementary School as safe, secure and pleasant place to learn.

Student Rights & Responsibilities

My Rights	My Responsibilities
To learn at this school To be happy and treated with respect To be myself and be accepted To be and feel safe To expect my property to be safe To expect that these rights will be mine in all circumstances so long as I am exercising my full responsibilities To be granted due process in all situations	Allow learning to occur To treat others with compassion To respect others as individuals To make and keep this school safe Not to take destroy or vandalize the property of others To help maintain a calm and quiet school To learn self-control in this school To know and follow the rules as identified in the student handbook To bring home all school communications To abide by all state laws regarding attendance

Parent/Guardian Rights & Responsibilities

My Rights	My Responsibilities
To be treated with honesty, respect, and trust To be informed of the Code of Conduct and appeal process To be informed and receive explanations of academic progress and behavior To be consulted as soon as possible when decisions are made that affect one's child To expect school to be a safe place of learning To expect children to be challenged academically and to learn To expect cultural respect and understanding To request and be granted conferences with school personnel on a mutually agreed time To express feelings constructively and with respect	To demonstrate honesty, respect, and trust To assist children in developing, pursuing, and achieving personally meaningful goals To assist children in learning how to make choices and deal with the consequences To communicate an expectation to achieve in every class To praise children for effort, improvement, and achievement To act in a courteous and responsible manner in all school related activities To act as partners with school staff for improving student learning and behavior To abide by state laws regarding attendance To provide the school with accurate home and emergency phone numbers To be culturally sensitive and to instill this in children To be an active listener and learner To follow discipline guidelines adopted by the District To initiate contact proactively with school personnel regarding student issues when appropriate To read all school communications including student assignment notebook

~Bus Riding Agreement~

Dear Parents/Guardians:

The bus service that is provided to District 3 students is a privilege that is earned and not guaranteed. Students that continue to misbehave while riding the bus to and from school will be written up. Parents/Guardians will be notified and continued infractions of bus safety rules will result in the students losing their bus riding privileges.

The driver's primary job while operating these vehicles is to get your son/daughter safely to and from school. When children are not following safety rules, and causing disturbances, the driver loses focus on the road and has to turn his/her attention to the misbehavior that is occurring on the bus. For the safety of everyone's child, the following rules will be strictly enforced.

1. Students must remain seated when on the bus; they must be seated in a normal sitting position facing forward.
2. There will be no food or drink consumption taking place on the bus; this includes gum chewing.
3. Electronic devices will not be used when riding the bus; headphones or ear buds will not be allowed when riding the bus.
4. Students must listen and follow all driver directions.
5. Students will not scream or use loud voices when riding the bus.
6. Students will remain quiet when the bus is crossing train tracks.
7. Students will not stick their hands or heads out of the bus windows.
8. Students will not throw anything out of the bus windows.
9. Students will not damage the bus; any damage will be the responsibility of the student's parent/guardian for replacement cost.
10. Students will not be argumentative, disrespectful, or use foul language towards the drivers of the bus.
11. Students will follow all school rules when riding the bus; failure to follow these rules will result in disciplinary action.

Students that have been written up and continue to endanger the lives of others by causing disturbances with poor bus behavior will be forced to find other transportation to school for a period of time to be determined by the school administration.

~DIRECTORY~

<p><u>Administrative Office</u> 300 S. 4th Street Venice, Illinois 62090 Phone: 618-274-7953 Fax: 618-274-7153 Office Hours: 8:00 a.m. to 4:30 p.m.</p> <p>Dr. Cullen Cullen, Superintendent ccullen@veniceschools.org</p> <p>Toni Chandler, Administrative Assistant tchandler@veniceschools.org</p> <p>Carol Mayfield, Bookkeeper cmayfield@veniceschools.org</p> <p>Anthony Voss, Technology Coordinator avoss@veniceschools.org</p>	<p><u>Venice Elementary School</u> 300 S. 4th Street Venice, Illinois 62090 Phone: 618-274-7953 Fax: 618-274-7138 Office Hours: 8:00 a.m. to 4:00 p.m.</p> <p>Nate Porter, Principal nporter@veniceschools.org</p> <p>Kim Williams, Secretary kwilliams@veniceschools.org</p> <p>Mrs. Vane Williams, Parent Educator vwilliams@veniceschools.org</p> <p>Lisa Williams, Data Clerk, & Lead Cafeteria lwilliams@veniceschools.org</p>
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Elementary & Middle School Teachers:

Janet Nolan	KDG
	jnolan@veniceschools.org
Victoria Schultz.....	1st
	vschultz@veniceschools.org
Rechelle Wilkinson	2nd
	rwilkinson@veniceschools.org
Gail Cullen.....	3rd
	gcullen@veniceschools.org
T. Stanley Holmes.....	4th
	tholmes@veniceschools.org
Kim Wilson.....	5th
	kwilson@veniceschools.org
Brent Bainter.....	Physical Education
	bbainter@veniceschools.org
Susan Page.....	K-5 Grade Resource
	spage@veniceschools.org
Ramone West.....	6 th /7 th /8 th
	rwest@veniceschools.org
Shirley Newsome.....	6 th /7 th /8 th
	newsome@veniceschools.org
Patricia Holmes.....	6 th /7 th /8 th Grade Resource
	pholmes@veniceschools.org

Support Staff:

<p>Ed Brown, Paraprofessional ebrown@veniceschools.org</p> <p>Lakya Hill, Paraprofessional lhill@veniceschools.org</p> <p>Tamara Briggs, Cafeteria Worker tbriggs@veniceschools.org</p> <p>Vincent Rogier, Speech vrogier@veniceschools.org</p> <p>Larry McGhee, Custodian lmcghee@veniceschools.org</p>	<p>Shawne Silas-Wise, Paraprofessional ssilaswise@veniceschools.org</p> <p>Yvonne Jordan, Social Work yjordan@veniceschools.org</p> <p>Anice Ells, School Nurse aells@veniceschools.org</p> <p>Tamara Miller, Program Manager tmiller@veniceschools.org</p> <p>Wilbert Gasper, Jr., Custodian wglasper@veniceschools.org</p>
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Venice Community Unit School District #3 2013-2014 Calendar

Days of Attendance:

185 days of attendance on calendar -5 emergency days 5/23, 27, 28, 29, 30	180 day calendar - 4 Institute Days <ul style="list-style-type: none"> • 8/16 Opening day • 1/02 Full day TI • 1/03 Full day TI • 5/22 End of year 	176 Service Days - 11/27 P/T Conf. 4pm to 7:00pm - 11/28 1 P/T Conf. 8:30am -Noon - 12/23 ½ day In-service PM, (1/2 day stud.) - 03/13 ½ P/T Conf. 4pm to 7:00pm - 03/14 1 P/T Conf. 8:30am -Noon
180 day calendar	176 Service Days	175 days of student attendance

HOLIDAY AND ATTENDANCE DAY BREAKOUT:

August:

Aug 16 Teacher Institute

Aug 19 Full Day of Student Attendance: ****FIRST DAY OF SCHOOL**

September

Sept 2 Labor Day – NO STUDENT ATTENDANCE

October

Oct 11 END OF 1ST QUARTER

Oct 14 Columbus Day – NO STUDENT ATTENDANCE

November

Nov 11 Veteran’s Day Observance NO STUDENT ATTENDANCE

Nov 26 Parent Teacher Conference (4:00-7:30...full day student attendance)

Nov 27 Parent Teacher Conference (8:30-12...no student attendance, 1/2 day teacher attendance)

Nov 28 Thanksgiving Holiday – NO STUDENT ATTENDANCE

Nov 29 No student attendance (holiday)

December & January

Dec 20 ½ Day School Improvement Teacher in Service (END OF 2ND QUARTER)

Dec 23 THROUGH Jan 1 Holiday Break; NO STUDENT ATTENDANCE (students return on 1/6).

Jan 2-3 Teacher Institute (No student attendance)

Jan 20 Martin Luther King Holiday – NO STUDENT ATTENDANCE

February

Feb 17 President’s Day - NO STUDENT ATTENDANCE

March

March 7 END OF 3RD QUARTER

March 13 Parent Teacher Conference (4:00-7:30...full day student attendance)

March 14 Parent Teacher Conference (8:30-12...no student attendance, 1/2 day teacher attendance)

April

April 14 – April 18 Spring Break; NO STUDENT ATTENDANCE

May

May 21 Last Day of student attendance IF school is not cancelled during the year (8th Grade graduation May 16)

May 22 Teacher Institute

May 23 – May 30 would be used as student attendance as needed. If 5 emergency days are used, the last day for students is May 29; Teacher Institute would be May 30 (8th Grade graduation May 23)

Parental Involvement Activities Calendar 2013-2014

Date	Time	Event	Location
September 10, 2013	5:30 - 7:30p.m.	Open House	Gymnasium
October 10, 2013	5:30 - 7:30p.m.	Reading Night	Gymnasium
October 21-25		Red Ribbon Week	
October 25, 2013	1:00 - 3:00p.m.	Red Ribbon Week Rolling Away Drugs(Skating)	Stoppkotte's Super Skate Granite City, IL
October 31, 2013	1:00 - 2:30p.m.	Trunk-A-Treat	Behind School Building
TBA	11:30 & 12:15p.m. (Both lunch periods)	Thanksgiving Dinner with Parents	Cafeteria
November 15, 2013	1:30 - 3:00p.m.	Sock Hop (Donation: 2 can goods per child)	Gymnasium
November 26, 2013	3:00 - 4:00p.m.	Deliver Thanksgiving Baskets from Food Drive	Venice Community
December 5, 2013	5:30 - 7:00p.m.	Math Night	Gymnasium
December 17, 2013	5:00 - 7:00p.m.	Craft Night	Cafeteria
December 19, 2013	1:00p.m.	Christmas Program	Gymnasium
December 19, 2013	Following Christmas Program	Christmas Basket Give-Away	Gymnasium
December 21, 2013	1:00p.m.	Annual Holiday Luncheon	Cafeteria
January 16, 2014	1:00p.m.	Debate Team	Gymnasium
January 24, 2014	6:00 - 8:00p.m.	Movie Night	Multi-Purpose Room
February 6, 2014	1:00p.m.	Black History Program	Gymnasium
February 20, 2014	1:30p.m.	Taste of "SOUL"	Cafeteria
February 21, 2014	6:00 - 8:00p.m.	Movie Night with Parents	Multi-Purpose Room
March 1, 2014	2:00p.m.	Assembly for ISAT	Gymnasium
March 3-7		THEMES for ISAT Testing	
March 21, 2014	6:00 - 8:00p.m.	Movie Night with Parents	Multi-Purpose Room
TBA	9:00 - 1:00p.m.	8 th Grade Lovejoy & East St. Louis Campus Visit	Lovejoy & East St. Louis Campuses
April 26, 2014	6:00 - 8:00p.m.	Movie Night	Multi-Purpose Room
May 16, 2014	1:30p.m.	Awards Day	Gymnasium
Last Day of School	9:30 - 2:00p.m.	Olympic Field Day	Field

~Mandated Parent Notifications~

Venice CUSD #3 does not discriminate in treatment, admission or access and participation in district programs and activities on the basis of sex, race, color, age, national origin or disability.

Inquiries concerning the implementation of:

Title VI of the Civil Rights Act of 1964 (minorities),
Title IX of the Education Amendments of 1972 (sex equity), and
Section 504 of the Rehabilitation Act of 1973 (handicapped)
should be directed to Dr. Cullen, Superintendent at (618) 274-7953.

Special Education Rights:

Students with identified disabilities have the right to a free and appropriate education. Any questions regarding the identification, assessment, and placement of students with disabilities should be directed to Nate Porter, Principal, (618) 274-7953, ext. 12.

As a part of the Regional I Special Education Cooperative, Venice CUSD#3 offers a program for Self-Contained Cross Categorical.

FERPA NOTIFICATION:

The [Family Educational Rights and Privacy Act of 1974 \(FERPA\)](#) affords students certain rights with respect to their educational records. Those rights are listed here:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Clerk, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent or guardian, or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or guardian or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's educational record, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the District discloses education records without consent to officials of another school in which student seeks or intends to [enroll](#). School officials may also disclose information from a student's education records in compliance with a lawfully issued subpoena or court order. Before complying with such a subpoena or court order, the school will make a reasonable effort to notify the student's parent. The school does not, however, need to notify the parent if the subpoena or court order has been issued for a law enforcement purpose and the court order or other issuing agency orders that the existence or contents of the subpoena not be disclosed.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605**

Directory information may be disclosed without prior notice or consent unless the parent or guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

COMPUTER/INTERNET POLICY:

[\(Electronic Network and Internet Authorization\)](#)

Each student and his or her parent(s)/guardian(s) must sign the District's Electronic Network and Internet Authorization form before being granted access. All use of the District's Electronic Network, including the Internet, shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. The District's Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of this Authorization will result in the denial, revocation, or suspension of the Network or Internet privilege, disciplinary action, and/or appropriate legal action.

~STUDENT HARASSMENT POLICY~

Harassment of Students is Strictly Prohibited

The District will not tolerate harassing or intimidating conduct, whether verbal, physical, or visual, that affects tangible benefits of education, that unreasonably interferes with a student's educational performance, or creates an intimidating, hostile, or offensive educational environment. Examples of prohibited conduct include name-calling, using derogatory slurs, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

The Superintendent shall use reasonable measures to inform staff members and students that the District will not tolerate harassment, such as by including this policy in the appropriate handbooks.

A person, including a District employee, agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

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 has the purpose or effect of:
 - a. substantially interfering with student's educational environment;
 - b. creating an intimidating, hostile, or offensive educational environment;
 - c. depriving a student of educational aid, benefits services, or treatment;
 - d. making submission to or rejection of such 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 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 Building Principal; Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. An allegation that one student was sexually harassed by another student shall be referred to the Building Principal for appropriate action.

**Nate Porter, Nondiscrimination Coordinator
Venice Community Unit School District #3
300 South Fourth Street, Venice, Illinois
618-274-7953**

The Complaint Manager as appointed by the Superintendent is found at the end of the Uniform Grievance Policy.

~UNIFORM GRIEVANCE PROCEDURE~

Students, parents, guardians, employees, or community members should notify any District Complaint Manager if they believe that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have complaint regarding:

1. Title II of the Americans with Disabilities Act;
2. Title IX of the Education Amendments of 1972;
3. Section 504 of the Rehabilitation Act of 1973;
4. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972);
5. The misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children; or
6. Curriculum, instructional materials, programs.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. This procedure does not supersede any negotiated grievance procedure.

-Filing a Complaint

A person (hereinafter Complainant) who wishes to avail himself or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same sex. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with the parent(s)/guardian(s) of a student. The Complaint Manager shall assist the Complainant as needed.

-Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except (1) as required by law or this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant. The Complaint Manager shall file a written report of his or her findings with the Superintendent. If a complaint of sexual harassment contains allegations involving the Superintendent, the written report shall be filed with the Board of Education, which shall render a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

-Decision and Appeal

After receipt of the Complaint Manager's report, the Superintendent shall render written decision which shall be provided to the Complainant. If the Complainant is not satisfied with the decision, the Complainant may appeal it to the Board of Education by making written request to the Complaint Manager. The Complaint Manager shall be responsible for promptly forwarding all materials relative to the complaint and appeal to the Board of Education. Thereafter, the Board of Education shall render a written decision which shall be provided to the Complainant. This grievance procedure shall not be construed to create an independent right to a Board of Education hearing.

Appointed Complaint Managers
Mr. Porter, 274-7953, extension 12
Dr. Cullen, , 274-7953, extension 24

NCLB:

The No Child Left Behind Act of 2002 (NCLB) was enacted to ensure that all children have a fair, equal, and significant opportunity to obtain a high quality education and reach, at a minimum, proficiency on challenging statewide academic achievement standards and state wide academic assessments. As a result of NCLB, parents have a right to request information about the educational qualifications of their children's teachers.

IESA ELIGIBILITY:

The purpose of the IESA organization is to provide leadership for the development, supervision and promotion of good sportsmanship in interscholastic competition and other activities in which its member schools choose to engage. Participation in such interscholastic activities offers eligible students experiences in an educational setting which provide enrichment to the educational experience.

ILLINOIS TEXTBOOK LOAN PROGRAM:

This [state program](#) was authorized in 1975 legislation to provide textbooks free of charge to any public and nonpublic student enrolled in grades K-12. Illinois is not an "adoption state" and this program is not part of a funding program of that nature. Curriculum materials selections in Illinois are the decision of each school or local district. The state purchases the materials and then loans them to pupils. The program funding is only enough to provide supplemental dollars for materials and is not aimed at total funding for all instructional materials. To participate, schools must be registered with the Illinois State Board of Education (ISBE) as in compliance with the compulsory attendance laws and Title VI of the Civil Rights Act. Student materials are requested by school staff from catalogs sent to schools by the various bonded publishers participating in the program. Legislation in 1996 specifically added instructional computer software to the textbook definition.

~Attendance, Absenteeism & Truancy~

Attendance is a key factor in student achievement and success in education. Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular attendance develops dependability and responsibility in the student and contributes to academic achievement. Parents, guardians, or those having legal custody or control of students are responsible for their children's regular school attendance. Student absenteeism should be kept to the minimum; however, some absences are unavoidable and classified "excused" absences.

Absences shall be excused only for the following reasons:

1. Personal illness (written verification of illness from a physician licensed to practice medicine may be requested.)
2. Bereavement/ Funeral
3. Quarantine/Homebound
4. Family Emergencies
5. Observance of religious holidays

Written requests approved in advance by an administrator (removing students from school for vacation trips are discouraged.)

All other absences shall be considered unexcused and interpreted as truancy. Students shall be given the opportunity to make up school work missed due to excused absences. All students' parents are required to give 48 hours advance notice in writing for planned absences, including the reason, the dates of the absence. When a student is absent for any reason, it is the student's responsibility to contact the teacher(s), regarding the work that was missed.

School Hours:

Daily attendance for students is Monday through Friday, 8:30am to 3:00pm. Parents must notify the school by 9 a.m. when their child is absent. If not, the school will contact parents from the number provided on the emergency form. Please call Venice Grade School at 274-7953.

A student may be considered tardy at any time during the school day if he/she is not in his assigned classroom at the assigned hour without proper authorization. Students who are tardy to class may cause disruptions in the learning process, and will receive consequences if a warning is not sufficient.

During absences, daily assignments may be obtained by:

1. Contacting your teacher at 274-7953
2. Calling the school before 10 a.m.

Closed Campus:

Venice Grade School is a closed campus. Once students have arrived at school, they are not allowed to leave without permission from the building principal or his/her designee. All students who arrive late or leave school early are required to follow proper sign-in and sign-out procedures in the office. Students who must leave school for any reason are required to have a note signed by their parent or legal guardian indicating the date, time, and reason for leaving school. The student must then turn the note in, report to the office, and sign out. The adult who is picking up the student must report to the office to meet the student. If a student returns to the school on the same day, he/she should return to the office and sign in. Students will be issued a pass from the office to return to class.

School Closing:

When school is to be cancelled because of extreme road or weather conditions, the following procedures will be followed:

1. Radio Station: Please stay tuned to KMOX 1120
2. Television Stations: School closings may also be viewed on Channel(s) 2, 4, & 5
3. One Call System

Buses:

Free bus service is provided in accordance with the Illinois School Code and provided for Venice School District residence students. Parents who have questions can contact the school office.

Bus Safety Rules and Regulations:

1. Remain seated when the bus is moving
2. Keep hands, feet, and objects to yourself.
3. Respect the rights and property of others.
4. Keep head, arms, and hands inside the bus at all times.
5. Use inside voices-- No screaming.
6. Obey the driver and bus monitor.

The school bus and school activity bus is an extension of the school day. Therefore, student discipline rules will be enforced.

Parents Responsibilities Regarding Buses:

1. Make certain that your child is at the bus stop on time each morning.
2. Accept joint responsibility with the school authorities and bus driver for proper conduct on the bus.
3. A note must be sent if your child is going home with someone who either gets off at a stop different from your child or on another bus.
4. Be sure to report if older students are harassing or teasing younger students.
5. Discuss the bus rules with your child/children.

Drop Off and Pick Up Procedures:

- ✓ Car Riders:
Car riders will be dropped off and picked up (daily) at the EAST end Hallway entrance. ***No child/children should be dropped off before 8:00am.***
- ✓ Bus Riders:
Bus riders will be dropped off and picked up (daily) at the FRONT, double door, Gym entrance.

~Discipline~

Students are expected to behave in a responsible and safe manner, abiding by the school and classroom rules. You will receive a copy of your child's classroom rules. When a student does not follow the rules, there is a school discipline plan in place to provide consequences in order to shape our students into becoming self-discipline and more responsible.

School classroom rules and consequences are designed to promote safety for all students, and to promote a greater opportunity for the classroom to function at an optimal level.

To minimize consequences for your child, please teach your child/children our school code:

Be in the right place, at the right time, doing the right thing!

School-Wide Disciplinary Measures:

Disciplinary measures may include, but not limited to:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges.
6. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school detention for a period not to exceed 5 school days.

Classroom Discipline Measures:

Each teacher has classroom rules that must be followed to avoid an office referral or other consequences. Parents will receive a copy of the rules and consequences from each teacher. **Chronic school discipline and behavioral disruptions may lead to exclusion from special activities, including field trips, for a month.**

**All office referrals are placed on file.*

Zero Tolerance Offenses that result in suspension and possible expulsion include, but not limited to:

1. Possession or use of Weapon
2. Drug Possession (includes prescription, non-prescription, look alike drugs or paraphernalia)
3. Bullying
4. Foul Language
5. Inappropriate Touching
6. Fighting
7. Sexual Harassment
8. Threatening or aggressive behavior toward teachers, students, or other staff and volunteers.

****Consequence for Zero Tolerance Offense is to be sent to the principal's office for immediate intervention/consequence.**

Electronic Paging Devices/Cellular and Wireless Phones:

Electronic devices and cell phones are prohibited from being used during all school hours and after school activities. If they are brought to school, they must be **turned off** and kept in their lockers or they will be confiscated. Students may be disciplined for misconduct or use of a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones, smartphones and similar electronic devices must be kept powered-off and out-of-sight during the regular school day and after-school activities unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

1st offense- warning and taken until the end of the school day.

2nd offense- confiscated until parent/guardian pick it up.

Emergency Contact Form:

Upon registration, all students will be required to have an emergency form on file. This form will provide us with the telephone numbers and names of persons to be contacted if the parent cannot be reached. It may be necessary for us to call if there is an unexpected closing of school, injury, or illness has occurred, or the child is absent and the school has not been contacted. Be certain to let us know if any changes should be made on the form throughout the school year. (i.e. sitter's name and number change, change in place of employment, etc.)

Registration Requirements:

Information needed to enroll and register students:

1. Original birth certificates (Kindergarten and new students)
2. Kindergarten students must be five years of age on or before September 1st
Within one year prior to entering kindergarten, first grade and upon entering sixth grade, all students including those new to the district shall present proof of having a health examination and inoculations for preventable communicable diseases. The requirements in the district are the same as those set forth in The School Code of Illinois and the Illinois Department of Public Health.
3. Required Exams:
Physical exams for Grades K & 6
Dental exams for grades K, 2, & 6
Vision exam is required for K
4. Transcripts must be sent directly from the previous school.
5. Parents/Guardians must provide a current utility bill, occupancy permit, or proof of guardianship to show proof of residency.

If a student does not comply with the health exam requirements of this policy by October 15th of the current school year, the student shall be excluded from school until proof of having received the required health examination and immunizations is provided. In the case of transfer, students are prohibited from attending school until the requirements have been met.

If a student's name, address, or telephone number during the school year changes, contact the school secretary and make the necessary corrections.

~NATIONAL SCHOOL LUNCH AND SCHOOL BREAKFAST PROGRAM~

Dear Parent or Guardian:

We are pleased to inform you that *Venice Elementary School* will be implementing a new option available to schools participating in the National School Lunch and School Breakfast Program called the Community Eligibility Option (CEO) for School Year 2013-2014.

What does this mean for you and your children attending the school(s) identified above?

Great news for you and your students! All enrolled students of Venice Elementary School CUSD # 3 are eligible to receive a healthy breakfast and lunch at school at no charge to your household each day of the 2013-2014 school year.

If we can be of any further assistance, please contact Kim Williams or Toni Chandler at (618)274-7953.

Proof of Residency:

Proof of residency is required for students attending schools that are in Venice District. A current utility bill, occupancy permit, or proof of guardianship may be used to show residency.

Field Trips-Parent Permission Slips:

Parents will be required to sign a parent permission slip before students may participate in any activity planned off the school grounds. This includes all field trips whether it is a walking field trip or a field trip which requires buses.

Fire Drills:

When the fire alarm sounds, teachers will dismiss their students immediately, taking their class list with them. They will leave the building following the school's emergency procedure. Teachers and students should move at least 50 feet away from the building and remain in a group. Teachers will inform students how they will evacuate the building.

Grading Scale:

A	100-90
B	89-80
C	79-70
D	69-60
F	Below 60 is failing

Honor Roll:

The district is proud to honor those students that receive a 3.0 to 4.0 grade point average.

School Hours
8:30 am - 3:00 pm

Breakfast Hours
8:00 am - 8:30 am

No child/children should be dropped off before 8:00am

Lunch Periods:

School lunches are served daily from 11:20-11:50 (K-5) and 12:15-12:45 (5-8). Students may bring their own lunch, as well. Students will go through the lunch line in designated order, and are expected to clean up after themselves.

~Education of Homeless Children~

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. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any District school's attendance area may attend that school.

- **Homeless Children - Who are they?**

A homeless child is one who lacks a "fixed, regular and adequate nighttime place of abode." In general, children or youth living in welfare hotels, transitional housing, shelters, the streets, cars, abandoned buildings, and other inadequate accommodations are considered homeless. This includes the following groups:

- **Children in Shelters**
- **Doubled-up Children** (living with another family due to lack of a permanent residence)
- **Migratory Children** (if accommodations are not fit for habitation)
- **Runaways** (children who have run away from home and live in a shelter or inadequate accommodations, even if parents are willing to provide a home)
- **Throwaways** (children whose parents or guardians will not permit them to live at home)
- **Homeless Children - What are their rights?**

The Education for Homeless Children and Youth program, as part of the Stewart B. McKinney Homeless Assistance Act ensures homeless children the right to:

A free, appropriate public education choose either to stay in the school of origin (school last attended or school attended when child lost permanent housing) or attend the school nearest their shelter or temporary home immediate enrollment even when medical records cannot be produced at time of enrollment receive assistance with transportation if needed a priority to preschool programs.

**Homeless Youth and Children Education Program
Local Liaison: Ms. Toni Chandler, 274-7953, ext.11**

Medications:

Parents have the primary responsibility for the administration of medications to their children. When parents cannot administer such medication to students during the school day, or when it is medically necessary to address the health needs of a student during the normal school hours, school personnel will address such problems. No school personnel shall administer to any student, nor shall any student possess or consume any prescription or nonprescription medication during school hours unless they have asthma or they have written parental permission with the principal. If a parent has any medical concerns, they need to discuss them with the principal or school nurse, so appropriate arrangements can be made.

**Nothing in this policy shall prohibit any school employee from providing emergency assistance to students.*

Parent-Teacher Communications:

The chain of communication that parents should follow when contacting the school about their child is:

Step 1 - Contact teacher-

- Please contact during their planning time or at 3:00.
- Please **do not** contact teachers during instructional time.

Step 2 - Contact principal-

- Please call for an appointment at your convenience.

Parent-Teacher Conferences:

Parent teacher conference will be held in November. Please plan to attend. Conferences are a time for the parent or guardian and the teacher to reinforce their cooperation for the student's benefit. Please come prepared with questions and/or concerns.

Tutoring

Help your child succeed in school-sign up for free tutoring! As a result of the federal "No Child left Behind Act", your child can receive extra help in the areas of mathematics and or reading/language arts. You can receive this free tutoring because Venice Elementary School is in "School Improvement," and your family meets income limits under the law.

Venice Elementary School has been identified for improvement because it has not met adequate yearly progress on state measures of academic achievement for at least three years. It is important for you to know that this does not mean our school is failing to provide your child with quality educational opportunities. However, the federal NCLB act has established standards, which every school in the state must meet to avoid further sanctions. Taking advantage of the free tutorial services will enable your child to improve their skills in mathematics and reading/language arts.

When deciding which tutoring program is best for your child, you may want to ask these questions:

- When and where will the tutoring take place?
- How often and for how many hours will your child be tutored?
- What programs, by grade levels and subject areas, are available for your child?
- What type of instruction will the tutor use (small group, individual, on the computer etc.)?
- What are the tutor’s qualifications?
- Transportation is available to and from the location of the tutoring. (Note: transportation to the location of tutoring is not the responsibility of the district.) If more students request tutoring than can be served through available funding, priority will be given to low performing students as determined by the district. Please call the Principal’s office at 274-7953 if you have any questions about these services. You will receive a letter from the school district telling you when the free tutoring will start.

Uniforms/ Dress Code:

GIRLS	BOYS
Pants: -Khaki <i>or</i> black to the waist with a belt -NO denim jeans or jean like material - <i>Skirts & Dresses (same color):</i> -no hemlines above the knees -no excessive slits	Pants: -khaki <i>or</i> black to the waist with a belt -NO denim jeans or jean like material
Shirts: -red or navy shirts with collars (tucked in at all times)	Shirts: -red or navy shirts with collars (tucked in at all times)
Sweaters & Sweatshirts: -red, gray, or black may be worn over collared shirt -no oversized, no sleeveless no hoodies, & no trademarks	Sweaters & Sweatshirts: -red, gray, or black may be worn over collared shirt -no oversized, no sleeveless no hoodies, & no trademarks
Shoes: -tennis shoes only	Shoes: -tennis shoes only
Jewelry: Modest and not a distraction, no large neck chains, no wallet chains, no large hoop earrings, no large belt buckles.	

Students must wear tennis shoes in order to participate in PE. Absolutely no exceptions!!

Items considered inappropriate for school include:

- Hats, scarves, doo rags, headbands, and wristbands
- Excessively tight attire
- Stretch or clingy material
- See through fabrics
- Jackets and coats worn in classroom
- Grills (mouth pieces of any kind)

Web Use:

Internet Safety Rules for Students

- 1) Use only your first name on the Internet.
- 2) Never give out personal information such as your last name and address.
- 3) Never share your password with anyone.
- 4) Never agree to meet someone.
- 5) Notify a teacher and/or parent if you receive an inappropriate message or picture.
- 6) Do not attach files without teacher or parent permission.

Recommended “Safe Internet Sites” for Children

AAAmath.com
Dictionary.com
Disney.com
Enchantedlearning.com
Jigzone.com
Kidshub.org
PBS.org
Perfectlearning.com
Primarygames.com
Prongo.com
Sesamestreet.org
Sciencemadesimple.com
Starfall.com
Whitehouse.gov

Go to the school’s web site <http://veniceschools.org> to check out the activities of your school, lunch program, teachers’ names, and phone numbers.

~Student & Parent Handbook Receipt~

This form constitutes acknowledgment and understanding of the Handbook and its contents and of your agreement to abide by District policies and rules. Your initials and signature below acknowledge that you reviewed the Handbook and have been given an opportunity to request clarification. The administration will provide clarification on any Handbook topic.

I have received a copy of the Venice 2013-2014 School Handbook. I understand it is my responsibility to read and understand its contents and meaning. **I have also reviewed the Bus Riding agreement with my child.**

Initial: _____

Print Student Name	
Print Parent Name	
Parent Signature	
Date Received	

This form needs to be initialed and returned to the student's teacher by the first full week of school *Monday, August 26, 2013.*

