Hines Primary School

Parent/Student Handbook
2021-2022

Hines Primary School
4603 N. Knoxville Ave
Peoria, IL 61614
309.672.6525
www.psd150.org/hines

“The policies and procedures outlined in this Student Handbook are subject to change for the 2021-2022 school year due to COVID-19. If any changes are made, they will be posted on the school’s and district’s websites.”
May 2021

Dear Hines Families,

The 2021-2022 School year will a fresh start for many reasons! Construction is already underway for a new secured front entrance and main office. We will now be located in the kindergarten wing! We are also converting the old office into a new classroom, adding a classroom, and creating a community meeting space as well!

With all of these exciting changes at Hines, we are inspired to continue going and growing every day! Our amazing staff remains dedicated to providing Hines students with an excellent education and will rise to any challenge they may be faced with! We will continue to work hard to provide your child with the best educational opportunities, collaborate with all stakeholders, and build positive relationships with everyone in the Hines school community. Thank you for your positive support that you are providing as well.

We have learned many lessons this past year, the biggest lesson is the importance that we stay connected. Communication to our families will be essential. Please make sure you have all your current contact information including address, phone number, and email updated on your student’s account in Skyward. Please make sure you are checking our website often and listening to all ParentLink calls.

Please take note of activities that will be coming up soon:

- **Kick-Off to Kindergarten**
  - Tuesday, August 17, 2021 from 11:00-1:00
    - All Kindergarten students and their parents will be invited to the school to take a tour, meet their teacher, and begin to settle into their new classrooms!

- **Unpack your Backpack**
• **Tuesday, August 17, 2021** from 5:00-6:00PM  
  o All students and their families are invited to:  
    ▪ Find out what class your child is assigned  
    ▪ Meet and greet the teacher and administration  
    ▪ “Unpack Your Backpack” – drop off supplies and find your desk or area in the classroom

• **FIRST DAY OF SCHOOL**  
  • Wednesday, August 18, 2021 (This will be a FULL school day – 9:10AM-3:40PM.)  

• **ATTENDANCE/SCHOOL HOURS**  
  • It is important for your child to be at school **every day and on-time**.  
    ▪ Hines’ Attendance Goal is 95%.  
    o **SCHOOL HOURS** – School begins at 9:10 AM and dismisses at 3:40 PM.  
      ▪ Hines’ doors **open at 8:55AM** for students to enter the building.  
      ▪ **Please do not drop your students off before 8:55AM.**  
      • **There is not student supervision until 8:55AM each morning.**

I am eager for the 2021-2022 school year and the future growth we will see in our students. Please check our website and Peoria Public Schools website often for the most current and up to date information about school for the fall.

Respectfully,

Marcia D Lough  
Principal of Hines Primary School

“Alone we can do so little; together we can do so much.”

*Helen Keller*
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MISSION and VISION STATEMENTS

HINES PRIMARY SCHOOL
The mission of Hines Primary School, a diverse learning community committed to excellence, is to ensure each child grows in character, academics, and relationships with others by creating a safe, positive and nurturing environment in which a caring, professional staff uses effective educational practices with families and other community members.

Vision Statement
We are preparing students to become knowledgeable, ethical and compassionate citizens, by igniting a passion to succeed in an ever-changing world.

PEORIA PUBLIC SCHOOLS
Ensure that each student reaches his or her fullest academic and personal potential and is a well-balanced citizen.

GENERAL INFORMATION

HINES ADMINISTRATION
- Mrs. Marcia Lough, Principal
- Mrs. Julie Hancock, Assistant Principal

HOURS OF OPERATION
- School Hours....9:10 a.m. – 3:40 p.m.
- Office Hours.... 8:00 a.m. – 4:30 p.m. (Office has limited access from 3:10-3:30. (If you have a scheduled appointment, please let the secretaries know at least 24 hours in advance and pick up your child before 3:10p.m.)
- School doors open at 8:55 a.m.

NO ADMITTANCE PRIOR TO 8:55 a.m. Please do not send your child to school prior to 8:55 a.m. No supervision is provided, and children will not be admitted into the building. If you need supervision for your student before or after school, please ask the office for information on Kids Corner.

SCHOOL APPOINTMENTS
- If you wish to meet with teachers or administrators, please make appointments with the school secretaries 24 hours in advance to guarantee an opportunity to meet. School practice is to return phone calls within 24 hours.

DOCTOR APPOINTMENTS
- Please call the school secretaries at least 24 hours in advance prior to the appointment. Please also let the teacher know in advance as well.
ARRIVAL PROCEDURES
- Students arrive by bus, car or walking.
- Walkers should follow safety procedures, only crossing at the crosswalks.
- Car riders should stay in their car until there is adult supervision to open the car doors. Please stay in the car until the car pulls up to an adult to open the door & insure safety in the parking lot.
- Bus riders remain seated on their buses until a staff member comes to the bus to allow students off the bus.
- K-1 bus riders enter through the kindergarten foyer, 2-4 bus riders walk in the main doors.
- All car riders (K-4) will enter through the back gym doors. After Labor Day, NO 2-4 students should be walking their siblings to their classrooms
- Students who are not on a bus and arrive after 9:10 should report, with a parent, to the office for a tardy pass.

DISMISSAL PROCEDURES
- Students are dismissed by their classroom teachers to assigned areas of the building.
- All car riders and Day Care vans in a grade level are walked out together by a non-classroom teacher to the back of the building. Bus riders & walkers are walked out with their teacher to the front doors. Kids Corner students in K-1 meet in the kindergarten foyer, 2-4 students report directly to the gym.
- Walkers should stay with their teacher until they get to the sidewalks at the front of the building. Then, they can proceed to their path home.
- Car riders stay with their adult and grade level peers. All students should remain seated while waiting for their rider. for safety and efficiency.
- A staff member will call the name of each car rider and tell them which adult to go to for their ride. That student should walk to the adult where their car is picking them up.
- Bus riders remain with their classroom teacher and are walked out as a group. Students get on their assigned buses.
- Van riders stay with the car riders until their van arrives.
- If a bus is late, grade levels teachers are assigned a day to remain with that bus until it arrives.

PLEASE NOTE ARRIVAL/DISMISSAL PROCEDURES ARE IN PLACE FOR THE SAFETY OF YOUR CHILD

REQUESTS FOR CHANGE OF DISMISSAL
- We will NOT grant last minute bus change requests.
- Parents wishing to make a change in dismissal for their child must notify the office by 2:25 p.m. to have all procedures for dismisals work efficiently.
- No one will be allowed to remove a child from the school unless they are listed on the child’s emergency card. There will be no exceptions. Always have identification available when intending to check a child out of the building. We WILL check I.D.
- Any changes to the emergency card must be made in person for the safety of your child or children. We will NOT take changes over the phone.
EXTENDED SCHOOL PROGRAM – KIDS CORNER
We offer a child care program for students before and after school for parents who work are in need of daily care for their children. The program begins at 7:00 a.m. and ends at 6:00 p.m. Parents pay the costs and may seek financial support through Child Care Connection. For additional information, there is a separate handbook outlining the entire program and activities. It is available through the school office.

LATE PICK UP POLICY
Hines Primary School dismisses at 3:40pm. If your student is not picked up by 3:55, he/she will be taken to the Hines Kids Corner (Latchkey) program. Parents will be charged a fee of $1/minute if they are picked up from Kids Corner (example, if a child is picked up at 4:02 (7 minutes in Kids Corner) would result in a $7 charge).

SCHOOL PICTURES
Hines School will have school pictures taken in the fall and again in the spring – specific dates will be announced. School yearbooks may be purchased during the spring semester. Parents and students are notified prior to picture day. Reasonably priced packets can be configured. There is no obligation to purchase pictures or yearbooks.

COMMUNICATION

CLASS DOJO
Class DoJo is an online service that you can monitor right from your computer or phone. All classes at Hines use Class DoJo to reinforce positive behaviors within the school. Your child’s classroom teacher will send home a note telling you how to connect with your student’s DoJo. Announcements about upcoming activities within the school are posted on Class DoJo by both the classroom teachers & the school office.

HOMEWORK FOLDERS
Hines Homework Folders are sent home in your child’s backpack on a regular basis. These folders contain important papers and communication from your child’s classroom and the school. Homework folders are an excellent communication tool between home and school.

NEWSLETTERS
A newsletter for the parent—The Buzz-- will be sent home periodically with the students. Please watch for it and keep it for reference.

PARENT – TEACHER CONFERENCES
Parent/Teacher conferences are held in order to foster a mutual understanding between parents and teachers regarding the child, his/her parents and the means to assist his/her development. There will be only one Parent-Teacher Conferences date scheduled for the 2021-2022 school year. At any time, a concern exists, a teacher or parent may request a conference.

   Monday, October 18th 4:00-7:00 p.m.
   Tuesday, October 19th 4:00 – 7:00 p.m.

SCHOOL PLANNERS (GRDES 1-4)
Students in first through fourth grades use a daily planner to record homework assignments. Parents sign off on homework completion. The planner is used as a teaching tool for helping students become more organized and responsible. Students must pay $5.00 for planners that are lost or damaged.
DEVELOPMENT CHECK-OUT
All students will be assigned a Stream (laptop device) to be used in the classroom and, possibly, at home, if needed. Parents will be charged a fee for damage to the device.

SKYLERT/ WEEKLY ROBO CALLS
Skylert calls will be received on the phone you designate as your primary phone – these calls remind of testing for the week, family events, and many other important activities. If you are not receiving these calls, check with the school office to update your telephone numbers. An e-mail copy will also be sent to an e-mail on file in Skyward.

EMERGENCY PROCEDURES

EMERGENCY CARDS
If your phone number changes, please let the office know. It is VERY IMPORTANT that we have at least THREE working phone numbers for you in case of an emergency. Changes to your child’s emergency contacts must be made in person.

FIRE AND EMERGENCY DRILLS (Board Policy 4:170)
During each academic year, each school building must conduct a minimum of:
- Three school fire evacuation drills
- One bus evacuation drill
- One severe weather and shelter-in-place drill
- One law enforcement drill

NOTIFICATION OF SNOW DAYS OR OTHER EMERGENCY SCHOOL CLOSINGS
(Board Policy 4:170)
In the event of an emergency that might affect individual buildings or the entire school system, such as excessive snow, the Superintendent is empowered to declare an emergency and close affected school. School closings will be announced on www.psd150.org, radio, and television as quickly as a determination is made. The “Schoolwires” phone messaging system will also be used to alert parents and/or guardians. Should the district be forced to close due to an emergency, additional days may be added to the end of the school year.

SAFETY AND CRISIS PLAN (Board Policy 4:170)
Peoria Public Schools has both District-wide safety and crisis plans, along with safety and crisis plans for each individual school. The plans contain instructions and procedures, for injury prevention, bomb threats, weapons, explosives on campus, school safety drills, tornado protection, and safe bus riding practices, emergency aid and post-crisis management.
**SCHOOL VISITATION RIGHTS AND PROCEDURES** *(Board Policy 8:30)*

- Visitors are welcome on school property, provided their presence will not be disruptive. **All visitors must initially report to the School Front office, sign in, and receive a visitor’s badge that must be worn for the duration of the visit.**
- Any person wishing to confer with a staff member should contact that staff member at least **24 hours in advance** by telephone or e-mail to make an appointment.
- Conferences with teachers are held, to the extent possible, outside school hours or during the teacher’s preparation period. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

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**ENROLLMENT REQUIREMENTS**

**BIRTH CERTIFICATE REQUIREMENT**

Within 30 days of new student enrollment, a parent/guardian must provide the District with a valid certified copy of the child’s birth certificate. If a birth certificate cannot be provided, a passport, visa or other governmental documentation of the child’s identity may be provided as long as the parent/guardian attaches an affidavit explaining why a birth certificate is unattainable.

**DENTAL AND EYE EXAMINATIONS**

Dental exams are required for students in kindergarten, second, and sixth grades, while eye exams are now required for children entering kindergarten or enrolling in grades 1-12 for the first time in an Illinois school. The eye exam is to be performed only by a qualified eye doctor (optometrist or ophthalmologist).

**MEDICAL EXAMINATIONS & IMMUNIZATIONS** *(Board Policy 7:100)*

- Medical examinations and immunization compliance are required of all students in the Peoria Public Schools upon entrance into the school district, **no later than October 15th**. State statutes require physical examinations of all students entering pre-kindergarten, kindergarten, (or first grade, if student didn’t attend kindergarten) sixth grade, ninth grade, or students new to Illinois.
- State law requires immunization of all school children against diphtheria, tetanus, pertussis, polio, measles, mumps, and rubella. One measles booster is required for all students (K-12), and a proof of one T-dap vaccine is required for grades 6 - 12. Hepatitis B immunization is required for students entering pre-kindergarten and fifth through 12th grades. The Hib vaccination is required for pre-k entry. The chicken pox vaccination, or proof of immunity, is required for all pre-k through 12th grade students. Lead screening is required for all students entering school under the age of six.

**STUDENTS TRANSFERRING FROM OUTSIDE D150**

Transfer students will be given 30 days from enrollment to comply with the enrollment requirements. If a birth certificate is not provided at enrollment, the building principal will notify the local law enforcement agency and also notify the person enrolling the student in writing that a certificate must be provided within 10 days or the case will be referred to the local law enforcement agency for investigation.
PARENTS’ RIGHT TO REVIEW INSTRUCTIONAL MATERIALS
Anyone may inspect any textbook or instructional material used in the District. Contact the Chief Curriculum and Instruction Officer at (309) 672-6758.

ASSESSMENTS
Assessments are administered to various grades throughout the school and parents are given notification concerning when these will occur. The tests given include but are not limited to: Cognitive Abilities Test (4th grade), Normative Assessment tests (K-4th grades), and IAR (3rd – 4th grades).

BILINGUAL EDUCATION (Board Policy 6:160)
Peoria Public Schools maintain a program for students with limited English Language Proficiency. The program works to appropriately identify students with limited English proficiency and determine an appropriate instructional environment for limited English proficient students. For more information, contact the ELL Director at (309) 672-6536 or (309) 224-9828.

HOMEWORK (Board Policy 6:290)
Regularly, your child will have homework assignments to complete after school. It is important for you, as parents, to cooperate with the child’s teacher to see that homework is done. Homework assignments may be given at any level from kindergarten through high school for a wide variety of reasons:

- to reinforce what was learned in school;
- to practice what was learned in school;
- to finish what was started in class;
- to research a topic chosen in class;
- to independently study a topic started in class;

You help your child when you:

- check each day to see what assignments your child has and if he/she understands how to do them;
- help set a specific time for doing the homework without interruption, preferably in the afternoon or early evening;
- help provide a quiet corner for study;
- let the child do his/her own work;
- make sure you reinforce what was taught in school by the same method used in school;
- check the work to make sure he/she understands what he/she did;
- ask him or her to tell you what he/she has been studying and what he/she has learned.

You hinder your child when you:

- do the homework yourself;
- disagree with or criticize the teacher;
- nag or argue about homework.
FIELD TRIPS (Board Policy 6:240)

- Field trips are permissible when the experiences are an integral part of the school curriculum and/or contribute to the District’s educational goals. All field trips must have the Superintendent or designee’s prior approval, field trips beyond a 200-mile radius of the school or extending overnight must have the prior approval of the Board.
- Each of our classrooms takes field trips during the school year.
- Chaperones that are not a parent must be 21 years old or older. This is a wonderful way to be involved. All rules, policies, and procedures apply.
- There may be circumstances when the principal requests that a guardian attend with a child on the field trip.
- Information slips are sent home at least one week prior to the field trip and parental signatures are necessary for a child to attend, unless it is a district-sponsored field trip.
- Fourth Grade End-of-Year Celebration/Recognition:
  During the last week of school, parents of 4th grade children plan and provide an end of the year celebration for students who are transitioning on to middle school. This is a time to help students be prepared to leave Hines and move on to a new school. It gives all of us an opportunity to say our good-byes and wish our students well in their future. Activities are planned by parents for the students to enjoy with the adults in our learning community. Teachers assist the parents with these activities.

Grading

GRADING
To assure a fair and equitable method of grading, teachers follow the District Grading Policy:

- A = 90-100
- B = 80-89
- C = 70-79
- D = 60-69
- F = 50-59

Kindergarten will utilize a skill-based report card with grade designations as determined by the District.

Primary students receive letter grades in the following subject areas:
Grades 1-4: Letter grades for English/Language Arts (ELA), Math, and all encores (PE, music, art)

PROGRESS REPORTS / REPORT CARDS
Grading reports are sent home to inform parents of their child(ren)’s progress. Any questions regarding progress should be addressed to the homeroom teacher and may be done by phone or at a special conference.

GRADING REPORT CARD DATES:

<table>
<thead>
<tr>
<th>GRADING REPORT</th>
<th>GRADE REPORTS SENT HOME</th>
</tr>
</thead>
<tbody>
<tr>
<td>PR1</td>
<td>9/22/21</td>
</tr>
<tr>
<td>MT1</td>
<td>10/18/21</td>
</tr>
<tr>
<td>PR2</td>
<td>11/17/21</td>
</tr>
<tr>
<td>SEMESTER 1</td>
<td>1/7/22</td>
</tr>
<tr>
<td>PR3</td>
<td>2/9/22</td>
</tr>
<tr>
<td>MT2</td>
<td>3/16/22</td>
</tr>
<tr>
<td>PR4</td>
<td>4/27/22</td>
</tr>
<tr>
<td>SEMESTER 2</td>
<td>5/27/22</td>
</tr>
</tbody>
</table>
ELIGIBILITY
In order to be eligible to participate in any school-sponsored or school-supported athletic or extracurricular activity at the Peoria Public Schools, a student must satisfy the Illinois High School Association’s scholastic standing requirements. Any student-participant failing to meet these academic criteria shall be suspended from the activity until the specified academic criteria are met.

K-4 Sports
Students will be invited to participate in various sports and activities. The following activities may be offered. More information will be provided at the beginning of each of the activities.
- 3-4 basketball
- Cheerleading
- Soccer
- Track

POSSIBLE PARTICIPATION REQUIREMENTS
Other requirements for extracurricular activities include written permission from parent(s)/guardian(s); certificate of physical fitness issued by a licensed physician, advanced practice nurse or physician assistant; and proof of accident insurance coverage either by a policy purchased through a District-approved insurance plan or family insurance plan.

SCHOOL BUS INFORMATION

TRANSPORTATION QUESTIONS?
Please call the Transportation Department at 309-693-4418.

CHANGES TO SCHOOL BUS ROUTE
If your address changes and you need to request for bus changes they must be made at least 48 hours in advance with the school secretary. The office can then coordinate bussing with the transportation department. Please note that it may take up to a week for the new route to be arranged.

PROHIBITED CONDUCT ON THE SCHOOL BUS (Board Policy 7:220)
All students must follow the District’s School Bus Safety Guidelines. Gross disobedience or misconduct providing grounds for suspension from riding the school bus includes:
- Prohibited student conduct as defined in the Student Discipline policy.
- Willful injury or threat of injury to a bus driver or to another rider.
- Willful and/or repeated defacement of the bus.
- Repeated use of profanity.
- Repeated willful disobedience of the bus driver’s or other supervisor’s directives.
- Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.
SAFETY REGULATIONS
To ensure their own safety and that of others, students must obey the following regulations:
- Walk to the bus stop on the left side of the road facing approaching traffic;
- Be on time; While a time is given by transportation, that can be up to 10 minutes before or after the assigned time.
- Board the bus promptly;
- Take seats promptly and remain seated throughout the trip;
- Pupils must abide by the rules set by the school prohibiting horseplay, loud talking, or other noisy activity;
- Pupils who must cross highways when leaving the bus, are required to step in front of the stopped bus and remain there until the driver signals it is safe to cross;
- The bus driver has complete control and authority and he/she is responsible for the safety of the students. The driver is required to report any horseplay or other violations of required conduct to the school principal;
- Additional instructions are established for special and vocational education students and are provided by the local school.

SCHOOL BUS STUDENT CONDUCT AND CONSEQUENCES
At Hines, we take bus riding safety VERY seriously. If a student does not follow the rules on the bus prior to the bus leaving in the afternoon, a building administrator may remove the student from the bus. Someone from the child’s emergency card will need to pick him/her up. If a student prohibits the rules on the bus on the way to school or on the way home, the following consequences will be issued by the building principal or assistant principal:

LEVEL 1 Misconduct
- Failure to remain properly seated
- Loud disruptive talking or yelling
- Failure to take assigned seat
- Eating/drinking/chewing on bus
- Bothering other passengers
- Throwing objects on the bus
- Crossing behind the bus
- Continuously late to bus stop

LEVEL 1 Minimum consequences for misconduct:
- First Offense - Conference with student Parent mailed yellow copy
- Second Offense - Conference with parent (telephonic or personal) and student Parent mailed yellow copy
- Third Offense - 3-day suspension of bus riding privileges Conference withparent/student (telephonic or personal)
- Fourth Offense - 7-day suspension of bus riding privileges Conference with parent/student (telephonic or personal)
- Fifth Offense - 30-day suspension of bus riding privileges Conference with parent/student (in person)
- Sixth Offense - Suspension of bus riding privileges for remainder of school year or for 4 months (carried over to next school year), whichever is greater
LEVEL 2 Misconduct
- Profanity, obscene language or gestures
- Extending head or arm out of bus window
- Vandalizing District property
- Verbal abuse of another student
- Defiant behavior shown to bus driver/monitor
- Spitting on the bus
- Throwing objects at the bus

LEVEL 2 Minimum consequences for misconduct:
- First Offense - 5-day suspension of bus riding privileges Conference with parent/student (telephonic or personal)
- Second Offense - 10-day suspension of bus riding privileges Conference with parent/student (telephonic or personal)
- Third Offense - 30-day suspension of bus riding privileges Conference with parent/student (in person)
- Fourth Offense - Suspension of bus riding privileges for remainder of school year or for 4 months (carried over to next school year), whichever is greater

LEVEL 3 Misconduct
- Lighting matches/lighter on bus
- Throwing objects from the bus
- Verbal abuse of, or physical assault on driver or assistant
- Igniting smoke/stink bomb on bus
- Smoking on bus
- Activating or tampering with emergency equipment
- Weapon, simulated weapon, firearm, destructive device or dangerous instrument (on bus or at the stop)
- Shoving student(s) into path of on-coming bus
- Physical assault on student
- Spitting on a person

Level 3 Minimum consequences for misconduct:
- First Offense - 10-day suspension of bus riding privileges Conference with parent/student (telephonic or personal)
- Second Offense - 30-day suspension of bus riding privileges Conference with parent/student (in person)
- Third Offense - Suspension of bus riding privileges for remainder of school year or for 4 months (carried over to next school year), whichever is greater

TRANSPORTATION (Board Policy 4:110)
- The District shall provide free transportation for students in the District: (1) residing at a distance of one and one-half miles or more from their assigned schools, or (2) residing within one and one-half miles from their assigned schools where walking to school or to a pick-up point or bus stop would constitute a serious hazard due to vehicular traffic or rail crossing in accordance with the guidelines set by the State of Illinois, and adequate public transportation is not available. If the District does not provide transportation under these circumstances, a parent may request the reimbursement of transportation expenses from the State of Illinois through the Peoria County Regional Office of Education.
- A student’s parent(s)/guardian(s) may file a petition with the Illinois State Board of Education requesting transportation due to the existence of a serious safety hazard. The petition will be reviewed by the Illinois Department of Transportation.
- Additional information may be found online at www.psd150.org/transportation.
POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS

PBIS:

What is PBIS? Positive Behavior Interventions and Supports (PBIS) is a proactive systems approach for establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

As a Response to Intervention model, PBIS applies a three-tiered system of support, and a problem-solving process to enhance the capacity of schools to effectively educate all students. Data-based decision-making aligns curricular instruction and behavioral supports to student and staff needs. Schools applying PBIS begin by establishing clear expectations for behavior that are taught, modeled, and reinforced across all settings and by all staff. This provides a host environment that supports the adoption and sustained use of effective academic and social/emotional instruction. PBIS has proven its effectiveness and efficiency as an Evidence-Based Practice. (Sugai & Horner, 2007).

The principles and practices of PBIS are consistent with federal education mandates the Individuals with Disabilities Education Act of 2004 (IDEA 2004). PBIS integrates state school improvement initiatives including Systems of Support, Standards Aligned Curriculum, and Response to Intervention to assist schools in meeting Illinois’ educational goals and mandates.

Our PBIS team is responsible for leading the staff in providing a system of positive behavioral interventions and supports for all students school-wide. The team is made up of teachers and administrators who develop Cool Tools for teaching students the expectations in the classroom, lunchroom, hallway, bathroom, gym, assemblies, playground, and on the bus. Students learn the 4 Bees of our school-wide plan:

- Be Responsible
- Be Respectful
- Be Safe
- Be Ready to Learn.

Class DoJo is an online service that you can monitor right from your computer or phone. All classes at Hines use Class DoJo to reinforce positive behaviors within the school. Your child’s classroom teacher will send home a note telling you how to connect with your student’s DoJo. Students earn Class Dojo points for following the 4 Bees and making positive choices. Ask your child frequently if he or she has earned any DoJo’s and find out how they earned them. Students also work toward monthly classroom celebrations based on how many DoJo’s they earned.

Expectations for conduct at Hines are displayed in a matrix. The PBIS matrix, found below, is posted in classrooms, hallways, and in all common areas in the school. Teachers teach and re-teach expected behaviors from the Matrix to support all students in developing skills of making good choices! All students, staff, parents, and visitors are responsible for knowing and exhibiting the behavioral expectations found in the Matrix.
<table>
<thead>
<tr>
<th>Settings</th>
<th>Bus/Parking Lot</th>
<th>Hallways</th>
<th>Assembly</th>
<th>Lunchroom</th>
<th>Classroom</th>
<th>Playground</th>
<th>Bathroom</th>
</tr>
</thead>
</table>
| Be Respectful | ~Speak kindly to others  
~Obey bus drivers, monitors & adults on duty  
~Give 5 promptly  
~Stay in your own space | ~Walk through halls quietly with hands behind your back  
~Follow adult directions  
~Give 5 promptly  
~Remove hat as you enter the building | ~Use quiet voices  
~Pay attention to speaker  
~Give 5 promptly  
~Stay in your own space | ~Use quiet voices  
~Give “5” promptly  
~Clean up after yourself  
~Follow Directions | ~Wait turn to talk  
~Give 5 promptly  
~Follow Directions | ~Play fairly  
~Include everyone  
~Share equipment  
~Give 5 promptly | ~Give people privacy  
~Knock on door before opening  
~Speak kindly to others  
~Only use 2 paper towels |
| Be Responsible | ~Keep track of your belongings  
~Help others  
~In Bus lines walk in a straight line quietly | ~Get to where you need to be on time  
~Use quiet voices  
~Help others  
~Keep area clean | ~Keep track of your belongings  
~Keep area clean | ~Take only the food you will eat  
~Get everything you need before sitting down | ~Bring Planner signed daily  
~Put away equipment  
~Follow adult directions | ~Line up quickly  
~Put away equipment  
~Follow adult directions | ~Flush toilet when done  
~Throw paper towels in trash can  
~Report problems to teacher |
| Be Ready to Learn | ~Follow Uniform Policy  
~Arrive & leave on time  
~Bring all needed materials to & from school | ~Listen carefully  
~Participate in all songs & pledges | ~Return to class on time | ~Have all materials ready  
~Follow directions | ~Learn rules of the game | | |
| Be Safe | ~Stay in seat until car/bus stops  
~Keep hands & feet to self  
~Walk on sidewalks & cross only at X  
~Speak quietly | ~Walk facing forward  
~Keep hands & feet to self  
~Watch where you’re going | ~Keep hands & feet to self  
~Walk quietly with class | ~Raise hand & wait to be excused  
~Remain in seat | ~Keep feet on floor  
~Always walk  
~Keep hands & feet to self  
~Use furniture & supplies appropriately | ~Stay in assigned area  
~Avoid play fighting  
~Report any trouble | ~Wash hands with soap & water  
~Keep area clean  
~Keep floor dry |
LUNCHROOM/RECESS
• Each class will have a 30-minute lunch period. There is adequate seating and time for everyone to be served and to eat. Students may bring a sack lunch. We recommend that everyone eats a lunch.
• WE ARE A PEANUT/TREE NUT FREE SCHOOL! Please read labels of food sent in school lunches. Staff in the cafeteria monitor food brought in. Anything with peanuts/tree nuts in it OR made in a peanut/tree nut factory will be removed from the student’s lunch (this includes candy that is packaged in Lunchables).

RECESS EXPECTATIONS:
1. PLAY SAFELY IN THE ASSIGNED AREA
2. KEEP YOUR HANDS, BODY AND OBJECTS TO YOURSELF
3. USE APPROVED EQUIPMENT
4. REFRAIN FROM THROWING SNOW OR OTHER OBJECTS
5. DO AS DIRECTED BY ADULTS
6. TREAT OTHERS WITH RESPECT
7. LINE UP WHEN WHISTLE IS BLOWN

STUDENT DISCIPLINE

Philosophy of Discipline
Peoria Public Schools has committed to success for all students by supporting a school climate that is safe and conducive to a positive teaching-learning environment.

EVERYONE HAS RESPONSIBILITIES:
Students Should:
• Comply with District policies and expectations
• Respect and obey all persons in authority
• Be at school every day, on time, ready to learn
• Meet classroom standards of behavior and performance
• Comply with bus expectations and drivers
• Dress appropriately
• Show respect for others and property of others
• Accept the consequences of his/her own actions

Parents Should:
• Set high expectations for student behavior
• Assume responsibility for their child’s good attendance
• Plan the time and place for students to complete homework assignments
• Talk with their child – take an interest in school
• Communicate with staff – respect each other
• Instill in the child respect for the law, expectation, authority, and rights of others
• Cooperate with the school with follow-through and support
**Teacher/Administrators Should:**
- Develop and implement a sound Classroom Management Plan
- Be guided by professional ethics in relationship with others
- Inform parents about academic and behavioral progress of students
- Show concern and respect for each student
- Be sensitive to the behavior of students and alert to changes that require assistance to student (i.e. CSSS)
- Know and enforce the expectation courteously, consistently and fairly
- Handle behavior problems according to established practices
- Be proactive – teach students expected behavior; re-teach often; reward positive behavior

**SEARCH AND SEIZURE (Board Policy 7:140)**
- School and Personal Property: Students’ desks and lockers are the property of the Peoria Public Schools. School personnel reserve the right to inspect these desks and lockers at any time, with or without the presence of the student.
- School authorities may inspect and search personal effects left by the student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects, left at the school. Personal effects in the students’ possession may also be searched when there is reasonable ground for suspecting that the search will produce evidence the student has violated either the law or district policies. If a search produces evidence that the student has or is violating the law or District conduct rules, the evidence may be confiscated and impounded by authorities and disciplinary action may be taken.

**VIDEO SURVEILLANCE (Board Policy 7:220)**
- Video surveillance is used throughout District 150, including HINES Primary School, to monitor conduct and maintain a safe environment for students and employees.
- Recordings are confidential records.

**BEHAVIOR INTERVENTION PLAN - MISCONDUCT BY STUDENTS WITH DISABILITIES**
(Board Policy 7:230)
- A Behavior Intervention Plan will be developed for a student with a disability whose behavior interferes with his or her learning or the learning of others when the student’s behavior is a manifestation of his/her disability. The plan will be part of the student’s Individualized Education Program (IEP).
ATTENDANCE POLICY

- Your child will be marked TARDY if:
  - Your child arrives to school after 9:10 a.m.
  - Your child leaves school between 2:30 and 3:45.
- Your child will be marked absent a HALF DAY if:
  - Your K/1 child leaves school after 11:30 a.m. and does not return.
  - Your 2nd – 4th grade child leaves school after 12:00 p.m. and does not return.
- Your child will be marked absent a FULL DAY if:
  - Your K/1 child leaves school before 11:30 a.m. and does not return.
  - Your 2nd – 4th grade child leaves school before 12:00 p.m. and does not return.

- Children must be at school every day, on time and ready to learn.
  - Talk to your child about the importance of school;
  - Make sure they get adequate sleep (8-10 hours);
  - Plan appointments for children outside the school day;
  - Understand and follow the Attendance Plan;
  - Encourage your child to stay home only when an illness is major;
  - If they must miss school, or are unavoidably late, call the school first thing;
  - If there are problems getting in the way of good attendance, contact:
    - the school administration, counselor or teacher
    - Project TARGET (truancy support) at 672-6086
    - Truancy Assessment Center at 672-6859.

- The following reasons will be considered as excused absences:
  - illness
  - observance of religious holiday (with 48 hours notice requested)
  - death in the immediate family
  - family emergency
  - visits to college campuses and job interviews (with 48 hours notice requested)
  - situations beyond the student’s control as determined by the Board of Education
  - other circumstances which cause reasonable concern to the parent for the safety or health of the student.

- Students should stay home from school if he or she is ill and has the following symptoms:
  - Fever of 100 degrees or higher
  - Rash with fever
  - Pink eye
  - Strep throat
  - Head lice
  - Chicken pox
  - Any other obvious signs of illness
  - Diarrhea/Vomiting
  - Impetigo
  - Scabies
  - Ringworm

- Hines will continue to follow IDPH (Illinois Department of Public Health) guidelines in reference to any COVID-19 symptoms and protocols
WHEN ABSENCES OCCUR:

- For Each Absence:
  - An automated or personal phone call will be made to parents.
  - **Parents have 48 hours to provide a note to school.**

- 3rd absence:
  - Administration, or other staff member meets with the student.

- 5th absence:
  - Administration, or other staff member meets with parents.
  - Develop a targeted intervention plan.

- 9th absence:
  - ***Students who accumulate NINE UNEXCUSED absences from school are considered to be a CHRONIC TRUANT and are subject to disciplinary action.***

- 10th unexcused, excused or combination of absences:
  - A doctor’s note is required for all absences beyond this within 24 hours of the absence.
  - Administration, or other staff member meets with parents.

- 15th unexcused absence without a doctor’s note:
  - Students will be referred to PROJECT TARGET.

- 15th, 16th, and 17th unexcused absences without a doctor’s note:
  - Parents of students ages 7-17 will be issued a Truancy Ticket.

- 18th unexcused absence:
  - Parents of students ages 7-14 are reported to the State’s Attorneys’ Office.

ACCEPTABLE USE AND INTERNET SAFETY
(Board Policies 6:236, 6:237 and 6:238)

- While technology and the Internet are a part of our daily lives, each presents some serious issues that must be addressed by all users, families, students, and adults. New technology policies were implemented at the start of the 2009-10 school year for Peoria Public Schools. All users will receive a copy of the policies at the start of each school year and will be required to sign a document for the responsible use of the network. Students and a family member will be required to do this as part of the registration process.

- The network is provided for education and business purposes ONLY. It is not to be used for personal activities. There is NO PRIVACY when using the network or technology resources within District 150.

- As required by a new state law, curriculum has been developed that will provide information on the safe use of the Internet along with proper etiquette. The Technology Department will be meeting with staff at faculty meetings, administration and families during school meetings, to provide support for all users both within the network and in the home.

- If you have any questions, comments, or concerns regarding technology and its use, please contact the Technology Department at 685-0181.
DISTRICTWIDE UNIFORM POLICY (PRIMARY/MIDDLE SCHOOL ONLY)
(Board Policies 7:160 and 7:165)

- As part of our safety program and to ensure a culture of excellence, all primary and middle schools in the School District will once again enforce a mandatory school uniform policy this school year. Individual schools participating in the School Uniform Program have specific dress requirements and school uniform policies posted on each website, located under the parent link.
- No student shall be denied attendance at school, penalized or otherwise subjected to compliance measures for failing to wear a uniform by reason of:
  - Objection by the student’s parent(s)/guardian(s) on religious grounds to the student’s compliance with this policy, if they have provided the Board with a signed statement of objection detailing the grounds for the objection.

HINES School Uniform Policy
“Dressing for Success”
2021-2022

Wearing uniforms is mandatory at Hines from the first day of school.

**Shirts**
- navy blue, light blue, red, white, yellow or green
- Must have a collar (polo or turtleneck).
- Must be free of writing, logos, stripes, or designs.
- T-shirts worn under uniform shirts must be a solid color.
- Spirit wear is allowed every day, as long as it is worn with uniform pants/skirts.

**Pants/Shorts/Skirts/Dresses**
- Must be khaki, navy blue, or black.
- Leggings may be worn under skirts. Leggings must be a solid color and either black, navy blue, white, or red.
- No jeans of any color are allowed.
- Skirts and shorts must be the appropriate length (must be longer than the length of child’s fingertips when at his/her side).
- Pants must not sag, if necessary, please provide a belt for proper attire.

**Sweatshirts or Sweaters**
- May be worn over collared uniform shirt.
- Navy blue, white, red, or black solid colored

**Accessories:**
- No large earrings that fall below the jawline (safety concern)
- No bracelets (safety concern)
- No necklaces or jewelry may be worn around the neck (safety concern).
- Belts must be solid colored black or brown.
- No flip flops or sandals at any time. Close-toe shoes must be worn every day (safety concern).
- Headwear (no sweatbands, bandanas, hats).
- Tall socks of solid color may be worn (Navy blue, white, red, or black only).
If a child comes to school without a uniform or not in accordance with the policy, school staff will first contact the family to ask for a change of clothes. If no one is available or cannot be reached, students will be asked to change into a uniform provided by Hines, if there are any available. If a student is chronically out of uniform, our building administration will determine what supports can be utilized to assist or if a consequence is necessary. The uniform policy is strictly enforced.

These rules and regulations were put in place to ensure the safety and highest standards of education for our students.
**BULLYING PROHIBITED**  
(Board Policies 7:20)

- No person, including students and district staff, should be subject to bullying or harassment. Accordingly, aggressive behavior, bullying, hazing, intimidation, and harassment (including but not limited to harassment based on sex, color, race, religion, national origin, physical or mental disability, sexual orientation, or other protected group) are prohibited while in school, on school property, on school buses, at designated school bus stops, at school sponsored or school-sanctioned events, or in any communication that bears a reasonable relationship to school, or in any communication that uses school computer, networks or systems.

- Bullying is any severe or pervasive physical or verbal act, including written or electronic communication, that may include (but is not limited to) one-sided, unfair communication which makes use of physical, social, or other power to hurt, frighten, threaten, or exclude another person or group of people. It is intentional, unwanted, and unprovoked. It may be performed by an individual or a group. It may be directed at a student, students, or staff. Bullying may be limited to a single incident, but is usually characterized by repeated, harmful action on the part of the bully.

- Cyberbullying includes the use of electronic communication, including but not limited to e-mail, instant messages, text messages, voice or video chat, taking or transmitting photos, using blogs, chat rooms, internet forums, social media, the Web, and other forms of electronic media, or any type of device to bully other students.

- Students and parents should be aware that students may be subject to school disciplinary action even for internet activities that occur at home and do not use school networks or websites. This is Illinois law.

- Examples of bullying and cyberbullying can be found within board policy. Concerns about bullying should be reported to the student's school office and a bullying complaint form should be completed by the parent/guardian or student.

**CELL PHONES/ ELECTRONICS** (Board Policy 7:190)

During the school day, cell phones are to be off and out of sight. All cell phones and electronics are to be out of sight and turned off before entering school grounds. Cell phones are not to be used during the school day, even to call/text parents. Parents should use the main office to contact their student. If a student is caught with, calling, texting, or answering his/her cell phone, it can be confiscated and turned over to the main office.

- 1st offense – Teacher will keep phone until the end of the day.

- 2nd offense – Teacher will give phone to school principal. The student can pick it up from the office at the end of the day.

- 3rd offense – The phone must be retrieved by a parent and conference held with administration.

We will not be responsible for any lost or stolen phones or any other electronic device including those confiscated for violations.
CLASSROOM PARTIES / CELEBRATIONS

We realize that birthdays are very important; however, as a learning institution, it is imperative that we remain focused on academics. If you choose to celebrate your child’s birthday with the class, please coordinate with the classroom teacher a time that works to minimize the loss of instruction. All snacks must adhere to the Hines snack policy which requires individually wrapped treats from a peanut/tree nut free setting (Oreos, Goldfish, individual chip bags). We also ask that you DO NOT send balloons, flowers, etc. If these are received by the office staff, they will be sent home with the child at the end of the day, not delivered to the classroom.

INVITATIONS

While it is very exciting to receive an invitation to a party, feelings of sadness and rejection can be felt when left out. In an effort to be sensitive to the feelings of all students, invitations to birthday parties or other special events should not to be passed out at school unless all students in the classroom are being invited.

Classroom celebrations will be held at various times throughout the year. Celebrations include but are not limited to: Fall Harvest, Christmas, Valentine’s Day, and End of the Year. The teacher will send home information about their classroom celebrations with dates, times and treats that can be brought. All food and snacks must be store bought.

Please contact teacher about possible food allergies before bringing food. We are a PEANUT/TREE NUT FREE SCHOOL.

CLASSROOM TEACHER QUALIFICATIONS AND SCHOOL STATUS

(Board Policies 5:190, 6:15 and 7:65)

• Parents Right to Review Teacher Qualifications
  ○ Parent(s)/Guardian(s) of students in schools receiving Title I money have the right to request their students’ classroom teachers’ professional qualifications.

• Notification When a Student Is Being Taught by A Teacher Who Is Not Highly Qualified
  ○ Parent(s)/Guardian(s) of students in schools receiving Title I money must be notified when their child is assigned to or has been taught for four or more consecutive weeks by a teacher who is not highly qualified.

MEDIA/PHOTOGRAPHS/PUBLICATIONS

• We expect that the media will be interested in what is happening at our school. If, for any reason, you do NOT wish your child to be viewed on television or photographed by the media, we need to have that information on file in writing.

PLAYGROUND EXPECTATIONS

• Children are not allowed to do flips of any sort on the school grounds at all.
• Children are not allowed to “play fight”. Appropriate consequences will be given if they are seen play fighting.
**PARENT – TEACHER ORGANIZATION / PTO:**

Hines is fortunate to have an involved, highly visible PTO. Parents are encouraged to attend PTO meetings throughout the year. During the course of the year, PTO helps to plan many events for the school community. Activities may include the Back-to-School Breakfast, School Carnival, Book Fair, Breakfast with Santa, Popcorn Fridays, and other fun and exciting programs. We appreciate everyone who helps make our school the best! Contact Rebecca Sipf, PTO President, with any questions. PTO meetings are usually scheduled for the 1st Thursday of the month from 6:00-7:00 p.m. – childcare is provided. Meetings are held in

2021-2022 PTO Dates
- September 2nd
- October 7th
- November 4th
- December 2nd
- February 3rd
- March 3rd
- April 7th
- May 5th

The PTO has several fund-raisers during the school year. Proceeds are used to help fund many exciting educational needs. Your support of PTO is greatly appreciated this school year.

**VISION AND HEARING SCREENINGS**
- The school years are an important period in a child’s life. During this time, children are introduced to the world of learning and they begin to acquire vital social skills. Development in both of these areas can be inhibited, however, if a child’s vision or hearing is impaired. Therefore, it is so important for children to be screened.
- As mandated by the State of Illinois, these services will be conducted in each building by state certified technicians.
- Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, August 16</td>
<td>Teacher Institute</td>
<td>No School for Students</td>
</tr>
<tr>
<td>Tuesday, August 17</td>
<td>Teacher Institute</td>
<td>No School for Students</td>
</tr>
<tr>
<td>Wednesday, August 18</td>
<td>First Day of School for Students</td>
<td>No School/Offices Closed</td>
</tr>
<tr>
<td>Monday, September 6</td>
<td>Labor Day</td>
<td>Half-day for Students</td>
</tr>
<tr>
<td>Wednesday, September 29</td>
<td>School Improvement Day (SIP)</td>
<td></td>
</tr>
<tr>
<td>Monday, October 18</td>
<td>Parent-Teacher Conferences</td>
<td></td>
</tr>
<tr>
<td>Tuesday, October 19</td>
<td>Parent Teacher Conferences</td>
<td></td>
</tr>
<tr>
<td>Wednesday, October 20 - Friday, Oct. 22</td>
<td>Fall Break</td>
<td>No School</td>
</tr>
<tr>
<td>Monday, October 25</td>
<td>School Resumes</td>
<td></td>
</tr>
<tr>
<td>Wednesday, November 3</td>
<td>School Improvement Day (SIP)</td>
<td>Half-Day for Students</td>
</tr>
<tr>
<td>Wednesday, November 24</td>
<td>Thanksgiving Break</td>
<td>No School/Offices Closed</td>
</tr>
<tr>
<td>Thursday, November 25</td>
<td>Thanksgiving</td>
<td>No School/Offices Closed</td>
</tr>
<tr>
<td>Friday, November 26</td>
<td>Thanksgiving Break</td>
<td></td>
</tr>
<tr>
<td>Friday, December 17</td>
<td>Last Day before Winter Break</td>
<td>One hour early dismissed</td>
</tr>
<tr>
<td>Monday, Dec. 20 - Fri. Dec. 31</td>
<td>Winter Break</td>
<td>No School</td>
</tr>
<tr>
<td>Thursday, Dec. 23 - Fri., Dec. 24</td>
<td>Christmas Eve/Christmas</td>
<td>Offices Closed</td>
</tr>
<tr>
<td>Friday, December 31</td>
<td>New Year’s Eve</td>
<td>Offices Closed</td>
</tr>
<tr>
<td>Monday, January 3</td>
<td>Teacher Institute</td>
<td>No School for Students</td>
</tr>
<tr>
<td>Tuesday, January 4</td>
<td>School Resumes</td>
<td>No School/Offices Closed</td>
</tr>
<tr>
<td>Monday, January 17</td>
<td>Dr. Martin Luther King, Jr. Holiday</td>
<td></td>
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<tr>
<td>Wednesday, February 9</td>
<td>School Improvement Day</td>
<td>Half-day for Students</td>
</tr>
<tr>
<td>Monday, February 21</td>
<td>Presidents Day</td>
<td>No School/Offices Closed</td>
</tr>
<tr>
<td>Monday, March 21 - Friday, March 25</td>
<td>Spring Break</td>
<td></td>
</tr>
<tr>
<td>Monday, March 28</td>
<td>School Resumes</td>
<td>No School</td>
</tr>
<tr>
<td>Friday, April 15</td>
<td>Good Friday</td>
<td></td>
</tr>
<tr>
<td>Monday, April 18</td>
<td>Easter Monday</td>
<td>No School/Offices Closed</td>
</tr>
<tr>
<td>Wednesday, April 27</td>
<td>School Improvement Day (SIP)</td>
<td>Half-day for Students</td>
</tr>
<tr>
<td>Friday, May 27</td>
<td>Last Day of School (no emergency days)</td>
<td>Half-day for Students</td>
</tr>
<tr>
<td>Monday, May 30</td>
<td>Memorial Day</td>
<td>No School/Offices Closed</td>
</tr>
<tr>
<td>Monday, June 6</td>
<td>Last Day of School (if five emergency days used)</td>
<td>Half-day for Students</td>
</tr>
</tbody>
</table>
Parent Commitment 2021-2022

Hines Primary School
Parent and Student Commitment 2021-2022

As a member of the Hines family, I understand and support its academic programs. I realize that when I enroll my child at Hines, I also agree to become an active partner in the education of my child and the learning community at Hines. I pledge to do my fair share of service with my child’s school by agreeing to actively participate in my child’s academics and school sponsored activities.

1. I understand that my child and I are expected to work with Hines staff as part of an effective educational team.
2. I understand that my child is expected to attend school daily, to arrive promptly, and to remain throughout the scheduled hours.
3. I understand my child is to cooperate and conduct himself/herself with teachers, other adults, and classmates in a manner showing respect to all persons.
4. I understand my child is to complete all work, including homework and work missed due to field trips and/or illness.
5. I understand my child must be eligible (per district and school guidelines) to attend/participate in clubs and activities according to the established eligibility criteria as stated in the Hines student handbook.
6. I understand my child is to respect and care for all equipment, supplies, and school property.
7. I understand that as a parent, I am expected to reasonably attend all school activities including teacher conferences, parent nights, and curriculum events/performances.
8. I understand my child must adhere to all Peoria Board of Education and Hines Primary School policies.

As a family, we have read and discussed the handbook of expectations and guidelines for Hines Primary School. Turn in a form for each child attending Hines.

__________________________________  Date: _____/_____/_____
Print name of Parent/Guardian

__________________________________  Signature of Parent/Guardian
Print name of Parent/Guardian

The student hereby agrees to work with the parents and staff in compliance with the above responsibilities.

__________________________________  Date: _____/_____/_____
Print name of Student

__________________________________  Signature of Student
Print name of Student

RETURN THIS ENTIRE PAGE TO YOUR CHILD’S TEACHER.