Robert A. Jamieson School
“Where Eagles Soar!”
2721 W. Richwoods Blvd.
Website: www.psd150.org/jamieson
Phone: 309-672-6594
Principal: Mrs. Maureen Langholf

Mission Statement
At Robert A. Jamieson School we believe every student will learn if given the proper opportunity. Our school provides a safe and nurturing atmosphere that encourages students to learn life-skills in a naturally occurring environment. Through collaborations with parents and community agencies, students have the opportunity to excel and to optimize his or her potential.

District Vision
We take pride in educating and graduating each student, prepared and inspired to contribute to the world.

Core Values
Excellence
Respect
Integrity
Collaboration
Communication
Commitment and Accountability

Student Goals
1. Each student will meet or exceed the goals established in their IEP and as measured by the DLM.
2. Each student will develop and consistently demonstrate Jamieson school character by showing positive behavior to self and others by meeting school-wide PBIS standards.
3. Each student will attend school regularly. Every Student, Every Day!
Parent Goals
1. I will make contact with my child’s teacher at least once a month to monitor my child’s progress.
2. Attend my child’s IEP meetings, parent/teacher conferences and other school events.
3. Make sure that my child is at school on time, everyday, ready to learn!
4. In the event my child has to miss school, I will call the school by 7:30 a.m. to inform them.

Strategies to help attain our goals:
1. We will provide the necessary support to assure all staff use current, effective, and innovative instructional practices and data collection/analysis to help students achieve.
2. We will implement Positive Behavior Interventions and Supports (PBIS) and Second Step character education in order to define, teach and reinforce desired character traits in the way people behave and interact with others.
3. We will have high standards of professionalism by holding one another accountable in the way we interact and communicate with adults and children.
4. We will increase family and community partnerships in the Jamieson learning community to support our families and their commitment to the educations of their children.
5. We will collaborate and partner with families, community agencies and others to provide opportunities for our students to grow and achieve.

PEORIA ADULT TRANSITION PROGRAM

The Peoria Adult Transition (PAT) Program is a Post-Secondary Program offering functional academics and employment training to students between the ages of 18-21 who have completed 4 years of high school. Students from all District 150 High Schools and Robert A. Jamieson may be a part of this program. The curriculum focuses on reading, mathematics, daily living skills and community experiences. This handbook also applies to students enrolled in this program.

CRITERIA FOR PAT

- Student must have completed 4 years of high school
- Independent functioning levels significantly lower than same ages peers
- Student has not received high school diploma or certificate of attendance from their high school
- Behaviorally appropriate and able to obtain skills to foster employability

PAT is based on the following beliefs:
- We understand that learning takes place in communities, schools, homes and other social institutions and it requires a commitment to success by students, parents, faculty and community
- We support activity-oriented hands on learning experiences that connect to real world applications with the hope that adults will exit the program volunteering or gainfully employed as they are able.
• We believe that everyone has the capacity to learn, and true learning is a result of community caring, partnering and networking
• We provide a safe and nurturing environment in our program which fosters positive attitudes and creates collaborative classrooms to allow learners to reach their full potential.

ATTENDANCE

Hours of Operation
Student hours: 7:30a.m. -2:00p.m.
Teacher hours: 7:15a.m. -2:45p.m.

Early Release Time for School Improvement Days (Sept. 29th, November 3rd, February 9th, April 27th) 7:30a.m.-10:30a.m.

Office Hours: 7:00a.m.-3:30p.m.

• Students may enter classrooms at 7:30a.m. but not before.
• There is no adult supervision before 7:30a.m.-students may not be left by bus driver or adult prior to 7:30a.m.

Absenteism and Truancy
Children must be at school every day, on time and ready to learn.
Parents can help...
  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

When absences occur:
For Each Absence:
  Parent/Guardian should call the school by 8:30a.m. to inform the school of the student’s absence.
  An automated or personal phone call will be made to parents.
  Parents have 48 hours to provide a note to school.

9th unexcused 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.
20th unexcused absence:
Parents of students 11 and younger are reported to the State’s Attorneys’ Office.

Students should stay home from school if he or she is ill and has the following symptoms:
- Fever of 100 degrees or higher
- Hepatitis A virus infection
- Pink eye
- Impetigo
- Head lice
- Chicken pox
- Any other obvious signs of illness

Students who are absent for reasons other than for personal illness, professional appointments or important personal family reasons shall be considered unexcused.

Parents should call to report their child’s absence before 7:30 AM. If you do not call, you will receive a recorded message indicating your child is not at school.

Attendance on a regular basis is essentials in supporting you child’s educational effort and school
- If your child will be absent or tardy please call Jamieson at 672-6594 by 7:30am
- If the parent/guardian has not spoken to the office regarding the absence, a note is required within 48 hours of the absence for the student to be able to have the absence counted as excused. Note the days and reason that the student was absent.
- Not all absences will be excused, even when properly reported. –Jamieson complies with existing School Board policies when excusing absences

Definitions
Truant - A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or a portion of.

Excused (valid cause) Absence: The parents(s)/guardians(s) authorizes absence and notifies the school at the time of the student’s absence (unless noted otherwise) regarding any of the following events:

Tardy: Students are considered tardy if they arrive after the school day begins at 7:30am.

Acceptable reasons for excused absences are as follows:
- Illness of student
- Serious illness in the family
- Death in the family
- Medical and dental appointments that cannot be arranged when school is not in session.
- Religious holidays
- Family emergency
- Other circumstances which cause reasonable concern to the parent for the safety or health of the student
- All other absences will be considered unexcused.
Unexcused Absence: The parent(s)/guardian(s) has not authorized absence nor notified the school in advance or at the time of the child’s absence for any event listed above:

- Absent without valid cause for a school day or portion of.

Chronic or habitual truant - A "chronic or habitual truant" is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 10 percent (18 days) or more of the previous 180 regular attendance days.

Changes to Student Transportation:
Notes must be received with the parent/guardian signature no later than the day transportation is changing, i.e. a bus rider will be picked up today. Changes from phone calls will ONLY be made in the event of an emergency and the call must be received prior to 2:00pm on the date of the change.

Students will only be released to adults over the age of 18 who are listed on the EMERGENCY CARD. Changes to emergency card must be made by the parent/guardian in person with the office.

Emergency Contact Information
Be sure to keep emergency contact information updated on your child’s emergency card. This information will be used if your child becomes ill or has a change of schedule for dismissal. If you have an address or phone number change, please send a note or complete a new emergency card. Changes to emergency cards must be made by a parent.

Title I
Title I refers to programs aimed at America’s most disadvantaged students. Title I Part A provides assistance to improve the teaching and learning of children in high-poverty schools to enable those children to meet challenging state academic content and performance standards. Title I reaches about 12.5 million students enrolled in both public and private schools.

VISITORS
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, present a valid state ID and receive a visitor’s badge that must be worn for the duration of the visit. (All visitor badges must be turned back into the office as the visitor signs out) Any person wishing to confer with a staff member should contact that staff member 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 conference/preparation period. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.
For security reasons, all parents and guests must check into the office prior to going to a classroom. This important procedure is followed for the safety and protection of all children. All visitors/guests will be given a badge to wear, which will identify that the visitor/guest has checked into the office. Although we encourage teacher-parent consultations, teachers are not to hold parent-teacher consultations during the school day or during instructional time while students are in the teacher’s room.

DRESS CODE
All Jamieson students must wear uniforms (see below): Peoria Adult Transition Academy students are not required to wear uniforms but must follow the Peoria Public Schools dress code.

Pants/Shorts; Navy blue, tan/khaki or black
- Pants/shorts must be plain.
- Jeans, cargo pants/shorts, hip-huggers, low-rise pants, sweatpants and nylon warm-up pants/shorts are not acceptable.
- No denim of any kind will be allowed.
- Every effort should be made to purchase pants/shorts in the correct size to avoid pants that sag and/or are revealing.
- Shorts must be at least finger tip length when arms are held at your sides.

Shirts: Navy blue, light blue, black, white or red
- Shirts may be short sleeve or long sleeve with a collar.
- All shirts must be plain in color and with no writing, stripes, or logos.
- Sleeveless shirts and tank tops are not allowed.
- Oversized shirts as well as tight fitting shirts will not be allowed.
- Shirts must be long enough to be tucked in at all times.
- Uniform colored sweatshirts, sweaters, and cardigans may be worn over a collared uniform shirt.
- Sweaters can be pullover style or cardigans without hoods or zippers.
- Hooded sweatshirts are also not allowed.

Skirts, Skorts, Jumpers: Navy blue, tan/khaki or black
- Skirts, skorts, and jumpers should be at least fingertip length when arms are held at your side.
- A uniform shirt must be worn underneath jumpers.

Shoes, Socks, Accessories:
- Students should wear plain colored socks with no logos.
- Shoes should be appropriate.
- No flip flops are allowed if this rule is broken and the student is hurt the district is not liable.
- Sandals must have straps across the back for safety.
- Hats, sweatbands, bandanas, and do-rags are not allowed.
MEALS

Breakfast

- Breakfast is served every morning from 7:30-7:45.
- Breakfast is available to all students.

Lunch

- School lunches are available to all students.
- Lunch menus are available in the office and online and a copy is sent home each month.
- If your child does not like items on the menu, the choice is theirs to bring a sack lunch.

Universal Breakfast & Lunch:
The USDA has chosen Illinois as one of three states for a new pilot program for the next four years. All schools that participate in the Community Eligibility Option (CEO) will provide universal free breakfast and universal free lunch for all students regardless of their family income level. Free and reduced applications cannot be given to students at a CEO school. **Jamieson is a CEO school.**

The school lunch program will begin the first full day of school and everyday thereafter until the end of the school year. The only exceptions are early release days and shortened sessions. On these days a sack lunch will be provided. Students may also bring a sack lunch. Please be advised that microwave ovens are not available to students for cooking or warming lunches.

Peanut/ Nut Free ZONE:

**Jamieson School is a “Nut restricted school” peanut butter, peanuts or tree nuts of any kind are prohibited in the school, as well as foods labeled “may contain nuts.” In addition we expect that parents/guardians of children with allergies will teach good habits early such as hand washing and never sharing food in order to keep themselves safe.**

Birthday/Classroom Party Treats:

Birthdays are special times, but we cannot use instructional time to host birthday parties at school. Celebrations may be done in the classroom however foods/beverages must be peanut/nut free(check labels to insure that no peanut/nut products are included and no treats are processed in a facility that also processes peanuts/tree nuts) and must be purchased and packaged-no homemade treats allowed. Beverages may be water, milk or juice.

Contact the classroom teacher prior to bringing treats to make sure the treat meets guidelines to keep all students safe. It is strongly encouraged that non-food treats are given as an alternative to food such as goodie bags, pencils, bookmarks.

BUS INFORMATION

Peoria Public Schools transportation is a privilege, not a right. All children must follow bus safety rules so that all children can arrive safely to school and home. Any child who breaks the rules risks losing the privilege to ride the bus. The child will receive a write-up and the parents a phone call. If the student continues to break the safety rules, he/she may be suspended from the bus for a time period to be determined by the Principal.
Video/audio tapes are used to monitor conduct and maintain a safe environment for students and employees. Recordings are confidential records of Peoria Public Schools.

Students are expected to:
- Sit “bottom to bottom” and “back to back” (by sitting this way, students are less likely to engage in disruptive behavior or be injured from sudden stops).
- Stay sitting until the bus completely stops at their drop off point.
- Keep hands, feet, and personal belongings in their own space.
- Speak in a soft voice to the person sitting next to them.

The following is a list of basic rules of conduct that all students will be expected to obey. A violation of one or more of them may result in suspension from the bus and/or school:

- Students are to remain seated at all times except when boarding or leaving the bus.
- There is to be no fighting, pushing, or tripping.
- Profanity is not to be used at any time.
- Objects are never to be thrown out of the windows.
- Hands, feet, head or any other objects are never to be hanging out the windows.
- Students responsible for vandalism may be responsible for paying for damages and may be suspended.
- Students are not to tease, annoy, or aggravate other students in any manner.
- Excessive noise can be a distracting safety factor and will not be tolerated.
- Items or objects are never to be thrown on the bus and all litter should be picked up and disposed of before leaving the bus.
- There is to be no smoking or lighting of matches.
- Food and drink are not permitted.
- Any article that may be injurious or objectionable in nature is not to be brought on board a bus.
- The driver and monitor should be obeyed at all times.

**ENROLLING A STUDENT IN SCHOOL**

Birth Certificate
(Board policy adopted 4/10/00) Pursuant to the Missing Children Records Act and Missing children Registration Act, a certified (state) birth certificate or other reliable proof of identity and birth date shall be presented upon initial enrollment of a student for the first time in the district, however, if either is not available, the school shall notify in writing the person enrolling the student that within 30 days he/she must provide either 1) a certified copy of the student birth certificate or 2) other reliable proof of identity and birth date (i.e. passport, visa or other government document) and at the time of enrollment, sign an affidavit explaining the inability to produce a copy of the birth certificate.

If a certified birth certificate or other reliable proof of identity and birth date is not presented within 30 days of enrollment, the school shall immediately notify the local law enforcement agency and shall notify in writing the person enrolling the student that he/she has ten additional days to comply.
The principal shall immediately report to the local law enforcement authority any material regarding proof of identity and birth date that appears inaccurate or suspicious in form or content.

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 August 17th. 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 Tdap 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.

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).

MEDICATION PROCEDURES
The only medications allowed on Robert A. Jamieson School grounds are those prescribed by doctors to be taken during the school day.

Administering Medication during school hours or school must be necessary for the critical health and well-being of the student. If medication is required to be administered, the school is required to have a Form 615 on file (administering of medication at school) which gives the school permission to administer the specific medication(s).

Form 615 must be completed by a physician and sent to the school office before any prescription or non-prescription medication can be administered (this includes inhalers). Form 615 may be picked up in the school office. For safety reasons, all medications are to be brought to the school office. All medicines must be in original containers with the child’s name and dosage information on the label and the form. (The school office does not provide any medicine such as Tylenol for children)

It is important that school staff if kept undated on all medications your student is taking at home and at school. If there are questions or concerns, contact the school nurse at Jamieson School 309-672-6594

All medication must be picked up at the close of the school year by a parent/guardian or, it will be discarded.
Allergies:
Keep student records updated including appropriate medications for allergies. Provide doctor verification of allergies and doctor expectations for special needs related to allergies.

Vision and Hearing Screening
Kindergarten and third graders are screened for both vision and hearing; first and second graders for hearing only. If you do not receive a letter regarding the screening, you can assume your child has passed.

Important 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>5/31/22</td>
</tr>
</tbody>
</table>

PARENT CONFERENCES
Fall: October 18th & 19th 4:00pm-7:00pm

Parent/Teacher conferences are held in order to foster a mutual understanding between parents/guardians and teachers regarding the student. Conferences are scheduled at the end of the first quarter. Any time a concern exists, a teacher or parent may request a conference.

COMMUNITY-BASED INSTRUCTION (CBI)
CBI is a component of Robert A. Jamieson School. Students will have planned experiences in the community at agencies, businesses, and other facilities that support the curriculum and social emotional development of the students. Parents must return a signed permission slip in order for the student to participate in these learning experiences.

SAFETY
Great care should be taken when walking to and from school and crossing streets. Students should always walk on the sidewalk and always cross at corners. Never cross in the middle of the street or walk on anyone’s lawn or property. Never accept rides of any type from any strangers. Students should report any such comments or invitations immediately to a known adult. If possible, try to get a description of the car, the license plate number and a description of the person driving the car. When driving your children to and from the school, you must honor the one-way traffic signs and pick-up and drop-off your children in assigned areas only. With your child’s safety first in mind, the staff has developed safety plans in the event of a crisis. We hope to never have to use these plans. We will practice these plans often to create a sense of calm for all involved. We will communicate with you regarding any incidents. If it becomes
necessary to keep our children at Jamieson school or take them to another site we will establish a FAMILY REUNIFICATION SITE.

**Student Accidents**—please remind your child to report injuries or accidents to the teacher and/or office as soon as possible.

**ELECTRONICS**

**Cell Phones**—During the school day, cell phones are to be off. 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.

*We will not be responsible for any lost or stolen phones or any other electronic device including those confiscated for violations.*

The possession or use of other electronic devices (radios, IPods, laser pointers, tape players, gaming systems, etc.) are not permitted during the school day.

**VOLUNTEERS**

Volunteers are needed each year to assist the faculty and administration in their work. We welcome parents as teacher’s aides, room parents, tutors, one-on-one readers, and clerical helpers. Please contact the office or your child’s teacher if you would like to offer your talents to Jamieson School.

**TEXTBOOKS/FEES**

The textbook rental fee is $55.00 for the year. Payments may be made using Family Access (online system available at [www.psd150.org](http://www.psd150.org), click family access). You may register for this service by calling Information Technology Department at 309-672-6761. You may also fill out a fee waiver form if you wish. Those who qualify may have textbook fees waived.
Signature Sheet for Robert A. Jamieson School

I understand this Student-Parent Handbook is not a contract. It states current practices and procedures for Robert A. Jamieson School. These procedures are subject to change as dictated by state law, district policy or changing needs at the Robert A. Jamieson School.

Please sign below to verify you have read and gone over the handbook with your student(s)

__________________________  __________________________
Parent Signature            Student Signature

__________________________
Date
# Robert A. Jamieson School-Wide Expectations By Setting

<table>
<thead>
<tr>
<th>School Wide Expectations</th>
<th>Classroom</th>
<th>Hallway</th>
<th>Cafeteria</th>
<th>Bathroom</th>
<th>Pool</th>
<th>Gym</th>
<th>Bus</th>
<th>Emergency</th>
</tr>
</thead>
</table>
| **Respect Self**         | * Have Supplies  
* Sit in seat  
* Follow Directions | H Hands at side  
A All eyes forward  
L Lips zipped  
L Low Speed  
S Single File | * Sit at the table.  
* Use quiet voice  
* Eat own food | * Be quick  
* Be quiet  
* Be clean | * Get dressed quickly  
* Put belongings in basket.  
* Shower with soap.  
* Follow Directions | * Follow directions  
* Follow routine  
* Participate | * Be safe  
* Be in your seat  
* Feet on floor  
* Quiet voice | * Follow directions  
* Lips zipped  
* Listening ears |
| **Respect Others**       | * Participate  
* Quiet voice  
* Listening ears  
* Be polite  
* Safe hands | H Hands at side  
A All eyes forward  
L Lips zipped  
L Low Speed  
S Single File | * Be polite  
* Follow directions  
* Be neat  
* Stay in line to get food | * 1 person in a stall  
* Zero noise  
* 2 pumps of soap  
* 2 Towels  
* Use trash can | K- Keep  
H- Hands  
F- Feet  
O- Other  
O- Objects  
T- To  
Y- Yourself | K- Keep  
H- Hands  
F- Feet  
O- Other  
O- Objects  
T- To  
Y- Yourself | K- Keep  
H- Hands  
F- Feet  
O- Other  
O- Objects  
T- To  
Y- Yourself | K- Keep  
H- Hands  
F- Feet  
O- Other  
O- Objects  
T- To  
Y- Yourself |
| **Respect Environment**  | * Leave no trace  
* Handle equip. with care. | * Keep to right side  
* Use walking feet | * Leave no trace | * Keep floor clean and dry | * Leave no trace | * Pick up equipment  
* Throw trash away  
* Take materials w/you | * Leave no trace  
* Follow safety rules | * Walk quickly  
* Walk quietly |