

**C.U.S.D. #316
2015-2016
BOARD OF EDUCATION MEMBERS**

Mr. Jeff Harness

Mr. Steve Lucie

Ms. Ann McMillen

Mr. Quentin Jones

Mr. Jason Jacquot

Mr. Scott Baumann

Mr. Matt Heisler

WELCOME TO WARSAW ELEMENTARY SCHOOL

A most satisfying parenting experience is to see your children experience success in their lives by developing academically and socially to their fullest potential.

The starting point in providing your children the opportunity to succeed is to insure that their progress in school is closely monitored. Through quality TEAMWORK between parents and school personnel, developing problems can be quickly identified and effectively addressed.

The faculty and I welcome and encourage you to work closely with us to educate your children. We will promptly contact you if we have concerns regarding your children. Likewise, if you note that your children are troubled by a situation that you believe may not be apparent to us, please promptly contact your child's teacher. Together we will achieve the best results for your children.

Sincerely,

Brad Froman, Principal
School Phone: 256-4614

Dear Parents/Guardians:

This handbook is reviewed each spring by parent representatives from each grade and brought before the school board for their consideration. The policies and procedures in this handbook have been approved by the school board. We ask that you familiarize yourself with the contents and keep the handbook in a convenient location for your continued reference. Also, we recommend that you review the handbook with your student(s) to help them better understand what is expected of them.

Tear Off Here

To help us verify that you have received this handbook, please complete and return this portion to your child's teacher. Thank you.

I _____ parent/guardian of _____

have received the school handbook.

I would be willing to serve on next year's handbook committee.

Table of Contents

Academic All-Stars	20
Adult Conduct Towards School Personnel	15
Attendance	7
Bicycles/Scooters	13
Breakfast/Lunch Program	17
Classroom/Playground/Bus Rules	11
Classroom Treats	16
Computers and the Internet	16
Disciplinary Actions	13
Emergency Drills	4
Enrollment Procedures	5
Entrance Age	4
Equal Education	4
Field Trips	17
Ferpa Notice	25-26
Grading	19
Homework	18
Illness or Injury at School	6
Insurance	7
Internet Threats	23
Items Brought to School	12
Lost and Found	22
Student Medication	6
Newsletters	4
Parent Conferences	18
Parent Teacher Organization	4
Pesticides	23
Physical Education	16
Placement	21
Problem Resolution	15
Report Cards	18
School Cancellation	16
School Hours	7
School Obligations	22
Search and Seizure	14
Standardized Testing	18
State Requirements for Enrollment	5
Student Dress	15
Student Health	6
Student Records	22
Student Rules of Conduct	8
Supply Lists	27-34
Telephone	17
Textbooks	17
Title I	18
Use of School Facilities	22
Visitors & School Security	4
Vision/Hearing	24
Withdrawal Procedures	22

VISITORS & SCHOOL SECURITY

All visitors to the school building or grounds are requested to use the main entrance and **CHECK-IN AT THE OFFICE WINDOW** regarding the purpose of their visit.

Visitors who will need to move about the building or grounds during school hours will sign in and be given a **Visitor's Pass**. This will enable us to quickly identify individuals who entered the hallways or are on school grounds without permission. Also, individuals picking up students after school should wait between the double doors at the main entrance. **Visitors are not permitted during mealtimes.**

Periodic parent/guardian observations of their child's classes are welcome and are arranged on an appointment basis. To schedule a visit, contact the principal to establish a time when students are in the class to be observed and are not scheduled to be taking tests. If visiting, please note that discussions between parents and teachers must occur at times outside of the teacher's instructional time.

Students from other schools are generally not given permission to visit us unless the visiting child would have something of value to offer our school program. Anyone interested in such a visit must first secure permission from their child's teacher(s).

EMERGENCY DRILLS

Emergency drills will be held periodically throughout the year. These include fire drills, tornado drills, evacuations and lockdowns (in case of intruders, etc.). Fire and tornado safety instructions will be posted inside each classroom. In the event of evacuation and lockdown drills, parents will be notified accordingly.

PARENT NEWSLETTERS

Parent newsletters are sent home with students during the first week of every month from September through May. Please consult them for noteworthy and timely information.

PARENT TEACHER ORGANIZATION

The Warsaw PTO works to foster a closer relationship between home and school. The PTO supports the schools mission to develop each child academically and socially to their highest potential. Membership is free and is open to all parents/guardians of children in grades Pre-K-6. Registration occurs annually during Open House in August and at each general meeting. For more information, visit or call the school office at: 256-4614.

EQUAL EDUCATION

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. Further details may be found in Board Policy No. 700.01

ENTRANCE AGE

For a child to enter kindergarten in Warsaw Elementary School, he/she must be five years old as of September 1 of the school year he/she will enter. Kindergarten screening is held annually in early March for prospective students as well as for 3 and 4 year olds.

ENROLLMENT PROCEDURE

All registration forms are available online at www.warsawschool.com. Please complete, print and bring the required forms along with payment to the School Office, via mail or in person. Registration packets will also be available in the office if you are unable to print them and you can register anytime in the School Office.

STATE REQUIREMENTS FOR ENROLLMENT

A certified live birth certificate must be submitted for each Pre K & Kindergarten student and for each student new to the district. A certified live birth certificate (not a hospital record) must be presented within 30 days of enrollment. If 30 days has elapsed, the school will send a notice to the person enrolling the student that compliance must occur in 10 days. If compliance doesn't occur in 10 days, the district is required by law to submit a report to the police. All children enrolling in Kindergarten or upon first entry into an Illinois school beyond kindergarten are required to have an eye examination. Examinations must be performed by a licensed optometrist he/she shall complete and sign the Eye Examination Report form. These examinations should be completed BEFORE school registration in August.

A. The following immunizations are required:

Pneumococcal—All Pre K students must show proof of at least one vaccine after 24 months of age.

DPT (Diphtheria/Pertussis/Tetanus) - Four or more doses of DTP with the last booster received after age 4. Any child entering 6th grade shall show proof of receiving one dose of Tdap (tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last Tdap, DT or Td dose.

TOPV (Polio) - Three or more doses with the last dose being a booster given after 4 years of age.

MMR (Measles, Mumps, Rubella) - Two doses, first dose at 12-15 months, second dose 4-6 years before start of school. All 6th grader students must show proof of 2 doses.

Hepatitis B - Three dose series, the 2nd dose should be given 1 month after the 1st dose, and the 3rd dose at least 4-6 months after the 2nd dose.

Chicken Pox Vaccine-Beginning with school year **2014-2015** any child entering kindergarten, 6th, or 9th grade for the first time shall show proof of having received two doses of varicella vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of prior varicella disease or laboratory evidence of varicella immunity.

Meningoccal-Beginning with school year **2015-2016 all 6th grade students** must show proof of one vaccine on or after their 11th birthday.

C. A lead-screening test/questionnaire must be submitted for each Pre k & kindergarten student prior to admission. If the test/questionnaire was completed in preschool, and the results were normal, it does not need to be repeated in kindergarten. However, a copy of the lead screening test/questionnaire results must be signed by the doctor/nurse and on file in school.

Important Note: State law requires proof of or a schedule for compliance for both the health examination & required immunizations to be submitted to the school by **October 15th** of the current school year. **Noncompliance will result in the student being excluded from school** until proof of or a schedule for both requirements can be presented. During the time of exclusion, the student will be recorded as truant.

STUDENT HEALTH

Students who have chickenpox, measles, mumps, pink eye, or other contagious conditions, will be excluded from school while the condition exists.

WHEN TO KEEP YOUR CHILD HOME

Additionally, students with fever, noticeable cold, or flu symptoms, should not be sent to school. Parents observing developing illness during the evening, may leave a message on the school answering machine regarding their child's absence or e-mail the school office at cusd316_eso@hotmail.com.

Due to space and supervision limitations, few students returning from illness can be accommodated indoors for recess. **Exceptions include a note from a physician** stating a date that outside activity can resume and instances of a return from a prolonged illness (chicken pox, pneumonia, etc.) or pre-approved by administration.

ILLNESS OR INJURY AT SCHOOL

The office will immediately notify parents/guardians if their student becomes ill or is injured at school. An Emergency Form with contact information is maintained in the office for every student. It is important that parents/guardians **maintain current emergency contact information with the school** so they may be reached should an emergency arise. Emergency forms are sent home with students on the first day of school and must be returned the next day to teachers.

STUDENT MEDICATION

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

HEAD LICE

Parents are requested to check the hair of their students regularly for head lice and treat as needed.

INSURANCE

Student insurance is available to all students at the time of registration through the Superintendent's Office. The school district does not automatically provide accident insurance for students; it must be purchased by the parent/guardian.

SCHOOL HOURS

The school day for students in grades K-6 is 8:15 a.m. to 3:15 p.m. Pre-K A.M. session is 8:15-10:45 and the P.M. session is 12:30-3:05. Students who walk to school should not arrive before 8:00 a.m. **Students eating breakfast should not arrive before 7:45 am.** Breakfast is served beginning at 7:50 am. Unless prior arrangements have been made with school personnel, students are to clear the school building within ten minutes past the closing of the school day (3:20 p.m.).

TARDINESS

Students that are not in their classroom by 8:20 a.m. will be recorded as tardy. Students who are tardy shall come to the School Office for a tardy slip before reporting to class. This must be done regardless of the amount of time tardy. Students who demonstrate a pattern of tardiness will be counseled and their parent's contacted to resolve the problem.

ATTENDANCE

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

1. When a student will be absent from school, their parent/guardian must contact the elementary school office by 9:00 a.m. on the day of absence in one of three ways:
 - a. Leave a message on the school answering machine at...256-4614
 - b. Talk to school personnel after 7:30 a.m. by calling... 256-4614
 - c. E-mail the school office at: cusd316_eso@hotmail.com
2. If parent contact was not made then a note is to be submitted to the office upon re-admittance to school. Absences will be recorded as unexcused until a note with an excusable reason is received.
3. If the parent or guardian has not provided prior notice or called, the student will

be assumed to be truant. To insure the student's safety, a representative of the school will attempt to contact the parent to inquire about the student's absence. This notification will be made by 10:20 a.m. Parents must provide at least one telephone number for notification.

Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

STUDENT RULES OF CONDUCT

Quality education can only occur in an orderly environment. Observance of the following rules will provide a safe and orderly school environment. Students who choose to ignore these rules will be assigned consequences to encourage future compliance.

Note: Due to the possibility that unforeseen circumstances may arise that present safety issues or may be disruptive to the school environment, the principal may establish certain written rules and regulations not inconsistent with those established by the Board of Education and the Superintendent of Schools.

A. General - Students are expected to be truthful, to use appropriate language, behave in a safe manner, respect school property, and show respect for the feelings, dignity, physical safety, possessions, and the rights of others. Evidence of plans or attempts to cause injury, will be considered a severe violation of school rules. Possession or use of weapons or controlled substances will be cause for involving the police.

A. Sexting - Sexting will be considered as pornography - the possession, distribution, and/or the attempt to obtain pornography is prohibited. Any student found in violation of this policy shall be subject to the board's disciplinary penalties for misconduct and/or possible legal action.

B. Aggressive Behavior-Bullying

BEHAVIOR	FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE	FOURTH OFFENSE
<p><u>Teasing</u> Name calling, insulting, or other behavior that would hurt others' feelings or make them feel bad about themselves</p> <p><u>Exclusion</u> Starting rumors, telling others not to be friends with someone or actions that would cause someone to be without friends</p>	<p>Student will notify parent</p> <p>Written restitution</p> <p>Written warning put in student file</p> <p>After school detention</p>	<p>Student will notify parent</p> <p>Written restitution</p> <p>Written warning put in student file</p> <p>ILC</p>	<p>Student will notify parent</p> <p>Written restitution</p> <p>Written warning put in student file</p> <p>ILC</p>	<p>Subsequent offenses will result in a mandatory meeting with the parents to develop an individualized plan for the remainder of the year.</p> <p>OSS</p>
<p><u>Aggression</u> Pushing, shoving, grabbing, kicking, etc.</p> <p><u>Harassment</u> Racial, ethnic, or sexual name calling or other severe harassment</p>	<p>Student will notify parent</p> <p>Written restitution</p> <p>Written warning put in student file</p> <p>Police can be notified</p> <p>ILC/OSS</p>	<p>Student will notify parent</p> <p>Written restitution</p> <p>Passing periods eliminated for one week</p> <p>Police can be notified</p> <p>ILC/OSS</p>	<p>Student will notify parent</p> <p>Written restitution</p> <p>Passing periods eliminated for one week</p> <p>Police can be notified</p> <p>ILC/OSS</p>	<p>Subsequent offenses will result in a mandatory meeting with the parents to develop an individualized plan for the remainder of the year.</p> <p>OSS</p>
<p><u>Violence</u> Punching, kicking, and similar behavior with the intent to cause injury</p>	<p>Student will notify parent</p> <p>Passing periods eliminated for one week</p> <p>Segregated lunch for one week</p> <p>Police will be notified</p> <p>OSS (3-5 days)</p>	<p>Student will notify parent</p> <p>Passing periods eliminated for two weeks</p> <p>Segregated lunch for two weeks</p> <p>Police will be notified</p> <p>OSS (5-10 days)</p>	<p>Student will notify parent</p> <p>Individual plan will be developed</p> <p>Police will be notified</p> <p>OSS (10 days)</p> <p>Possible expulsion</p>	

C. Bus Transportation

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

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

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity in not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.

16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

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

For questions regarding school transportation issues, contact the building principal.

D. Classroom Rules

Each teacher establishes and posts rules for general behavior in their classroom.

E. Playground Rules

1. Students will show respect for and follow the instructions of playground supervisors.
2. Students will promptly go outside for recess and remain outside unless given permission from a playground supervisor to be in the building.
3. Students shall remain in the designated play areas during recess.
4. When the wind chill is below 50 degrees F, coats must be worn while on the playground. Boots or a change of shoes are required to play in snow covered areas.
5. Students are not to eat food, consume beverages or chew gum on the playground.
6. Students are expected to use playground equipment in the manner it was designed for and intended to be used.
7. Students are expected to exhibit good sportsmanship in all play activities. Rough game play such as: tackle football, intentionally knocking others down during soccer, throwing elbows in basketball, etc., is not permitted.
8. Physical aggression such as: punching, pushing, grabbing, choking, wrestling, or using martial arts on school grounds is not permitted.
9. Making threats, name calling, using racial or ethnic slurs, and inappropriate gestures/language and/or contact are not acceptable.
10. Use of any object in an effort to injure others is prohibited on school grounds.
11. Throwing anything other than a school supplied ball in a game activity, is not permitted. Students are **not** allowed to bring toys or any play items onto the playground without previous permission from playground supervisors.
12. At the signal for the end of recess, students are to promptly stop play and line-up for

return to class.

ITEMS BROUGHT TO SCHOOL

No items are to be brought to school unless needed for the purposes of education. Students are NOT to bring the following items to school. This includes and is not limited to toys, living things, flammable/explosive items, sharp objects and projectile devices. In no case may animals be transported on a school bus. Also, floral or balloon deliveries to students are too distracting and are not permitted. However, edible treats and invitations are permitted, as long as they are for the whole class. In summary, no items other than lunch or book money, lunch box, book bag, school supplies, a change of shoes or baseball glove (with a name in permanent ink on it) should be brought to school unless their classroom teacher has requested and/or approved the item IN ADVANCE.

Cell phones and other Electronic Devices that are brought to school should be kept in the student's book bag or locker. Cell phones should remain off during school hours. Students who are caught with their cell phones during school hours will bring the phone to the office and will be allowed to pick it up at the conclusion of the school day. A second offence will result in the parent/guardian coming to school and retrieving the cell phone from the office.

E. Departure from School

For the safety of all children, school personnel need to be informed when students will be going home in a manner different than normal. Written or oral permission must be received from the student's parent or guardian for changes from the student's normal departure pattern.

1. Students who ride the bus will promptly board the bus after school and not leave the bus while the bus is in the loading zone.
2. Students, who walk home, will walk in the walker's line and follow the directives of the crossing guard.
3. Bikers will walk their bikes behind the walkers. Bikers may ride their bikes after crossing the street with the walkers.
4. All school pop and candy machines are off-limits to PreK-6 students before, during and after school.
5. Students will promptly leave school grounds after school and not return until after 4:00 p.m.

BICYCLES / SCOOTERS

Students who ride bicycles/scooters to and from school shall observe the rules of the road and exhibit courtesy to pedestrians. Bicycles/scooters must be walked on the school playground and parked in the provided racks. Scooters may not be taken to the classroom. Students who disregard the above rules shall have their bicycle/scooter privilege revoked. Warsaw Elementary School will not be responsible for lost or stolen bicycles/scooters.

DISCIPLINARY ACTIONS

The Illinois School Code provides schools jurisdiction over their students during the regular school day and while going to and from school on school transportation. Jurisdiction includes any school activity and related misconduct regardless of time and location. To achieve a safe and orderly environment, schools must set expectations for conduct (establish rules), teach appropriate conduct and teach that there are consequences for misbehavior to insure compliance to rules.

School employees who personally witness misbehavior or have reliable evidence of misconduct, will take action based on the nature of the infraction. If the behavioral incident (or pattern of behavior) is deserving of a referral to the office, parents will receive a written copy of the referral and disciplinary action in the mail. If the misbehavior deserves the immediate attention of parents, attempts will be made to reach parents by phone. Please note, all referrals made to the office result in the principal meeting with the student to review the incident. Office action regarding the referral will be based upon the reported information on the referral and any new information resulting from the meeting with the student and/or other witnesses. Consequently, when a behavioral referral is made from the office, it verifies that misconduct deserving parent attention has occurred.

The nature of the parent response to a behavioral referral from the office will influence what the child learns from the experience. Parents, who work with school personnel in a constructive spirit to resolve the problem, will model an appropriate way to solve problems and reinforce in their child that misbehavior is unacceptable.

Disciplinary actions include but are not limited to the following:

Loss of Recess Privileges or Playground Activity - This measure is in response to students who are behind in their work due to misuse of class time or commit less severe behavioral acts in the building or on the playground. School-day detentions may be assigned for one or more recess periods (missed detentions are doubled). Less serious infractions on the playground may result in the loss of participation in playground activity.

Assignment To Office Time-Out Room - Students whose behavior becomes too disruptive in class or elsewhere on school property, will be assigned time in the office time-out room. Additionally, written and/or oral apologies are required for inappropriate acts directed toward others.

After School Detentions - If a student is given a detention for misconduct, parents/guardians will be notified at least one day ahead of time. Students are expected to report for detentions at 3:15 p.m. and will serve 30 minutes. Missed detentions will result in the doubling of detentions. Parents/guardians are responsible for transportation arrangements when students are to serve detention.

Fines or Work Assignments - Students who damage, litter, deface or make school property unsafe due to rule violations, mischief, and/or negligence, may be fined or given a related cleaning assignment to improve their respect for school property.

Exclusion From Events Scheduled To Reward Good Conduct - Students who become disrespectful or disruptive at school, commit more serious violations of school rules or demonstrate a pattern of repeated violations, will be referred to the principal. *Three or more such referrals to the principal during the course of the school year will result in exclusion from events scheduled to reward good conduct.* A written copy of behavior referrals made to the principal will be mailed to parents. Also, out-of-school suspensions will automatically disqualify a student from participation in such activities.

Suspension and Expulsion - Students, who are repeatedly referred to the office for unacceptable behavior or are referred for a severe violation(s) of school rules, will be subject to suspension. Suspension will be immediate and may be an in-school suspension, or out of school suspension. Suspensions may be for a period of up to 10 days per suspension. Parents/guardians will be notified (as soon as possible) regarding the circumstances and disciplinary action. If continued suspensions occur, the building principal will refer the student to the district administrator for possible expulsion proceedings. The district administrator will decide if the student, along with his/her parent/guardian should appear before the Board of Education for possible expulsion proceedings. The Board of Education will make the final decision concerning expulsion. In exceptional cases, the administration may request the Board to consider expulsion for a first offense. Expulsion from school is an extreme action that may be taken when all efforts to counsel with the student and the parents have failed to bring acceptable behavior, and when very serious incidents occur that require immediate action.

SEARCH AND SEIZURE

If there is reasonable suspicion that the safety of students or school personnel is at risk, school personnel may initiate a search. Illinois Statute (105 ILCS 5/10-22.6) permits searches of “lockers, desks, parking lots and other school property owned or controlled by the school as well as personal effects left in those places and areas without notice or the consent of the student.” In addition to safety, if items of importance or value are missing and there is a reasonable chance they have not left a defined area, that area and persons in that area may be searched. If a search of an elementary student becomes necessary, students may be asked to turn their pockets inside-out, roll-up long sleeves or trouser cuffs, and/or remove their shoes. Although, pat-down searches are permissible, they would only be done if safety was an immediate concern. In that event, two adults of the same gender as the student would perform that search. Parents will be immediately contacted if a dangerous or missing item is found on or in the possession of their child. Also, parent presence will be required if there is good reason to believe that an item of importance or value may be concealed in such a manner as not to be revealed by the above search procedures.

PROBLEM RESOLUTION

The school recognizes that problems and concerns sometimes arise. Individuals closest to the situation are in the best position to provide background information and often, are able to resolve the issue. Consequently, it is important that parents/guardians first contact those closest to the situation.

The proper sequence of communication is as follows:

1. Contact the appropriate teacher, aide, and bus driver or staff member.
2. If the problem is not resolved at step one, the parent contacts the principal.

3. If the problem is not settled at step two, the parent contacts the superintendent.
4. Following the superintendent, the final appeal is to the school board.

ADULT CONDUCT TOWARDS SCHOOL PERSONNEL

Adults who, direct derogatory personal remarks, use profanity, and/or make threats toward school personnel, will be subject to a review of their conduct by the school administration with possible referral to the school board. The school board has the authority to ban individuals from school grounds for such behavior. Threats of violence will be cause for immediate contact with the police. In the interest of a safe school environment, the school district has **zero tolerance** for threats of violence from students and parents alike

STUDENT DRESS

Students are expected to dress and groom themselves in a manner that will not be a distraction in school or represent a risk to their or other students' health. Students wearing clothing that bears inappropriate messages/images or is distracting in terms of exposure or intentional uniqueness, will be refused attendance until appropriate clothing is worn.

Inappropriate messages/images include:

Profanity, Alcohol, Tobacco, Illegal Drugs, Weapons, Violent Acts, and Sexually Suggestive Material.

Distracting clothing includes:

- a. Clothing that provides skin exposure to or near private areas, or through which under garments become readily visible. Examples include: midriffs, halters, low-cut tops, sleeveless tops with large side cutouts, short shorts, and see through clothing.
- b. Clothing that could be disruptive in school or represents a danger in a school setting includes but is not limited to: hats, sunglasses, coats, roller skate shoes and/or accessories that could conceal weapons.

Due to space and supervision limitations, few students can be supervised indoors during outdoor recess periods. **Recess will be outside when it is not raining and the wind chill is above 20 degrees Fahrenheit.** Consequently, students must come to school appropriately dressed for the prevailing and forecasted weather conditions. Parents are asked to monitor their student's dress to insure that weather appropriate clothing is worn to school. Also, due to concerns over the transmission of disease, the school can not loan clothing to students for use at school.

PHYSICAL EDUCATION

Students in grades K-6 will be required to wear tennis shoes for physical education classes. Tennis shoes must be available at school if other shoes are worn to school on P.E. days. It is recommended that girls wear pants or shorts to P.E. class

SCHOOL CANCELLATION

If adverse weather conditions develop that affect student safety, school will be canceled or dismissed early. Announcements of closings will generally occur before 7 a.m. and early dismissals will be announced just as early as is possible. Parents should monitor the following stations during adverse weather: Radio Station KOKX (1310 AM) Keokuk; WCAZ (90 AM, 92-10FM) Carthage; WTAD (930 AM, 99-10FM) Quincy; or WGEM Channel 10 TV. When school is canceled due to inclement weather, all extracurricular activities are also canceled. Parents should advise their children of what they are to do in case school is dismissed early.

COMPUTERS AND THE INTERNET

Computers are being used in the elementary school to help supplement instruction, to provide access to the Internet's resources, and to develop computer skills that will be necessary in tomorrow's world.

Elementary students have access to one computer lab with 27 Internet ready computers and up to two computers in each classroom. These computers are all connected to a central file server providing each student a connection to all school district libraries, installed software programs and the Internet. Through supervision and the installation of screening software, access to controversial material is restricted. It must be recognized however, as new filtering software programs are developed, some computer "hackers" find ways to defeat the software. Consequently, the possibility exists that some unwanted material may appear on a student's screen. **Parents and students will need to sign an authorization form** which releases the district from claims and damages arising from the use of the Internet. The form also stipulates that, if students commit any violation (intentionally enter addresses seeking undesirable sites) computer privileges may be revoked.

CLASSROOM TREATS

Due to health concerns we ask that all treats brought to school for distribution to the other students be store bought.

TEXTBOOKS

One textbook per subject is given to each student on the first day of classes. Loss and unreasonable wear or damage is chargeable to the student. No new text will be issued until the lost text is paid for. Payment for loss/damage must be made at the end of the school year. **No report card will be issued until payment is made.**

BREAKFAST/LUNCH PROGRAM

Students bring cold lunches or purchase breakfast/lunch at school on a daily, weekly or monthly basis. Students eating cold lunch may purchase milk for 30 cents each. Anyone wanting milk with cold lunch or extra milk with hot lunch must pay 30 cents (even

students on free/reduced). Students who forget their meal or money may charge a breakfast or hot lunch. Charges in excess of 5 school days will not be permitted. Please keep a positive balance in your student's account. Negative balance reports will be sent home with your student every day. If your student exceeds the 5-day charge limit, you will receive a letter by mail informing you to provide cold meals. Students will not be allowed to eat until the balance is paid in full. Also, please inform the office if your student is not allowed to eat breakfast at school. If your student has more than \$20 left in their account at the end of the school year you will receive a reimbursement from the Superintendent's Office. If they have under \$20 left it will be rolled over to the next school year.

If circumstances warrant, free or reduced meals may be obtained by filling out the necessary forms provided by the Superintendent's Office. Meal prices are published by the Superintendent's Office and fees for monthly purchases are published in the parent newsletter.

Due to health considerations, students may not give away/accept food from other students.

TELEPHONE

Students must request permission to use the office phone and may use it for the following purposes only: to obtain needed clothing, food, medication, or items requested by school personnel. Also, following examination by school personnel of reported illness or injury, students may be given the opportunity to explain the problem further to their parents/guardians.

The school office maintains an answering machine for parent convenience. This service enables parents to call the school during non-school hours to report student absence or other pertinent information. The machine is on 24 hours a day and will pickup on the fourth ring. The machine will record messages up to one minute in length and pauses of greater than 8 seconds will terminate the call.

FIELD TRIPS

Before students are allowed to go on field trips, written parent permission is required. Students who fail to return permission slips will be left at school. If your child has strong allergic reactions to bee stings or other special medical needs, kindly remind his/her teacher of that on the permission slip to insure that the appropriate precautions are taken or needed medication is taken along.

HOMEWORK

High expectations lead to improved student achievement and self-image. Well-planned assignments that require time outside the classroom can broaden knowledge, establish good work habits and promote a sense of responsibility. In general, homework increases gradually as students advance through the grades and normally averages about 30-60 minutes per night by sixth grade. Additionally, home assignments enable parents to see what the student is doing in school and provides opportunities for parents to demonstrate their interest in their child's progress.

STANDARDIZED TESTING

The Partnership for the Assessment of Readiness for College and Careers (PARCC) is the state assessment and accountability measure for Illinois students enrolled in a public school district. PARCC assesses the new Illinois Learning Standards incorporating the Common Core and will be administered to students in English Language Arts and Mathematics.

PARCC assessments in English Language Arts and Mathematics will be administered to all students in grades 3-6 according to their current grade level.

For more information, please visit www.parcconline.org

REPORT CARDS

Report cards are sent home following the end of each quarter. Also, in the middle of each quarter, mid-term reports are mailed home to parents. Individual reports are issued on an “as needed” basis to parents of students who are not performing near their ability level.

PARENT CONFERENCES

Parent-teacher conferences are scheduled at the end of the first and third quarters. Also, when teachers determine that particular children are having difficulty at school, the parents will be contacted and a conference scheduled if necessary. Parents may also initiate the request for a conference with their students’ teacher(s).

TITLE I

Title I is a federally funded program designed to assist students in the area of reading and language art. Students who receive our services are usually a year or less behind their actual grade level in reading. Students enter the program in the early grades based on teacher recommendation. Older students enter based on both teacher recommendation and the STAR reading assessment. If a parent would like their child to receive services, they should discuss this with the child’s teacher. Students are placed on monitor, where we no longer provide services but we monitor their success in the classroom, once they reach their grade level in reading. In the program, we provide reading activities to small groups of students to boost their skills and self-confidence. We work with the student’s daily for one half an hour. While they are out of the classroom, they are not missing any core subject material. In order for your child to receive Title I services, parents must sign a compact when it is sent home with your child. If you ever have questions about anything sent home for Title I, please contact Mrs. Thill at school.

GRADING

Grades K-1

Kindergarten academic progress will be reported as follows:

(+) Mastery () Inconsistent Mastery (-) Not Mastered

Academic progress in first grade will be reported as follows:

(S+) Very Good (S) Satisfactory (N) Needs Strengthening (U) Unsatisfactory

Progress toward the achievement of specific grade level skills will also be identified so parents are well informed about their child's strengths and needs.

Grades 2-3

Beginning in grades 2-3, letter grades will be used to report progress in language arts, mathematics and spelling. Progress in science and social studies will use the K-1 symbols. Letter grades for all core subject areas occurs in grades 4-6.

Grades 4-6

<u>Percentage Score</u>	<u>Grade</u>	<u>Letter Grades</u> will be determined on a percentage basis as shown here. Quarterly grades are a combination of a daily work grade and performance on assessments (tests, quiz's, and projects). The weight assigned to assessments is uniform within each grade level. Students and parents will be informed of grade level weighing of assessments at the beginning of school.
100 - 98	A+	
97 - 92	A	
91 - 90	A-	
89 - 88	B+	
87 - 82	B	
81 - 80	B-	
79 - 78	C+	
77 - 72	C	<u>Late Work</u> - Work is considered late if not handed in when requested by the teacher. Work handed in after the requested time will receive no higher grade than a C. Zero will be recorded for work that is more than two days late or that has been graded and returned to the rest of the class.
71 - 70	C-	
69 - 68	D+	
67 - 62	D	
61 - 60	D-	
59 - 0	F	

Make-Up Policy - At least one day of make-up time will be given for each excused day of absence and work will receive full credit.

Note:

Work turned in on time during an in-school suspension will be granted full credit. However, work missed due to an out-of-school suspension or truancy will be recorded as zero.

ACADEMIC ALL-STARS

To become an Academic All-Star each quarter, a student must have achieved an average grade of B after grade values for core subjects. Students who achieve this status, will quarterly have their names posted at school, and have them listed in the parent newsletter. To qualify students must achieve 32 + points/quarter.

Core Subject Area Grades & Grade Value Points:

<u>A+</u>	<u>A</u>	<u>A-</u>	<u>B+</u>	<u>B</u>	<u>B-</u>	<u>C+</u>	<u>C</u>	<u>C-</u>	<u>D+</u>	<u>D</u>	<u>D-</u>	<u>F</u>
12	11	10	9	8	7	6	5	4	3	2	1	0

Academic All-Star Computation:

Total the points from the four core subject areas. For example:

	Letter Grade	Grade Value
Language Arts	B	8
Social Studies	B	8
Science	B	8
Math	B	<u>8</u>
		32

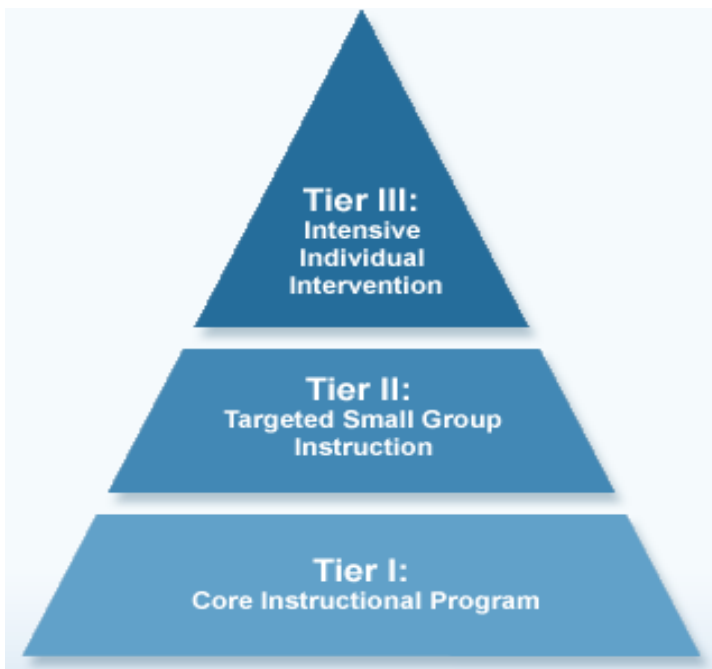
Total 32 = Academic All Star List

PLACEMENT

Response to Intervention (RTI) Notice

In order to provide the most effective education for all children, Warsaw Elementary School utilizes a three-tier approach with varying levels of support beyond that used as the core curriculum. The process is called Response to Intervention (RTI) and is a school wide, three-tiered model for identifying and providing high quality instruction and early intervention to all students who fall behind their grade level peers.

The following diagram provides a description of what takes place at each tier.



B. Grading and Promotion

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

STUDENT RECORDS

Progress and behavioral records are maintained for each student. Parents of students may inspect these records by making an appointment with the principal during regular school hours. Copies of records will be provided at a cost of 10 cents per page.

USE OF SCHOOL FACILITIES

All outside school groups wishing to use the buildings should direct their inquiries to the Superintendent for permission. Liability insurance, availability of faculty and custodial help will determine the charges to be considered. The scheduling of the multi-purpose room/gym must be done through the Elementary Principal.

LOST AND FOUND

The school is not responsible for lost valuables carried by students. If items are lost, the office "Lost and Found" box should be periodically checked.

SCHOOL OBLIGATIONS

Student financial obligations must be met before fourth quarter report cards are issued.

WITHDRAWAL PROCEDURES

Parents or guardians should notify the school as soon as it becomes apparent that the student will be leaving the district. On the last day of enrollment the parent should come to the office to:

- A. Return school texts
- B. Pay any outstanding money due
- C. Go to the Superintendents' office to obtain a book rental refund according to the following schedule -
 - withdrawal during 1st quarter = $\frac{3}{4}$ refund
 - withdrawal during 2nd quarter = $\frac{1}{2}$ refund
 - withdrawal during 3rd quarter = $\frac{1}{4}$ refund

PESTICIDES

Warsaw Elementary School establishes a schedule for pesticide application to maintain a pest free school environment. Upon prior written request from the parent/guardian, written notification at least two business days in advance shall be provided before any pesticide is applied either inside or outside the school building/grounds to persons requesting to be placed on the pesticide application notification registry.

INTERNET THREATS

Anyone making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school, will be subject to disciplinary action.

24

25

26

27

28

29

30

31