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Faculty

Gail Batteau.....Nurse
 Kenneth Benjamin.....Special Education
 Kelly Compton.....6th/Math
 Pam Dent.....1st Grade
 Sydney Dugger.....K-8 Computers
 Lori Frank5thGrade
 Michelle Frisch.....Pre-K
 Hannah Fullerton.....Kindergarten
 Lisa Gilchrist.....4th Grade
 Delisa HaleArt
 Kristina Hale.....Speech
 Dawn Hamson.....Special Education
 Kari Lappin.....5th Grade
 Carrie Mayville.....2nd Grade
 John McGhee.....Music/Band
 Michelle McGovern.....6th/Science
 B. Michelle Miller.....3rd Grade
 Michelle D. Miller.....Kindergarten
 Hannah SavitzkySpecial Education
 Carolyn Phillips.....7th/Social Studies
 Dr. Melanie Brink.....Superintendent
 Kasey Shurtz2nd Grade
 Trisha Stanford.....Counselor
 Colene Stanley.....Title I /6th ELA
 Misty Johannes.....Principal
 Nicole Wisniewski.....8th/ELA

Support Staff

Hailee Allen.....Paraprofessional
 Virginia Allen.....Cafeteria
 Darrell Cockrum.....Maintenance
 Kathy Crocker.....Head Cook
 Valerie Curless.....Custodian
 Randi Davis.....Paraprofessional
 Terry Dees.....Custodian
 John Dressler.....Custodian
 Pam Kash.....Administrative Assistant
 Sharon Knox.....Paraprofessional
 Rachel Lewis.....Library/Paraprofessional
 Michele Patterson.....Paraprofessional
 Wendy Peterson.....Paraprofessional
 Shirley Trader.....Cafeteria
 Susan Williams.....Paraprofessional

**Waltonville Grade School
Handbook
2019-2020**

INTRODUCTION

The purpose of this handbook is for parents and students to better understand the privileges, opportunities, and responsibilities offered to students in our school. It is important to know what to expect from your school and what your school expects from you.

We encourage parents to become involved with the education of their children. Parents can call or visit the school and attend the meetings of the Board of Education. Parents are required to go over this handbook with their children to help eliminate any misunderstandings. Waltonville Grade School does not discriminate on the basis of color, race, nationality, sex, religion, or religious affiliation. The statements in this handbook are only a summary of Board policies and the handbook may be changed during the year without notice.

MISSION STATEMENT

Waltonville Grade School will prepare its students to live harmoniously, cooperatively, and productively in a global community. In establishing a supportive and nurturing environment, positive learning opportunities will be created and facilitated to enable each child to reach his/her highest potential. The Waltonville Unit 1 School District believes that all students should be encouraged and aided to complete their formal education and that no student has the right to hinder or prevent other members of the school district from getting the maximum out of the educational program. To this end, the district has established the rules, procedures, and practices outlined in this handbook.

DISCLAIMER

This handbook is not intended to create a contractual relationship with the student or his/her parents/guardians. It is intended to describe the school's current practices, procedures, rules, and regulations. It is not possible to identify every action that might result in student consequences. This policy is a guideline, and administrators have the authority to make decisions outside of what is written.

EQUITY

It is the policy of Waltonville CUSD #1 that the educational and extracurricular programs, activities, services and benefits will be provided to students without discrimination on the basis of sex, race, religion, color, national origin, economic status, or disability and that no student shall, on the basis of sex, race, religion, color, national origin, economic status, or disability be limited in the exercise of any right, privilege, advantage, or opportunity. Waltonville CUSD #1 does not discriminate on the basis of actual or potential marital or parental status. All complaints or inquiries concerning discrimination should be directed to the Superintendent. Any appeal of a decision may be filed with the Board of Education addressed to the school at 804 West Knob, Waltonville, IL 62894. An appeal must be filed within fourteen days of receipt of the original decision.

STUDENT RESPONSIBILITY

A child attends school so that he/she may develop his/her own individual capacities to the fullest and become the best person that it is possible for him/her to become. To do this a pupil must:

1. Accept responsibility for his or her actions.
2. Approach studies with seriousness of purpose and a realization that learning is work.
3. Develop good study habits and make a sincere effort to do his/her best.
4. Be well prepared for classes each day, both physically and mentally.
5. Develop basic attitudes of consideration and thoughtfulness for the rights, welfare, and the happiness of others.
6. Attend school regularly.
7. Dress appropriately and practice habits of personal cleanliness.
8. Understand and comply with rules and regulations of the school.
9. Act in a manner that will reflect credit on him/her, his/her parents, and the school.
10. Respect the authority of teachers and other members of the school staff.

PARENTAL RESPONSIBILITY

Good conduct in school originates in the home. It is the obligation of parents, by teaching and example, to develop their child's attitudes of respect for the school, for the teachers, and for other children. To help the child develop good behavior habits, parents should:

1. Instill in the child respect for authority, respect for the rights of adults and of other children, and respect for private and public property.
2. Teach the child to obey the teacher and other persons in authority.
3. Support the actions of the teacher or principal in talking with the child about a problem. Confer privately with the teacher or principal if the action taken is not understood, or if there is a question regarding its appropriateness.
4. Confer personally with a teacher or principal when requested.
5. Insist that your child be prompt and regular in school attendance.
6. Talk with your child about school activities. Take an active interest in your child's progress at school and in his/her report card.
7. Safeguard the physical and mental health of your child.
8. Arrange for a time and place for your child to do homework assignments and supervise him/her in completing them.
9. Encourage your child to participate in wholesome activities in school and in the community.
10. Make sure your child understands and complies with the rules of the school concerning pupil conduct.
11. Check into the office when first entering the building.

****If a problem or concern occurs during your child's education, the following steps should be taken:**

12. **Make an appointment to talk with the school employee(s) involved to attempt to gain an understanding or clarification of the particular situation.**
13. **If a satisfactory answer or solution has not been reached with the school employee you should talk with the school principal, and then the superintendent.**
14. **If a satisfactory answer or solution has not been reached with the principal and superintendent then the parent should address their concern to the Board of Education**

ALCOHOL AND DRUGS

No person shall use, distribute, purchase, sell or possess any illegal drug, alcohol, narcotic, cannabis, drug paraphernalia, look-alike drugs, tobacco materials, or any other illegal drug **on school premises or at any school related activity: i.e., ball game, school trip, dance, etc.** If a student appears to be under the influence of an illegal drug or alcohol, law enforcement officials may be called to check for consumption.

No person shall use school property to store or conceal any illegal drug, drug paraphernalia, narcotic, alcohol, or cannabis. Upon recovery of such contraband, the assigned person to that item, locker, etc. will be accountable for the contraband until proven innocent through means of a criminal investigation or polygraph requested by the school principal or superintendent.

Any person in violation of the above acts will face consequences that may include, but not limited to: detention, alternative placement, after-school detention, suspension, or expulsion. The possession, sale or use of alcohol, drugs, or any other controlled substance on the school campus or buses is strictly forbidden. Violation of this rule may cause immediate suspension of the student involved and will be reported to appropriate law enforcement agencies.

ABSENCES

A student with an excused absence has the privilege of making up the work missed. The **student** must go to his/her teacher and ask for the work missed. Students and parents must realize that lessons taught during these absences will be missed and the learning of this new material will become the responsibility of the students. Students with an unexcused absence may assume that their grades will fall, as they will not be given credit for the work missed.

When a student is absent, they must make up missed work. One day is allowed for each day missed. (For example, if Monday and Tuesday are missed, work is expected to be turned in on Friday). If make-up work is not completed in the allowed time frame, the student(s) will receive a zero. If there are circumstances that require an extended absence, please contact the teacher about a reasonable time frame for returned work.

ANTICIPATED ABSENCES

Anticipated absences are absences that are deemed necessary by the family, but are **not excused** by the school. Students and parents will plan these in advance with a written note to the school. Each teacher concerned should be informed of these absences. Make-up work, including tests and quizzes, should be completed in advance if at all possible. If the above procedure is not followed, the absence will be considered unexcused and work not completed and **turned in on the day they return** will receive a zero. Family vacations **must have prior approval from the Waltonville Board of Education**. Consecutive days in excess of five will be unexcused unless prior approval is granted by the Board of Education for special circumstances.

ASBESTOS NOTICE

In accordance with state and federal laws, Waltonville Unit #1 has been inspected to determine the location and condition of asbestos-containing materials and has developed an asbestos management plan to remove, repair, or maintain asbestos-containing materials as needed to protect the health of students and staff members. A copy of the district's plan is available for inspection.

ATTENDANCE

The requirements for school attendance are mandated as a part of the state law. When teachers take attendance, they are monitoring the safe arrival of your children. The following policy has been established:

1. Upon arrival at school all students are required to be seated in the gym with their class or under the direct supervision of a staff member. **If arriving after 8:15 a.m. students will go directly to the office for a tardy slip.**
2. **Parents should notify the school office before 9:00 a.m. if a student is absent and the reason for the absence. Every absence is considered unexcused until notification is received from parents/guardians.**
3. School personnel will attempt to contact parents if students are absent and the office has not been notified.
4. A parents/guardians phone call or note will not automatically result in an excused absence.
5. After 10 absences during the school year, excused or unexcused, a doctor's slip will be required for each absence thereafter for it to be an excused absence.
6. Students must have a verification slip from a medical office in order for the absence not to count against the ten-day absence policy stated in number 5.
7. Students who miss 5% or more of the school year will be reported to the truant officer and may be considered for retention.
8. Board approved absences such as vacation days will not count against the ten-day absence policy stated in number 5.

The following reasons are examples of excused absences:

1. **Personal illness**
2. **Death in family**
3. **Medical or dental appointment (Please send a copy of Physician's slip to school after appointment.)**
4. **Court appointed appearance**

Every day is vitally important in the educational development of the student. Students will receive zero for daily assignments missed during an UNEXCUSED ABSENCE. Tests, projects or other long-term assignments missed during unexcused absences will be due on the day that the student returns.

AUTOMATED EXTERNAL DEFIBRILLATOR

The Illinois State Law requires school districts to have a policy on medical emergencies, and to have an Automated External Defibrillator (AED) and a trained AED user in each physical fitness facility during school-sponsored physical fitness activities. The AED and medical emergency plan will be located in the Grade School teacher's workroom, the High School teachers' workroom, and the outdoor Concession Stand during baseball and softball seasons.

BICYCLES

The school makes no effort to restrict those who ride bikes to school. Students will park their bikes in the racks provided for them. Bikes are not to be ridden during the school day.

BOOK FEES

Fees are charged for book rental.

BULLYING OR AGGRESSIVE BEHAVIOR

Disciplinary action will be taken against any student who uses any form of bullying or aggressive behavior that does physical or psychological harm to another. Disciplinary action will also be taken against a student who encourages other students to engage in aggressive or bullying behavior.

Aggressive behavior (bullying) is defined as any repeated psychological abuse (verbal or non-verbal) or physical abuse intended to cause harm to another without provocation. Prohibited aggressive behaviors include but are not limited to: hitting, pushing, slapping, kicking, or other acts of violence, throwing of objects at others, insulting, taunting, teasing, humiliating behavior intended to hurt someone's feelings, spreading rumors or gossip to hurt someone's feelings, threatening, intimidating, isolation, alienation or exclusionary behavior, harassment, unwanted or inappropriate touching, and any behavior that makes a student afraid or uncomfortable.

Specific discipline measures and efforts to identify, intervene and prohibit aggressive behavior will include reporting and documenting of aggressive behavior by all staff. A conference with all involved parties and notification of the aggressive behavior will be reported to parents/guardians. Notification to law enforcement officials will also occur if it is deemed necessary. Additional measures may involve counseling referrals, loss or suspension of privileges, detentions, suspensions and even possible expulsion.

BUS CAMERAS

School buses equipped with an automatic traffic law enforcement system will have signs posted that the bus is being monitored.

BUS DISCIPLINE

The school bus is considered an extension of the school. School bus riders, while in transit, are under the jurisdiction of the school bus driver. Whereas the classroom teacher is the primary agent of discipline in the classroom, the bus driver is the primary agent of discipline on the bus. The rules of conduct, which apply in the building, also apply on the bus and at bus stops. In addition students are required to abide by the rules established by the bus driver to further clarify proper bus behavior. These rules will be presented to bus riders at the start of the school year. These bus rules and guidelines are in effect in an attempt to ensure the safety of all riders. Bus drivers have the authority to enforce all school and bus rules. Students who are guilty of bus misconduct can expect their parents to be notified of the problem and of any corrective measures taken by the driver and/or administrator. Continued misconduct may result in suspension of bus service privileges for up to ten school days.

A student who desires to ride a bus other than his/her normal one, or who wishes to get off the bus at a different location than is normal for him/her, must present a written note signed by the parent and by the administrator.

Students are not to leave school property once they arrive on school property. Bus rules are made available and clear to the students and the students are expected to adhere to the rules and to show proper respect to the driver.

BUS RULES AND SAFETY

Bus safety rules and procedures are regulated by state law.

It is recommended that all bus riders, parents of riders, and teachers become familiar with the following guidelines governing school bus riders. Each student riding a bus will receive a copy of these guidelines during the first week of school or upon their registration if they enroll in school after the first week. All students and their parents must understand that the bus driver is the primary agent of discipline on the bus. Their instructions are to be followed while the student is on the bus or at a bus stop.

1. Be on time at the designated school bus stop.
2. Stay well off the roadway at all times while awaiting the arrival of the bus. No fighting or running after another student while waiting.
3. Be careful in approaching the place where the bus will stop. Do not move toward the bus until the bus has been brought to a complete stop.
4. Remain in the bus in the event of a road emergency until instructions are given by the driver.
5. Stay in your seat at all times. Do not stand up or kneel in your seat while the bus is in motion.
6. Be alert to a danger signal from the driver. He/she is in complete command of the bus.
7. Keep your hands and arms inside the bus at all times after entering or leaving the bus. Never throw

things out the windows of the bus.

8. No loud talking, laughing, or unnecessary noise while on the bus. No profanity is allowed on the bus.

9. Do not ask the driver to stop at places other than the regular bus stop. The driver is not permitted to do this without proper authorization from a school official.

10. You must have a signed note by parents and administrator to get off of the bus any place other than your designated stop.

11. Be courteous to fellow students and especially to the bus driver.

12. Keep books, packages, band instruments, athletic equipment, project materials and all other objects out of the aisles.

13. No eating or drinking is allowed on the bus. No gum, candy, or soda.

14. Obey the bus driver. The driver is the primary agent of discipline on the bus.

15. No electronic devices, CD players, etc. unless special permission is given.

16. No toys, including but not limited to, basketballs, footballs, etc.

17. No animals of any kind.

18. Students in grades PreK-3 must have someone visible at their drop off location before being let off the bus. If permission is given for an older sibling to accompany a PreK-3 student off the bus, a signed permission slip must be on file in the office.

CAFETERIA

Meals are served daily to students in the grade school cafeteria. They consist of a combination of hot and cold foods prepared to meet ½ the minimum daily requirements for good health, as established by the U.S. Department of Agriculture under the National School Lunch Act.

Students are required to eat the school lunch or bring a lunch. All food and drinks are restricted to the cafeteria. Students are not allowed to bring soft drinks to school. If possible, students should pay for lunch on a weekly basis. Students who cannot afford to purchase lunches may be eligible for free/reduced priced lunches. Information concerning eligibility for the free and reduced lunch program is available in the office. Students may purchase extra milk for .25 cents per carton and should be paid for at lunchtime. **Student accounts accumulating to \$50 or more will not be served the calendared school meal.** All lunch bills must be paid by the end of the school year or legal action may be taken.

Basic lunchroom manners are to be observed and lunchroom privileges may be denied those who do not observe them. Cafeteria personnel have the authority to uphold and enforce all school and cafeteria rules. Every attempt will be made to single out individual students who disobey cafeteria rules. The cafeteria time should involve an atmosphere in which each student has the opportunity to quietly enjoy his/her lunch. Recess and P.E. periods are the times for the students to use up their excess energy and noise.

CAFETERIA BEHAVIOR

Waltonville Grade School expects that all of its students will conduct themselves properly, practice good table manners, and abide by the following rules:

1. Be seated and remain seated at your table until dismissed by the person in charge.

2. Leave the cafeteria during lunch period only with the permission of the person in charge.

3. Special note is made of the rule that students are not to throw any object - no matter how small, for however short a distance.

4. Do not take items of any kind from the cafeteria, for example - straws, crackers, etc.

5. Leave the table clean and suitable for luncheon use by other students.

6. No soda, carbonated drinks, or glass containers are allowed in the cafeteria.

CELLULAR PHONES AND ELECTRONIC DEVICES

No cell phones, no exceptions for kindergarten through 4th grade. 5th- 8th grade students may have cell phones. Phones should be kept off and in backpacks or in the office until after school hours. Student possession of electronic devices such as, but not limited to; IPOD, E-readers, personal computers or laser pointers is prohibited. Violations of this policy will most likely result in the following consequences, keeping in mind the severity or abrasiveness of the incident.

1st offense – Check, and verbal warning and confiscation of the phone or electronic device. Student will pick up the device at the end of the day.

2nd offense – Detention and confiscation of phone or electronic device. Parent/guardian must pick up the device.

3rd offense – Detention and confiscation of phone or electronic device. Parent/guardian must pick up the device. Student will not be allowed to have or use any phone or device at school.

Repeated offenses – In-school-suspension and confiscation of phone. Parent/guardian must pick up the device.

CHEATING

Cheating, including plagiarism, is a serious offense and is considered a gross act of misconduct (p. 14). Cheating will not be tolerated as it is an act of dishonesty to unfairly gain an advantage. If cheating is discovered, the student's work may be confiscated. A zero will automatically be recorded and parents may be notified. An in-school or out of school suspension will be assigned.

CLASSROOM RULES

Each classroom teacher creates his/her own set of classroom rules appropriate for their specific classroom needs. Students are not to be in any classroom before school or at noon without supervision. Students are not allowed in any classroom that is not supervised by school personnel.

CLOSING OF SCHOOL

Cancellation of school takes place during extraordinary circumstances such as extreme weather, equipment failure, or public crisis. The school is aware of the hardship that can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

Every practical means is used to notify parents of an impending cancellation, including radio and TV. **The following radio and TV stations will carry school closing information: WMIX AM 940 and FM 94.1, WSIL TV channel 3, and School Messenger.**

COMMUNICATIONS

Parents should insist that their child bring home all correspondence and communications from school personnel. Please check with your child on a daily basis.

COMPUTERS

The use of computers, network computers or computers accessing Internet is a privilege, not a right and inappropriate use may result in cancellation of those privileges. The district and/or Building Administrator will deem what is inappropriate use and their decision is final. Every student and parent must sign a Computer/Internet policy before using school computers. A copy of the Computer/Internet policy is available upon request in the office.

CONDUCT ON SCHOOL PROPERTY

The District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. Violation of this policy may result in, but not limited to, disbarment from school property or a school event.

CORPORAL PUNISHMENT

Corporal punishment shall not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

CPR/AED Training

In August 2013, Public Act 098-0305 took effect. This Act requires districts to make available an online video for students and parents to view covering hands-on only cardiopulmonary resuscitation (CPR) and automated external defibrillators (AED). This video may be viewed at <http://www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx>. Parents and students are strongly encouraged to view the video.

CURRICULUM

The district provides instruction in the following areas: Language Arts; Mathematics; Science; Social Studies; Computer Science; Physical Education; Music; and Art. The curriculum will be aligned with the Illinois State Learning Standards and the National Common Core Standards.

Students may be exempt from PE because of injury or physical limitation. A doctor's note stating the condition and length of time expected for recovery must be provided to the school. **Parents will receive at least five (5) days advanced notice before the school offers any course in recognizing and avoiding sexual abuse.**

DELEGATION OF AUTHORITY

Each teacher and any other school personnel, when students are under his or her charge, is authorized to impose any disciplinary measure, other than suspension, expulsion, corporal punishment or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certificated educational employees, and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, or for the purpose of self-defense or defense of property. Teachers may remove students from a classroom for disruptive behavior.

The administration is authorized to impose the same disciplinary measures as teachers and may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus, up to 10 consecutive school days, provided the appropriate procedures are followed.

DISCIPLINE & SUSPENSION

SPARTAN BEHAVIOR EXPECTATIONS AND CONSEQUENCES (Also refer to **Disrespectfulness pg. 11, Gross Acts of Misconduct pg. 14, and Student Conduct pg. 22**)

A. Be prompt and prepared.

1. Attend school regularly and arrive on time.
2. Arrive with needed materials and completed assignments.

B. Respect authority.

1. Listen and follow directions of authority in a timely manner.
2. Accept responsibility for your own behavior.
3. Display an appreciation for the job(s) and efforts of the school's stakeholders.

C. Respect the rights of others.

1. Keep hands, feet, and objects to yourself.
2. Use appropriate voice and language.
3. Listen to speaker.
4. Respect the opinion of others.
5. Refrain from harassment.

D. Respect property.

1. Respect your own property, the property of others, and the property of the school.

E. Display a concern for safety

1. Play and behave in a safe and orderly fashion in all areas of the school and extended school activities.
2. Refrain from intimidation, harassment, incitement of others, threats, verbal and physical assault/violence, and possession of a weapon(s).
3. In addition to following school rules, it is also vital to adhere to the laws of the land.

F. Display a concern for learning.

1. Remain on task.
2. Allow others to remain on task.

G. Display appropriate social skills.

1. Cope with: disagreement, teasing, failure, etc.
2. Display courtesy and tact.
3. Interact with others appropriately, including refraining from bullying and bullying behaviors.
4. Use appropriate gestures and language.

H. Display appropriate character.

1. Display positive character, including being honest and fair.
2. Display productive character, including preventing conflict and practicing conflict resolution.

Consequences for not following expectations may result in, but not limited to the following:

- **Verbal warning**
- **Loss of Privileges**
- **Parent Notification**
- **Written Notice to the Office**
- **Lunch Detention**
- **After School Detention**
- **Extra Writing Assignments**
- **Seizure or Removal of Property**
- **Loss of Field Trip(s)**
- **In-School Suspension**
- **Bus Suspension**
- **Out of School Suspension**
- **Referral to Other Agencies or Programs, including Law Enforcement**

SUSPENSION

When students are suspended out of school, the absence is considered unexcused. However, students will be given the opportunity to make up daily work missed. The work will be available to the student after school until 4:00 on days immediately following the suspension when the Principal is in his/her office. The work is due the day after work is picked up and one day for each suspended day will be allotted. A student may be suspended when the student's behavior or actions pose a threat to school safety, or are a disruption to other students' learning opportunities. Examples are included in Gross Acts of Misconduct. This applies when students are at school, on the way to or from school, and are at school sponsored activities.

All suspended students will be accorded a re-entry plan that will include:

- Parent Contact
- Missed work will be available to the student.
- A list of community agencies for possible needed services will be given to the student and/or parent/guardian.

DISPLAYS OF AFFECTION

Excessive displays of affection may cause a substantial disruption to the educational process. All excessive displays of affection, including kissing and fondling, are prohibited. Any student found in violation of this policy shall be subject to disciplinary action.

DISRESPECTFULNESS

Any student who is disrespectful to teachers, other school personnel, or fellow students; or uses profanity or abusive language, will be given any of the following: removal from class, office referral for further consequences, detention, alternative classroom placement, in-school suspension, or out-of-school suspension.

DISTRIBUTION OF NON-CURRICULAR MATERIALS

The distribution of any non-curricular materials must be approved by the administration.

DRESS CODE

All students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and grooming which are not in accord with reasonable standards of health, safety, modesty and decency, will be considered inappropriate. Parental cooperation will be greatly appreciated in this matter. The following guidelines will be enforced:

1. Clothing with provocative, vulgar, violent or inappropriate words statements, or advertising such as drug, alcohol, or cigarettes, should not be worn.
2. Piercings, nails, and other dress accessories that pose a safety hazard or that impede the educational process will be removed during physical activity or anytime when they become distracting to others.
3. Shoes will be worn in the building and outside during recess. Shoe-skates are not allowed.
4. Hats, bandannas, or other headgear are not allowed in the buildings.
5. Wallet chains and necklaces with big symbols are not allowed.
6. Tops and bottoms must meet to cover the body when standing and sitting. Shorts and skirts must reach mid thigh.
7. Yoga pants, stretch pants, leggings, tights, and like fashion may only be worn with a top that entirely covers a student's backside, including when the student bends over.

8. Fish net tops, tank tops, midriff tops, racerback tops, or any other top that exposes the upper torso will not be permitted unless other appropriate clothing is worn underneath. Altered garments, such as cut-off sleeved t-shirts, are not allowed. Unusually tight fitting or form fitting, distressed, or revealing clothing is considered inappropriate dress.
9. Low riding pants are not allowed. Pants must be kept at the waist. Proper undergarments should be covered by outer clothing and not be seen (i.e. underwear, bras, boxers, etc.) Pants with holes above the mid-thigh are considered inappropriate.
10. Only natural hair colors are allowed.
11. Sunglasses are not allowed to be worn inside the school buildings.
12. 6-8 Grade students must wear required PE clothing (tee shirt, mid-thigh shorts, socks, and clean gym shoes) during PE class.

Failure to comply with the above expectations may result in, but not limited to the following: verbal warning, written notice to office, change clothing, confiscation of item, alternative classroom placement, or suspension.

DRUG POLICY

No person shall use, abuse, or possess any illegal drug, alcohol, narcotic, cannabis, drug paraphernalia, or any other illegal drug on school premises or at any school related activity; i.e., ball game, school trip, dance, etc. If a student appears to be under the influence of an illegal drug or alcohol, law enforcement officials may be called to check for consumption.

ELEMENTARY PROGRAM K-8

The elementary program provides each student with a foundation in the basic skills areas of Language Arts, Math, Science, and Social Studies. It also offers opportunities for learning and creative expression in art, music, writing, and drama while providing developmental experiences in physical education and health. Teachers develop programs that utilize innovative teaching methods, different grouping techniques, textbooks, technology, and many other instructional materials. The elementary school is a place where children should experience success and develop a good self-concept as well as learn to accept others as equal human beings. Home and school should cooperate to achieve this goal. Parents should not feel reluctant to contact school personnel about any problem that effects the child's adjustment to school.

EMERGENCY DRILLS

Earthquake, fire, lock-down, and tornado drills are conducted each year. Procedures are posted in each classroom.

ENROLLMENT

Registration of students will require:

1. Completing an enrollment form for each child.
2. Furnishing the school with required health and dental examination information on the pupil.
3. Providing proof of residency in the school district.
4. Reporting the social security number of the pupil.
5. Legal birth certificate. A legal birth certificate is defined as a birth document issued through the county of birth (not a hospital document). Failure to comply requires the school district to file a report with a local law enforcement agency.
6. Dental exams are required of children in grades kindergarten, second, and sixth. Eye exams are required of children in kindergarten.

**Children entering kindergarten must be 5 years old before September 1st of the school year and should present a document verifying the child's date of birth.

EXPULSION

The Board of Education may expel students guilty of gross disobedience or misconduct.

ELIGIBILITY (EXTRACURRICULAR ACTIVITIES) 5 - 8

1. Students will not be permitted to participate in or attend any school activity if they are not in attendance half of the school day. (Unless they have an excused absence approved by the principal)
2. Excusable absences such as funerals, dentist and doctor appointment will be allowed.
3. **Students who are absent in the afternoon because of illness, shall not be permitted to participate that same evening.** This applies only to illness and not to other excused absences. The idea is that if a student is not well enough to attend school, then it would be unwise to permit strenuous activities that same day.
4. **Students who receive an out of school suspension will sit their next game or meet.**

All students participating in athletics must have a signed Assumption of Risks and Release for Athletic Participation form.

Students in the 5-8 grades are invited to try out for various extra-curricular activities. Involvement may include, but not limited to, baseball, softball, basketball, track, cross country, cheerleading, volleyball, book club and scholar bowl, etc. Awards may be earned in all activities with qualifications determined by the sponsors. Eligibility will be checked on a weekly basis. Students will be given a 10 school day grace period at the beginning of each quarter. **Students must maintain a “C” average to be eligible for extracurricular activities and have no more than one (1) failing grade in Reading, English, Science, Math, Social Studies, Computers, and/or Art to remain eligible to participate in the group’s activity and or game.** After the first week of ineligibility, the student may resume participating, on a weekly basis, when passing grades are obtained. **If a student is ineligible 3 times during a sport’s season, the student will be removed from the team.** All required fees and all equipment must be paid for in full before a student will be allowed to participate in any event.

The district does not discriminate on the basis of sex in the provision of educational and extra-curricular programs, activities, services, and benefits (including contracts for sponsors and coaches).

FIELD TRIPS

Field trips within our town and to nearby points of interest are scheduled by teachers throughout the school year. These trips are designed to supplement different aspects of the curriculum and to introduce students to the resources of the community. At the start of the school year permission slips will be sent home for field trips. This signed permission slip **must** be returned to the office before your child can attend any field trips throughout the year. Parents will receive advance notice of these trips. Parent chaperones for field trips, will be randomly selected by the teachers. Parent chaperones are responsible for their own expenses on field trips unless other arrangements have been made with the teacher. Chaperones must comply with individual teacher’s rules set prior to the field trip.

GLASS CONTAINERS

There are to be no glass containers, which includes but is not confined to bottles, on school grounds at anytime during school or a school related activity for safety reasons.

GRADING SCALE/HONOR ROLL FOR GRADES 4-8

Teachers use the following grading scale:

A = 94-100	C = 77-83
A- = 93	C- = 76
B+ = 92	D+ = 75
B = 86-91	D = 71-74
B- = 85	D- = 70
C+ = 84	E = 69 & below

The school recognizes excellent scholarship by means of an honor roll each quarter. This is based on a 4.0 grading scale for the grades earned in the academic areas for grades 4-8. The value assigned to the quarterly grades are; A (4), B (3), C (2), D (1), E (0). The Academic areas used to compute the honor roll include; Language Arts, Science, Math, Social Studies. Art and Computers are weighted one-fourth. **Students who score 3.75 and above, and do not have a letter grade below a C, will be named to the high honor roll. Students who score 3.25-3.74 and do not have a letter grade below a C, will be named to the honor roll.**

An end of the year awards assembly is held each year to recognize students in all areas of achievement. Parents are invited to attend the assembly.

GRADUATION

A Valedictorian and Salutatorian are chosen from the 8th grade graduating class by using the following criteria:

1. Selection shall be based on the grade point averages for grades 5, 6, 7, and the first 3 quarters of 8th grade.
2. Each quarterly report card shall be used to determine the GPA. The major subjects to be included in the computing of the GPA shall include Reading, Language Arts, Math, Social Studies and Science. Minor subjects (Music, Art, Computers, & Health) will be weighted to the honor roll schedule.
3. The value assigned to the quarterly grades shall be as follows: A(4.0), B(3.0), C(2.0), D(1.0), E(0)
4. In the event of a tie for Valedictorian, all students tied shall share the honor, title awards, and any other duties that go with such honor.
5. The Valedictorian(s) and Salutatorian(s) shall make a brief speech during the graduation ceremony.

Honor Marshals and Ushers.

1. Exclusive of ties, the top two (2) seventh graders as determined by their GPA shall be chosen as Honor Marshals for the graduation program. Their duties shall be to lead the graduates into the gymnasium.
2. The next two (2) seventh graders shall be chosen as ushers for the graduation program. They shall distribute programs and perform other duties determined by the principal.
3. Ushers & marshals are based on grade point averages for grades 5, 6, and the first 3 quarters of 7th grade.

GRIEVANCE PROCEDURE

A grievance shall be considered a claim by a parent or student that an unfair practice has taken place regarding fair and just treatment or interpretation of established policy or rights.

Grievances reaching the levels of the school board for review are limited to out of school suspensions or expulsions. The normal first step procedure to resolve a question in regards to assigned consequence would be contact the teacher or sponsor. Should a parent feel more review is needed after speaking with the teacher, the building principal will complete a review of assigned detentions or in-school suspensions. If a parent feels more review is needed after speaking to the building principal, the parent should contact the superintendent.

When a parent wishes to grieve an out-of-school suspension, the school must be notified in writing of the intent to grieve within five (5) calendar days of the first assigned day of suspension. Out-of-school suspensions are to be served even when the intent to file a grievance is known. Should the board rescind an out-of-school suspension, the school will make needed changes in the student's file as to unexcused/excused absence and needed grade review.

GROSS ACTS OF MISCONDUCT

The classroom teacher may remove a student from the classroom for disruptive behavior. The student may be placed outside the classroom until the teacher has an opportunity to discuss the disruptive behavior with the student. The following are examples of conduct that are **never** permissible and will most likely result in an in-school or out-of-school suspension:

1. Fighting
 2. Physical Aggression
 3. Defiance and/or gross disrespect of school staff
 4. Excessive use of profanity
 5. Possession of weapons or other dangerous objects.
 6. Use or possession of any controlled substance, including alcohol and prohibitive drugs.
 7. Violation of Smoking Rules
 8. Violation of detention rules and/or repeated detentions
 9. Destruction of school property
 10. Cheating
 11. Any behavior which is injurious to persons or property.
 12. Behavior that substantially and materially disrupts the education process or discipline in the school.
 13. Repeated minor incidents of misbehavior for which other disciplinary measures have failed to deter.
- **Any student who physically abuses a staff member will be immediately suspended for a period of no less than 3 days. Authorities may also be notified.

GUM

NO GUM, NO EXCEPTIONS.

GYM FLOOR

Street shoes and shoes worn outside are not to be worn on the gym floor. When walking through the gym, please do so along the sidelines and stay off the floor without proper shoes. Food and soda are not allowed in the gym unless given specific permission by the staff or administration.

HANDICAP ACCOMMODATIONS

Accommodations are available for parents/guardians and community members with disabilities for events such as concerts, parent/teacher conferences, and board meetings. Anyone needing assistance should contact the school office to make arrangements.

HEARING AND VISION SCREENINGS

The following grades are mandated by the State of Illinois to be screened for vision: K, 2, 8 and for hearing: K, 1, 2, 3, all new students, and students receiving special education services. These are the only grades that are required to be given the screening, however every effort is made to screen every child in the Waltonville School system every year. A teacher or parent can, at any time during the school year, request a student be screened.

HOMEWORK FOR GRADES 5 - 8

Homework is an important component of the educational process. It is a valuable aid in helping students make the most of their learning experiences at school. It is useful in reinforcing what has been taught in class, preparing students for upcoming lessons, teaching student responsibility, and helping to develop positive study habits.

When a student is absent, they must make up missed work. One day is allowed for each day missed. (For example, if Monday and Tuesday are missed, work is expected to be turned in on Friday). If make-up work is not completed in the allowed time frame, the student(s) will receive a zero. If there are circumstances that require an extended absence, please contact the teacher about a reasonable time frame for returned work.

***IT IS THE STUDENT'S RESPONSIBILITY TO GO TO THE TEACHER AND ASK ABOUT MISSED ASSIGNMENTS.**

INFECTIOUS DISEASES

Parents/guardians are expected to keep students who have an infectious disease out of school until such time as it is no longer communicable. Parents/guardians may be called to request that a student be sent home if they are displaying symptoms of an infectious disease or fever. Such students may be isolated from other students until such time as arrangements are made for transportation home.

LEAVING SCHOOL GROUNDS

Students are not to leave the school during school hours without permission from the office. The office will always contact the parents before sending a child home during school hours. To ensure a safe and organized dismissal of our students, any changes associated with students' dismissal routine (pick-up or other transportation) must be reported to the office by 2:00 p.m. on regular school days and by 10:30 a.m. on half days. Exceptions will be granted only for emergency situations. Parents should contact the office beforehand, by note or telephone, to arrange the dismissing of students while school is in session. A sign-out sheet is in the office for the student and authorized person to sign before leaving.

LIBRARY

The district operates a library for reference, information, and pleasure reading. All but the reference sets may be checked out for a two-week period, renewable if necessary. Students are given the opportunity to visit the library during their regular study periods. Students not returning books will be required to pay for a replacement.

LICE POLICY

Pupils will be checked periodically for head lice. If your child is found to have head lice or nits, parents or other designated persons will be notified to pick up the child from school for treatment of nits or live lice. Parents should consult with a doctor or pharmacist for treatment. After treatment is completed, student should return to school to be checked by the nurse before returning to their classroom.

LOST AND FOUND

Students should put their name on **all** items they bring to school. All articles without identifying marks should be turned into the office. Students who lose personal effects should report this loss to the office as soon as possible. The owner of the lost article may obtain it in the office after proper identification. Unclaimed articles will be donated to a charity at the end of each quarter.

LOST OR DESTROYED BOOKS

Lost or destroyed books owned by the school are to be paid for by the student who is assigned the book. This includes library books.

MANDATED REPORTERS

Educational professionals are mandated by state law to report to the Illinois Department of Children and Family Services, suspected maltreatment of children when they have reasonable cause to believe that a child may be neglected or abused. Notification will be made to DCFS with a follow-up written report.

MCKINNEY-VENTO HOMELESS EDUCATION ACT

If your family lives in any of the following situations:

1. In a shelter, motel, vehicle or campground
2. On the street
3. In an abandoned building, trailer or other inadequate accommodations, or
4. Doubled up with friends or relatives because you cannot find or afford housing.

Then you have certain rights or protections under the McKinney-Vento Homeless Education Assistance Act.

You have the right to:

1. Go to school, no matter where you live or how long you have lived there. You must be given access to the same public education provided to other students.
2. Continue in the school you attended before you became homeless or the school you last attended, if that is your choice and is feasible. The school district local liaison must assist you, if needed.
3. Receive transportation to the school you attended before you became homeless or the school you last attended, if you request such transportation.
4. Attend a school and participate in school programs with students who are not homeless. Students cannot be separated from regular school programs because they are homeless.
5. Enroll in school without giving a permanent address. School cannot require proof of residency that might prevent or delay school enrollment.
6. Enroll and attend classes while the school arranges for the transfer of school and immunization records or any other documents required for enrollment.
7. Enroll and attend classes in the school of your choice even while the school and you seek to resolve dispute over enrollment.
8. Receive the same special programs and services, if needed, as provided to all other students served in these programs.

If you have any questions or to request additional information, please contact the local liaison for homeless education.

MEDICAL POLICY

When a student requires daily or regular medicine, the responsibility for administering such medication rests solely upon the parent. The school only needs to give those medications, which are necessary to maintain the students in school and that must be given during school hours. Therefore, school employees should not undertake to administer medication as a matter of policy.

However, school employees must, in an emergency situation, give first aid including medication, if necessary. If it is mandatory for a child to take any medication (prescription or over-the-counter drugs) at school, the following procedures should be adhered to:

1. Parent/guardian must obtain a written order from the student's licensed prescriber (doctor, dentist, etc.). This order must be written on the licensed prescriber's letterhead stationary or on a prescription pad. This written order will be kept in the school health file. ‘
2. The parent/guardians will present written permission, the licensed prescriber's order, and the medication to the school in order for the medication to be given at school. This permission letter will be kept in the school file.
3. All prescription medication must be in the original pharmacy container and properly labeled by a pharmacist. The entire bottle of medication should not be sent to school. Only the dose/doses needing to be given during the treatment period at school should be sent to school.
4. Over-the-counter medication, such as Tylenol or Motrin, must also be brought to school in the original container. These medications are not provided by school personnel and will only be administered to students who have a signed Medication Administration Consent Form on file with the school nurse.
5. All medication sent to school must be given to the building principal, nurse or the secretary immediately upon arrival at school. **Medications must be brought to school by the parent. No medications are allowed to be transported on the buses.**
6. All medications will be kept in a locked space or container for safe storage in the nurse's office. Refrigerated medication will be kept in a secure area as well.
7. With the parent's consent and the licensed prescriber's written order on file, the medication may be given only by Illinois board certified personnel and qualified medical personnel.
8. A basic record or documentation process will be required by persons administering medication. If the medication is not given, the reason shall be documented and signed.
9. All permission for long-term medication must be renewed annually. Changes in medication must have written authorization from student's licensed prescriber.
10. The parent/guardian will be responsible at the end of the treatment period for removing any unused medication from school. If the medication has not been picked up by the end of the treatment period, the medication will be disposed of and documentation made of this in the student's file.

The school district retains the discretion to reject requests for administration of medication.

NOTIFICATION OF SEX OFFENDER REGISTRY INFORMATION

Public Act 94-994, effective January 1, 2007, requires principals or teachers of public or private elementary or secondary schools to annually notify the parents/guardians of children attending the school that information about sex offenders is available to the public as provided in the Act. Information may be accessed through the Internet at <http://www.isp.state.il.us/sor>.

PARENT TEACHER ORGANIZATION (PTO)

The Waltonville Parent & Teacher Organization has been highly involved in improving our school. All parents are urged to become members and to actively participate. Each year the P.T.O. sponsors several projects. With the help of all parents, these projects can be very successful. Fundraisers allow the P.T.O. to fund many important activities at the school.

PARTIES

Any treats provided at school parties are to be purchased from an approved food vendor, or must still be in the original and unopened container(s). **Please communicate at least one day in advance** with the teacher if treats will be provided.

PERSONAL PROPERTY

Students may not have items that interfere with instruction or the daily educational setting of the school.

These items may include, but are not limited to; toys, basketballs, footballs, etc., trading cards, skateboards, rollerblades, radios, magazines, laser pointers, computer games, computer discs, computer software, CD players, CD's, Ipods, MP3 players, PSP's, electronic paging devices, and e-readers. These items are not to be brought into the school building unless teachers or administrators give special permission. If special permission is given, the school or staff member will not be liable for lost, stolen, or damaged items.

Special Note: Toys, pets, and playthings for the child's own amusement or the entertainment of his/her classmates, have no place in the school and should not be brought without the prior approval of the teacher. Toy look-a-like weapons are not allowed at school.

PESTICIDE NOTICE

In accordance with state and federal laws, Waltonville Unit #1 Board of Education has adopted a policy outlining procedures for pesticide use in the school. A copy of this policy is on file in the unit office.

PHYSICAL/DENTAL/EYE EXAMS

All students entering kindergarten or first grade for the first time must have a physical examination, eye examination, and dental examination as prescribed by Illinois State Law. All students entering the sixth and ninth grades, as well as participating in sports, must have a physical exam. Dental examinations are required of second grade, and sixth grade students. **All parents must have their child's required physical, dental, and eye exams proof and all required immunization proof provided to the school by October 15 or the student will be excluded from school.**

PICTURES

Individual student pictures will be taken sometime during the fall. These are on a pre-pay contract and should be available within six to eight weeks of the photography session. Spring pictures and class pictures are also available to students.

POLICE QUESTIONING

No student will be questioned by police or other law enforcement officials on school property during school hours on matters related to the school without the notification of a parent or guardian. The school principal has the right to summon the police or other law enforcement officials to deal with a student regarding serious, school-related misconduct without prior consent.

PROMOTION/RETENTION

Kindergarten - 3rd Grade:

For grades kindergarten through 3rd grade, promotion or retention of students will be determined by the teacher and administration based upon individual achievement and need. Progress will be communicated to the parent or guardian on an on-going basis by the classroom teacher.

4th - 8th Grade:

For grades 4th through 8th grade, promotion or retention will be based upon the following criteria:

1. A student must have a cumulative grade point average of 1.0 or higher.
2. A student must be passing four (4) of the five major subject areas for the year. A student is considered passing when he or she maintains a 1.0 grade point average or higher in 4 of the 5 core subjects. Core subjects include reading, English, Math, Science, and Social Studies.
3. Under extenuating circumstances a student may be promoted/retained when deemed necessary by the administration and/or the board of education. Social promotions are not allowed as prohibited by law.
4. Other factors that will be considered are effort, attendance, and student assessments.

* School personnel reserve the right of placement as deemed appropriate for incoming transfer students or home schooled students. Placement is determined by, but not limited to, teacher

recommendations and testing results. Consultation and input of parents and/or staff will be considered. (Example-- Special education considerations, IEP's, etc.)

REPORT CARDS

Report cards are issued following the completion of each nine-week grading period. The letters A, B, C, D, and E are used to report how well your child is doing in various subject areas. Check marks and satisfactory and unsatisfactory grades are also given. These grades are based on the degree to which your child appears to be realizing his/her potential.

No report card can possibly communicate to the parent everything that the teacher would like to express or everything that the parent would like to know. Conferences can be arranged at any time throughout the year at the initiative of the parents or teachers for an opportunity to discuss the student's progression and give the parent an opportunity to ask questions about their child's progress in school. We urge you to call the office if you would like to talk to the teacher concerning your child so that a conference can be set up.

Grades may be verified at any time on the Teacherease portal. Please see Teacherease heading for more information.

RESPONSE TO INTERVENTION (RTI)

Waltonville Grade School recognizes that all students learn differently. We are committed to helping all students succeed. We will be monitoring the academic progress of our students by conducting "universal screenings" during the fall, winter, and spring. This process is referred to as Response to Intervention. More information will be given at registration.

SCHOOL HOURS

School will begin at 8:15 a.m. and dismiss at approximately 3:05 p.m. **Children should not arrive at school before 7:30 a.m.** nor remain after the 3:05 dismissal, unless they are attending a school-sponsored activity, or are under direct supervision of a staff member.

SCHOOL MESSENGER

School Messenger is an automated phone system. This calling system will be used for school announcements and upcoming events. It will also be used by classroom teachers, coaches and administration. We will also notify parents of school closures through the School Messenger system. Please make sure we have the phone number that you want used for our School Messenger messages.

SCHOOL SUPPLIES

Children are expected to be furnished with certain minimal supplies by the home. Supplies include: crayons, pencils, paper, ruler, etc. An inexpensive pair of gym shoes is needed to be used exclusively in the gym. The teacher may request that other materials be brought from home.

SEARCH AND SEIZURE

The Constitution does not forbid all searches and seizure, only those that are unreasonable. The courts have held that a school official may search a student's desk/locker. The lockers are owned and controlled by the school for the use and benefit of the students. Therefore, school officials may conduct a search without violating the Fourth Amendment in order to control and supervise student conduct and maintain a proper educational environment. Other searches and seizures may be conducted as necessary with probable cause.

SECURITY CAMERA POLICY and ENTRY BUZZER

Waltonville CUSD #1 has great concern for the safety of all students, staff, and the public on school property and on school transportation. To better provide a safe and healthy environment, surveillance

cameras are used. Areas under surveillance may be recorded at all times. Video surveillance is viewed as being useful in accomplishing three main goals: (1) enhancing the safety of students, staff, and the public; (2) protecting school property against theft or vandalism; and (3) aiding in the identification of intruders and of persons breaking the law.

Only individuals authorized by the superintendent, may view surveillance tapes and security cameras.

Discipline measures for information derived from video surveillance may result in a conference, detention, suspension, expulsion, parent and/or law enforcement notification depending on the nature and severity of the situation.

All exterior doors will remain locked. To gain entry to the building you must press the buzzer located at the west entrance and wait to be admitted.

SEXUAL HARASSMENT

It is the policy of Waltonville School District to provide for its students and employees an educational and employment environment free of unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of communications constituting sexual harassment as defined and otherwise prohibited by state and federal law. The violation of this policy may result in discipline of employees or students, including discharge, suspension, or expulsion. Employees, students or other individuals who feel aggrieved because of sexual harassment should contact the superintendent or the principal. Parents will receive at least five (5) days advanced notice before the school offers any course in recognizing and avoiding sexual abuse.

SMOKING

Smoking on school property is a federal offense. Smoking is strictly forbidden at school. Students are not to carry or use electronic cigarettes, e-cigarettes, vapor devices or possession of tobacco or nicotine products of any kind on school property.

SPECIAL EDUCATION

Waltonville School Unit #1 is a member of the Franklin/Jefferson Counties Special Education District #801 that serves as an agent of the school districts in the delivery of special education services for exceptional children. We are able to utilize their staff that includes social workers, hearing and vision teachers, psychologists, and speech therapists. Programs available to us include classes for students who have vision and hearing impairments, students who have behavior disorders and students who have physical problems. Referrals for participation in these programs may come from teachers, administrators, parents, physicians, and other agencies working through the school.

SPECIAL EDUCATION SUSPENSION AND EXPULSION

In regards to the suspension and/or expulsion of Special Education Students, the school district will comply with the Rules and Regulations to Govern the Administration and Operation of Special Education, prevailing applicable laws and regulation and/or case law pertaining thereto.

SPORTSMANSHIP

Waltonville CUSD1 believes that sportsmanship is a core value and its promotion and practice are essential. One of the missions of co-curricular school activities is to serve as an extension of the classroom. There are strong lessons to be learned in athletics. One of those lessons is to set and maintain high standards of sportsmanship, ethics, and integrity in our schools and our society. It is up to us to provide the direction and constant vigilance under which good sportsmanship can prosper and have a positive impact on our children, the leaders of tomorrow, and ourselves.

We are asking for your support in this effort by emphasizing your sportsmanship at athletic events. After all, such events are an extension of the school day and we should expect the same type of respectful behavior exhibited in athletics as we do in the classroom.

In order to promote sportsmanship at Waltonville CUSD 1, the following procedures will be implemented for spectators that are ejected from any Waltonville CUSD 1 athletic event, home or away:

- 1st offense – the spectator will be suspended for the next home athletic event within the sport that they were ejected.
- 2nd offense – the spectator will be suspended for the next five (5) home athletic events within the sport that they were ejected.

(These procedures will continue into the next school year. For example if you are ejected at the final basketball game of the season and it is your second offense, you will be suspended for the first 5 home games of the next year's season.)

- 3rd offense – the spectator will be suspended from all home athletic events for one calendar year.

STUDENT ATHLETE CONCUSSIONS AND HEAD INJURIES

A student athlete who exhibits signs, symptoms, or behaviors consistent with a concussion in a practice or game will be removed from participation or competition at that time. A student athlete who has been removed from an interscholastic contest for a possible concussion or head injury may not return to that contest unless cleared to do so by a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer. If not cleared to return to that contest, a student athlete may not return to play or practice until the student athlete has provided his or her school with written clearance from a physician licensed to practice medicine in all its branches in Illinois or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branches in Illinois.

Cross Reference: PRESS 7:305, Student Athlete Concussions and Head Injuries.

STUDENT CONDUCT

Students are entitled to all rights and privileges accorded to them by the Federal and State Constitutions and laws. Students should exercise these rights reasonably and avoid violating the rights of others. Students who violate the rights of others and do not follow school rules and regulations may be disciplined in accordance with Board policies and procedures. To encourage students to follow the classroom rules, the teachers will reinforce appropriate behavior with various rewards throughout the school year. The rules and expectations in this handbook, will be enforced by all staff members. During the disciplinary process, staff members shall consider the following aspects about the student:

1. Age, health, maturity of a student
2. Prior conduct
3. Attitude and cooperation of student
4. Seriousness of offense

Disciplinary measures for failure to follow school and classroom rules include, but are not limited to:

1. Verbal reprimands
2. Loss of privileges
3. Conferences with students and/or parents
4. Temporary removal from class
5. Assignment of detentions, during or after school
6. Alternative Classroom Placement
7. In-School or Out-of-School Suspensions
8. Loss of Field Trip(s)-especially due to physical or verbal aggression; and repeated acts of disrespect, and/or insubordination.

Disciplinary action will occur when the student conduct occurs on or near school property, while being transported to or from school events, and at any school-sponsored event. Disciplinary action will occur for any interference with school purposes or the educational environment.

STUDENT DUE PROCESS

1. The student will receive an explanation of any misconduct or rule violation committed by the student.
2. The student has the right to state or present an explanation of the misconduct.

STUDENT INSURANCE

All students are automatically enrolled in the school's student accident insurance coverage at no cost to the student. This school time insurance is designed as a supplement to existing family medical insurance coverage to help fill the gaps in coverage left by deductibles or coinsurance payments or to assist those with no insurance. It covers against medical expenses for accidents that occur while attending regular school sessions. This insurance is merely a service provided by the school. The school acts only as a collection agency for the company and is in no way connected with the insurance company. The student or parent/guardian can purchase an optional 24-hour accident coverage. If an accident occurs, you must apply to the Insurance Company within 90 days or you are ineligible for benefits.

STUDENT SAFETY

Teachers may use reasonable force as needed to maintain safety for other students, school personnel or persons or for the purpose of self-defense or the defense of property. Protective eye devices are required to be worn by all students, teachers, and visitors when participating in or observing dangerous vocational arts and chemical or combined chemical-physical laboratories involving caustic or explosive chemicals or hot liquids or solids.

STUDENT SOCIAL NETWORKING PASSWORDS & WEBSITES

School authorities may require a student or his or her parent or guardian to provide a password or other related account information in order to gain access to the student's account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student or school employee has violated a school disciplinary rule or procedure.

TARDIES

Students who fail to report to any class on time without a valid reason are considered tardy. Students arriving after 8:20 a.m. or leaving before 3:00 p.m. are considered tardy and must report to the office before going to class or leaving the building. A student should always report to the office if he/she comes to school after the class day has started. A detention may be assigned after 3 unexcused tardies and every tardy thereafter, per quarter.

The following reasons are considered excused tardies:

- 1. Personal illness**
- 2. Death in family**
- 3. Medical or dental appointment (Please send a copy of Physician's slip to school after appointment.)**
- 4. Court appointed appearance**

TEACHER EASE/Common Goals - allows parents to see their child's file. Parents can access grades, assignments, attendance, and lunch fees. Parents must turn in their e-mail address to the high school or grade school office to receive a password that will allow them to access information.

TELEPHONE

Pupils will not be interrupted during school hours by outside calls and messages except in the case of an emergency. However, if it is necessary to reach your child at school, the number is 279-7221, Ext. 115. It is suggested that parents wishing to contact a classroom teacher be prepared to leave a message to have the teacher contact them at his/her convenience.

Students using the phone are asked to follow the following guidelines:

1. Must have a note from a supervising teacher.
2. Ask permission of office personnel to use the phone.
3. Make the call as brief as possible.
4. **Think ahead** and arrange in advance.

TITLE 1

Title I of the No Child Left Behind Act is the largest Federal Aid Program to education. The basic aim of this legislation is to provide supplemental education opportunities for those children needing extra help in order to succeed independently in the regular classroom. We presently offer a Title I program in Reading, Language Arts, and Study Skills. Test scores, teacher recommendation, and parent-referral determine a child's eligibility.

PARENT RIGHT-TO-KNOW

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Waltonville Community Consolidated School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.

3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you

PARENT INVOLVEMENT POLICY

This policy is written as a supplement to the school board policy in existence. If any discrepancies exist in the two policies, board policy will take precedence.

Waltonville Unit #1 will strive to make parents of Title 1 students an integral part of their child's education and a part of the Title 1 decision-making process and needs assessment procedures.

An important element of the program of parental involvement will be educating parents in the understanding of the program and in the legal requirements of the program. Parents will also receive training in how to better communicate with the school and how to work with their children at home.

The school shall commit to providing opportunities for parental involvement and closer communications by:

- Sending a letter to all parents at the beginning of each year explaining the Title 1 program and the identification process.
- Sending a letter to parents of identified students informing them if their child qualifies for the program.
- Holding an annual meeting in which all Title 1 parents are invited and encouraged to attend. This may be in person, by phone, or through a newsletter.
- Preparing and sending to every parent a quarterly progress report.
- Holding at least one personal conference with each parent each year. This may be either in person or by phone.
- Sending a letter to Title 1 parents encouraging them to make an appointment with the Title 1 teacher during annual parent/teacher conferences.
- Make a presentation about the Title 1 program at a PTO meeting.
- Encourage parents to communicate with the school about any problem or concern.

WGS HOME/SCHOOL INVOLVEMENT COMPACT

If children are to succeed in school, the home and school must work together. As partners in education, therefore, we each have certain responsibilities, as outlined in this pledge, or agreement.

The Home/School Compact is in effect during the 2018-2019 school year.

TEACHERS' PLEDGE:

- Clearly explain expectations
- Communicate regularly with students
- Provide homework assignments to reinforce learning when necessary
- Provide motivating and interesting learning experiences
- Provide opportunities for all students to meet the required standards

PRINCIPAL'S PLEDGE

- Create a welcoming and safe environment for students and parents
- Communicate to students and parents the school's mission and vision
- Reinforce the partnerships between parent, student, and staff

PARENTS' / CAREGIVERS' PLEDGE

- Provide a quiet place to study each night
- Provide encouragement to complete homework
- Look through child's folder and/or planner each night
- Make sure child gets to school on time and has had breakfast
- Make sure child reads and writes on a daily basis
- Attend open house and parent conferences
- Try to attend Family Reading Night

STUDENT'S PLEDGE

- Ask questions when I don't understand something my teacher says
- Return homework on time
- Share my corrected papers with my parents every night
- Follow the school's Spartan Expectations
- Participate in Accelerated Reading in school and at home

TRUANCY

After 3 unexcused absences in one semester, the student will be referred to the County Truant Officer and the County Truancy Board.

VIDEOTAPE SURVEILLANCE

The Waltonville Unit #1 Board of Education has adopted a policy on the use of videotape surveillance on the school campus. A copy of this policy is on file at the unit office.

VISITORS

All visitors should report to the office and sign in when arriving at school. Visitors will be required to use the school security system to enter the school, and will wear a visitor's badge. Parents of students are welcome to visit the school. We want to keep you informed of your child's progress and behavior. Please make an appointment with your child's teacher for a conference in advance. Report to the office before going to the classroom. **Student visitors are not allowed. Children not enrolled in Waltonville Grade School will not be permitted to visit during the school day.**

WEAPONS

The district will not permit weapons in school, on school property, or any school-sponsored event, except for those school sanctioned activities where the use of weapons in sanctioned competition/sanctioned activities are permitted with prior permission of the Superintendent, so long as the participants are fully licensed by the State of Illinois to carry a firearm. Weapons shall be interpreted to mean any item that could be used to inflict bodily harm.

- A. The Board of Education shall expel from school for a period of not less than one year any student who is determined to have brought a gun to a school under the jurisdiction of the local board of education.
- B. Upon its discretion the Board of Education may reduce the expulsion to less than one year on a case-by-case basis.
- C. Any student who brings an explosive device or firearm to school shall be referred to the criminal justice or juvenile delinquency system.

- D. Possession of dangerous weapons other than firearms or look-alike weapons shall be dealt with as follows:
1. Any such item will be confiscated.
 2. If a state or federal law is violated, law enforcement official shall be notified.
 3. Parents/guardians shall be notified.
 4. The student shall receive an immediate 10-day suspension pending possible expulsion.

WITHDRAWAL FROM SCHOOL

A student who is transferring to another school should report this fact to the teacher(s) involved and the office as soon as possible. All library books and textbooks should be turned in on the last day of attendance. An office withdrawal form should be completed and turned into the office before the student transfers. When school records are requested, by the principal of the school to which the student enrolls, then the records will be sent to the school.

DEFINITIONS

Loss of privileges – a student could lose the right to attend parties, recess, participate in extra-curricular activities, watch movies, etc.

Noon detention – a student must eat lunch in the office or designated area. The student may be assigned work to do during recess time.

After-school detention – after-school detentions will last from 3:10 p.m.– 4:00 p.m. for 5th through 8th grades and 3:10 p.m.-3:40 p.m. for Kindergarten through 4th grade students.

Alternative Classroom Placement (In-School Suspension) – the student may be placed in the Principal’s office or designated area for the remainder of the school day. Alternative classroom placement may be assigned for up to 10 days. The student will be assigned educational work by the administrator and/or teacher. The student will receive credit for all class work that is completed during the alternative placement.

Out-of-school suspension – a student will not be permitted to attend school or any school event for up to 10 days. Students will be responsible for class work missed. Out of school suspensions are unexcused absences. Students will be allowed to make up work missed and will have a re-engagement plan in place.

HELPFUL WEBSITES-

To find if a book has AR points- <https://www.arbookfinder.com>

Illinois State Board of Education – www.isbe.net

Math and Reading Skill Practice- <https://www.ixl.com>

Teacherease/Common Goals – www.teacherease.com

Regional Office of Education – <http://www.roe13.com>

WALTONVILLE CUSD1 WEBSITE: <http://www.wcusd1.org>

*This handbook was adopted by the Waltonville CUSD #1 Board of Education on May 23, 2019.