

2010-2011

**WARREN
ELEMENTARY SCHOOL**

**STUDENT/PARENT PLANNER
& HANDBOOK**

**311 WATER STREET
WARREN, IL 61087**

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The information in this datebook is based on the most accurate information available at the time it was published. Check school postings for changes during the school year.

THIS BOOK BELONGS TO

Name: _____

Address: _____

City: _____

Telephone: _____

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STAFF

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Sally Roberts	School Secretary	745-2653
Gail Heidenreich	School Secretary	745-2653
Carol Jones	District Bookkeeper	745-2653

FACULTY

Anne McCool	Kindergarten
Brenda Gates	Kindergarten
Clara Hansen	1st Grade
Erin Jordan	1st Grade
Jayne Kurschner	2nd Grade
Susan Stone	2nd Grade
Sara Janecke	3rd Grade
Heidi Sigafus	4th Grade
Scott Kubat	5th Grade
Kristi Leverton	5th Grade
John Zambrovitz	Physical Education
Brenda Pearson	Speech
Sue Bourquin	Music
Sue Krahe	Instrumental Music

BOARD OF EDUCATION

Kip Sabinson – President
Bryan Bohnsack – Vice-President
Becky Riedl – Secretary
Nolan Mullen – Member
Rod Rogers – Member
Mike Williams – Member
Tim Wuebben -- Member

COMMUNITY UNIT DISTRICT #205

K-5 HANDBOOK

Office Hours 7:30-3:30

School Hours 7:55-3:18

Classes are to begin at 7:55 SHARP. The School District is not responsible for students who are on school property before 7:30 A.M.

LUNCH HOURS

K 11:20-11:50

1st 11:25-11:55

2nd 11:30-12:00

3rd 12:05-12:35

4th 12:10-12:40

5th 12:15-12:45

(Tentative Times)

MASS CALLING SYSTEM

This mass calling system will allow us to notify you of early dismissal, weather related early outs, cancelled school, announcements, etc. Parents are given one (1) telephone number for free. If you would like other numbers called, you can sign each number up for a cost of \$5 per year. If you have multiple numbers listed, numbers will be called simultaneously. A message will be left on an answering machine if no one answers the phone. If you do pick up the phone, you must talk into the phone for a message machine to realize you are there. Otherwise, the machine will not leave a message. You may join the "do not call" list at any time, but no money will be refunded.

EMERGENCY INFORMATION

Each student must have a completed or updated emergency card. Please give us more than your home phone number for emergencies. We ask that you inform the office of any changes in phone number, doctor, address, etc. should this occur during the school year.

INCLEMENT WEATHER ALERT

School may run on a delay, be closed all day, or dismissed early due to bad weather conditions. Parents who provide e-mail addresses to the school will be notified by e-mail. Parents who provide a phone number(s) to the Call-Em-All system will be notified by a phone call. Whenever possible, radio and television stations will be notified by 6:00 a.m., however, the time the cancellation is aired is strictly up to the stations. The following stations will be informed of any school closings:

RADIO

Dubuque KLYV (FM)	105.3
Dubuque WJOD (FM)	107.5
Dubuque KAT-FM	92.9
Dubuque KDTH (AM)	1370
Dubuque KGRR (FM)	97.3
Dubuque WVRE (FM)	101.1
Freeport WPFS (FM)	92.1
Monroe WEKZ (FM)	93.7
Rockford WXXQ (FM)	98.5

TV

Quad Cities WHBF	Channel 4
Quad Cities KWQC	Channel 6
Quad Cities WQAD	Channel 8
Rockford WREX	Channel 13
Rockford WTVO	Channel 17
Rockford WIFR	Channel 23

SCHOOL TIME ARRIVAL

Until 7:30 AM students (rural and town) must stay in the vestibule of the building, after which time they may go to breakfast or a supervised area. The inside doors are usually open, especially if it is very cold outside. This enables the heat from the hallway to go into that area. Students who must wait for a bus to Warren continue to remain in the vestibule.

No town students will be allowed on the school grounds before 7:30 A.M.

After school—all students prepare to leave together. Those who ask may remain in their classroom to do homework or work with the teacher as arranged. There may be times that a teacher will not be present because of meetings or other commitments, but for the most part the classroom is available for studies.

CLOSED CAMPUS

Students are expected to remain on the school grounds during the school day. Your child may go home during lunch time as long as you notify the office in advance either by phone or written consent.

Students who go home for lunch must be back at school before the bell rings indicating classes are beginning; otherwise they will be considered tardy.

MONTHLY NEWSLETTER

A monthly newsletter, which includes a calendar and lunch menu, is published on the Internet at www.205warren.net or a copy will be mailed to you at your request.

COMMUNICABLE DISEASES

The State of Illinois requires that the Health Department be notified of all contagious diseases that students get (chicken pox, measles, impetigo, rashes, etc.). Please inform the school as soon as you are aware of such an illness.

PARASITES

Most experts agree that the parasites children are most likely to encounter in a classroom are head lice, pinworms, and scabies. If your child is infested, contact the school and report it. Begin treatment immediately and follow through with the complete procedure. You will be advised about treatment. **If your children are not parasite and nit free they will not be allowed to attend school until they are.**

IF YOUR CHILD IS ABSENT:

Attendance is synonymous with academic success. However, illness and family emergencies do occur which prevent students from attending school.

Please call your child's school secretary between 7:45 A.M. and 10:15 A.M. to report an absence. If you call before or after school hours, please leave a message on the answering machine. Doctor, dentist, orthodontist, etc. appointments are usually pre-arranged; therefore, please call the school at least one day before the appointment. Students are required to bring a slip from the medical/dental office stating that they have had an appointment. Health related illnesses beyond three consecutive days may require a doctor's statement. School personnel will make a reasonable effort to call parents or guardians if no phone call is received.

We are required by Illinois State Law to report students who are chronic truants to the Jo Daviess County Truancy Officer.

Students who have perfect attendance for the year will receive an award. Perfect attendance is interpreted as being present ALL DAY EVERY DAY.

If a student is absent for any reason for a short time during the day, he/she will be considered tardy.

Types of absences:

1. Excused—illness or family emergency
2. Pre-arranged—These absences may be excused depending upon circumstances.
3. Unexcused—Absence - student absent and parent/guardian did not call in.

At our discretion, an unexcused absence could result in grades being lowered for your child for that day. To prevent this from happening, please call any time your child will be absent from school.

Student attendance is based on the amount of instructional time students receive each day. Students who are in attendance for five clock hours of instruction or more are considered present all day. When a student is in attendance less than five clock hours but more than two-and-a-half clock hours, they are considered half day in attendance.

ADVANCE HOMEWORK

Parents planning family trips out of town or a vacation must notify the principal or office and the classroom teacher. Arrangements should be made for homework assignments. Due dates will be set at the teacher's discretion. Assignments cannot be given for more than a week in advance.

LEAVING SCHOOL EARLY

If a student must leave school early, please notify the office or send a note to the teacher. Prior notice is strongly recommended. A parent must come into the office to pick up the student. If someone other than a parent or guardian is to pick up the student, please notify the office or your child's teacher. There is a sign in/out sheet in the main office for students leaving early or arriving to school late. Please sign in and out so we have a record.

TRANSFER

If you are moving, please notify the office. All books must be returned to school. Parents/guardians must sign a release of records to enable us to forward your child's records.

PETS

No pets are allowed on the school grounds. Occasionally brief visits and only with prior approval from the teacher will be allowed since many children have pet allergies.

PHYSICAL EXAMS

All children are required by law to have a physical examination when entering kindergarten, 6th grade, and 9th grade. At registration, a pre-school physical that is not more than a year old can be used in place of a kindergarten physical. New students to the district must have a physical examination. All students must have proof of proper immunization upon entering school. Anyone with questions about immunizations should contact the Jo Daviess County Health Department in Galena, Illinois (777-0263). Parents are notified in May of these requirements. This should be plenty of time to get these things taken care of. Students may be excluded from school until these requirements are met.

DENTAL EXAMS

State law (105ILCS 5/27-8.1 (1.5) of the School Code) requires dental examination for children in grades kindergarten, second, and sixth grade. The State has recommended that students who do not comply will not receive their report cards at the end of the school year.

VISION AND HEARING SCREENING

The School District will provide vision and/or hearing screening for special requests from parents and/or teachers, special education, and new students each year. If your child is identified as having a deficiency, you will be contacted.

MEDICATION

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedure on dispensing medication.

No School District employee shall 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(s)/guardian(s). No student shall 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 policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form". The School 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 the medication's storage by school personnel. Parent(s)/guardian(s) must 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 medication or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

Tylenol may be available from the office after parents or guardians are contacted by phone by the school for verbal approval or in writing.

PHYSICAL EDUCATION EXCUSES

Students who are not to participate in P.E. may be asked for an excuse from the doctor to be given to the P.E. instructor.

LIBRARY

Students with overdue library books may be charged an overdue fee of five cents per day per book per school day. There will be a replacement fee of \$10 for soft cover books and a \$20 fee for hard cover books.

FINANCIAL OBLIGATIONS

All outstanding financial obligations to CUD #205 need to be paid in full or make arrangements to do so by the end of the school year. If not, there is a chance your child will not participate in the end of the year activities. There will be a replacement fee of \$10 for soft cover books and \$20 for hard cover books.

BOOK FEES

Book fees are due during registration week. If you cannot take care of it at that time, please make arrangements to do so later. Checks should be made payable to Community Unit District #205.

Grades K-5 Book Fee	\$45.00
3-5 Student Planner Fee	\$6.00
Replacement or Extra Planners	\$6.00
K-5 Computer Lab Fee	\$5.00

Students whose parents are unable to afford student fees may receive a waiver of the registration fees and instrument rental of school-owned instruments. However, these students are not exempt from charges for handbooks, lost and damaged books. A \$10.00 deposit per book will be required for a second set of books at home for special circumstances only.

DAMAGE TO BOOKS AND SCHOOL PROPERTY

Books - Students will be charged for unnecessary markings or damage to textbooks and library books. The amount of charges will be determined by the amount of damage and the cost of the book. As students become able to, they should write their own first and last name in the space provided.

Property - Any repair for damage to school property as a result of a student's misconduct will be the responsibility of that student and his/her parents or guardian.

REPLACEMENT COPIES

In an effort to help develop better responsibility, students who habitually misplace or lose assignments may be charged \$.10 per copy to have a new one made.

REFUND OF BOOK FEES

If a child leaves the school system during the first semester of the school year, has returned all school supplies, and paid any outstanding obligations, they will be entitled to a refund of 1/2 of the book rental. Once the second semester begins, no refund will be given.

POP AND JUICE MACHINE (GRADES 4-5)

Students may buy juice during the school day at the teachers' discretion. Pop can only be purchased during the school day for a special occasion and after dismissal time at 3:18 p.m. as per IL State Law.

MILK MONEY

The price you pay for morning milk does not completely cover the cost that the District pays for milk. We do not keep track of the days that students are absent and do not receive their milk. There will be no refunds or carryovers.

Morning milk money can only be purchased by the quarter (\$10.50), semester (\$21.00) or the year (\$42.00). It is collected at registration in early August and the beginning of each quarter during the school year. Checks should be made out for the exact amount for milk payable to CUD #205.

BREAKFAST PROGRAM

The breakfast program works primarily the same as the lunch program. Breakfast consists of the entrée plus milk/juice for \$1.00. Students can purchase a full breakfast or cereal as a \$.50 ala carte item in place of the entrée. Additional drinks can be purchased for \$.25 each. Breakfast is served from 7:30 a.m.—7:50 a.m.

CAFETERIA LUNCH AND MILK

The cafeteria will be using a computer as a record-keeping device for student lunches and state reports. Starting in fourth grade, each student will be given a laminated lunch card. This card will be "read" by a scanner each time a student has lunch. There will be a \$2 mandatory replacement charge for lost or mutilated cards.

It is the student's and parent's responsibility to make sure that their lunch account balances are kept in the positive. Please feel free to call the school at any time to check your lunch balance. If you have a negative balance, you will be notified and given a deadline for payment. If payment is not made by the deadline, no further lunches may be charged until there is a positive balance in the account. An incentive program to encourage parents to make payments on a regular basis to keep their account current is in effect.

The menu will be posted on the website and you will also find it in your Monthly Newsletter. It is also published weekly in the local papers as well as announced on the radio. Daily lunch for Pre-K-3rd grade is \$1.75 and 4th-5th is \$2.00. Lunches may be purchased weekly, monthly or a flat dollar amount may be deposited in your family account. All purchases are valid until used. It is hoped that all students will take advantage of the lunch program and eat a hot lunch. Even the students who bring their own lunch must go into the cafeteria where they may purchase milk for \$.25.

Each week or monthly, if you prefer, please fill out the SCHOOL LUNCH DEPOSIT SLIP and return with the money on Monday or the first school day of the week. The copy will be given to your child as a receipt for lunches paid. It is important that you include the date, student's name and amount of deposit on the SCHOOL LUNCH DEPOSIT SLIP. As the students are able to write their own information, they will fill these forms out at school and bring home the receipt. The amount will be entered into the computer as a credit. Each time the student has a lunch or milk it will be deducted.

Students may purchase an extra lunch provided they have written permission from their parents. A single notice should be sent to the office stating that a student may order an additional lunch either on a certain day or whenever they choose.

All amounts for lunch and milk (for students who bring their cold lunch) may be done on the same check. Also, you may include all of your students, (PreK-12) on one check. You must include your family name and the amount on the deposit slip. NO CHANGE will be given for checks written to Community Unit District #205. All money will be placed into your family account. This eliminates sums of cash on hand for security reasons. Please feel free to call your child's school office at any time and receive a verbal report.

FREE AND REDUCED MEALS

A free or reduced lunch will consist of one trayed lunch. Breakfast will consist of one main dish plus a beverage. If a child takes extra milk or any other extra item(s), the total cost will be added to their family lunch account, and they will be responsible to pay for it.

LABELING

Please label all checks, school correspondences, book bags, gym shoes, etc. with your child's name.

LOST AND FOUND

All clothing items are kept in a lost and found area. Parents and students are advised to mark all students' possessions with a waterproof marker. Items not claimed will be donated to charity at the end of the school year.

ELECTRONIC GAMES, ETC.

Since we do not have locks on our lockers, we discourage students from bringing IPODS, CD players, handheld games, cell phones, etc. to school. We are not responsible for lost, stolen, or damaged items.

DRESS CODE

Clean and neat clothing is required. Please dress according to weather, but be respectable. Clothing with questionable language and/or remarks is not appropriate. Short, tight, or revealing (halters, etc.) clothing is to be avoided especially in P.E. class. Inappropriate jewelry such as spiked collars and bracelets should not be worn. No caps or hats, bandanas, scarves, or visors will be worn in the building except on special occasions. Students may be asked to change inappropriate clothing items or put on items from the lost and found. Chains may not hang from clothing. Skirts and shorts should be at least mid-thigh in length. Shirts must cover the midriff.

PHONE CALLS/CELL PHONES

Because of the interruption, students should not be called during class time except for emergencies. The secretary will take the message or have them return the call. If personal cell phones are brought to school, they must be turned off, and only used with permission from a staff member. Students, faculty and staff, including coaches and aides, shall interact only in the appropriate manner both within and without the school day. Interaction through any medium including phone calls, text messages, e-mail, blogs, websites, or networking shall deal with school related matters and be professional in nature. Consequences will be determined on an individual basis.

NOTES HOME

Communication between the school and home is often in the form of notes. Encourage your child to hand notes to you promptly so you are aware of the information in them. Teachers and parents should use the student planner as a convenient way to communicate.

PARENTS' RESPONSIBILITIES

A child is under school supervision for approximately eight hours a day for 175 days during the year or less than one-sixth of the time. With this small amount of time the teachers cannot be expected to be totally responsible for student behavior. The responsibility for students' behavior rests primarily with the parents. The parent has the responsibility of:

1. Sending the child to school regularly and on time
2. Supporting school behavior rules
3. Helping with the child's school work when necessary
4. Communicating with the school through parent-teacher conferences
5. Parents must notify the school when a child is absent.

In an effort to encourage independence for our students, please drop off your child at the designated drop-off point when bringing your child to school. Please do not bring them into the school.

FIELD TRIPS/PERMISSION SLIPS

One permission slip will be signed at the beginning of the school year for all field trips. There may be some activities where an additional permission slip will be required.

As these activities occur parent/guardians will be notified. If you do not want your student to participate in a certain activity please inform the school in writing.

This is being done to prevent last minute trips to school with permission slips.

All students must ride the bus to the field trip destination. Students will be allowed to ride home from field trips with their parents providing prior arrangements are made. After field trip deadlines, absolutely no changes will be made for students riding home with chaperones or parents.

Students may be permitted to ride home with adults other than their parents if an emergency situation arises and with special permission from the principal.

There are times when we need adult chaperones to accompany us on our field trips. All adult chaperones are expected to help out with students whenever needed. Because of this, chaperone's younger children are not allowed to attend our field trips.

BEHAVIOR PLAN (3RD – 5TH GRADE)

The Warren School staff has jointly worked together to develop a Behavior Plan for students with repeated academic or behavior issues. Group input, discussion, and school visitations have been involved in the developmental process. Along with emphasizing the positive behaviors when possible with all students, the plan will focus on a specific individualized program aimed at improvement for any student with repeated violations. Please be aware that changes may need to be made.

Each student's Behavior Plan will be written specifically for that student. The Principal, classroom teacher, special teachers, and other school employees having direct contact with the student will list problem areas and a specific Behavior Plan will be written for the student. You are encouraged to meet with the Principal after the plan is written.

If a student receives 3 (three) "Report to Office" notices or Academic Detentions (2 if previously on a plan), he/she will be placed on a Behavior Plan. If your child is put on a Behavior Plan, you will receive more information regarding how the plan works and what your child needs to do to get off the plan.

At the beginning of each quarter, "Report to Office" notices, tardies, and academic detention notices for all students will be given.

At the present, we are working on a modified Behavior Plan for first and second graders. A copy of the plan will be sent home as soon as it is completed.

STUDENTS WHO ARE ON A BEHAVIOR PLAN DURING A SPECIAL ACTIVITY MAY NOT BE ALLOWED TO PARTICIPATE. YOU WILL BE NOTIFIED BEFORE THE ACTIVITY.

If an extension is needed for a Behavior Plan, a detention will be given for each extension. Also, if a student on a Behavior Plan receives a "Report to Office" notice, he/she will receive a detention for each notice. You will be notified of the date and time of the detention.

TARDIES

- 1st Offense: Letter
- 2nd Offense: Letter, detention
- 3rd Offense: Letter, detention, behavior plan

At the beginning of each quarter, students will start over with "no" tardies. This does not include pre-arranged appointments, etc.

We are required by Illinois State Law to report students who are chronic truants to the Jo Daviess County Truancy Officer.

REPORT TO OFFICE NOTICE (3-5)

If students get a "Report to Office" notice, the following procedure will be followed:

- 1st Notice: Letter
- 2nd Notice: Letter, detention
- 3rd Notice: Letter, detention, behavior plan.

DELIVERIES

Deliveries of balloons, plants, flowers, etc. will remain in the office until dismissal.

VISITING THE SCHOOL

Parents are invited to visit school, but REPORT TO THE OFFICE FIRST. Please sign in and obtain an identification tag. If you wish to talk with a teacher or the principal, call for an appointment. Because the teacher can't leave a class unattended, and the Principal may not be available, play it safe. Call first.

The Department of Children and Family Services (DCFS) has the authority to interview children at school.

1. The Building Principal will attempt to contact the student's parents/guardians and inform them that the student is subject to a DCFS interview. The parents/guardians will be given the opportunity to be present and be represented by legal counsel at their own expense.
2. If the DCFS agent does not want a parent/guardian present or notified during the interview, this stipulation must be in writing and signed by the DCFS agent.
3. Interviews will be conducted in a private setting. If the parents/guardians are absent, the Building Principal may be present during the interview, unless an objection is stated in writing by DCFS.

Police will be allowed to interrogate students at school only with parent's permission.

SUSPECTED CHILD ABUSE AND NEGLECT

All school personnel are required by Illinois State Law to report suspected child abuse and neglect. An investigation must be done by the Department of Children and Family Services within 24 hours of the report.

INOW

STI Home is a web-based program used by the Warren Schools starting in 4th grade to publish students' grades, attendance, and discipline. This can be accessed through a link on our website at www.205warren.net. Grades are updated weekly. Contact our District Technology Coordinator at sat@205warren.net for an access code to view your child's data.

GRADING SYSTEM

The Warren Schools are on a nine-week grading period and a reporting of grades to parents is completed on this time interval. The following systems of grading are used:

KINDERGARTEN

Each quarter parents receive a report listing skills and a narrative on their child's progress in mastering those skills.

GRADES 1-3

O—Outstanding: Child performs skill consistently at an above average achievement level

S—Satisfactory: Child performs skill consistently at an average achievement level

P—Progressing: Child performs skill at a below average achievement level.

N—Needs Improvement: Child is unable to perform skill.

GRADE SCALE

O—90.00-100.00

S—75.00-89.99

P—60.00-74.99

N—0-59.99

In addition to a letter grade for each subject, the report card also includes skills for each subject area. Skills are reported in the following manner:

(+) The performance of the skill is acceptable.

(-) The performance of the skill needs improvement.

(X) The skill has not yet been taught.

GRADES 4-5

A-Excellent

A+ 98.00-100.00

GRADE SCALE

A 93.00-97.99

A- 90.00-92.99

B-Good

B+ 88.00-89.99

B 83.00-87.99

B- 80.00-82.99

C-Average

C+ 78.00-79.99

C 73.00-77.99

C- 70.00-72.99

D-Below Average

D+ 68.00-69.99

D 63.00-67.99

D- 60.00-62.99

F-Unsatisfactory

F 0-59.99

P-Pass

The INOW grade computation is based on daily work, homework, projects, quizzes, and tests and does NOT round up grades. Grades are calculated to six decimal places but only two decimal places are displayed.

STANDARDIZED TESTING

The Iowa Test of Basic Skills is administered to grade 2 and the ISAT to grades 3, 4, and 5. We are notified each year of the testing dates which are usually in early spring. This test is required by Illinois State Law and is a way of assessing the District's strengths and weaknesses. It is important for your child to get a good nights rest and eat a good breakfast on testing days as it is every school day.

RETENTION

Students who fail to perform at or near grade level in math, language arts, science, and social studies are good candidates for retention. In order to be considered for promotion, students must pass a majority of their academic classes (Math, Science, Social Studies, English, Reading, & Spelling) for the year. Summer school could be an option for those children provided it is available.

IN ACCORDANCE TO STATE LAW THE DECISION TO PROMOTE MUST BE BASED UPON SUCCESSFUL COMPLETION OF THE CURRICULUM, ATTENDANCE, AND PERFORMANCE BASED ON THE ISAT, THE IOWA TEST OF BASIC SKILLS, OTHER TESTING OR ANY OTHER CRITERIA ESTABLISHED BY THE SCHOOL BOARD.

LATE ASSIGNMENT POLICY (GRADES 4 & 5)

4th Grade – Assignments one week late (as per INOW entering) will be entered as a zero. The assignment grade will be lowered by 5 points for each week it is late.

5th Grade – Assignments one week late (as per INOW entering) will be entered as a zero. After the assignment is one week late, the student can only earn up to 50% on the assignment.

IN-SCHOOL DETENTION

This type of detention is a removal of a student from his/her classroom situation and placement into a supervised area. Students are given all their daily assignments to work on. Students are required to work on daily assignments during the entire detention period. Credit will be given for assignments that are completed. Students are required to bring all necessary materials with them. Any work not completed during the in-school detention is required to be completed by the next school day or credit will not be given.

SUSPENSIONS

IN-SCHOOL

If your child has received an in-school suspension you are entitled to a hearing before the Board of Education relative to this suspension. You may schedule the hearing by making an appointment with the Superintendent and signing a request in her presence within 5 days of receipt of this notice. The Superintendent will then review the hearing procedure and make arrangements for the Board of Education hearing.

FAILURE TO ACT WITHIN 5 DAYS OR ABSENCE FROM A SCHEDULED CONFERENCE ON THE HEARING WILL CONSTITUTE A WAIVER OF YOUR RIGHT TO A HEARING.

Students are not allowed to participate in or attend any extra-curricular activities either at home or away on the day or evening of their suspension.

All daily grades are recorded as 50%. Tests count 50% of the first suspension and are recorded as “0” for all other suspensions.

OUT-OF-SCHOOL

If your child has received an out-of-school suspension you are entitled to a hearing before the Board of Education relative to this suspension. You may schedule the hearing by making an appointment with the Superintendent and signing a request in her presence within 5 days of receipt of this notice. The Superintendent will then review the hearing procedure and make arrangements for the Board of Education hearing.

FAILURE TO ACT WITHIN 5 DAYS OR ABSENCE FROM A SCHEDULED CONFERENCE ON THE HEARING WILL CONSTITUTE A WAIVER OF YOUR RIGHT TO A HEARING.

All school time lost due to the suspension is unexcused. An unexcused absence means that the student will not receive credit for the days missed due to the suspension. Also, students are not allowed to take part in any extracurricular activities during their suspension. All letters of suspension will be sent by certified mail.

IN-TOWN BUS STOPS

In an effort to keep students from having to cross the railroad tracks or a major highway, we have established bus stops around the town of Warren and one stop in Apple River available to all students Pre-K—12.

One note of caution is that by law the bus drivers cannot drop off students who are in pre-school, kindergarten, or first grade unless there is an older student or adult there to pick them up. This is a safety issue. In the event no one is there to pick up one of these students, the student will ride the route and will then be returned to school.

A map with pick-up and drop-off information will be handed out at registration.

BUS PROBLEMS AND RULES

Questions concerning routes and times should be addressed to Mr. Thill (bus barn 745-2125/home 369-2732). Proper behavior on the bus must exist at all times. The driver is in charge of all students while riding the bus. The following rules must be obeyed at all times:

1. Be on time-help keep the bus on schedule. Board and exit at your designated stops only. Do not ask to stop at places other than regular bus stops.
2. Stay off the road and in your designated area at all times while waiting for the bus.

3. Board the bus when it comes to a complete stop. No pushing or shoving.
4. If you must cross the street or highway, proceed at least 10 feet in front of the bus on the right shoulder where traffic can be seen from both directions. Wait for the bus driver to signal that it is safe for you to cross.
5. Once you are seated, retain that seat. Do not leave your seat while the bus is moving.
6. Keep hands and head inside the bus. No feet in the aisles.
7. Remain in the bus during a road emergency and wait for instructions from the driver.
8. Be courteous to fellow students and the driver.
Talking back to the bus driver will not be tolerated.
9. Remember, loud talking, laughing, or shouting makes unnecessary confusion and diverts the driver's attention. This could result in a serious accident.
10. Be absolutely quiet when approaching a railroad crossing.
11. Be alert to a danger signal from the driver.
12. Keep the bus clean. Do not throw anything out of a window.
13. Treat bus equipment with respect. Never tamper with equipment
14. No eating is allowed on the bus. Help keep the bus clean, sanitary, and safe.
15. No animals or pets may be taken on the bus.
16. Keep books, bags, coats, etc. out of the aisles.
17. Don't leave books, lunch boxes, etc. on the bus.
18. Help look after the comfort and safety of others. Use safety precautions at all times.

Students who cannot follow these simple rules will be handled as follows:

- 1st offense - Driver warning, written notice to parents
- 2nd offense - Driver warning, written notice to parents
- 3rd offense - Removal from the bus until a parent/driver/Principal conference takes place.
- 4th offense - Removal from bus service for five (5) days
- 5th offense - Removal from bus service for ten (10) days
- 6th offense - Possible expulsion from bus service

Students will be permitted to ride a different bus home provided a note has been sent by the parents in advance.

Parents should notify the school BY NOTE if a regular bus student will not be riding the bus home after school.

We strongly discourage parents from calling the school in order to make bus arrangements. This is how mistakes are made. A child's safety is worth making arrangements well in advance.

PLAYGROUND, LUNCH TIME, AND RECESS RULES

1. Playground rules will be sent home at registration or the beginning of the school year.
2. Report problems (fighting, accidents, etc.) to the supervisor.

No students, other than those waiting for a bus, are to play on the school grounds from the time classes are dismissed until 3:45 PM.

BICYCLES

It is recommended that students who ride bicycles to school should lock them with a padlock and chain at the rack provided. This is to prevent other students from unauthorized riding. Students are encouraged to not ride their bikes to school in the snow and ice.

ACCIDENT INSURANCE

As we all know, accidents do happen at school as well as anywhere else. Although we cannot provide accident insurance free of charge, parents may purchase insurance through the school. Information will be available during registration in the fall and at your request.

LEADERSHIP AWARD (5TH GRADE ONLY)

These awards honor any fifth grade students who have shown by their words and actions that they possess the qualities and characteristics we hope to instill in all our students. This award is designed to recognize the students that consistently exhibit the kinds of behaviors we want to see displayed in our schools and in our communities.

GUIDANCE AND SOCIAL WORK SERVICES

These services are available from our staff Guidance Counselor or the Social Worker provided by Northwest Special Ed. You may contact either by contacting the school.

SPECIAL EDUCATION

Students with disabilities and non-disabled students are subject to disciplinary procedures to promote behavioral change, which prepares students to function successfully in their education, social and community environment, and to protect the school environment, fellow student, faculty and public property as well as themselves. In all cases, the discipline of students with disabilities shall be in accordance with the requirements of Federal and State law. For further information on the use of behavioral interventions for students with disabilities, student and parents may request copies of the Board of Education's policy on behavioral interventions for students with disabilities from the district office.

COMPLAINTS

If you or one of your children has a problem at school, please follow the proper channels when contacting the school. If the problem is not settled, talk to the Principal, Superintendent, and finally the School Board in that order. Most problems are easily solved if properly approached. Please follow the proper channels.

BULLYING & HARASSMENT/SEXUAL HARASSMENT

Words or actions which are intended to intimidate, provoke, or coerce others are a few examples of behavior which constitutes "harassment" & "bullying". We provide various educational programs dealing with bullying and harassment to help students identify these behaviors and how to report them.

Bullying, harassment & sexual harassment are violations of school district policy and state and federal civil rights laws. Bullying & harassment will be dealt with in a stern manner. **WE HAVE A ZERO TOLERANCE POLICY.**

Complaint Procedures

1. If a student has been bullied and/or harassed by another student or school district employee, it should be reported to a teacher, principal, superintendent, or some member of the professional staff with whom the student feels comfortable to discuss the matter.
2. Complaints will be kept strictly confidential and should be made as soon after the incident has taken place as possible.
3. The student may be requested to answer questions and/or sign a statement which details the facts of the incident.

ASBESTOS NOTICE

Certain areas of the school building contain hazardous asbestos containing materials. A management plan indicating the location, control, and containment procedures for these materials is available for inspection in both the main office and Superintendent's office of the Warren School. This management plan was pre-approved by AHERA certified asbestos control personnel and is updated at six-month intervals. Please feel free to review the management plan at your convenience.

INTERNET USE

Students interested in using our Internet access will be asked to fulfill two (2) requirements:

1. To sign the District "Acceptable Use Policy" agreeing to follow specific rules, which will be given out at registration.
2. To successfully complete Internet instruction to obtain permission to use the Internet.
3. All students will be required to pay a \$5.00 lab fee at registration which is used for replacement headphones, ink/toner, and other consumable supplies used by students.

These students will also have access to five E-mail addresses, which will be screened by the Technology Coordinator. Downloading items from the Internet will require prior approval by the Technology Coordinator. Students who do not have Internet privileges may be given an alternative assignment.

MEDIA POLICY

Parents will be asked to give permission for the School to post students' work on the web, in the newspapers, and in the school building. The Media Policy and permission forms will be available at registration.

STUDENT RECORDS

Permanent records will be kept for a period of 60 years after a student has transferred, graduated, or permanently withdrawn from school.

Temporary records shall be maintained no longer than 5 years after a student has transferred, graduated, or permanently withdrawn from school.

Records custodian shall destroy the records after the expiration of their respective maintenance period, provided:

1. No record is the subject of a pending request to review or challenge.
2. Parents are notified of the destruction schedule.
3. The District, after 5 years, has not transferred to the parents of a Special Education student, any temporary records which may be of continued assistance to the student, pursuant to Illinois Rules and Regulation 23 ILL Administration Code 375.40 (d).

STUDENT RECORDS REQUEST

If a non-custodial parent requests records/report cards, etc., the request will be honored unless legally prohibited from doing so.

PARENTS/STUDENT RIGHTS IN REGARDS TO STUDENT RECORDS

This notice is to inform parents or eligible student of their rights and procedures of exercising these rights with respect to:

- (1) Inspecting and copying the student records;
- (2) Challenging and seeking amendment of the student's records that the parent or eligible student believes to be inaccurate, misleading, or otherwise in violation of the of the student's privacy rights;
- (3) Consenting to disclosure of records, unless such consent is not required under the Act; and
- (4) Criteria for determining who constitutes a school official and what constitutes a legitimate educational interest pursuant to Federal Law, 34 C.F.R. 99.7

STUDENT DIRECTORY INFORMATION

A school district may publish directory information such as student names; addresses; gender; grade level; birth date; birthplace; parents' names and addresses; academic awards; degrees and honors; information related to school-sponsored activities, organization, and athletics; major field of study; period of attendance in school; and other identifying information and similar publications so long as such publications comply with the regulations of the State Board of Education.

This information maybe released to the general public, unless a parent requests that the information not be released. Each school is required to provide notice of which information it considers to be directory. Non-directory information may not be disclosed without prior written consent of the parent or student. (105ILCS 10/6 © 23111. Admin. Code 375.80

FERPA

Family Educational Rights and Privacy Act requirements are handed out separately to each child/parent during registration.

SEXUAL PREDATOR

Previously, the IPA publicized Public Act 94-994, which requires schools to notify parents at registration or during parent-teacher conferences where the information can be obtained regarding sex offenders living in the district. An excellent website in which to direct parents is maintained by the Illinois State Police a www.isp.state.il.us/sor

FREEDOM OF INFORMATION ACT

For information or requests, please contact any of our FOIA officers:

Dr. Karen Sirgany	815-745-2653
Mr. Francis Fennell	815-745-2641
Mrs. Dee Dee Calow	815-745-2653

Warren CUD #205
311 Water Street
Warren, IL 61087

They can also be contacted on our website at www.205warren.net.

EQUAL EDUCATIONAL OPPORTUNITIES

Equal educational and extra-curricular opportunities shall be available for all students without regard to race, color, national origin, sexual orientation, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Further, no staff member will knowingly enter into agreements with any entity or any individual that discriminates against students on the basis of sex or any other protected status. Any student may file a discrimination grievance by following the Uniform Grievance Procedure.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extra-curricular programs and activities. Any student may file a sex equity complaint by following the Uniform Grievance Procedure.

SUPPLY LIST

ALL K-5th grade students will be required to purchase a student planner provided by the school at registration. Extra or replacement planners are available at an additional cost.

Kindergarten

Book Bag/Back Pack
10 #2 **YELLOW** Pencils
2 Large Pink Erasers
2 (4 oz.) Bottles **Elmer's White Glue**
1 Box of 8 **THIN** Crayons
1 Box of 8 Washable Markers
8 Color **Crayola** Water Paints
1 Box of **Crayola** Colored Pencils
Art Apron (old shirt works fine)
*Kleenex (200 or more)
**Gym shoes
Box of Crackers (Graham, Ritz, etc.)

1st Grade

1 5"x8" Plastic/Cardboard School Box – no handles
2 Flat Pencil Erasers
5 #2 Pencils (to be replaced as needed)
1 1" 3-Ring Binder w/ Pockets
1 Box of 8 Washable Markers
Crayons (box of 16 or more)
Scissors (with point) (please put child's name on them)
4 Pocket Folders w/ holes
12" Ruler w/ inches & **metric** flat (non-bendable)
4 oz. Elmer's Glue (to be replaced as needed)
3x5 Recipe Box w/ Alphabet Dividers 1

no note cards

1 Wide Ruled Spiral Notebook
1 Washcloth (please put child's name on it)
*2 boxes Kleenex (200 or more)
**Gym Shoes
Zip-Lock Freezer Bags (pint & gallon size)
1 pack Anit-Bacterial Wipes

We would prefer no pull-behind bookbags

Paint shirt

2nd Grade

1 box of 24 Crayons
 Scissors
 White Elmer's Glue (no glue sticks)
 2 Pink Erasers
 12" Ruler with Metric (wooden or plastic)
 Pencil Sharpener (no battery operated)
 1 Box #2 Yellow Pencils (sharpened)
 1 Box Washable Markers (8 Basic Colors)
 1 Pencil Box or Bag
 Colored Pencils
 Red Correcting Pencils
 1 Wide-Ruled Spiral Notebook
 2 Pocket Folders
 Paint Shirt
 1 Highlighter Marker
 *Kleenex (200 or more)
 **Gym Shoes

4th Grade

Scissors
 1 Box of Crayons/Colored Pencils
 Crayola Markers
 2 Spiral Notebooks – wide lines
 2 Glue Sticks
 1 Big Elmer's Glue
 Erasers
 #2 Pencils – replace as needed
 Paint Shirt
 4 Folders
 1 Highlighter
 2 Red Pencils/Pens for checking
 1 Pencil Box
 Clipboard
 Hand Pencil Sharpener
 Dry Erase Board
 2 Dry Erase Markers
 *2 Boxes Kleenex (200 or more)
 Gym Shoes

No Mechanical Pencils

Watercolors

***Each student is asked to bring a box of Kleenex. One box at a time will be opened for all the room to use. This has proven to be a successful, fair way for everyone.**

****We suggest that each student bring a pair of gym shoes that can be left at school for the entire year. This may eliminate some trips to school for parents when shoes are forgotten.**

3rd Grade

1 Box Crayons
 20 #2 Plain Yellow Pencils
 Pencil Sharpener
 2 Dry Erase Markers
 Scissors (preferably Fiskars)
 1 Elmer's Glue
 2 1-Subject Spiral Notebooks w/ wide lines
 1 pkg Loose Leaf Notebook Paper
 Colored Pencils
 1 Highlighter
 Markers
 2 Red Pencils/Pens
 Plastic Pencil Box
1 Pack of Anti-Bacterial Wipes
 2 Rectangular Erasers
 2 Folders
 2 Glue Sticks
 Paint Shirt
 *2 Boxes Kleenex (200 or more)
 **Gym Shoes

5th Grade

Scissors
 Crayons, Markers
 12" Ruler w/Metric
 Glue
 Red Checking Pens
 #2 Pencils
 Colored Pencils
 2 Wide-Lined Notebooks
 1 pkg. Wide-Lined Loose Leaf Paper
 Clipboard
 Eraser
 1 Box Watercolors
 6 Folders – 1 each assorted colors
 Highlighter
 1 Pump Bottle Hand Sanitizer
 *Kleenex (200 or more)
 **Gym Shoes

NO Mechanical Pencils