

**WARREN
ELEMENTARY SCHOOL**

**STUDENT/PARENT PLANNER
& HANDBOOK**

**311 WATER STREET
WARREN, IL 61087**

PHONE: 815-745-2653

FAX: 815-745-9333

WEBSITE: www.205warren.net

INDEX

| | | | |
|--|----|---|----|
| Accident Insurance | 11 | Leadership Award (5th only) | 11 |
| Advance Homework | 4 | Library | 5 |
| Asbestos Notice | 13 | Lost and Found | 6 |
| Behavior Plan | 7 | Lunch Hours | 2 |
| Bicycles | 11 | Mass Calling System | 2 |
| Board of Education | 1 | Media Policy | 12 |
| Book Fees | 5 | Medication | 4 |
| Breakfast Program | 5 | Milk Money | 5 |
| Bullying & Harassment/Sexual Harassment | 12 | Monthly Newsletter | 3 |
| Bus Problems and Rules | 10 | Notes Home | 7 |
| Cafeteria Lunch and Milk | 6 | Office Hours | 2 |
| Closed Campus | 3 | Office Disciplinary Referral(ODR) | 8 |
| Communicable Diseases | 3 | Parasites | 3 |
| Community Unit District # 205 | 1 | Parents/Student Rights in Regards to Student Records | 14 |
| Complaints | 12 | Parents' Responsibilities | 7 |
| Damage to Books and School Property | 5 | Pets | 4 |
| Deliveries | 8 | Phone Calls/Cell Phones | 6 |
| Dental Exams | 4 | Physical Education Excuses | 5 |
| Dress Code | 6 | Physical Exams | 4 |
| Electronic Games, Etc. | 6 | Playground, Lunch Time, and Recess Rules | 11 |
| Emergency Information | 2 | Refund of Book Fees | 5 |
| Equal Educational Opportunities | 14 | Replacement Copies | 5 |
| Faculty | 1 | Retention | 9 |
| FERPA | 14 | School Hours | 2 |
| Field Trips/Permission Slips | 7 | School Time Arrival | 3 |
| Financial Obligations | 5 | Sexual Predator | 14 |
| Free and Reduced Meals | 6 | Special Education | 12 |
| Freedom of Information Act | 14 | Standardized Testing | 9 |
| Grading System | 9 | Staff | 1 |
| Guidance and Social Work Service | 11 | Student Directory Information | 14 |
| Inclement Weather Alert | 2 | Student Records | 13 |
| In-School Detention | 10 | Student Records Request | 14 |
| In-Town Bus Stops | 10 | Suspected Child Abuse/Neglect | 9 |
| If Your Child Is Absent | 3 | Suspensions | 10 |
| INOW | 9 | Tardies | 7 |
| Internet Use | 13 | Transfer | 4 |
| Juice & Pop | 5 | Vision and Hearing Screening | 4 |
| Labeling | 6 | Visiting the School | 8 |
| Late Assignment Policy | 10 | | |
| Leaving School Early | 4 | | |

COMMUNITY UNIT DISTRICT # 205

K – 5 HANDBOOK

Staff

| | | |
|-------------------------|--------------------------------------|---------------------|
| Francis Fennell | Superintendent of Schools | 815-745-2653 |
| | Sr. High School Principal | 815-745-2641 |
| Dee Dee Calow | Elementary/Jr. High Principal | 815-745-2641 |
| Kristy Leitzen | Counselor | 815-745-2641 |
| Sally Roberts | School Secretary | 815-745-2653 |
| Gail Heidenreich | School Secretary | 815-745-2641 |
| Carol Jones | District Bookkeeper | 815-745-2653 |

Faculty

| | |
|-------------------------------------|-----------------------------|
| Brenda Gates | Kindergarten |
| Anne McCool | Kindergarten |
| Clara Hansen | 1st Grade |
| Josie Larson | 1st Grade |
| Jayne Kurschner | 2nd Grade |
| Susan Stone | 2nd Grade |
| Sara Janecke/Cara Nielsen | 3rd Grade |
| Heidi Sigafus | 3rd Grade |
| Kristi Leverton | 4th Grade |
| Scott Kubat | 5th Grade |
| Sara Janecke | Reading Improvement |
| Connie Kruger | Special Education |
| Brenda Pearson | Speech |
| Sue Bourquin | Vocal Music |
| Sue Krahe | Instrumental Music |
| Brad Schliem/John Zambrovitz | Physical Education |

Board of Education

| |
|--|
| Kip Sabinson – President |
| Bryan Bohnsack – Vice-President |
| Becky Riedl – Secretary |
| Nolan Mullen - Member |
| Rod Rogers – Member |
| Jeff Bartell – Member |
| Tom Janecke - Member |

| | | | |
|-----------------|-------|------------------|------------|
| Dubuque WJODFM | 107.5 | Quad Cities KWQC | Channel 6 |
| Dubuque KAT FM | 92.9 | Quad Cities WQAD | Channel 8 |
| Dubuque KDTHAM | 1370 | Rockford WREX | Channel 13 |
| Dubuque KGRR FM | 97.3 | Rockford WTVO | Channel 17 |
| Dubuque WVREFM | 101.1 | Rockford WIFR | Channel 23 |

SCHOOL TIME ARRIVAL

Students may enter the building at 7:30 AM and go to breakfast or a supervised area. They should only go in the classroom if the teacher is in the room or if they need assistance on homework. 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, a lunch menu, and a breakfast menu, is published on the Internet at www.205warren.net. 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. They will advise you about treatment. Begin treatment immediately and follow through with the complete procedure. 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.

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

Please call your child's school by 9:00 A.M. to report an absence. Doctor, dentist, orthodontist, etc. appointments are usually pre-arranged; therefore please call the school at least one day before the appointment. Health related illnesses beyond three consecutive days may require a doctor's statement. An automated call will be made to parents or guardians if no phone call is received.

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

ADVANCE HOMEWORK

Students planning trips during the school ³ year 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 preschool, kindergarten, 6th grade, and 9th grade. 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 allows for adequate time to take care of the examination and immunizations. Students may be excluded from school until these requirements are met.

DENTAL EXAMS

Dental exams are required by State Law for students entering kindergarten, second, and sixth grade. You will be notified in May of the requirements.

VISION AND HEARING SCREENING

The Jo Daviess County Health Department screens special requests from parents and teachers and new students each year. If your child is identified as having a potential vision problem, the Health Department will contact you.

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 procedures 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 out of a student's self-administration of medication or the storage of the medication 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. must present an excuse from the doctor 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.

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. Checks should be made payable to Community Unit District #205.

| | | | |
|---------------------|---------------|------------|----------------|
| Grades K-5 | \$50.00 | | |
| Student Planner | \$ 6.50 (2) | Grades 2-4 | \$8.50 Grade 5 |
| Replacement Planner | \$ 3.25 (ea.) | Grades 2-4 | \$8.50 Grade 5 |

A late fee of \$5.00 will be added to your book rental if you do not register during the school registration dates or make other arrangements.

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 – When students receive their textbooks at the beginning of the school year, they should write their first and last name in the space provided in each textbook. 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.

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/guardian.

REPLACEMENT COPIES

In an effort to help develop better responsibility, students who habitually misplace or lose assignment 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.

JUICE AND WATER MACHINE (4 &5)

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

MILK MONEY

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.

The price you pay for morning milk does not quite 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 carry over.

BREAKFAST PROGRAM

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

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 Preschool-fifth grade 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 month, 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 out 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 chose.

All amounts of money 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 two beverages. 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. Items not claimed will be donated to charity at the end of the school year.

LOST AND FOUND

All clothing items are kept in a lost and found area of each building. Parents and students are advised to mark all students' possessions with a waterproof marker.

ELECTRONIC GAMES, ETC.

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

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, hats, bandanas, scarves, or visors will be worn in the building except on special occasions. Students may be asked to change inappropriate clothing items. 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, kept in their locker 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, email, blogs, websites, or networking shall deal with educational matter 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 less than eight hours a day for 174 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.

FIELD TRIPS/PERMISSION SLIPS

One permission slip will be signed at the beginning of the school year for all activities. 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. Student 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 (3-5 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 three (3) "Office disciplinary Referrals" (ODR) 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, Office Disciplinary Referrals (ODR), tardies, and academic detention notices for all students will be forgiven.

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 an Office Disciplinary Referral (ODR), he/she will receive a detention for each notice. You will be notified of the date and time of the detention.

TARDIES

- | | |
|-------------------------|-------------------|
| 1 st Offense | Letter |
| 2 nd 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.

OFFICE DISCIPLINARY REFERRAL (ODR)

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

*See Behavior Matrix on page 15.

DELIVERIES

Deliveries of balloon’s, plants, flowers, etc. will remain in the office until dismissal.

VISITORS TO SCHOOL

Parents are invited to visit school, but **REPORT TO THE OFFICE FIRST**. Please sign in and obtain an identification necklace. If you wish to talk with a teacher or the principal, call for an appointment. Because the teacher cannot 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/guardian 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 Elementary is on a nine-week grading period and a reporting of grades to parents is completed on this time interval. The following system of grading is 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

The new skills based report card will be explained at your child’s Parent/Teacher Conference in late October.

In addition to a letter grade for each subject the report cards 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.

| <u>GRADE 4 – 5</u> | | <u>Grade Scale</u> | |
|--------------------|----------------|--------------------|----------------|
| A | Excellent | A+ 98.00-100.00 | A 93.00-97.99 |
| B | Good | B+ 88.00-89.99 | B 83.00-87.99 |
| C | Average | C+ 78.00-79.99 | C 73.00-77.99 |
| D | Below Average | D+ 68.00-69.99 | D+ 63.00-67.99 |
| F | Unsatisfactory | F 0-59.99 | A- 90.00-92.99 |
| P | Pass | | B- 80.00-82.99 |
| | | | C- 70.00-72.99 |
| | | | D- 60.00-62.99 |

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 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 night’s 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, and Spelling) for the year.

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.

Summer school could be an option for those children provided it is available.

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.

SUSPENSION

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 his/her presence within 5 days of receipt of the 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 take part 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 his/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 available to all students Prek-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 an 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 available at registration.

BUS PROBLEMS AND RULES

Questions concerning routes and times should be addressed to the Bus Coordinator, Gary Roberts at the Bus Barn (815-745-2460) or at home (815-745-9016 or 815-291-8245). 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, remain in 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. Do not 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 the beginning of the school year.
2. Report problems (fighting, accidents, etc.) to the supervisor.

No student, other than those waiting for a bus, are to play on the school grounds once classes are dismissed.

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. We provide accident insurance free of charge during the school day and at all school activities thru Markel Insurance Company. Parents may also purchase 24 hours 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 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 the 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 as well as non-disabled students are subject to disciplinary procedures to promote behavioral change, which prepares student to function successfully in their education, social and community environment, and to protect the school environment, fellow students, faculty, and public property as well as themselves. In all cases the discipline of students with disabilities shall be in accordance with the requirement 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.

MEDIA POLICY

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

BULLYING & HARASSMENT/SEXUAL HARASSMENT

Bullying, harassment and sexual harassment are violations of school district policy and state and federal civil rights laws. They are unacceptable forms of social behavior which interfere with healthy social interactions in school and are strictly prohibited.

Complaint Procedures:

1. If a student has been harassed by another student or school district employees, it should be reported to the Elementary Principal or the District Superintendent. A form will be filled out for documentation.
2. Complaints will be kept strictly confidential and should be made as soon as 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.

Anti-harassment/Bullying Investigation Procedures:

- Communicate to the harasser or bully that the individual expects the behavior to stop. If the individual is comfortable doing so. If the individual wants assistance communicating with the harasser or bully, the individual should ask a staff member for help.
- If the harassment or bullying does not stop, or the individual does not feel comfortable confronting the harasser or bully, the individual should:

--Tell a staff member; and

--Write down exactly what happened, keep a copy and give another copy to the staff member including:

1. what, when, and where it happened;
2. who was involved;
3. exactly what was said or what the harasser or bully did;
4. witnesses to the harassment or bullying;
5. what the student or staff member said or did, either at the time or later;
6. how the student or staff member felt; and
7. how the harasser or bully responded.

Retaliation against any person, because the person has filed a harassment or bullying complain or assisted or participated in a harassment or bullying investigation or proceeding, is also prohibited. Individuals who knowingly file false harassment or bullying complaints and any person who gives false statements in an investigation shall be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of the policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any staff member found to have retaliated in violation of this policy shall be subject to measures up to and including, termination of employment. Any school volunteer found to have retaliated in violation of the policy shall be subject to measure up to and including, exclusion from schools and school grounds.

Bullying – Zero Tolerance

| | |
|-------------------------|--|
| 1 st Offense | 3 Day Lunch Detention |
| 2 nd Offense | In-School Detention |
| 3 rd Offense | 1 Day In-School Suspension & 50 % grade credit |
| 4 th Offense | 1 Day Out-of-School Suspension |

*See Alleged Bullying Investigation Process on page 16.

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 according to law. 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 three (3) requirements:

1. Sign the District "acceptable use policy" agreeing to follow specific rules, which will be handed out at registration.
2. Successfully complete an Internet instruction program and obtain permission to use the Internet.
3. Pay a \$5.00 replacement fee for headphones as needed.

These students will also have access to five public E-mail addresses, which will be screened by the Technology Coordinator. Downloading items from the Internet will require prior approval by the Technology Coordinator.

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.

The Record 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 students 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, organizations, 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 Illinois State Board of Education.

The information may be 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 information. Non-directory information may not be disclosed without prior written consent of the parent or student (105ILCS 10/6-23/11. 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 to check out is maintained by the Illinois State Police at www.isp.state.il.us/sor.

FREEDOM OF INFORMATION ACT

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

Mr. Francis Fennell 815-745-2641, 815-745-2653
Mrs. Dee Dee Calow 815-745-2653, 815-745-2641

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 belief, 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.