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# Elementary Student Parent / Guardian Handbook

***2011-2012 School Year***



Your daily walk alongside children  
has taught them how to walk,  
and by your example . . . where to walk.  
Your footprints will be  
the stepping stones to their future.


- Ashmore Elementary School
- Carl Sandburg Elementary School
- Mark Twain Elementary School





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Dear Parent(s)/Guardian(s) and Students:

This handbook is provided to you to acquaint you with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of the school. It has been structured to help promote student progress, as well as to provide for the safety of the students through appropriate rules and regulations. This handbook is only a summary of Board policies and may be changed throughout the year without notice.

Please read and familiarize yourself with this handbook. Periodically, you may need to refer to the handbook to answer questions. If clarification is needed or other questions arise, please contact any teacher, counselor, or administrator. We are eager to help and anxious to work with you.

Students, this is **your** school. Take pride in the school and show respect for fellow students, staff, teachers, administrators, and most of all yourself. Your years here will be what you decide to make of them. The opportunity is available for **all** to have an exciting, positive, and rewarding experience. Let us all direct our energy toward seizing that opportunity!

Respectfully yours,

C.U.S.D. #1 Elementary Administrators



## Community Unit School District No. 1

### **Central Administration:**

Mr. Jim Littleford, Supt. of Schools  
Mr. Todd Vilardo, Assistant Supt.

### **Board of Education:**

Mr. Jason Coe, President  
Mr. Ron Miller, Vice President  
Dr. Tim Hutti, Secretary  
Mrs. Kelly Miller, Treasurer  
Mr. Scott Clarke  
Mrs. Brenda Coffey  
Mrs. Susan Daniels

### **Building Administration:**

#### **Ashmore Elementary School - 349-3000**


Terry Diss, Principal  
Office Hours 7:00 a.m.—3:30 p.m.

#### **Carl Sandburg Elementary School - 639-4000**

Chad Burgett, Principal  
Rob Ulm, Assistant Principal  
Office Hours 7:00 a.m.—4:00 p.m.

#### **Mark Twain Elementary School - 639-8000**

Terry Diss, Principal  
Office Hours 6:45 a.m.—3:15 p.m.



# Charleston Community Unit

MON	TUE	WED	THU	FRI
<b>AUGUST, 2011</b>				
8	9	10	11	12
15	(16)	17	18	19
22	23	24	25	26
29	30	31		
<b>SEPTEMBER, 2011</b>				
X	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	*30
<b>OCTOBER, 2011</b>				
3	4	5	6	7
40	11	12	13	14
17	18#	19#	20#	21
24	25	26	27	*28
31				
<b>NOVEMBER, 2011</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	*22	23	24	25
28	29	30		
<b>DECEMBER, 2011</b>				
			1	2
5	6	7	8	9
12	13	14	15	16
19	*20	(21)	22	23
26	27	28	29	30
<b>JANUARY, 2012</b>				
X	(3)	4	5	6
9	10	11	12	13
X	17	18	19	20
23	24	25	26	*27
30	31			
<b>FEBRUARY, 2012</b>				
		1	2	3
6	7	8	9	10
13	14	15	16	17
X	21	22	23	*24
27	28	29		
<b>MARCH, 2012</b>				
			1	2
5	6	7	8	9
40	41	44	45	46
19	20	21	22	23
26	27	28	29	30#
<b>APRIL, 2012</b>				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	*27
30				
<b>MAY, 2012</b>				
	1	2	3	4
7	8	9	10	11
14	15	16	17	18#
(21)	22	23ED	24ED	25ED
X	29ED	30ED	31	

In accordance with applicable state laws, the Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois, does hereby adopt and establish the 2011-12 school year calendar as follows:

Tue. Aug. 16	SCHOOL TERM OPENS	
Tue. Aug. 16	Faculty Workshop	No Student Attendance
Wed. Aug. 17	1 <sup>st</sup> Attendance Day	Half Day Attendance
Thu. Aug. 18	First Full Student Attendance Day	
Mon. Sept. 5	LABOR DAY	NO SCHOOL
Mon. Oct. 10	COLUMBUS DAY	NO SCHOOL
Fri. Oct. 14	End First Quarter	41 Attendance Days
Oct. 18, 19, 20	Parent/Teacher Conferences	Half Day Attendance
Wed. Nov. 23	THANKSGIVING HOLIDAY	NO SCHOOL
Thu. Nov. 24	THANKSGIVING DAY	NO SCHOOL
Fri. Nov. 25	THANKSGIVING HOLIDAY	NO SCHOOL
Tue. Dec. 20	CHRISTMAS VACATION BEGINS END OF SCHOOL DAY	
Wed. Dec. 21	Institute Day	No Student Attendance
	End Second Quarter	44 Attendance Days
	End First Semester	85 Attendance Days
Mon. Jan. 2	NEW YEAR'S DAY HOLIDAY	NO SCHOOL
Tue. Jan. 3	Teacher Institute	No Student Attendance
Wed. Jan. 4	School Resumes	
Mon. Jan. 16	M.L.KING'S B'DAY	NO SCHOOL
Mon. Feb. 20	PRESIDENTS' DAY	NO SCHOOL
Fri. Mar. 9	End Third Quarter	46 Attendance Days
Mar 12, 13, 14, 15, 16	SPRING BREAK	NO SCHOOL
Fri. Mar. 30	Parent/Teacher Conferences	Half Day Attendance
Fri. Apr. 6	GOOD FRIDAY	NO SCHOOL
Fri. May 18	COMMENCEMENT	Half Day Attendance
Mon. May 21	Teacher Institute	No Student Attendance
Tue. May 22	End Fourth Quarter	45 Attendance Days
	End Second Semester	91 Attendance Days
	School Term Closes	176 Attendance Days
		5 Emergency Days
		4 Institute Days
		185 Day School Calendar

**DAYS IN SESSION BY SCHOOL MONTH FOR ATTENDANCE PURPOSES**

Aug. 16 - Sept. 30	32 days	+ 1 Institute
Oct. 1 - Oct. 31	20 days	
Nov. 1 - Nov. 30	19 days	
Dec. 1 - Dec. 31	14 days	+ 1 Institute
Jan. 1 - Jan. 31	19 days	+ 1 Institute
Feb. 1 - Feb. 29	20 days	
Mar. 1 - Mar. 31	17 days	
Apr. 1 - Apr. 30	20 days	
May 1 - May 31	15 days	+ 1 Institute + 5 emergency

Legal Holidays = X                      No Attendance = -  
 Institutes = ( )                      Emergency Days = ED  
 % day Attendance = #                      2 hr. Early Dismissal = \*

All 12 month employees will work on Wednesday, November 23, 2011, Thursday, December 22, 2011 and March 12-16, 2012

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## Elementary Time Schedule

### **Ashmore Elementary School**


7:15-7:45	Breakfast served to those who choose
7:30-7:45	Students arrive and assemble in gym
7:45	Students are dismissed to the classrooms
7:50	Tardy Bell / All classes begin
11:00	Grades K, 1, & 2 Lunch
11:30	Grades K, 1, & 2 Activity & 3 & 4 Lunch
12:00	Grades 3 & 4 Activity
2:30	Dismissal

### **Carl Sandburg Elementary School**

7:30-8:00	Breakfast is served for those who choose
7:45-8:00	Students arrive and assemble in gym
8:00	Students are dismissed to the classrooms
8:10	Tardy bell / All classes begin
10:55-11:55	Grade 1 Lunch & Activity
11:35-12:35	Grade 2 Lunch & Activity
12:10-1:10	Grade 3 Lunch & Activity
2:50	Dismissal

### **Mark Twain Elementary School**

7:20-7:50	Breakfast served to those who choose
7:30-7:45	Students arrive and assemble in gym
7:45	Students are dismissed to the classrooms
7:55	Tardy Bell / All classes begin
10:45	1/2 day Kindergarten dismissed
11:00	1st Lunch Period
11:30	1st Activity Period
11:35	2nd Lunch Period
12:00	1st Lunch group resumes classes
12:05	2nd Lunch Activity Period
12:35	2nd Lunch group resumes classes
2:10	Dismissal



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## Early Dismissal Schedules

### Half Days

Ashmore Elementary School	7:50-10:50
Carl Sandburg Elementary School	8:10-11:10
Mark Twain Elementary School	7:55-10:55

### 2-Hour Early Dismissal

Ashmore Elementary School	7:50-12:30
Carl Sandburg Elementary School	8:10-12:50
Mark Twain Elementary School	7:55-12:10



## Attendance

### Attendance Policy

Illinois has a compulsory attendance law for youngsters between 7 and 17 years of age. It is the responsibility of parent(s)/guardian(s) to see that their sons and daughters attend school regularly. The following policies are in effect concerning attendance procedures:

1. Parent(s)/guardian(s) are to report their child's absences by 8:30 am. This may be done by calling the Homework Hotline (refer to page 15) or the school office. Illinois law requires schools to inform parent(s)/guardian(s) if their children do not come to school; therefore, if the school is not contacted, we will contact parent(s)/guardian(s) at home or at work to verify your child's absence.
2. Illness of the student or serious illness/death in the immediate family are conditions for a student being absent. Individual vacations, recreational activities, or matters of personal convenience are discouraged during school time and will be counted unexcused or elimination from participation in extracurricular events.
3. Students may be pre-excused (see excused absences pg. 13) if (1) an Anticipated Absence form is completed, (2) approval is granted by the principal, and (3) arrangements for make-up work have been made with the classroom teacher prior to the absence. If these conditions are not met, absences will be unexcused. Anticipated Absence forms are available from the office.
4. A student having excessive absences from school without sending a statement of being under a doctor's care may be subject to a conference with the assistant principal or principal concerning his / her attendance record. A total of more than nine absences during the school year must be accompanied by a doctor's note or will be recorded as unexcused.
5. When a student is too ill to attend school, he / she is considered too ill to participate in after-school activities.

## Attendance

6. The parent(s)/guardian(s) may request that a child who has been absent because of illness be permitted to remain in the building for a day or two during recess periods. The staff feels, however, that as a rule it is beneficial for the child to be out-of-doors at recess time. If there is doubt about making the request, the child's physician should be consulted. If the child is to remain indoors for a longer period, a doctor's statement should be submitted.
7. "Truancy" is defined as an unexcused absence from school. If a student is chronically or habitually truant, as defined in the school code 5/26-2a, further steps may be taken.

### Truant - Chronic Truant Procedures

**Truant Child** is defined as a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or any portion of a school day.

**Chronic or Habitual Truant** is defined as a child subject to compulsory school attendance laws who is absent without valid cause from school for 10 percent (18 days) or more of the previous 180 regular attendance days.

**Valid cause** for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by the board of education in each district. Other circumstances which cause reasonable concern to the parent(s)/guardian(s) for the safety or health of the student are also considered.

### Progressive Steps to Address Truancy Days

#### **Any Truancy**

- Parent/Guardian notification
- Detention / AER assigned to make up time missed.

## Attendance

### Truant—Chronic Truant Procedures (continued)

1. Letter to parent at six unexcused absences.
2. Letter to parent at nine unexcused absences.
3. Phone call to parent at 10 unexcused absences to inform them that a doctor excuse will be required for any further absences.
4. After 12 absences there will be a review of the past 180 days of school attendance.
5. Complete an AIMS referral after ten or more unexcused absences within the past 180 days of school attendance.
6. A) If a student has accumulated 18 or more unexcused absences within the past 180 days then a “Wrap Around Conference” may be scheduled.  
B) Contact Juvenile Officer.  
C) Contact AIMS Personnel.  
D) Letter to Parent(s)/Guardian(s) to inform them of meeting.
7. Wrap Around Conference - Parent / Guardian, Assistant Principal, Guidance Counselor, Juvenile Officer, AIMS Personnel.
8. Follow up letter sent to Parent / Guardian
9. If student is absent without a doctor’s excuse then the Juvenile Officer will be contacted and a City Citation will be issued. (Student has 24 hours to produce a doctor’s excuse to the school office.)

### Illness During School

No student may leave school during the day unless he / she has permission from the office. A student who becomes ill during school should report to the office where he or she will be picked up by a parent/guardian. If a student leaves the building for lunch and becomes ill, the school expects a parent/guardian to call and report the illness.

## Attendance

### Students Leaving School

Parent(s)/Guardian(s) who pick students up during school hours must report to the office and sign the child out. If the student returns to school on the same day, he or she must be signed back in. The sign-out system allows the school to know the whereabouts of students at all times in case of an emergency.

### Excused Absences

Students receive absences and are permitted to make up work or exams in the following circumstances:

1. Illness of the student or serious illness of a member of the immediate family.
2. Death of a family member / friend.
3. Medical appointment which cannot be made after school or on weekends.
4. Religious holiday/pilgrimage (with a completed anticipated absence form)
5. Family emergency.

These circumstances above must be defined with the Administration.

### Anticipated Absences

The anticipated absence is not recommended by teacher, administrators, or the Board of Education. Hopefully it will be minimally used by students and parents/guardians. Planning prior to an absence allows students to make up as much work as possible. Students and parent(s)/guardian(s) may plan absences in advance by filling out an "Anticipated Absence Form" which is available in the office. The form should be returned to the office at least one day in advance of the absence. Other absences not accounted for will be considered unexcused. Excessive absences may cause the student to be referred to the A.I.M.S. program.

## Attendance

### Attendance Improvement Matters (A.I.M.S.)

A.I.M.S. strives to improve attendance, attitude, and achievement of students by providing an Attendance Specialist to work together with the student, the school, and the parents. Following are the responsibilities of the schools, the Attendance Specialist, and the parent(s)/guardian(s).

#### Schools

- Make a parent/guardian phone call
- Send a letter of notification of excessive absences
- Refer to the attendance specialist

#### Attendance Specialist

- Diagnose causes of school absences
- Provide intervention
- Work with schools, parent(s)/guardian(s), and students to resolve difficulties

#### Parent/Guardian and Schools

- Be enthusiastic, convey a positive attitude about school
- Prepare your child for school experiences by explaining what to expect and answering questions honestly
- Treat school as part of a normal everyday life event, something that is expected of your child and accepted by you

### Homebound Instruction

In the event that a student has a prolonged illness (two weeks or more), the parent/guardian may request homebound instruction. A doctor's note stating the length of time needed for recovery at home will be needed along with your written request. Contact the building principal so this may be initiated. Final approval of any homebound instruction must come from the Superintendent.

## Attendance

### Request for Homework when Absent

Requests for daily homework must be made by 10:00 a.m. on the day needed. This allows the homeroom teacher the necessary time to contact other teachers to get work together for the student. Homework may be picked up at the office after school. Check with your student's teacher for clarification. Students will be allowed the same numbers of days to make up work as they were absent.

### Homework Policy

Please contact your child's teacher for detailed information on his / her homework policy and procedures.

### Bad Weather School Closing

A ParentLink phone message will be sent out. WEIC, WEIU, WLBH, WMCI radio stations and WAND, WCIA, WICD TV stations also announce the closing of school soon after receiving the decision of the district. This decision and announcement most often occurs between 6:00 AM and 6:30 AM. School may be dismissed early if weather conditions worsen on days school is in session. Parents/Guardians are urged to listen to the radio and/or TV.

The following factors are considered when determining whether to have school or not to have school:

1. The severity of the weather;
2. Potential of a drastic change in weather;
3. Bus routes - flat roads, curvy roads, hilly roads, narrow roads, turn around problems, or any combination of the above;
4. Children waiting for buses - applicable to the severity of the weather, temperature, wind chill, etc.;
5. Consultation with neighboring districts;
6. Imposed energy restrictions, state or privately imposed.

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## Attendance

### Bad Weather School Closing (continued)

Parent(s)/Guardian(s) should inform children about what to do if school closes early. Students are expected to not have to make arrangements by phone.

### Outdoor Activities / Wind Chill Consideration

Guidelines have been established to allow children to play outdoors during winter months. Students and teachers will go outdoors during activity periods when the wind chill index is 20 degrees and above. Parents/Guardians are expected to dress children appropriately during the winter months (hats, heavy coats, gloves) and for the unpredictable Illinois weather all year long.

Students will not be allowed to remain in the building during outdoor recess without daily written parental / guardian permission.

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## Bus Riding

All school bus riders, while in transit, are under the jurisdiction and control of the bus driver. The bus driver is duly responsible for the safety of both passengers and the bus. Any behavior on the part of school bus riders which diverts the driver's attention could result in a serious accident and will not be tolerated. When drivers determine that improper behavior should be brought to the assistant principal's or principal's attention, a "Bus Conduct" form is to be filled out. Repeated violations may result in loss of bus riding privileges.

Types of student behavior which are considered unacceptable on the school bus are as follows: yelling, throwing objects in the bus or out the windows, use of profane language, deliberate damage of the bus, arguing, harassment or intimidation of other riders, extending head or arms out of the windows, or engaging in other behaviors which seriously distract the school bus driver.

Students are forbidden to carry animals, firearms, weapons, balloons, explosives, alcoholic beverages, tobacco, and narcotics on the school buses. Also, all prohibited conduct spelled out in Part II of Community Unit School District No. 1 School Behavior Policy is applicable to school buses.

Because of safety issues and seating assignments on buses, First Student does not allow written notes from parents authorizing approval for your student to ride on another bus. They will allow notes from parents, in case of emergency that are pre-approved with a signature by your students' building principal and then, only if you are registered through the bus garage as an eligible school bus rider.

The bus driver is responsible for maintaining discipline on the school bus. The driver may verbally admonish any student for a violation of rules and regulations, assign seats to any and all bus riders, and take any reasonable action deemed necessary to maintain discipline and safety on the school bus. When in the opinion of the bus driver, behavior is not in compliance with that outlined in "Instructions to School Bus Riders", and when that behavior jeopardizes the safety of the passengers, the driver should report such behavior to the building principal or assistant principal. If the driver is unable to correct unacceptable behavior, the following procedure will usually be followed:

## Bus Riding

1. First / Second Offense - Administrative conference with the student. Copy of the bus report sent to the parent/guardian and the Director of Transportation.
2. Third Offense—Temporary suspension of riding privilege not to exceed ten (10) days. Copy of bus suspension letter will be sent to the parent/guardian, Director of Transportation and to the Superintendent of School.
3. Fourth Offense—If after three (3) offenses, the student's behavior is still unacceptable, the student may be suspended from riding privileges in excess of ten (10) days.

If a child's behavior is not acceptable, the privilege of riding the bus may be withdrawn, and it becomes the responsibility of the parent / guardian to transport the child.

## Discipline

### Corporal Punishment

Corporal Punishment is forbidden in all schools in State of Illinois.

### Aggressive Behavior / Bullying

Illinois law requires a school district to notify the parent(s) or guardian(s) of a child who engages in aggressive behavior, including bullying, or possession of a firearm/weapon on or around school grounds. (105 ILCS 5/10-20.14) CUSD#1 Board Policy prohibits students using aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyber-bullying; sexting, or other comparable conduct. Law Enforcement will be contacted if a student threatens an adult.

## Discipline

### Out of School Suspension

Serious misconduct which may lead to suspension or expulsion of a student as outlined in the Illinois School Code, includes any activity which disrupts or interferes with school activities. This includes activity in school, on school property, on a school bus / bus stop, or at a school-sponsored function. In accordance with School Code 5/10-22.6, the parent(s)/guardian(s) has the right to a review of the suspension. During the review process, the suspension will stand. Students shall be allowed to make up missed work.

**Suspension** - Suspension is the removal of a student from school for a specified number of days—not to exceed ten (10) days for any one offense. A student's suspension from school is based on two conditions:

1. Repeated or very severe incidents of breaking school rules and inability to adjust properly to the school community. (Counseling by certified school personnel and conferences assist in adjusting to the school community.)
2. When the safety and health of the student, other students, or staff has been violated.

A student on suspension is not permitted to attend school activities or be on the school campus, for the duration of the suspension. Students are required to turn in written assignments on date due and make up tests.

**Expulsion**—Continued disobedience of school rules and regulations can result in requesting the student and his/her parent(s)/guardian(s) to appear before the Board of Education to show cause why the student should be granted permission to reenter school. Due process will be observed. The Board of Education may expel a student for gross misconduct or disobedience.

## Discipline

### Prohibition of Gangs and Gang Activities (Board Policy 7.190)

The Board of Education believes that presence of organized gangs, gang activities, and other undesirable groups have the potential to cause major disruption of and / or material interferences with the school environment and school activities. Therefore, the Board prohibits the existence of gangs, gang activities, and undesirable groups through the implementation of student requirements as follows:

No student on or about school property or at any school activity:

1. Shall wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, badge, symbol, sign, or other item which is evidence of membership or affiliation in any gang;
2. Shall commit any act or behavior, use either verbal or non-verbal gestures (hand-shakes, drawings, graffiti, tattoos, etc.) including membership or affiliation in a gang;
3. Shall use any speech or commit any act or behavior in furtherance of the interests of any gang or gang activity, including but not limited to:
  - a. Soliciting others for membership in any gangs;
  - b. Requesting any person to pay protection or otherwise intimidating or threatening any person;
  - c. Committing any other illegal act or other violation of school district policies;
  - d. Inciting other students to act with physical violence upon any other person.

A "gang" is defined in this policy as any group of two or more persons whose purposes include the commission of unlawful acts or violation of school rules and regulations.

The administration is directed to develop a uniform system of specific procedures of punitive action to be taken throughout elementary, middle school, and high school levels in addressing any gang related incidence or activities.

## Discipline

### Search and Seizure

For the safety and supervision of students in the absence of parent(s)/ guardian(s), to maintain discipline and order in schools, and to provide for the health, safety, and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as District property.

With the approval of the Board of Education, the Superintendent may request the assistance of law enforcement officials for conducting reasonable searches of students and school property for controlled substances / illegal drugs, including searches utilizing trained dogs. Searches conducted by authorized school personnel in conjunction with or at the behest of the law enforcement agencies shall be conducted in accordance with the standards applicable to such law enforcement agencies.

### Students and Their Personal Effects

Certified employees and school administrators may search a student and/or the student's personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

- Outside the view of others;
- In the presence of a school administrator or adult witness;
- By a certified employee or administrator of the same sex.

## Discipline

### Students and Their Personal Effects (continued)

Immediately following a search, the school authority that conducted the search shall make a written report. The report shall be submitted to the Building Administrator, where appropriate, and forwarded to the Superintendent. The parent(s)/guardian(s) of the student shall be notified of the search as soon as possible.

### Sexual Harassment Policy

Board Policy Series 5.20 and 7.20—A Policy to Maintain A School Environment Free of Sexual Harassment of Employees and Students.

It is the policy of the Charleston Community Unit School District Number 1 to regard sexual harassment of its employees and students as a very serious matter and to prohibit it in the workplace and educational setting by any person and in any form. Sexual harassment is a violation of state and federal laws.

The Charleston Community Unit School District No. 1 is committed to a working and learning environment that is free of discriminatory intimidation. The exploitation of authority to sexually harass students or staff members is a form of illegal sex-based discrimination. In addition, sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work in the academic setting. Sexual harassment in any form will not be tolerated.

The Charleston Community Unit School District No. 1 endorses the principle that persons should be left free of unwelcome verbal or physical advances which are sexual in nature. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to the conduct is made either an implicit or explicit condition of employment or academic opportunity;

## Discipline

### Sexual Harassment Policy (continued)

2. Submission to or rejection of the conduct is used as the basis for an employment or academic decision affecting the harassed employee or student; or
3. The harassment substantially interferes with an employee's or student's work performance or creates an intimidating, hostile or offensive work or academic environment.

The officials of the Charleston Community Unit School District No. 1 will treat all such complaints or allegations with respect and confidentiality regarding the personal privacy of all concerned parties. The building principals, the assistant superintendent of schools, and the superintendent are responsible for implementing this policy and its procedures.

NOTE: Procedures for implementation of a School Environment Free of Sexual Harassment of Employees and Students may be reviewed and/or attained from building principals. Employee complaints shall be initially filed with the building principal or the superintendent. Student complaints shall be filed with a female Complaint Administrator or a male Complaint Administrator.

### Student Dress and Grooming

Students have the right to dress and groom themselves according to their (or their parent's/guardian's) personal tastes, as long as such dress and grooming does not present health or safety hazards or substantially disrupt or contradict the educational process.

**Hats and other types of headgear are to be removed when students enter the building. Headgear may be replaced upon exiting the building. Clothing advertising alcohol, illegal drugs, tobacco products and slogans / sayings of an offensive nature are prohibited.**

## Discipline

### Student Dress and Grooming (continued)

We would like to remind you of the student attire that is appropriate at school. The guidelines below should be followed.

- Clothing should not be offensive or otherwise disruptive to the educational process.
- Clothing is to cover the torso, including, shoulders, back, cleavage and midriff at all times (standing or sitting). If a tank top is worn, a jacket, shirt, or sweater should be worn over it.
- Clothing is not to display inappropriate language, pictures, symbols, or promote alcohol or tobacco products.
- Hats and other headgear (including scarves and sunglasses) are not to be worn in the school building.
- Clothing should be kept clean and free of offensive odors.
- All clothing is to be reasonable in length, using mid-thigh as a standard rule.
- Shoes are to be worn at all times and free of cleats. Remember that the students are outside running and playing during the day, so make sure that your child's shoes are appropriate for this and will not cause injury to your child. Tennis shoes are best.

### Weapons

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered a weapon, or looks like a weapon, shall be expelled for a definite time period of at least one calendar year, but not more than two calendar years. The School Board, however, may modify the expulsion period on a case-by-case basis. A "weapon" means possession, use, control, or transfer of any object which may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, brass knuckles, and billy clubs. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm. The building principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school, and a law enforcement reporting form will be completed.

## Enrollment

### Enrollment Procedure

New students shall be registered at their designated school, except where other arrangements for their registration are provided. An official birth certificate, or hospital record, shall be required for registration and must be presented before the registration is considered final. In the case of first graders who have never attended school, a birth certificate and immunization record along with proof of both dental and vision exams must be provided before they will be enrolled.

If the official birth certificate or hospital record is not presented within a reasonable time along with proof of both dental and vision exams, the parent(s)/guardian(s) will be reported to the local law enforcement agency.

Students who enroll after the beginning of school will begin attending the day AFTER they have registered. This will permit the teacher and the school time to prepare for the student, arranging for books, desks, etc. This will also prevent interruptions to the class and protect the learning time of all students.

### Entrance Age

To enroll in kindergarten or first grade at any time during a school year, a child must be five or six years old respectively, on or before September 1, of the current school year, in which case he or she may enter on the first day of school. Kindergarten and first grade children enrolled for the first time must present a certified birth certificate or hospital record along with proof of both dental and vision exams.

## Enrollment

### Change of Address / Telephone Number

If an address or telephone number changes during the year, please immediately notify the school office of that change.

### Transferring to Another School In-District

When students change residence within the school district during the school year, they may be allowed to complete the school year in the school they have been attending as long as the parent provides transportation. Other transfers between schools not involving a change of residence shall require the approval of the Superintendent.

### Building Transfers

Parent(s)/Guardian(s) may request a transfer from one elementary attendance center to another center depending upon several factors. Transfer request forms are available at each attendance center, a copy of the form is on the next page. Transfers are for one year only. Parent(s)/Guardian(s) must reapply annually and all requests are due to the proposed receiving administrator by the last day of school of the preceding year.

### Out-of-District Transfers

The School Code of Illinois, Section 5/27-8.1, requires students to have a physical exam with up-to-date immunizations and recommends they have dental and eye exams upon entering kindergarten, fifth grade, and ninth grade. All Illinois students must present a completed Illinois State Board of Education student transfer form from their former Illinois public school district.

# CHARLESTON Community Unit School District

District Administration Office  
Phone: (217) 345-2106 410 West Polk Avenue, Charleston, IL 61920 Fax: (217) 345-8121

## BUILDING TRANSFER REQUESTS

Transfers are for one year only. Parents must reapply **annually**.

Transfer considerations may include but are not limited to:

- Class size of receiving school must be less than the class size of the sending school
- No additional expense may be incurred by the district
- Number of special needs students in both classes
- Parents must provide transportation unless the bus route and stops are already established to the designated receiving school
- Students will not be transported across attendance areas
- Each sibling is treated individually and all siblings may not be transferred.

_____	_____	_____
Student's Name	Fall Grade Level	Parents' Names
_____	_____	_____
Address	Home Phone	Work Phone

Current Attendance Center: \_\_\_\_\_

Requested Attendance Center: \_\_\_\_\_

REASONS FOR REQUESTING A TRANSFER:

\_\_\_\_\_

\_\_\_\_\_

**ALL REQUESTS ARE DUE TO THE PROPOSED RECEIVING ADMINISTRATOR BY THE LAST DAY OF SCHOOL. Parents will be notified following August Central Registration if this transfer is approved or denied.**

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Approved \_\_\_\_\_ Denied \_\_\_\_\_

Copies: Sending Administrator Receiving Administrator Student's Cumulative Folder Bus Garage

A **1**st-rate public education for a caring community!

## Enrollment

### Out-of-District Transfers (continued)

Students transferring from out of state need to have the physical exam completed on an Illinois Department of Public Health form. Immunizations and immunization forms can be obtained at the Coles County Health Department (825 18th Street, 348-0530) as well as in some physicians' offices. All new students who are first-time registrants (transfer students) shall have 30 days following registration to comply with the health examination and immunization regulations. A kindergarten student is expected to have his / her health examination and immunizations before the first day of school.

**Students will be considered truant from school if these requirements are not met.**

**All students transferring into CUSD#1 must provide a copy of their birth certificate.**

### Kindergarten Round-Up—Enrollment

All students that will be five years old on or before September 1, are eligible to pre-register for kindergarten. Newspaper and radio announcements will give details.

## Enrollment

### Waiver of Student Fees

The Superintendent recommends to the Board for adoption the fees that will be charged for the use of textbooks, consumable materials, extra-curricular activities, et.al. Students will pay for loss of school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for fee waiver contained in this policy. In order that no student be denied educational services or academic credit due to the inability of parents/guardians to pay fees and charges, the Superintendent recommends to the Board for adoption any additional fees the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Applications for fee waivers are available in each school and distributed at the time the parents first enroll their child(ren) in school. Assistance for parents/guardians in completing the application is provided by District staff.

A student shall be eligible for a fee waiver when:

The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act, 42 U.S.C. §1758; 7 C.F.R. Part 245;

or

The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code (Transitional Assistance to Needy Families).

## Enrollment

### Waiver of Student Fees (continued)

The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage
- Seasonal unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. The Building Principal will notify the parent(s)/guardian(s) promptly as to whether the fee waiver request has been granted or denied. A Building Principal's denial of a fee waiver request may be appealed to the Superintendent by submitting the appeal in writing to the Superintendent within 14 days of the denial. The Superintendent or designee shall respond within 14 days of receipt of the appeal. The Superintendent's decision may be appealed to the School Board. The decision of the Board is final and binding.

Questions regarding the fee waiver request process should be addressed to the Building Principal's office.

## Health

### COMMUNITY UNIT SCHOOL DISTRICT NO. 1 MEDICATION POLICY AND PROCEDURES

#### PROCEDURES TO IMPLEMENT BOARD POLICY 7.270

The purpose of administering medications in schools is to help each child maintain an optimal state of health that may enhance his/her education plan. The medications shall be those required during school hours that are necessary to provide the student access to the educational program.

#### CHARLESTON COMMUNITY UNIT SCHOOL DISTRICT NO.1 INFORMATION AND PROCEDURES RELATED TO BOARD POLICY 7:270 ADMINISTERING MEDICINES TO STUDENTS

This following information is intended to be included in student handbooks that are provided to the parents/guardians of students upon a student's registration. This information is not intended to replace Board Policy 7:270; it is intended to inform parents and students about our district's policy for administering medicines to students and the steps that are required of parents prior to students taking medication during school hours or school activities. This information may also be distributed in any number of ways in order to best inform parents in advance of their child's need to take medicines at school.

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**Students** are not permitted to carry or store (i.e. in book bags, purses, lockers) medications, either prescription or non-prescription, during school hours unless first approved through the main office as described below.

**In accordance with Board Policy 7:270**, 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.

## Health

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.

### **ADMINISTERING MEDICINES TO STUDENTS**

#### Guidelines and Procedures for Parents/Guardians

If at all possible, all doses of needed medication must be given at home rather than at school. Parent/guardians are responsible for the early morning doses at home, unless otherwise specified.

Parent/Guardians are encouraged to come to school to give any necessary medication. They should notify the school office prior to their administering the medication.

- A. Ask the child's physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. "Medications" includes an epinephrine auto-injector ("EpiPen®") and asthma inhaler medication.
- B. If so, ask the health care provider to complete a School Medication Authorization Form. **This form must be completed and given to the school before the school will store or dispense any medication and before your child may possess asthma medication or an EpiPen®.**

## Health

- C. If a student is on a medication indefinitely, the parent/guardian must file a new School Medication Authorization Form every year.
- D. Bring the medication to the school office. If the medicine is for asthma or is an EpiPen®, a student may keep possession of it for immediate use at the student's discretion.
- E. Bring prescription medication to the school in the original package or appropriately labeled container. The container shall display:
  - Student's name
  - Prescription number
  - Medication named and dosage
  - Administration route and/or other direction
  - Dates to be taken
  - Licensed prescriber's name
  - Pharmacy name, address, and phone number
- F. At the end of the treatment regimen or when the student is taken off the medication, notify the school nurse orally or in writing and remove any unused medication from the school within one week after the expiration of the physician's order or before the last day of the school year. Medicine not removed will be destroyed (in the presence of another staff member and documented as such). Bottles containing medication will not be sent home with students.

### Non-prescription medications

If a student requires a non-prescription medication for a temporary condition (headache, toothache, etc.), he/she may bring a one or two day supply of the medication in the manufacturer's original container with the label indicating the ingredients and the student's name affixed. A signed note by the parent/guardian must accompany the bottle. The note needs to include the reason for the medication and the dose, the time of the day doses are to be given and how long the medication is to be given.

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The school district retains the discretion to reject requests for administration of medicine either by the school or by the student.

If you need additional information about this topic or have special circumstances that are not covered within the guidelines and procedures outlined above, contact your child's school health care professional or your child's school principal.

## Health

### Physical Examination & Immunization Requirements

Health exams, immunizations, and vision and hearing screening tests may be objected to only on religious grounds. A parent or legal guardian may make the religious objections by writing and signing a statement detailing the objection.

Any medical objection to an immunization must be:

1. Made by a physician licensed to practice medicine in all its branches indicating what the medical condition is
2. Endorsed and signed by the physician on the certificate of child health examination and placed on file in the child's permanent record
3. Subject to approval by the Illinois Department of Public Health

### Immunization Requirements

POLIO: OPV or IPV	Must receive three or more doses with the last dose being a booster and having been received on or after the 4th birthday
DPT	Must receive four or more doses of DPT with the last dose being a booster and having been received on or after the 4th birthday
Td	If the child is 6 years old or older when he/she enters school and he/she hasn't had DPT as a preschooler, he/she must have 2 doses of Td no less than 4 weeks apart with a booster a year later
MEASLES	Must receive 2 doses of measles vaccine after 12 months of age
RUBELLA	Must receive rubella vaccine on or after 12 months of age
MUMPS	Must have received the mumps vaccine on or after 12 months of age or had the mumps disease verified by a physician

## Health

### Immunization Requirements (continued)

HAEMOPHILUS INFLUENZA TYPE b (Hib) - The Hib vaccination is required for children two years of age or older entering a school-operated program below the kindergarten level. Any child who has had one Hib vaccination on or after 15 months of age is considered in compliance with the Hib vaccination requirement.

HEPATITIS B (HBV) - The HBV vaccination series is a requirement for all children entering fifth through twelfth grades and children two years of age or older entering a school-operated program below the kindergarten level.

VARICELLA—One dose of chickenpox vaccine (varicella) on or after their first birthday. This is required for kindergarten, first, and second grade students or a physician can confirm past disease history in lieu of vaccination, by having examined the infected child, documenting the parent's/guardian's description of the child's history, or reviewing laboratory evidence.

IMMUNIZATIONS MAY BE OBTAINED FROM YOUR DOCTOR OR THEY ARE AVAILABLE AT THE PUBLIC HEALTH IMMUNIZATION CENTER AT 825 18TH STREET. THERE IS A SMALL FEE FOR IMMUNIZATIONS, HOWEVER, NO ONE WILL BE REFUSED. TO MAKE AN APPOINTMENT AT THE NEXT CLINIC CALL 348-0530. BE SURE YOU RETURN THE REQUIRED IMMUNIZATION FORM TO YOUR CHILD'S SCHOOL SECRETARY OR SCHOOL NURSE. PLEASE MAKE SURE THAT WHOMEVER GIVES THE IMMUNIZATION, ALSO SIGNS THE FORM.

PLEASE NOTE: Record should show full dates of immunizations so a determination of whether they are in compliance can be made.

### Serious Illness Assessment Forms

If a student is known to have a serious (critical) illness, or a severe medical problem, that student's parent or guardian will be asked to complete a serious illness assessment packet. If your student is in this category and you have not been contacted, please notify the school health office immediately. Processing this packet takes time; therefore the packet should be completed and returned to the school health office prior to the first week of school. This information is helpful to CUSD#1 staff so your student could receive the best possible care if a serious situation occurs.

## Health

### Vision Screening

Vision screening will be done, as mandated, for the following children: grades K-3, special education students, new students, and by teacher referral in the fall. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening *if* an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that the evaluation is on file at the school. This notice is not permission to test and is not required to be returned. Vision screening is *not* an option. If a vision examination report is not on file at the school for your child, you child in the mandated age/grade/group will be screened.

### Vision Exam

The School Code of Illinois, Section 5/27-8.1 requires students have an eye exam for those entering kindergarten, and those entering an Illinois school for the first time.

### Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, the Superintendent implements a Food Allergy Management Program using a cooperative effort among students' families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. Questions regarding the Food Allergy Management Program should be addressed to the Building Principal's office.

## Instructional

### Textbooks

The Charleston School District is currently using:

<u>Subject</u>	<u>Grade Level</u>	<u>Company</u>
Health	K-6	Harcourt
Science	K-6	Scott Foresman
Math	K-6	Saxon
Reading/English	K	Letter People
Reading/English	1-3	Scott Foresman
Reading	4-6	Harcourt
English	3-6	Shurley English
Social Studies	K-6	Houghton Mifflin

### Homeroom Placement

Students who enter Carl Sandburg & Jefferson Elementary School are grouped according to the end of the year placement recommendations made by the teachers. Consideration is given to maintaining diverse classrooms.

### Library Policies

Books are to be kept for one or two weeks. Overdue notices are sent after two weeks but no fines are charged. Students are required to pay for lost or damaged library materials. Please encourage your child to read by reading to him or her daily. Find out when the class goes to the library and remind your child to return any books that are due. Please call the school Media Specialist if you have any concerns.

### Annual Achievement & Ability Testing

The primary concern of the school is to help each pupil develop to the fullest extent of his / her abilities, skills, interests and personalities. Teachers can best help each child when they understand each child as fully as possible — what the child already knows, how fast he / she will learn, what interest the child has and what kind of person he / she is. By simply seeing children in school, however, teachers learn only part of what they need to know to help each student as much as possible.

## Instructional

To aid them in obtaining a fuller understanding of the pupils with whom they work, the following tests are given which provide additional information about each child and about the differences that affect what and how the child learns. These test scores will become part of your child's permanent school record. A copy of the test scores will be sent home before the end of school. These test scores will also be analyzed by staff during the May School Improvement Planning day in order to implement instructional procedures to maximize student learning and effective teaching.

<u>Group</u>	<u>Test</u>
Grade K	AIMS Web
Grade 1-6	MAP
Grades 3, 4, 5, & 6	Illinois Standards Assessment Test

## Report Card

Communication between parent(s)/guardian(s) and the school is essential for understanding and serving children. Report Cards are issued four times during the school year. During the first and third 9-week grading periods conferences are conducted and grade reports may be given to parent(s)/guardian(s) at that time. Report cards are sent home with students the week following the close of each 9-week grading period. Parent(s)/guardian(s) are encouraged to contact your child's teacher for detailed information regarding his / her grading policies / procedures. *(Copies of the document are available in the office for viewing purposes)*

## Final Grades

The final grade assigned by the teacher cannot be changed by an administrator without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees that the student may do extra work assignment and its evaluation impacts the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

See Board Policy 6.280 and/or School Code 5/10-20.9.

## Instructional

### Parent-Teacher Conferences

Parent-Teacher conferences provide opportunities for parents/guardians and teacher to discuss each child's progress on a planned basis. Conferences are held twice a year; fall and spring. The district's current contract specifies that spring parent conferences are optional, either at the request of the teacher or the parent(s)/guardian(s). Teachers contact parent(s)/guardian(s) to set up conference times. It is essential that these appointments be kept.

#### Purposes:

1. To develop the most favorable relationships between parent(s)/guardian(s) and teacher so each may work to the greatest advantage of the child.
2. To enable the parent(s)/guardian(s) and teacher to discuss the child's progress at home and at school.
3. To consult with each other in order that both may be in a better position to secure the best reaction from the child at all times.

### Preparing for Conferences

Conferences are successful when parent(s)/guardian(s) come prepared to offer thoughts and questions that will aid the parent(s)/guardian(s) / teacher relationship. Advance planning about specific problems, family discussions, and prepared questions are helpful.

#### Suggestions for Discussion—Parent(s)/Guardian(s)

- Child's reaction to school
- Responsibility he / she assumes at home
- How he / she spends time out of school
- Child's relation with family and neighbors
- Child's response to rules and regulations in the home
- Child's hobbies, special interests, and abilities
- Child's health habits and handicaps
- Problems of the child in the home
- Questions regarding the written progress report

## Instructional

### Preparing for Conferences (continued)

While conference days are days when school is dismissed early for the exchange of ideas, this is not the only time parent(s)/guardian(s) are invited. Parent(s)/guardian(s) are welcome or may request a conference at any time. Please contact your child's teacher for an available conference time.

### Promotion and Retention Policy

The Board of Education adheres to the Illinois School Codes prohibition on promotion of a student to the next grade level based on social reasons, such as age. It is, therefore, the policy of this District that students shall be promoted to the next grade level based on the following criteria: successful completion of the curriculum for the assigned grade level (Pupil Progress Report); attendance/tardies; summer school success, and the local and state assessments. Individual Education Program goals completion will be used for special education students. Students shall not be promoted for purely social reasons.

If a student has not qualified for promotion to the next grade level using the above criteria the District shall provide the student with an individual remediation plan and accompanying services. These services may include a summer school program of no less than 90 hours, special homework, tutorial sessions, increased or concentrated instructional time, modified instructional materials, and other modification in the instructional program. The final decision on promotion/retention will rest with the building principal.

## Instructional

### Free and Appropriate Public Education

All students, including students with disabilities, have the right to a free and appropriate public education.

### Preschool Screening

Preschool screening is offered to children between the ages of 2 1/2 and 5 years. The areas to be screened will include vision and hearing, basic learning concepts, communication skills, and development of small and large muscle activities. Parent(s)/guardian(s) are encouraged to watch the newspaper and weekly bulletins from schools to find out exact dates and location of the clinic. When parent(s)/guardian(s) know clinic dates, appointments for screening should be made by calling the number on the form.

### Hearing Impaired Program

The elementary hearing impaired program serves area children ages 3 to 13. The program serves not only children from Community Unit District #1, but several other districts as well.

### Learning Disabilities

Students who have been diagnosed by the school psychologist as having a learning disability may be scheduled to receive service from a special education teacher. Learning disability services are usually provided on a daily basis to those students who qualify.

## Instructional

### PE Participation

Students are expected to participate in Physical Education classes on a regular basis, exceptions to this must be approved by the building administrator. Repeated requests for non-participation may require a medical excuse from a physician.

### Psychological Services

Psychological services are provided to students in all Charleston Schools. The psychologist's time is devoted to conferences with teachers, parent (s)/guardian(s), and administrators in addition to a diagnostic testing.

### Social Work Services

Social work services are provided to students in all Charleston schools. The social worker's time is devoted to consultations with teacher and administrators, and special education evaluations. They also may assist counselors in working with individual students as specified in Individual Education Plans.

### Speech / Language

Speech and language instruction services are provided from preschool age through sixth grade. Service is also provided by E.I.U. practicum clinicians. Each student is provided with 2 or 3 periods of instruction each week.

### Counseling

A certified Elementary Counselor serves attendance centers. The counselor works with individuals, small groups, and classes. Parent(s)/guardian(s) are notified for permission before a child begins seeing the counselor individually or in small groups on a regular basis. The counselor works with classrooms in the area of conflict resolution.

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## Instructional

### Resource Program

The Resource Program serves Charleston children in grades K-6 with various special education labels as determined by an Individual Educational Program team.

### Reading Recovery


Reading Recovery services provide specialized reading instruction for first graders who are experiencing reading difficulty. Children are selected for the program based on the greatest need. Specially trained Reading Recovery teachers work with the children for 30 minutes per day for a number of weeks until the children are reading at the average level of the classroom or until it is determined that longer term support may be needed.

### Title I

Special help is provided on a daily basis for students whose achievement levels in reading are behind their classmates. These services are offered in some elementary buildings.

### Recreation Department

Some attendance centers provide a place for a variety of activities in cooperation with the recreation department. For more information contact the Charleston Recreation Department.



## Instructional

### Student Records

It is the responsibility of the school administration to maintain accurate and complete records of school attendance, progress, and participation throughout the student's years in the public schools. These cumulative records are kept in the school where the student is enrolled. They are available with permission of the building administrator to all professional staff members authorized by the Board of Education.

The Illinois State Board of Education Regulations on Student Records, Section 4-14, essentially reflect the stipulations of federal court decisions:

1. A student and/or the student's parent(s)/guardian(s) have a right to know the contents of the student's file.
2. Information contained in the student's file is confidential and should not be released to anyone other than school personnel without the express, written consent of the student and/or parent(s)/ guardian(s).
3. Information contained in the records should be relevant, up-to-date, and objective.

In some cases, as with psychological testing, social work profiles, and special education placements, parent(s)/guardian(s) and students should seek an interpretation from a person specially trained in the administration and interpretation of such tests. Anyone else wishing to see a student's record must get written permission from either the parent(s)/guardian(s), the student, or the courts.

- For more specific information refer to Student Record Procedures approved by C.U.S.D.#1 Board of Education—August 1987.

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## Instructional

### Field Trips

During the school year, pupils of our district may attend various events such as concerts, plays, and athletic events. Supervision is provided, but pupils must remember that manners and school rules have not been abandoned. Parent(s)/guardian(s) can help children reap the full benefits from these cultural and social experiences by reminding them of their responsibilities. If all pupils remember the manners they have been taught, their continued participation and enjoyment of these events will be assured.

There are many facilities of an educational nature in the Charleston area which may be used to enrich the current school curriculum. Field trips for educational purposes under school sponsorship and supervision will be restricted to a distance which will permit their completion within a single day unless authorized by the superintendent's office. Field trips are used to broaden horizons for cultural enrichment for the individual student.

All field trips require the written consent of the parent or guardian. No verbal permission will be accepted. These trips must be taken in vehicles properly insured against liability, preferably district owned buses that are adequately insured.



## Instructional

### Student Authorization for Electronic Network Access Charleston Community Unit School District #1

The purpose of providing access to the electronic network at school is to enhance students' educational experiences. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. With this educational opportunity also comes responsibility. You and your child should read the enclosed Student Authorization for Electronic Network Access in the student handbook and discuss it together. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

#### General Terms and Conditions

- 1. Acceptable Use** - Access to the district's computers/network/Internet shall be for the purpose of education or research, and shall be consistent with the educational mission and objectives of the district or for a legitimate business use.
- 2. Privileges** - The use of the district's computers/network/Internet is a privilege, not a right, and inappropriate use may result in a cancellation of those privileges. The building principal, district superintendent and/or district technology coordinator will make all decisions regarding whether or not a user has violated this Agreement, and may deny, revoke or suspend access at any time.
- 3. Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
  - A.) Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
  - B.) Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
  - C.) Downloading copyrighted material for other than personal use;

**Instructional**  
**Student Computer/Network/Internet Use Agreement**  
**(continued)**

- D.) Using the network for private financial or commercial gain;
- E.) Wastefully using resources, such as file space;
- F.) Hacking or gaining unauthorized access to files, resources or entities;
- G.) Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
- H.) Using another user's account or password;
- I.) Posting material authored or created by another without his/her consent;
- J.) Posting anonymous messages;
- K.) Using the network for commercial or private advertising;
- L.) Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- M.) Using the network while access privileges are suspended or revoked.

**4.) Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- A.) Be polite. Do not become abusive in your messages to others.
- B.) Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- C.) Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
- D.) Do not use the network in any way that would disrupt its use by other users.
- E.) Consider all communications and information accessible via the network to be private property.

## Instructional

5. **No Warranties** - The district makes no warranties of any kind, whether expressed or implied, for the service it is providing. The district will not be responsible for any damages an individual suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by unforeseen computer/network/Internet problems or a user's errors or omissions. Use of any information obtained via the computers/network/Internet is at a user's own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
6. **Indemnification** - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this *Authorization*.
7. **Security** - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the media specialist, and building principal. Do not demonstrate the problem to other users.
  - A.) Keep your account and password information confidential.
  - B.) Do not tamper with or attempt to gain access to computer data for which the user lacks security clearance. This will result in cancellation of user privileges.
  - C.) Do not use another user's account or password without written permission from that individual.
8. **Vandalism** - Vandalism shall result in cancellation of privileges and other disciplinary action. Vandalism shall be defined as any attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to,
  - A.) the uploading or creation of computer viruses
  - B.) any action that inappropriately hinders, delays, or obstructs others in their use of school computers, networks, and/or files or information contained therein

## Instructional

### **Student Computer/Network/Internet Use Agreement (continued)**

- 9. Online Charges** - The district assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges and/or equipment/line costs.
- 10. Copyright Web Publishing Rules** - Copyright laws and district policy prohibit republishing of text or graphics found on the Web or on district web sites or file servers, without explicit written permission.
- A.) Students engaged in producing web pages shall provide their cooperating teacher or the building media specialist with hard copy permissions authorizing use of the material before the web page(s) are published. Printed evidence or the status of "public domain" documents shall be provided as well.
  - B.) The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Internet site displaying material shall not be considered a source of permission.
  - C.) The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- 11. Student work/photos/videos**
- A.) Student work, photos and/or videos may be published on district web pages upon receipt of this agreement unless the parent(s)/guardian(s) notifies the school otherwise.
- Students whose work, photo and/or video appears on the district/school web page(s) will be identified by first name only.

## Instructional

### **12. Internet Safety**

- A.) Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this Authorization, and otherwise follow this Authorization.
- B.) Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.
- C.) Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.
- D.) The system administrator and Building Principals shall monitor student Internet access.
- E.) Students, parent(s)/guardian(s), and staff members need only sign this Authorization for Electronic Network Access once while enrolled or employed by the School District.

### **13. School Email**

- A.) Only the school district approved email system can be used by students at school. Use of any other email system than the approved district system is prohibited.
- B.) The school district email system provides content filtering, and limits whom the student may email.
- C.) E-mail accounts are not private in nature and remain subject to monitoring by the school district. Designated staff may search for potential violations and when there is evidence of a possible violation may read mail and attachments.
- D.) The school administrators and district technology coordinator have the right to suspend or modify email access privileges when violations occur.

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## Lunchroom Expectations


### Lunchroom Expectations

1. All talking in the lunchroom should be in low voices.
2. A quiet signal will be given when it is time for students to stop talking and listen for announcements.
3. Students are expected to clean up after themselves before leaving the seating area.
4. All trays and utensils will be returned to an assigned place when students are dismissed from tables.
5. Food may not be eaten outside of the lunchroom.

### Lunchroom Guidelines

Breakfast and lunch are offered daily, when school is in session, for students. Milk is served with both the breakfast and lunch. Additional milk may be purchased. Adults are welcome to eat with their children. Adult lunches are available at a slightly higher price. Monthly menus will be provided by the food service and will be sent home at the beginning of the month. Information concerning our prepaid meal system will be distributed at registration.

Students leaving the building for lunch must be signed out by a parent/guardian and signed back in within 30 minutes. Any student not signed in within 30 minutes will be counted as tardy.



## Safety

### Traffic at School

Parent(s)/guardian(s) are urged to exercise extreme caution when driving in areas near the school. Children often forget what they have been taught about pedestrian and bicycle safety, and it is the responsibility of the driver to anticipate the mistakes of children.

### Accidents and Illness

When a student becomes injured before, after, or during school, the teacher in charge will inform the office. If the accident is serious, an accident report will be filed. If the student requires immediate medical attention, parent(s)/guardian(s) (or the person named for emergencies on the student's information card) will be called. Minor scrapes and cuts will be treated at school.

### Safety Guidelines

For the protection of your child, please stress the following rules:

1. Remain on sidewalks, cross streets only at corners, look both ways before crossing, and never step into the street from between parked cars.
2. Impress upon your child the importance of returning home immediately after classes are dismissed.
3. Use the shortest and safest route to and from school.
4. Emphasize the proper use of bicycles and safe riding habits.
5. All children are to be warned that they are not, under any circumstances, to accept rides with strangers at any time.

## Safety

### Disaster Preparedness

Fire, tornado, and intruder drill instructions are reviewed and practiced periodically by each class in our district. Procedures are posted near the entrance and practiced in each room.

### Bicycles, Rollerblades, Skateboards & Scooters

Students may ride bicycles, rollerblades, skateboards, and scooters to school. Students are to dismount from skateboards, bicycles, and scooters as soon as they arrive on school grounds. Rollerblades are to be removed before entering the building. The school assumes no responsibility for rollerblades, skateboards, or scooters.

Bicycles are to be parked immediately upon arrival on the school grounds. All bicycles should be locked as the school assumes no responsibility for the bicycles or damage to their accessories. Bicycles should never be left at school overnight.

The school encourages bicycle safety and parents/guardians are urged to instruct their children in safe riding procedures.

### Notice

Charleston Community Unit School District No. 1 may employ the use of video surveillance cameras in school district buildings or on school district property (including buses) as deemed necessary by district personnel. These cameras shall be used for the following purposes:

1. To better provide for the safety, health, and welfare of students, staff, and visitors; and
2. For the detection, reduction, and/or prevention of occurrences of vandalism or theft.

### Public Awareness

1. All Charleston Community Unit School District No. 1 buildings and grounds employing the use of video surveillance cameras shall post notification of their use at points of public access. Additional notification may be posted at other points deemed reasonable and necessary by school district personnel.
2. The school district shall include information regarding the use of video surveillance cameras in the Student-Parent Handbook.
3. Copies of this policy shall be posted in all district buildings for the benefit of district employees.

## **Miscellaneous**

### **Abused and Neglected Child Reporting**

A District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such case to the Illinois Department of Children and Family Services.

The employee shall notify the Superintendent or Building Administrator that a report has been made. Any employee hired after July 1, 1986, shall sign a statement to the effect that the employee has knowledge and understanding of the reporting requirements of the Act.

### **Accommodating Individuals with Disabilities**

Individuals with disabilities shall be provided an opportunity to participate in all school sponsored services, programs, or activities on an equal basis as those without disabilities and will not be subject to illegal discrimination. Where necessary, the District may provide persons with disabilities separate or different aids, benefits, or services from, but as effective as, those provided to others.

Individuals with disabilities should notify the Superintendent or Building Administrators if they have a disability which will require special assistance or services and, if so, what services are required. This notification should occur as far as possible before the school sponsored function, program, or meeting.

### **Agency and Police Interrogation**

All requests by agency or police officials to interview a student shall be handled according to the procedures for the interrogation of students developed by the Superintendent.

## Miscellaneous

### Electronic Devices

Students are prohibited from the use or possession of laser pointers. Students may possess cell phones and other such devices at school; however, such devices must be **turned off** and **out of sight** during the school day (stored in book bags, locker, or purses). The school is NOT responsible for lost or stolen cell phones or other such devices. A student who allows any such device to become disruptive to the classroom or school learning environment may receive discipline consequences (see School-Wide Discipline Program). Continued misuse will result in loss of such electronic devices.

### PTO/Joint PTA

#### **PTO**

The name of this organization is Parent-Teacher Organization. Ashmore Elementary School has a Parent/Teacher Organization hereinafter referred to as "Ashmore PTO". The objectives of the PTO are the same as those stated below.

#### **JOINT PARENT-TEACHER ASSOCIATION**

The name of this organization is the Joint Parent-Teacher Association for Mark Twain, Carl Sandburg, and Jefferson Elementary Schools, hereinafter referred to as "Joint PTA". The Joint PTA was created in 1997 to coincide with Charleston's adoption of school centers. Joint PTA membership is open to anyone interested in promoting the welfare of our children and our schools.

The objectives of the Joint PTA are:

- To promote the welfare of children and youth in home, school, and community
- To secure adequate laws for the care and protection of children and youth.
- To assist parents/guardians in developing the skills they need to raise and protect their children.
- To encourage parent/guardian and public involvement in the public schools.
- To bring into closer relation the home and the school, that parent/guardians and teachers may cooperate intelligently in the education of children and youth.

Student insurance is entirely optional. The school has made arrangements with a group plan providing low-cost coverage. For those who take out the policy the claims must be filed immediately after an accident at the school office.

## Miscellaneous

### Insurance

Teachers are required to file a report in the office at the time of the accident or as soon as possible after the accident.

### Lunch / ID Card Replacement

Students must pay \$1.00 to replace cards that are lost/stolen or rendered unusable.

### Non-Discrimination

All students are provided equal opportunities in all education programs for all services. No person shall be discriminated against on the bases of race, color, creed, national origin, gender, sexual orientation, age, ancestry, marital status, citizenship status, or mental or physical disability in any of its programs, activities, services, or benefits. All students are guaranteed equal access to educational and extra-curricular activities as required by Illinois PA79-597 and Title IX of the 1973 Educational Amendments.

No person shall, on the basis of gender, be limited in the exercise of any right, privilege, advantage, or opportunity. The board does not discriminate on the basis of actual or potential marital or parental status, and no person in the district shall be subjected to sexual harassment by any school employee, or by other students, or by the effect of any school policy or practice. Additional information and forms for filing complaints relative to gender, racial, ethnic, religious, age or handicap discrimination may be obtained through the office of the Superintendent at (639-1006).

A local grievance procedure exists to resolve grievances. However, if either the grievant or the party charged is dissatisfied with the School Board's decision, further appeal may be made to the Regional Office of Education, 730 7th Street, Suite A, Charleston, IL and ultimately to the State Superintendent of Education, Springfield, IL. Appeal outside the district should be made in a timely fashion.

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## Miscellaneous

### Pets and Animals

Animals may be brought into the classroom for educational purposes only, and only with the permission of the building principal. Such animals are to be kept in the classroom for the time necessary for their study.

### Pictures / Yearbooks

All children have their pictures taken individually at the beginning of the school year. These are developed in color. A prior notice is sent home. A picture of each child is attached to his/her cumulative folder. Buying school pictures is optional. Yearbooks may be purchased separately.

### Sex Equity


No student shall, on the basis of sex, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied access to educational and extracurricular programs and activities.

Any student may file a sex equity complaint by using the Uniform Grievance Procedure. A student may appeal the Board of Education's resolution of the complaint to the Regional Superintendent.

Schools (pursuant to 105 ILCS 5/3-10 of The School Code) and, thereafter, to the State Superintendent of Education (pursuant to 105 ILCS 5/2-3.8 of The School Code).

### Student Deliveries

The elementary schools discourage the delivery of flowers, balloons, candy, etc. during school hours. Items delivered during the school day will be kept in the office and may not be permitted to be transported on the bus.



## Miscellaneous

### Student Directory Information

“Directory Information” may be released to the general public, unless a parent/guardian requests that any or all such information not be released on his/her child.

1. Identifying information: name, address, gender, grade level, birthdate and place, and parents’ names and addresses;
1. Academic awards, degrees, and honors;
2. Information in relation to school-sponsored activities, organizations, and athletics;
4. Period of attendance in the school.

Unless parent(s)/guardian(s) notify the principal in writing not to release directory information about their child, such information will be released at the discretion of the principal.

### Telephone

Students are to use the telephone in the office when calling home. Students must have teacher permission to make phone calls. Long distance phone calls are permitted only for emergency reasons or if a student’s family lives outside the local dialing system.

### University Participants

Since Eastern Illinois University is located in Charleston, all Charleston schools have a number of EIU pre-service teachers working in each building. University students in preparation for teacher certification are under the direct supervision of the classroom teacher and the EIU coordinator.

## Miscellaneous

### Visitors

Any person or persons, other than students and staff, entering upon the school grounds or any school building is required to report to the principal's office identifying himself/herself, the purpose of his/her visit and to pick up a "Visitor" badge. Badges are to be returned prior to exiting the building. All school employees are authorized to request the above information and ask that visitors report to the principal's office. Siblings may accompany a visiting parent(s)/guardian(s) to eat lunch. Supervision is the responsibility of the parent(s)/guardian(s).


If, in the judgment of the principal, or a designated representative, the visitor's presence and purpose interferes with the smooth operation of the school, he/she will be asked to leave. In the event he/she refuses to leave, the principal, or designated representative, is to request the assistance of law enforcement officers, Illinois School Code 5/24-25.

Students not enrolled in CUSD#1 will not be allowed to accompany another child to school due to liability concerns.

# Ashmore Elementary School

## Our Mission

The mission of Ashmore Elementary School is to share the privilege of educating our students with our staff, families, and community. Ashmore Elementary fosters a safe, welcoming atmosphere and provides a nurturing environment for positive self-esteem. We strive to create learning experiences in which all children can understand the past, live in the present, and plan for their future.



## Ashmore Elementary School

### Attendance

#### Full Day / Half Day Absences Defined

Kindergarten and first grade students who arrive at 10:01 or later are considered absent for 1/2 day. Second, Third and Fourth grade students who arrive at 9:01 or later are considered absent for 1/2 day. Students leaving school during the day are counted as follows: kindergarten and first grade students who are present 240 minutes total are counted as full day present; kindergarten and first grade students who are present 120 minutes or less than 240 minutes are counted 1/2 day present. Second, third, and fourth grade students who are present 300 minutes total are counted as full day present; second, third, and fourth grade students who are present 150 minutes but less than 300 minutes are counted as 1/2 day present.

#### Tardy Policy

Kindergarten and first grade students who arrive between 7:50 and 10:00 are considered tardy. Second, third, and fourth grade students who arrive between 7:50 and 9:00 are considered tardy.

Parents/Guardians and students need to realize that excessive tardiness affects academic performance, grades, and if habitual, will probably affect future job performance. At Ashmore School we insist that children are on time and in the classroom when instruction begins. At the primary level we feel that this responsibility lies equally with the child and the parent/guardian. Our procedure for addressing tardiness is as follows:

## Ashmore Elementary School

### Attendance

#### Tardy Policy (continued)

1. The first time a child is tardy a letter referring to this part of the handbook will be sent home with the child as a reminder to the child and the parents/guardians. This letter requests a parent / guardian signature and is to be returned to the school office.
2. The second day a child is tardy a parent/guardian will be contacted.
3. The third through fifth days that a child is tardy, the child will be benched at recess (15 minutes).
4. On the sixth day tardy, and every tardy thereafter, the child will serve one day after school in the Alternative Education Room (AER) for each day tardy.

**Tardies will be deleted at the end of the semester and students will start with a "clean slate".** Students who have a doctor appointment and bring a note will be counted as an excused tardy and not be subject to the tardy consequences. Tardies will count against perfect attendance. The administration has the right to by-pass this system as deemed necessary.

#### Excessive Absences

1. After nine (9) absences, without a doctor's note, during the school year a doctor's note may be required. If a doctor's note is not received it will be recorded as an unexcused absence.
2. After nine (9) unexcused absences or tardies are accumulated an attendance specialist will be contacted and the student will be required to follow their guidelines

## Ashmore Elementary School

### Discipline

The Ashmore Elementary School Beliefs Program is designed to provide a safe and orderly environment and to promote responsibility.

#### Ashmore Right and Responsibilities

**We have the right to be happy  
and to be treated fairly.**

No one will make fun of us or hurt our feelings.

We will be given the same consideration and respect as others.

**I have the responsibility to treat others with compassion.**

I will not laugh at others, tease others, or try to hurt the feelings of others.

**We have the right to be safe.**

No one will push, hit, kick, pinch, threaten or hurt us in any way.

**I have the responsibility to make the school safe.**

I will not hit, kick, push, pinch, threaten or hurt anyone.

**We have the right to hear and be heard.**

No one will shout, yell or make loud noises at inappropriate times.

**I have the responsibility to help maintain a calm and quiet school.**

I will not yell, scream, shout, make loud noises, use profane language or obscenities or otherwise disturb others.

**We have the right to learn.**

No one will keep us from succeeding in our studies.

**I have the responsibility to learn about myself  
and others in this school and to learn self-control.**

I will be free to express my feelings and opinions without being interrupted or punished and I will not interrupt others who express their feelings.

And,

**We have the right to be ourselves.**

No one will judge us or treat us unfairly because of our color, gender or background.

**I have the responsibility to protect my rights  
and the rights of others.**

## Ashmore Elementary School

### Discipline

#### Consequence Guide

Our effort is to have consequences that are consistent, clear and fair. Students are accountable to all adults (including volunteers) for their behavior. Guidelines are in place to insure consistency and fairness at all times. When inappropriate behavior takes place, the supervisor takes immediate action. The supervisor decides whether the behavior is a minor or major infraction. Consequences are then assigned according to the guidelines.

#### **Minor Infractions include but are not limited to the following:**

- Has inappropriate materials
- First offense (child does something inappropriate for the first time)
- Misuse of equipment (for example—poking with a pencil)
- Not lining up
- Running in the hallway
- Misbehaving in the bathroom
- Interrupting others
- Out of assigned area
- Name calling / yelling
- Chewing gum

#### **Consequences:**

- \* Verbal warning
- \* Written Warning
- \* Time out
- \* Removal of items
- \* Call / note to parents/guardian
- \* Classroom discipline program

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## Ashmore Elementary School


### Discipline

#### Consequence Guide (continued)

**Discretionary Infractions include but are not limited to the following:**

- Repeated minor offenses
- Threaten/physical with others
- Bus violation
- Bullying
- Flagrant and repeated disrespect to staff or students
- Inappropriate language

**Consequences:**

- \* Conference with principal
  - \* Incident report (write-up)
  - \* Behavior management plan
- 

## Ashmore Elementary School

### Discipline

#### Actions Not Tolerated

The staff at Ashmore is responsible for insuring that all children learn in a safe and a caring environment. To meet that responsibility, our policy is strictly enforced for the following serious behaviors:

#### **Non-Tolerable Action**

- Fighting
- Vandalism
- Deliberate and continued bus violations
- Threatening behavior toward students
- Continued major infractions
- Verbal or physical threats toward staff or students
- Any other behavior not listed that is deemed intolerable by staff
- Weapons of any kind brought to school
- Cheating
- Stealing
- Lying

#### **Consequences**

- \* Student is taken directly to the office
- \* Parent/Guardian is notified
- \* A personal or phone conference is held with parent/guardian before the student returns to class
- \* Student is assigned to alternative education room with work to be made up
- \* Possible out of school suspension with missed work to be made up
- \* Repeated or extremely serious behaviors could possibly lead to expulsion (See handbook for further information on “AER”, suspension and expulsion)

\*Note: Students with a record of serious behavior infractions will be referred to the Teacher Collaboration Team — this team is designed to assist students with whatever intervention is needed to overcome behaviors which seriously inhibit positive educational growth.

**Ashmore Elementary School**

**Discipline**

**Ashmore Incident Report**

(This form is sent home with your child when a discretionary infraction occurred. It needs to be signed and returned.)

Name of Student \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_ Reported by \_\_\_\_\_

Description of Incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Action taken by administration:
- 1st incident = conference with principal (head teacher)
  - 2nd incident = missing 1 recess
  - 3rd incident = 1 hour AER after school until 3:25 PM
  - 4th incident = 2 evenings AER after school until 3:25 PM
  - 5th incident = TCT meets and behavior plan is developed

*Each child begins the next month with a clean slate*  
*\*The Administration has the right to by-pass this system as deemed necessary*

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

**Alternative Education Room**

AER is supervised by the principal or an assigned teacher and the child will continue his or her education under their direct supervision. This quiet environment allows the child opportunity to complete assignments. Students, parents or guardians will be given a 24-hour notice so that arrangements can be made for transportation.



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## Ashmore Elementary School

### Discipline

#### Positive Consequences—Ashmore Bucks/School Store


The Ashmore Buck is a reward the children can earn during unstructured time as well as during the instructional process (classroom, art, music, P.E., library, special education, G.E. room). This “dollar” is a certificate that can be distributed by an adult in supervisory capacity to reward any positive behavior (returned homework, assisting the teacher, assisting another student, picking up trash found in the classroom for example.). Students will collect and save these Ashmore Bucks to be used at the School Store. The School Store will be held periodically. The purpose of the School Store program is to reward students for upholding the rights and responsibilities of the belief system.



# Carl Sandburg Elementary School

## Our Mission

The mission of Carl Sandburg Elementary School is to provide an environment in which students, families, educators, support staff, and members of the community come together to promote lifelong learning in a safe and supportive atmosphere. Our goal is to inspire members of the Carl Sandburg learning community to reach their full potential and meet the challenges of the future.



## Carl Sandburg Elementary School

### Attendance

#### Full Day / Half Day Absences Defined

First grade students who arrive at 10:20 or later are considered absent for 1/2 day. Second and Third grade students who arrive at 9:20 or later are considered absent for 1/2 day. Students leaving school during the day are counted as follows: First grade students who are present 240 minutes total are counted as full day present; First grade students who are present 120 minutes or less than 240 minutes are counted 1/2 day present. Second and Third grade students who are present 300 minutes total are counted as full day present; Second and Third grade students who are present 150 minutes but less than 300 minutes are counted as 1/2 day present.

#### Tardy Policy

Students are tardy to school if they arrive after 8:11 a.m.

Parents/Guardians and students need to realize that excessive tardiness affects academic performance, grades, and if habitual, will probably affect future job performance. At Carl Sandburg Elementary we insist that children are on time and in the classroom when instruction begins. At the primary level we feel that this responsibility lies equally with the child and the parent(s)/guardian(s). Our procedure for addressing tardiness is as follows:

## Carl Sandburg Elementary School

### Attendance

#### Tardy Policy (continued)

1. The first time a child is tardy a letter referring to this part of the handbook will be sent home with the child as a reminder to the child and the parent(s)/guardian(s). This letter requests a parent / guardian signature and is to be returned to the school office.
2. The second day a child is tardy a parent/guardian will be contacted.
3. The third through fifth days that a child is tardy, the child will be benched at recess (15 minutes).
4. On the sixth day tardy, and every tardy thereafter, the child will serve one day after school in AER for each day tardy.

**Tardies will be deleted at the end of the semester and students will start with a “clean slate”.** Students who have a doctor appointment and bring a note will be counted as an excused tardy and not be subject to the tardy consequences. Tardies will count against perfect attendance. The administration has the right to by-pass this system as deemed necessary.

#### Excessive Absences

1. After nine (9) absences, without a doctor’s note, during the school year a doctor’s note will be required. If a doctor’s note is not received it will be recorded as an unexcused absence.
2. After nine (9) unexcused absences or tardies are accumulated an attendance specialist will be contacted and the student will be required to follow their guidelines.

## Carl Sandburg Elementary School

### Discipline

#### Carl Sandburg Elementary School Beliefs Program

The Carl Sandburg Elementary School Beliefs Program is outlined in the following pages. This program is designed to provide a safe and orderly environment and to promote responsibility. Please read it carefully and review it with your child(ren).

#### Carl Sandburg Beliefs

1. **We want to come to school to learn.** - We believe that it is important for children to realize that attendance at school is very important. Coming to school everyday (except when ill) helps to maintain the continuity of the education process. We encourage parent(s) and guardian(s) to schedule appointments and vacations around the school calendar whenever possible.
2. **We are responsible for our own behavior.** - We believe that we all should be responsible for our own behavior but realize that developing responsibility is a gradual process that some acquire faster than others and that the school must work together with the home to assist in this process.
3. **We respect ourselves and others.** - We believe that respect for oneself and for others is best developed through modeling that respect and encouraging and reinforcing at appropriate times.
4. **We keep a safe and clean environment.** - We believe that we must first provide a safe environment for all and that keeping that environment clean is a very important part of this process.
5. **We use good manners and appropriate behavior.** - We believe that good manners and appropriate behavior should be modeled at all times.
6. **We do our best and use all of our talents.** - We also believe that it is very important that we all give our best effort everyday and that we explore our talents and provide opportunities for undiscovered talents.

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## Carl Sandburg Elementary School

### Discipline

#### Carl Sandburg Pledge

I pledge:

- to come to school ready to learn;
- to be responsible for my own behavior;
- to respect myself and others;
- to keep a safe and clean environment;
- to use good manners and appropriate behavior;
- and to always do my best.

#### Taking Action

Our effort is to have consequences that are consistent, clear and fair. Students are accountable to all adults (including volunteers) for their behavior. Guidelines are in place to insure consistency and fairness. When inappropriate behavior takes place, the supervisor takes immediate action. The supervisor decides whether the behavior is a minor infraction or more serious and then gives the consequence according to the guidelines.



## Carl Sandburg Elementary School

### Discipline

**Minor Infractions include but are not limited to the following:**

- Has inappropriate materials
- First offense (child does something inappropriate for the first time)
- Not lining up
- Running in the hallway
- Misbehaving in the bathroom
- Interrupting others
- Out of assigned area
- Name calling / yelling
- Chewing gum
- Misuse of equipment (for example—poking with a pencil)

**Consequences may include the following:**

- \* Verbal warning
- \* Written Warning
- \* Time out
- \* Removal of items
- \* Call / note to parents/guardians
- \* Classroom discipline program

# Carl Sandburg Elementary School

## Discipline

**Major Infractions include but are not limited to the following:**

- Repeated minor offenses
- Threaten/physical with others
- Bullying
- Flagrant and repeated disrespect to staff or students
- Inappropriate language
- Cheating
- Stealing
- Lying
- Use of electronic devices

**Consequences:**

- \* Conference with principal or assistant principal
- \* Incident report (write-up)
- \* Behavior management plan

### **Carl Sandburg Incident Report**

(This form is sent home with your child when a discretionary infraction occurred.  
It needs to be signed and returned.)

Name of Student \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_ Reported by \_\_\_\_\_

Description of Incident:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Action taken by administration for the month of \_\_\_\_\_

1st incident = conference with principal

2nd incident = no noon recess on \_\_\_\_\_

3rd incident = isolated lunch / no noon recess on \_\_\_\_\_

\*4th incident = 1 detention after school until 3:45 p.m. on \_\_\_\_\_

\*5th incident = 2 detentions after school until 3:45 p.m. on \_\_\_\_\_

\_\_\_\_\_ incident = \_\_\_\_\_

*\*24 hour notice is given so parents can provide transportation.*

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

## Carl Sandburg Elementary School

### Discipline

#### Actions Not Tolerated

The staff at Carl Sandburg is responsible for insuring that all children learn in a safe and a caring environment. To meet that responsibility, our policy is strictly enforced for the following serious behaviors:

##### **Non-Tolerable Action**

- Fighting
- Vandalism
- Continued major infractions
- Verbal or physical threats toward staff or students
- Weapons of any kind brought to school
- Any other behavior not listed that is deemed intolerable by staff

##### **Consequences may include the following:**

- \* Student is taken directly to the office
- \* Parent/Guardian is notified
- \* A personal or phone conference is held with parent(s)/guardian(s) before the student returns to class
- \* Student is assigned to detention with work to be made up
- \* Possible in school or out of school suspension with missed work to be made up
- \* Repeated or extremely serious behaviors could possibly lead to expulsion (See handbook for further information on "AER", suspension and expulsion)

\*Note: Students with a record of serious behavior infractions will be referred to the Teacher Collaboration Team — this team is designed to assist students with whatever intervention is needed to overcome behaviors which seriously inhibit positive educational growth.

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## Carl Sandburg Elementary School

### Discipline

#### After School Detention

Detention is supervised by the principal or an assigned teacher. The child will continue his or her education under their direct supervision. This quiet environment allows the child opportunity to complete assignments. Students, parent(s), or guardian(s) will be given a 24-hour notice so that arrangements can be made for transportation.

#### Positive Consequences

Students who show exceptional behavior will be rewarded with "Gottchas". The "Gottchas" are presented during announcements and may be published in the monthly newsletter to those students that go above and beyond in modeling good citizenship.



## Carl Sandburg Elementary School

### Miscellaneous

#### Dropping Students Off at School

The front drive is for bus traffic only in the morning. Please use the following drop off procedure:

##### North Lot:

1. Approach the building by way of Reynolds to McComb to the north parking lot.
2. Pull in the north west entrance of the north parking lot.
3. Circle around the north parking lot and drop your child at either the northwest or northeast door. (whichever is closest)  
**\*Please pull all the way up when using the drop-off point.**
4. Leave the parking lot and turn right or east and leave the area by way of McComb and Reynolds streets. (This will keep you out of the traffic entering and leaving the northwest lot.)

##### Northwest Lot:

1. Approach the building by way of Douglas to McComb.  
(Turn at the Worthington Inn)
1. Pull in the west entrance of the west parking lot.
2. Circle around the west parking lot and drop your child at the blacktop walkway.
3. The child should enter the building at the northwest entrance.
4. Leave the parking lot and turn left or west and leave the area by way of McComb and Douglas Streets.  
(This will keep you out of traffic entering and leaving the north lot.)


#### Student Council

Student Council is offered to third graders. The council is chosen through stated criteria: responsibility, honesty, trustworthiness, ability to communicate effectively, dependability, and capability of completing work missed.

## Mark Twain Elementary School

### Our Mission

It is the mission of Mark Twain Elementary School to provide students with a positive learning environment where students and parents/guardians feel welcome and accepted. It is our intent to meet each child at his/her stage of development and provide a variety of opportunities, which will encourage creativity and exploration.



## Mark Twain Elementary School

### Schedule

**School begins at 7:55 a.m.** Children who arrive before 7:45 a.m. will wait in the gym. It would be helpful for your child to have a book with him/her each morning they arrive before 7:45 a.m.

**Children must be at school by 7:55 a.m. The tardy bell rings at that time and instructional activities begin immediately. Children arriving after 7:55 a.m. will be counted tardy.**

#### **Half-Day / Full Day:**

Each family may choose either the half-day or full-day option. If you choose the half day option:

7:55 – 10:55 a.m. – Children leave at 10:55 a.m. and may not come back for special parties, classes or other afternoon activities. If you find that you wish to change enrollment for your child, it will be necessary to discuss it with your child's teacher and the principal.

#### **School Dismissal:**

In an attempt to make the children's departure from school as safe as possible, we dismiss "bus riders" at 2:10 p.m. daily. This allows the buses to leave before any children walking along the streets and also relieves traffic congestion. More specific information about dismissal procedures will be sent home at the beginning of school.

When school is dismissed, children are expected to go directly home or to their sitters' homes. No child is to stay after school to play on the premises because we do not have supervision for the children after dismissal.

Parents/Guardians who come into the building to wait for their children are asked to remain in the front door hallway to avoid disruption of classes. If you are providing transportation for your child, please pick them up by 2:25 p.m.

## Mark Twain Elementary School

### Attendance

#### Half-Day Absences / Tardies

According to state guidelines, absence and tardies are to be determined as follows:

##### Full-day kindergarten students

- If a student is present for 240 minutes (not counting lunch) he/she is considered as full day present.
- If a student is present at least 120 minutes (not counting lunch) but less than 240 minutes he/she is counted as 1/2 day present
- Students arriving after the start of school but before 8:55 are considered tardy
- Students arriving at 8:56 or later are considered absent for 1/2 day

##### Half-day kindergarten students

- Half-day kindergarten students are counted as either present or absent. There is no half-day absence for students attending half-day kindergarten.
- If a student is present for at least 120 minutes they are considered present.
- Students arriving after the start of school but before 8:46 are considered tardy.
- Students arriving at 8:46 or later are considered absent.

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## Mark Twain Elementary School Discipline

**Minor Incidents if repeated or chronic may lead to an incident report and include but are not limited to the following:**

First offense  
(child does something inappropriate for the first time)  
Running in the hallway  
Misbehaving  
Out of assigned area  
Name Calling  
Not following directions from staff

**Consequences may include the following:**

Verbal warning  
Written warning  
Time Out  
Removal of items  
Call/note to parents/guardians  
Classroom discipline program



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## **Mark Twain Elementary School** **Discipline**

**Major Infractions** include but are not limited to the following:

- Repeated minor offenses
- Verbally or physically threatening others
- Deliberate and repeated disrespect to staff or students
- Inappropriate language
- Dishonesty

**Consequences may include the following:**

- Conference with principal
- Incident report
- Behavior Management Plan



## Mark Twain Elementary School Discipline

### Actions Not Tolerated:

The staff at Mark Twain is responsible for insuring that all children learn in a safe and caring environment. To meet that responsibility, our policy is strictly enforced for the following serious behaviors:


### Non-Tolerable Behaviors:

- Fighting
- Vandalism
- Continued major infractions
- Bullying
- Weapons of any kind brought to school
- Any other behavior not listed that is deemed intolerable

### Consequences may include the following:

- Student is taken directly to office
- Parent/Guardian is notified
- A personal or phone conference is held with parent guardian before the student returns to class
- Possible in-school or out of school suspension with missed work to be made up

**\*Note:** Students with a record of serious behavior infractions will be referred to the Teacher Collaboration Team. This team is designed to assist students with whatever intervention is needed to overcome behaviors which seriously inhibit positive educational growth. Mark Twain staff reserves the right to review each case individually.



## Mark Twain Elementary School Discipline

### Consequences may include the following:

Student is taken directly to office  
Parent/Guardian is notified  
A personal or phone conference is held with parent  
guardian before the student returns to class  
Possible in-school or out of school suspension with missed  
work to be made up

**\*Note:** Students with a record of serious behavior infractions will be referred to the Teacher Collaboration Team. This team is designed to assist students with whatever intervention is needed to overcome behaviors which seriously inhibit positive educational growth. Mark Twain staff reserves the right to review each case individually



Mark Twain Elementary School

**Incident Report**

Name of Student \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
Teacher \_\_\_\_\_ Reported by \_\_\_\_\_

Description of Incident:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Action taken for the month of \_\_\_\_\_

- 1st incident = conference with student/teacher on \_\_\_\_\_
- 2nd incident = 5 minutes at recess on \_\_\_\_\_
- 3rd incident = 10 minutes at recess on \_\_\_\_\_
- 4th incident = parent/teacher meeting on \_\_\_\_\_
- 5th incident = parent/teacher/principal conference on \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

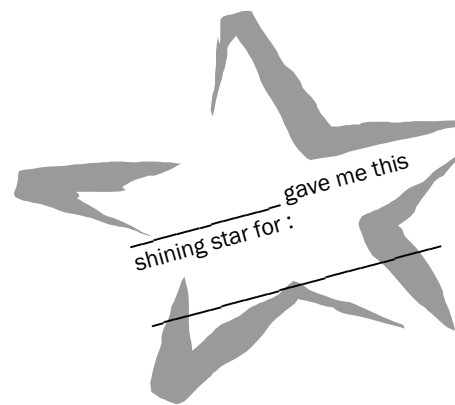
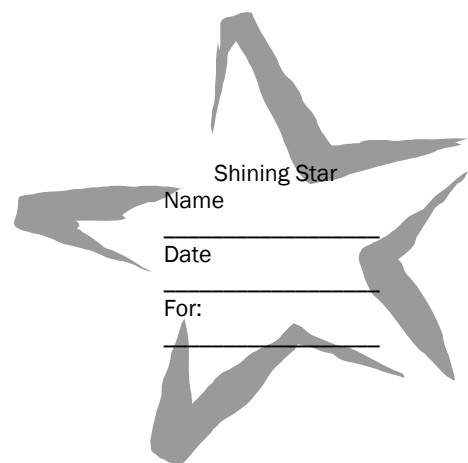
Copy - principal  
Copy - teacher  
Copy - parent



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## Positive Consequences:

Students who show exceptional positive behavior will be rewarded with “Shining Stars”. The “Shining Stars” are presented to those students that go above and beyond in modeling good citizenship.



## Mark Twain Elementary School

### Drop Off—Pick Up Information

#### AM -

If you are dropping off a student — please use the drive that goes to the back of the building. A staff member will be at the back door each morning to assist students. The gate to the back drive is locked by 8:00 each morning and will remain locked until the following morning.

If you would like to park and walk your child to the building, please use the parking lot north of the playground. You may enter through the front door.

Please do not use the front drive until after 8:00. We need it clear for bus traffic.

**School starts at 7:55. Students are counted tardy if they are not here on time.**

#### PM-

The front drive is closed to car traffic from 2:00 until the buses leave.

All students are dismissed through the front doors.

We start loading buses at 2:10. (For the first 2-3 weeks we will probably start loading between 2:00 and 2:05.) We will probably finish loading buses around 2:20. As soon as the buses are gone, we dismiss everyone else. Teachers will bring students to the front porch for pick up.

If you are picking up a student you may:

1. Park in the parking lot or on the street and walk in. Please do not go to the rooms during dismissal time. You may wait in the front hall area or on the porch until teachers bring the students to this area. If you are picking up a student you might want to come at 2:20 instead of 2:10.
2. Form a line behind the buses. After the buses leave, the line of cars pulls forward (single file please) and staff members will help load students into cars. Please do not ask students to walk to the street by themselves.



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