



# Ball-Chatham CUSD # 5

## Elementary Student Handbook

### ELEMENTARY HANDBOOK

This elementary handbook is for all elementary students in the Ball-Chatham School District. This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website or at the Board office.

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# CHAPTER 1: GENERAL SCHOOL INFORMATION

## BUILDING ADDRESSES & TELEPHONE NUMBERS

### **Ball Elementary School**

Tricia Burke, Principal  
Holly Rembusch, Assistant Principal  
1015 New City Road  
Chatham, Illinois 62629  
Office: 217-483-2414  
Fax: 217-483-3968  
Attendance Line: 217-483-2414  
<http://bes.chathamschools.org>

### **Chatham Elementary School**

Steve Rembusch, Principal  
DeAnna Johnson, Assistant Principal  
525 South College St.  
Chatham, Illinois 62629  
Office: 217-483-2411  
Fax: 217-483-5270  
Attendance Line: 217-483-2411  
<http://ces.chathamschools.org>

### **Glenwood Elementary School**

Tammy Hermes, Principal  
Daniel Lund, Assistant Principal  
1401 E. Plummer Boulevard  
Chatham, Illinois 62629  
Office: 217-483-6704  
Fax: 217-483-9704  
Attendance Line: 217-483-6704  
<http://ges.chathamschools.org>

### **Transportation Department**

Mark Daley, Director of Transportation  
481 Chatham Road  
Chatham, Illinois 62629  
Office: 217-483-6098  
Fax: 217-483-6285

### **Administrative Center**

Dr. Becca Lamon, Superintendent  
Jennifer Farsworth, Assistant Superintendent  
201 West Mulberry

Chatham, Illinois 62629  
Office: 217-483-2416  
Fax: 217-483-2490  
<http://chathamschools.org>

## **Board of Education**

# **SCHOOL ATTENDANCE TIMES**

Ball, Chatham, and Glenwood Elementary Schools

Regular Dismissal – 7:30am - 2:30pm (M,T,TH,F Only)

Half Day Dismissal – 7:30am -10:30am

Drop Off / Pick Up – 7:15am -7:35am/2:15pm -2:35pm

Wednesday Dismissal due to Early Release-7:30-1:1:15pm

## **CHAPTER 2: ATTENDANCE**

### **AGE OF ENTRANCE**

#### **Kindergarten**

Any child whose fifth birthday is on or before September 1 of the current school year may enter kindergarten. Exception: any student who moves into the district and is currently enrolled in kindergarten in another state and whose fifth birthday will occur during the current school year. All students entering kindergarten for the first time must provide a certified copy of the birth certificate for our verification of the birth date, as required by law. The birth certificate will NOT be kept. It will be copied and returned.

#### **First Grade**

Any child whose sixth birthday is on or before September 1 of the current school year may enter first grade. Exception: any child who has attended a public or private Kindergarten for a full school year and whose sixth birthday will occur during the current school year may enter first grade.

### **STUDENT ABSENCES**

There are two types of absences: excused and unexcused.

The principal must approve pre-arranged excused absences (vacations) (see Pre-Planned Absences). Students with 10 or more missed days prior to the Pre-arranged Absences request, may **not** be approved by the administrator. This could result in unexcused absences. If the absence is unexcused, it may result in no make-up privileges.

In the event of any absence, the student's parent or guardian is required to call the school by 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of the student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Student attendance will be reviewed at least quarterly. An email will go out reminding parents to view their child's attendance on Skyward, as well as, review the attendance procedures and policies. Data collection will begin for those students that are absent or tardy 10 days. Parents will be sent a letter addressing these concerns.

When a child has 10 or more absences without a doctor's note, parents will be informed that their child will need to be excused by a licensed physician for future absences. If no medical excuse is received the absence will be considered unexcused. Parents are encouraged to turn in doctor notes for all appointments scheduled during the school day regardless of the number of absences. Students with a history of attendance concerns may be referred to the BCSD's Prevention Coordinator for supportive services including prevention, intervention, remedial services and school and community resources. Chronic attendance concerns could result in a referral to truancy at the Sangamon County Regional Office of Education.

## **Excused Absences**

Students are excused from school for the following reasons:

- Illness of a student (including mental or behavioral health)
- Death in the family or of a close friend
- Critical illness of a near relative (mother, father, brother, sister, grandparent or corresponding step relation)
- Family emergency
- Situations beyond the control of the student as determined by the school board
- Circumstances that cause reasonable concern to the parent/guardian for the student's mental, physical health or safety
- Attending a military honors funeral to sound TAPS
- Attend a civic event
- Observance of family's religious holiday or for religious instruction
- Dental or medical appointment when prior arrangements have been made
- Other reasons approved by the administrator

Additionally, a student will be excused for up to 5 days in cases where the student's parent/guardian is an active-duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment. A student and

the student's parent/guardian are responsible for obtaining assignments from the student's teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.

If the absence is excused, the student will be given a reasonable timeframe to make up missed homework and classwork assignments.

### **Unexcused Absences**

The following reasons are not excused absences for students:

- Oversleeping
- Car problems
- Ordinary weather hazards
- Staying home to care for younger children
- Birthday celebrations
- Visiting friends or relatives
- Minor aches and pains (persistence may indicate a more serious problem)
- Other, as determined by the administrator

### **Pre-planned Absences**

Whenever possible, the Ball-Chatham School District recommends that vacations are taken during school holidays or breaks. Not only is your student missing out on valuable information from the classroom, but the financial support of the district is impacted as well. If for a valid reason a parent is aware that their student is going to be out of school prior to the absence, a pre-arranged absence form must be completed. The above guidelines will determine if the absences are considered excused or unexcused. The procedures for making homework plans prior to the pre-arranged absence or making this work up upon return is up to the discretion of the teacher and building principal.

### **Absenteeism and Student Placement**

Students with a history of frequent absences are at risk of not being eligible for special programs or extra-curricular activities. Attendance can impact a student's placement, ability to play sports, participate in clubs and organizations, or receive special support programs. Attendance histories can also be taken into consideration during promotion and retention decisions. Therefore, it is imperative that parents and school work together to ensure those students attend school on a regular basis. Students with chronic attendance problems will be considered truant. Along with their parents, truant students will be referred to the truancy official of the Regional Superintendent of Schools.

### **Absentee/Homework Request Procedures**

**When your child is absent for two consecutive days**, the teacher may send homework. If you desire to pick up your child's homework or have it picked up, please notify the school before 9:30 A.M. so the teacher can have it ready for you when school

is dismissed. All homework is to be picked up in the office.

### **Make-Up Work**

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

### **Tardy Procedure**

If you bring your child to school, please make every effort to have your child at school by the start of the day. It is very important that each child is in his or her classroom prepared for class by the first bell. When students arrive late to school, it is disruptive to their routine and to others. Students who are tardy miss important instruction time. **When students arrive after the starting bell, parents must accompany students to the office to receive an admission slip to class. The teacher will not allow the student to enter class without this slip.**

## **CHAPTER 3 STUDENT FEES AND MEALS**

### **MEAL PROGRAM OFFERED**

Ball Chatham School District elementary schools participate in the United States Department of Agriculture's (USDA) School Breakfast and National School Lunch Programs.

### **Meal Cost and Payments**

The cost for breakfast is \$2.00 and school lunch is \$2.50.

Parents/guardians may send money any day of the week to be applied to their student's food service account. Parents/guardians should pay for meals in advance on a weekly or monthly basis. It is the parents/guardians responsibility to maintain a positive account balance. It is strongly recommended that checks or online payment options are used instead of cash. On checks please include the student's name, teacher, and what the money is for (Lunch \$). **Please allow at least 24 hours for payments to be applied to your student's account.**

Ball-Chatham School District's online payment option is available through Skyward/RevTrak (<https://chathamschools.revtrak.net>). Payments made online are typically available on student accounts within minutes of payments being approved. A convenience fee is charged per transaction. Multiple student's payments can be made at one time, but only one convenience fee will be charged.

# CHAPTER 4 PARENT INFORMATION

## PARKING

The school has specific locations available for school visitor parking. Those dropping off and picking up children may do so in accordance with each school's procedures.

Vehicles MAY NOT be parked or located in bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

## STUDENT DROP OFF & PICK UP

Please use the designated parent drop off area at each school, or park in the visitor parking lots and walk your child safely to the school. **Do not park or drop off your child in the bus lane.** See the front page for drop off times for each elementary school. Parents will need to sign out their student in the designated area by coming into the building. Please make arrangements before 1:30 pm when you know you will be picking up your child.

For safety reasons, parents must attend to younger children at all times. Please do not allow younger children to wander unsupervised. Cell phones should not be used during the pick up or drop off times.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

## SCHOOL VISITATION AND BACKGROUND CHECK

All visitors and volunteers are required to enter the main visitor entrance doors at the front of the building and proceed to the interior foyer area. Visitors should identify themselves and inform entry staff of the purpose of their visit. All volunteers and visitors are to complete the "Volunteer Check Form" annually and be approved by the school principal prior to assisting at the school. Some teachers utilize parent volunteers in the classroom. Individual teachers make this decision. Teachers who desire parent volunteers will notify parents. The learning centers are always in need of parent volunteers. Contact the learning center directors if you are available to help. For school-wide volunteer opportunities, please contact the building principal. Volunteers are to check in at the office to receive their visitor badge before going to the classroom.

Upon entry, visitors who do not have a volunteer background check form on file must present identification (i.e. driver's license) for scanning into the RAPTOR security system, and state the location in the school they're visiting. Approved visitors will be given a badge identifying them as a guest which must be worn in a clearly visible location on their outer clothing. All visitors must return their badges to entry staff prior to exiting the school.



On those occasions, where large groups of parents/guardians, friends, and/or community members are invited onto school property after school hours, visitors are not required to sign in but must follow school official's instructions. Former students must have an appointment if they are at school to visit a teacher.

In recognizing the importance of the academic setting and as a courtesy to teachers, please pre-arrange a time to visit. This should not be considered a time to have a conference with the teacher. Parents should leave all items such as lunches, notes, and projects in the office.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

No person on school property or at a school event shall perform any of the following acts:

- Strike, injure, threaten, harass, or intimidate a staff member, board member, sports official or coach, or any other person.
- Behave in an unsportsmanlike manner or use vulgar or obscene language.
- Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device.
- Damage or threaten to damage another's property.
- Damage or deface school property.
- Violate any Illinois law or municipal, local or county ordinance.
- Smoke or otherwise use tobacco/vape products.
- Distribute, consume, use, possess, or be impaired by or under the influence of an alcoholic beverage, cannabis, other lawful product, or illegal drug.
- Be present when the person's alcoholic beverage, cannabis, other lawful product, or illegal drug consumption is detectable, regardless of when and/or where the use occurred.
- Use or possess medical cannabis, unless he or she has complied with Illinois' Compassionate Use of Medical Cannabis Act and district policies.
- Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner).
- Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the board.
- Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized district employee's directive.
- Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding.
- Violate other district policies or regulations, or a directive from an authorized security officer or district employee.

- Engage in any conduct that interferes with, disrupts, or adversely affects the district or a school function.

**If there are individuals who are not to visit and/or remove your child from school, current legal documentation must be on file in the office indicating such restrictions.**

**The School District will allow reasonable access to the school, school facilities, or educational programs or individual(s) Parents should refer to policy 6:120-AP2, *Access to Classrooms and Personnel*.**

## CHAPTER 5 SCHOOL ACTIVITIES

### CLASS PARTIES/TREATS

There are four class parties throughout the school year: fall, winter, Valentine's Day, and end of the year. If providing treats, they must be store bought and dropped off in the office. There are a limited number of volunteers allowed per party. Please sign up with your child's teacher if you are interested in volunteering to help/host the classroom party.

### INVITATIONS and GIFTS

Party invitations or gifts for classmates are not to be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the information listed in the school directory. The school is unable to release addresses and phone numbers of students. Names and addresses of students are available in the Student Directory sold by the PTO each year. Directories may also be obtained at your child's school. Items delivered to students through florists or other outside sources will be held in the office until the end of the day. Items can include but are not limited to flowers, balloons, vases, etc. These gifts will not be permitted on the buses due to safety concerns.

### STUDENT OF THE WEEK

All students are eligible for Student of the Week. Individual classroom teachers may include additional criteria. Students of the Week have their picture taken for publication. (If you prefer to have your child's picture omitted, please inform school office personnel.)

## CHAPTER 6 ACADEMICS

### ELEMENTARY PHYSICAL EDUCATION

Our primary aim in elementary physical education is to help each child develop proficiency in movement skills through a wide variety of activities. The emphasis is not

on extremely high degrees of skill but on efficient performance in many skills. Our physical education program is sequential with emphasis in the primary grades upon developing adaptability, flexibility, variability, and variety in the use of basic motor skill patterns.

In the upper grades, we change to the development and refinement of specific skills in a variety of games and athletic activities. Students are tested twice a year in the President's Physical Fitness Test where no grades are given and overall effort is emphasized. Students need to wear appropriate footwear each day for P.E. class.

## **FINE ARTS**

Fine Arts are an integral part of our school curriculum. Specialists are employed in these areas.

In art class, we attempt to motivate children to see, sense, recall, and to be more aware of their expanding and changing environment. Children create with paint, crayon, pastels, clay, yarn, cloth, paper, and other materials. Students' artwork is often entered in exhibits, fairs, and contests.

In music class, we attempt to develop a sense of respect for and appreciation of music. Finding and using a child's singing voice is important in the development of music skills, attitudes, understandings, and achievements. Reading music, instrument recognition, melody playing, chord playing, and part-singing are included in the curriculum. Instrumental instruction is introduced to all fourth graders. A unit on playing the recorder is part of the curriculum.

## **GRADING AND REPORT CARDS**

School report cards are completed after each trimester. Report cards will be available online only unless a specific request is made to the school office. A copy of the report card will be issued to non-custodial parents upon request. For questions regarding grades, please contact the classroom teacher.

## **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

In the upper elementary grades, homework is an important student activity that contributes to educational progress and achievement. Homework is a task initiated and/or motivated in the classroom related to the objective of the subject studied. Teachers will review and communicate grade level procedures regarding late or missing homework.

## **LEARNING CENTER**

The learning center provides books for students to read for leisure, as well as books and reference materials for school projects. Students visit the library once a week as one of their six

specials. During the library, the librarian reads to students and instructs students on library organization, book features, care of books, and use of the computer card catalog in hopes of fostering independence in the library as well as an enjoyment of a variety of book genres. After story and instruction time, students are able to check out library books. Kindergarten students borrow one library book for one week. First-fourth grade students borrow two library books for up to two weeks.

Parent volunteers are especially needed on a scheduled basis to help our young students make the best use of the learning center. If you are interested in volunteering in the learning center, please contact each school's director.

## READING INITIATIVES

The ability to read and understand what is read is vital to school success. Students who are struggling in reading are given additional support in a variety of ways. The collection of various forms of data and the RTI process guide this process and determine the best course of action for students.

## RESPONSE TO INTERVENTION (RtI)

Students enter our schools with many abilities and many needs. The goal of the entire staff is to help each child be successful. It is our primary task to determine each child's strengths and weaknesses and help each grow to his or her full potential. Many steps are taken to ensure that each student's education is meaningful.

RtI is a process designed to help schools match student needs to research based interventions. Student progress is monitored on a frequent basis. The information gained from the RtI process is used by school personnel to make decisions regarding the student's educational program. More information can be obtained about the RtI process on the school's website or by contacting the building principal.

## SCHOOL COUNSELING PROGRAM

The school counselor provides a comprehensive school counseling program for students and staff. The primary component of the program includes teaching a universal social emotional learning (SEL) curriculum, based on the ISBE standards, to every class on a weekly basis. The school counselor may also provide secondary layers of intervention and support, including small group support, check-in/check-out and other interventions/supports based on building data and student need. The school counselor collaborates with teachers and other staff members to support students' success in and out of the classroom. The counselor will assist with students in crisis as needed.

## STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3-4 will take the state assessment each year. Parents are encouraged to cooperate in preparing students for the standardized testing because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students in achieving

their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep each evening;
3. Ensure students eat well each morning, particularly ensuring they eat sufficient protein;
4. Remind and emphasize to students the importance of good performance;
5. Ensure students are on time and prepared with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing days.

Parents will receive the results of the state assessments as soon as they are available, usually in the fall of the next year.

Parents desiring an explanation of test results should schedule a conference with their child's teacher.

## **CHAPTER 7 STUDENT CONDUCT**

### **ELEMENTARY DISCIPLINE CODE**

#### **SCHOOL CLIMATE EXPECTATIONS**

The Ball-Chatham School District's goal is to provide a safe and positive learning environment for the students, teachers and staff through the implementation of positive behavior interventions & supports. In addition, we will reduce behavior problems that interfere with student learning. Utilizing this research-based approach helps improve consistency in expected behaviors, resulting in students being safe and prepared to learn.

Our focus is to build a positive environment in our schools and classrooms. The district has chosen three core behavior expectations that can be applied to all school settings.

1. Be Respectful
2. Be Responsible
3. Be Safe

Each classroom will use a classroom management system to monitor individual student behaviors. An ongoing focus on positive behavioral choices will be provided to all students. However, should problem behaviors occur, your child's teacher will communicate directly with you. Substantial or consistent behavioral concerns will be addressed by the principal/assistant principal. Students referred to the office for behavioral concerns will receive consequences as outlined in the district handbook and policy.

Some students may require additional support to promote a Respectful, Responsible, and Safe learning environment. For these students, the Ball-Chatham district may offer: Check-In/Check-Out (CICO), Student Academic Instructional Groups (SAIG), and Mentoring.

- Check-In Check-Out (CICO) - CICO is a targeted intervention that stems from a positive, proactive approach encouraging students to do their best each day and follow the 3 district-wide expectations; be respectful, be responsible, and be safe. CICO pairs students with a team of individuals who provide support both at the beginning and end of the day to do their best. It also provides a chance for that student to receive 1:1 feedback from the teacher based on scores from a daily progress report that show how well the student is following the 3 school-wide expectations. CICO is an opportunity that provides students a chance to connect with staff members and teachers.
- Mentoring- Students can be paired with a staff member in order to provide a meaningful relationship and connection aimed at helping the student reach his or her potential.

By teaching these core behavior expectations, the district wants to equip all students with the knowledge necessary to achieve their unique potential.

### **Behavior Guidelines**

The administration, faculty, and staff believe all students can behave appropriately. Misbehavior is a matter of choice. Every student is responsible for his/her actions.

*Pupils enrolled in the Ball-Chatham schools shall be subject to the discipline code of the District. Pupils of the District on a school day whether at school, on the way to or from school, or in public away from the school premises should conduct themselves in a manner as not to be detrimental to the welfare of the school or any of the pupils or teachers thereof.* In order to assist students in knowing what type of behavior is expected of them, the following guidelines should be noted and observed:

- Be courteous and respectful to others.
- Keep your hands, feet, and objects to yourself.
- Follow directions from all school personnel.
- Report to classes on time.
- Arrive to class with all required material, including homework.
- Gum is not to be brought to school.
- Writing or passing notes is not allowed during the school day.
- Walk quietly and respectfully through the halls at all times.
- Students will use technology as outlined in the Acceptable Use Policy.
- The K–4th grade students have a Closed Campus.

### **Students' personal property:**

- Students are encouraged to not bring personal property such as electronic handheld games, remote control cars, trading cards and audio equipment to school. Trading of personal items such as toys, CD's, and trading cards are not allowed.
- Inappropriate clothing that interferes with learning will not be allowed.
- Book bags, duffel bags, backpacks, purses, and coats, etc. must be left in hall lockers or designated areas at the start of the school day.

Behaviors that interfere with a safe and productive learning environment for our students will not be tolerated. Misbehaviors will be handled by teachers, administrators and/or classified supervisory personnel. Behaviors that threaten the safety and/or learning of others shall be referred to administration.

School personnel are not responsible for students' personal property.

## SCHOOL ATTIRE

A student's style of dress must not interfere with the educational process or student safety. Appropriate dress will be determined by health and safety factors that substantially and materially disrupts the educational process. Parents will be contacted by the administration if they feel the student violates this rule. Vulgar, obscene or inappropriate words or graphics including gang symbols, on shirts, or clothing that prohibits the identification of a student should not be worn. Garments that advertise or promote alcoholic beverages and/or drinking establishments, tobacco products or drugs are not acceptable attire. Shoes with wheels ("Wheelies") shall not be worn at school. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists.

## TELEPHONE USAGE/CELL PHONE/SMART DEVICE POLICY

We ask that messages be left for students only in an emergency. If there are changes in after school arrangements, please inform the school before a student's lunch period. Every effort will be made to deliver important messages. The use of telephones by students will be restricted to emergencies. Confusion over after school activities such as intramurals is not considered an emergency. Each student must have the permission of a teacher or the office staff before using a phone.

The possession and use of cellphones and smart devices are subject to the following rules:

- They must be kept out of sight and in an inconspicuous location, such as a backpack, purse or locker.
- They must be turned **off** during the school day unless (a) the supervising teacher grants permission for them to be used, (b) use of the device is provided in a student's IEP or 504, or (c) if needed during an emergency that threatens the safety of students, staff or other individuals.
- They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

The School District is not responsible for the loss or theft of any electronic device brought to school.

## CHAPTER 8 HEALTH AND SAFETY

### SCHOOL NURSE

There is a school nurse at each school who is available at all times during the school hours for any emergency situations that occur.

### RECESS ATTIRE

We go outside every day unless it is raining or extremely cold. Students need to come to school dressed appropriately to play outside during recesses. They should be dressed for cold weather (hats, scarves, mittens, boots, etc.). Please help your children dress appropriately for the weather.

### WEATHER POLICY

Students will go outside during recess whenever possible. However, the temperature/wind-chill is monitored throughout the school day, and students will have indoor recess if wind chill temperature is below 20 degrees. When it is considered dangerous at the time students would normally be outside, then they will have recess inside.