

# Litchfield Elementary Schools



**2021-2022**

***LITCHFIELD COMMUNITY UNIT  
DISTRICT # 12***

***ELEMENTARY SCHOOL HANDBOOK***



**Expected Behavior in Litchfield Elementary Schools**



**Be Respectful**

**Be Responsible**

**Be Safe**

	<b>To teachers, staff and students</b>	<b>For your actions and words</b>	<b>For yourself and others</b>
<b>Classrooms</b>	<ul style="list-style-type: none"> <li>● Listen when others talk</li> <li>● Use kind words</li> <li>● Take turns and share</li> <li>● Take care of all materials</li> <li>● Voice Level-0-2</li> </ul>	<ul style="list-style-type: none"> <li>● Bring needed supplies to class</li> <li>● Put things where they belong</li> <li>● Complete all assignments on time</li> <li>● Give your best effort</li> <li>● Be an active participant</li> <li>● Accept consequences</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Keep hands, feet, and other objects to yourself (KHFOOTY)</li> <li>● Keep all chair legs on the floor</li> <li>● Keep supplies in your area</li> <li>● Use materials correctly</li> </ul>
<b>Hallways</b>	<ul style="list-style-type: none"> <li>● Keep hands by your body</li> <li>● Voice Level (0-1)</li> </ul>	<ul style="list-style-type: none"> <li>● Keep the hall clean</li> <li>● Keep track of your belongings</li> <li>● Stay together with your group</li> <li>● Make it a quick trip</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● Stay on the right hand side in line</li> <li>● KHFOOTY</li> <li>● Carry supplies with both hands in front of you</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>● Use manners</li> <li>● Only touch your own food</li> <li>● Raise your hand if you need help</li> <li>● Listen to directions from adults</li> <li>● Voice Level-0-2</li> </ul>	<ul style="list-style-type: none"> <li>● Clean up after yourself</li> <li>● Keep your tray neat</li> <li>● Get in the correct lunch line</li> </ul>	<ul style="list-style-type: none"> <li>● Walk</li> <li>● KHFOOTY</li> <li>● Stay in line</li> <li>● Eat only your food</li> <li>● Once seated, stay seated</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>● Flush</li> <li>● Give people privacy</li> <li>● Voice Level-0</li> </ul>	<ul style="list-style-type: none"> <li>● Be quick</li> </ul>	<ul style="list-style-type: none"> <li>● Use the doors the right way</li> <li>● Wash your hands</li> </ul>
<b>Playground</b>	<ul style="list-style-type: none"> <li>● Take turns/share</li> <li>● Listen to adults</li> <li>● Use kind words</li> <li>● Voice Level-0-3</li> </ul>	<ul style="list-style-type: none"> <li>● Follow signals for coming in</li> <li>● Make an activity choice</li> <li>● Follow activity rules</li> </ul>	<ul style="list-style-type: none"> <li>● Use equipment correctly</li> <li>● KHFOOTY</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>● Polite/Kind words</li> <li>● Follow directions</li> <li>● KHFOOTY</li> </ul>	<ul style="list-style-type: none"> <li>● Report problems if needed</li> <li>● Be on time</li> <li>● Pick up after yourself</li> </ul>	<ul style="list-style-type: none"> <li>● Stay seated until you arrive</li> <li>● While you wait, stay back 5 big steps</li> <li>● Clothes: dress for weather, watch your ties/straps</li> <li>● No food</li> <li>● Keep your body in the bus</li> <li>● Voice level-0-2</li> </ul>
<b>Morning Opening/ Assemblies</b>	<ul style="list-style-type: none"> <li>● Follow instructions the first time</li> <li>● Listen</li> <li>● Remember the importance of the flag</li> <li>● Voice level-0-2</li> </ul>	<ul style="list-style-type: none"> <li>● Participate</li> <li>● Clean up your space</li> <li>● Keep your belongings with you</li> <li>● Keep toys and electronics turned off and in bag</li> <li>● Eat breakfast ASAP</li> </ul>	<ul style="list-style-type: none"> <li>● Stay in your area</li> <li>● KHFOOTY</li> </ul>
<b>Arrival/ Dismissal</b>	<ul style="list-style-type: none"> <li>● Wait to be dismissed</li> <li>● Be polite</li> <li>● Voice Level-0-1</li> </ul>	<ul style="list-style-type: none"> <li>● Come and leave on time</li> <li>● Know your plan</li> </ul>	<ul style="list-style-type: none"> <li>● Look before you walk</li> <li>● Walk bikes across intersections</li> <li>● Use crosswalks</li> </ul>

**SCHOOL HOURS**

School is in session from 8:00 until 2:45. Students should not be on the grounds before 8:00 unless they are bus riders. Morning MAKE-IT is provided in the event your child needs supervision prior to 8:00.

Pre – Kindergarten @ Sihler	Cheryl Bishop, Secretary	324-3652	324-2129 (Fax)
Madison Park Grades K, 1	Kris Jones, Secretary	324-2851	324-5562 (Fax)
J.D. Colt Grades 2,3	Shelley Schmidt, Secretary	324-3565	324-3703 (Fax)
Ida J. Russell Grades 4,5	Jan Jenkins, Secretary	324-4034	324-3977 (Fax)

**ATTENDANCE/TRUANCY**

**Compulsory School Attendance**

This policy applies to individuals who have custody or control of a child: (a) whose age meets the compulsory attendance age listed in State law, or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. Unless a student has already graduated from high school, compulsory attendance ages are as follows:

1. Before the 2014-2015 school year, students between the ages of 7 and 17 years.
2. Beginning with the 2014-2015 school year, students between the ages of 6 (on or before September 1) and 17 years.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student’s absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, or other reason as approved by the Superintendent or designee.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

**Truancy and Absence Notification**

The Montgomery County Truancy and C.A.R.E. (Consistent Attendance Results in Excellence) officers may be notified of your child’s attendance patterns for the following reasons: excessive absences for the current school year, previous year’s poor attendance, excessive tardies to school (5 or more), poor attendance patterns of siblings in other buildings.

**STUDENT ABSENCES**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student’s safety or health, or other

reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a 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.

**Doctor's Note** If a student is absent due to a medical or dental appointment, he/she should return to school with a written excuse that includes the date and time of the appointment and the time the student left the office. If the note excuses an absence due to illness or injury, it must include the reason for the absence and the specific dates the student is excused from school. All doctor's notes MUST be submitted within ten (10) calendar days from the date of the absence and MUST state the child was seen in the office by the doctor or nurse practitioner.

### **Appointments**

Parents/guardians are encouraged to make appointments after school hours or during breaks from school. However, it may be necessary to make an appointment during the school day. Students will be excused for the time necessary for the appointment. Students with mid-morning, late morning, or afternoon appointments should be in attendance until it is time to leave school for the appointment and return as soon as possible.

### **Family Trips**

A family trip is an absence from school in which a student takes a trip with a parent/guardian. Receiving a family trip is a privilege and is granted at the discretion of the school administrator. It is encouraged that family trips not be scheduled immediately before or after school breaks and two (2) weeks at the beginning and end of the school year. No more than three (3) family trip days will be approved in a school year. Homework requirements are the same as those of a pre-arranged absence. The following criteria are considered by administration when excusing a family trip:

- Trip is pre-arranged
- Student will be accompanied by a parent/guardian
- Student attendance including truancy, tardies, and unexcused absences
- Student grades
- Major or pending discipline issues

### **Excused Absences**

In order for an absence to be excused, parent/guardian must make either written or verbal contact with the school office. **Nine (9) days TOTAL** for the entire school year of parent/guardian excused absences are allowed. Any absence past nine (9) days will require a note from a doctor. The following are examples of "excused absences"

- Verified medical or dental appointment-written verification includes appointment time, departure time from medical or dental office and doctor/dentist signatures; if possible, students are expected to return to school following appointment.
- Funeral, court appearance or school-sponsored trips/events
- Student illness reported by parent/guardian not exceeding 9 days per year
- Doctor excused illness with a list of specific days in which student is to be excused
- Absences due to extenuating circumstances when approved by building principal

### **A student who is too ill to attend school is also considered too ill to:**

- Go shopping or out to dinner on the day of the absence
- Attend extra curricular school activities that same day
- Be on or near school grounds

**School Nurse Excused Absences:** There may be times when the school nurse may elect to send a child home during the school day for the following reasons:

- Vomiting
- Diarrhea
- Fever over 100.00 degrees
- Head lice
- Or other symptoms specific to illness

***Students can return when there is no vomiting and/or diarrhea for 24 hours. Also, students need to be fever free for 24 hours without the use of fever reducing meds. Students will receive a medical excuse for their absence for 24 hours. After the 24 hour period a doctor's note will be required.***

***Any of the above activities may result in the absence from school being changed to unexcused.***

### **Unexcused Absences**

1. More than 3 days vacation with parent(s)
2. More than 2 days for lice
3. Suspension from school
4. Principal's decision regarding excuse given
5. Absence with no phone call, note upon return, or verbal notification

**Excessive Absence Notification: More than 9 absences in a school year are considered to be excessive, regardless of reason missed.** Once your child has reached this number of absences, you will receive a notification letter from the school. Any absence past this point must be accompanied by a doctor's note in order to be considered excused.

### **Make-Up Work**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school may not be allowed to make up missed work without making prior arrangements with the classroom and building principal. There may also be a penalty assessed for late work.

## **SCHOOL DRESS CODE / STUDENT APPEARANCE**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandanas, sweatbands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be an appropriate length for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.

- Students whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

## **Face Masks**

*Students and staff are required to wear a mask while in the building at all LCUSD#12 buildings.*

According to the CDC scientific brief on transmission of SARS-CoV-2, the virus that causes COVID-19, the principal mode by which people are infected is through exposure to respiratory fluids, most commonly by inhalation of smaller droplets or direct splashes or sprays of larger droplets that are deposited in someone's mouth, nose, or eyes. Masks act as source control to block the release of exhaled respiratory droplets and filter some droplets to reduce exposure by inhalation. There is significant evidence that face masks provide protection and decrease the spread of COVID-19, including in schools. 22 According to the CDC scientific brief on the use of cloth masks to control the spread of SARS-CoV-2, at least 10 studies have confirmed the benefit of universal masking, documenting that new COVID-19 infections fell significantly following directives for universal masking.

The face mask should have two or more layers to stop the spread of COVID-19 and should be worn over the nose and mouth, be secured under the chin, and should fit snugly against the sides of the face without gaps. Reusable face masks should be machine washed or washed by hand and allowed to dry completely after each use. Additionally, pay special attention to putting on and removing face masks for purposes such as eating. After use, the front of the face mask is considered contaminated and should not be touched during removal or replacement. Hand hygiene should be performed immediately after removing and after replacing the face mask. See CDC guidance on how to wear and take off a mask for additional instruction. Districts and schools may wish to maintain a supply of disposable face masks in the event that a staff member, student, or visitor does not have one for use. School leaders, local leaders, and others respected in the community should set an example by correctly and consistently wearing masks. For additional information, see CDC guidance for wearing masks. Face masks with exhalation valves or vents are not recommended for source control because they do not prevent the user from spreading respiratory secretions when they breathe, talk, sneeze, or cough. The CDC does not recommend use of single-layer athletic face masks (e.g., "gaiters"/neck warmers) as a substitute for multi-layered cloth face masks. Additional studies indicate that gaiters can be worn as face coverings when they contain two layers of fabric or a single layer can be folded to make two layers, according to updated CDC guidance (February 12, 2021).

Face shields do not provide adequate source control because respiratory droplets may be expelled from the sides and bottom. They may only be used as a substitute for face masks in the following limited circumstances:

- Individuals who are under the age of 2.
- Individuals who are unconscious, incapacitated, or otherwise unable to remove the face mask without assistance.
- Students and staff who provide a health care provider's note as documentation that they have a medical contraindication (a condition that makes masking absolutely inadvisable) to wearing a face mask.
  - Teachers needing to show facial expressions where it is important for students to see how a teacher pronounces words (e.g., English Learners, early childhood, world language, etc.). However, teachers will be required to resume wearing face masks as soon as possible. Preferred alternatives to teachers wearing face shields include clear face masks or video instruction. There must be strict adherence to physical distancing when a face shield is utilized in lieu of a face mask.

22 Gettings, J., Czarnik, M., Morris, E., Haller, E., Thompson-Paul, A. M., Rasberry, C., Lanzieri, T. M., SmithGrant, J., Aholou, T. M., Thomas, E., Drenzek, C., & MacKellar, D. (2021, May 28). Mask use and

## STUDENT DISCIPLINE

### Prohibited Student Conduct

Students may be disciplined for misconduct, including but not limited to the following:

Using, possessing, distributing, purchasing, or selling tobacco materials.

Using, possessing, distributing, purchasing, or selling alcoholic beverages.

Using, possessing, distributing, purchasing, or selling:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
- b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
- c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

Using or possessing an electronic devices (cell phone, pagers, laptops, gaming systems, music players). Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting".

### Cell Phones

Cell phones can be a major disruption to the educational process. With the various new functions cell phones have, students are able to communicate rather discreetly. The expectation is that students will completely turn off cell phones and put them away until school is over. Any student who uses the camera or video function of their phone to take inappropriate pictures on school grounds may be subject to suspension or expulsion. Parents, as always, will be able to contact their student through the office. Cell phones that are out or being used during the school day will be confiscated and turned in to the office. The offenses for cell phone usage in school are as follows:

**1<sup>st</sup> offense:** Student may pick up the phone at the end of the day.

**2<sup>nd</sup> offense:** Student must have a parent pick up the phone.

**3<sup>rd</sup> offense:** Parent will be contacted and a suggestion will be made that the phone stays at home.

If the phone is going to continue to be brought to school, the student must check it in the office first thing in the morning and check it out at the end of the day.

## **DISCIPLINARY MEASURES**

We believe that all of our students can behave appropriately. It is important that everyone follows the expectations so that all students can learn. If a student demonstrates inappropriate behavior, he or she is dealt with fairly and according to our school discipline plan. We involve parents as much as possible.

Discipline may include but not limited to:

1. Disciplinary conference with student
2. Conference with parents
3. Withholding privileges
4. Temporary removal from the classroom
5. Suspension from bus riding privileges
6. In-school suspension for a period not to exceed 5 school days
7. After school study or Saturday study provided the student's parent/guardian has been notified
8. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
9. Notifying juvenile authorities or other law enforcement whenever conduct involves illegal drugs (controlled substances), "look alike", alcohol, or weapons

\*\*Colt and Russell Elementary schools will use a minor and major referral system to document discipline. The discipline may be tracked through Family Access and may also be sent home with the student.

### **Suspension**

Students may be suspended from school or classes not exceeding ten (10) days for each infraction. The following are generally accepted reasons for suspension: (a) misconduct; (b) insubordination; (c) conduct which interferes with the learning of other students; (d) behavior or dress disruptive to the conduct or functions of the school and the school district; or (e) destruction of property.

-A student may request a hearing in regard to his/her suspension.

-No suspended student will be permitted readmission to the school without a conference between the parents and the building principal. In a due process hearing, the superintendent will be the hearing officer.

## **SEARCH AND SEIZURE**

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

### **School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### **Students**

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting



that the search will produce evidence 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 that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

#### Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

#### Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

### **EXPECTED BEHAVIORS AT SCHOOL EVENTS**

Students will remain seated in the bleachers during the Varsity, JV, and Freshman athletic events. They may be out walking around at half time, to go from the bleachers to the concession stand and back, or to go to the restroom. If students are running, playing ball, or engaged in other activities that could cause disturbances, they will receive a warning. On the second infraction, students will be removed from the area. Any student in violation of this policy will be subject to disciplinary action and may be reported to civil authorities.

#### **Field Trips**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

### **PREVENTING BULLYING, INTIMIDATION and HARASSMENT**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term *bullying* includes harassment, intimidation, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
  - a. 2:260, *Uniform Grievance Procedure*. This policy contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably. After an investigation, the Complaint Manager shall file a written report of his or her findings with the Superintendent for his or her action. The student may appeal any decision to the Board.
  - b. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.
  - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Those characteristics are also identified in the second paragraph of 7:180, *Preventing Bullying, Intimidation, and Harassment*.
  - d. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation. It encourages anyone with information about an incident of teen dating violence to report it to any school staff member.
  - e. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
  - f. 7:310, *Restrictions on Publications*. This policy prohibits students from: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including

photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes: (1) conducting a prompt and thorough investigation of alleged incidents of bullying, (2) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (3) protecting students against retaliation for reporting bullying.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
  - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
  - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
  - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
  - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

Nondiscrimination Coordinator:

**Mrs. Jennifer Thompson 217-324-4668**

Complaint Managers:

<b>Mrs. Juletta Ellis</b>	<b>217-324-3955</b>	<b>Mr. Adam Favre</b>	<b>217-324-2851</b>
<b>Mr. Jeremy Heigert</b>	<b>217-324-4034</b>	<b>Dr. Russ Tepen</b>	<b>217-324-4668</b>

**BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal or district transportation director

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle. Driver may also assign seats.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep bookbags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus
18. Parents will be liable for any defacing or damage students do to the bus.
19. Animals will not be transported on the bus
20. Weapons of any kind will not be transported.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Bob Witter -324-2157

### **Bus Discipline Plan**

Discipline for infractions on the bus will be handled by the building principal in conjunction with the transportation director.

### **Use of Video Cameras on School Buses**

See *Video and Audio Monitoring Systems* elsewhere in the handbook.

## **GRADING AND PROMOTION**

School report cards are issued to students every 12 weeks, or 3 times a year. Report cards are standards based. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

### **Academic Dishonesty/Cheating**

Whenever a student is guilty of cheating, the teacher shall collect the student's work immediately. The teacher has the right to mark a **zero** for the work or allow students to complete a comparable assignment, redo the work or any other option the teacher views as appropriate and fair. Full credit does not have to be given for a second chance at the work. The teacher will contact the parent on the first offense and notify the office of the action taken. The parent shall be notified that a second offense will bring an automatic office referral and consequence from the principal.

### **Homework**

Independent practice is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency will vary depending on curriculum and grade level.

## **STUDENT RECORDS**

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.

2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:  
Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue. SW  
Washington, D.C. 20202-4605

### **CAFETERIA GUIDELINES**

- Students shall not save seats for other students.
- Students shall walk to lunch and shall be orderly and quiet during lunch.
- No food shall leave the cafeteria.
- Loud talking, yelling, screaming, and other disruptions are prohibited.
- Students shall not throw food, milk cartons or other items.
- Students shall not trade food.
- Students shall follow the instructions of the lunchroom aides and show proper respect toward all cafeteria personnel.
- Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
- Students shall report spills and broken containers to cafeteria staff immediately.
- Students shall be dismissed from the cafeteria by the lunchroom supervisor.

The following expectations are necessary in order to handle all students without delay:

- Students must have their school ID. If they do not, they will go to the back of the line. (**Russell only**)
- Replacement ID card may be purchased for \$5.00
- All negative balances will be expected to be paid in full. Lunch notices will go home weekly and payments must be made promptly on all accounts.
- Account balances can be checked on Family Access.

Breakfast and lunch (which includes one milk) will be provided by the unit cafeteria. The cost of these will be provided at the beginning of each school year. If for some reason a child cannot eat lunch in the cafeteria or at home, we do provide a place to eat sack lunches at school.

Checks written for cafeteria will be for the purpose of purchasing food only. No excess money will be given to students. If the amount of the check leaves a balance, the student will be given a credit for future food purchase.

### **Milk**

Milk is provided for all children who desire it in addition to or instead of breakfast. The cost and any regulations concerning the purchase of milk will be provided at the beginning of each school year.

## HEAD LICE

The school will observe recommendation of the CDC, Academy of Pediatrics, and National Association of School Nurses regarding head lice.

1. Parents are required to notify the school if they suspect their child has head lice.
2. Students who have active head lice will be sent home following notification of parent/guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for active head lice or nits.
4. If only nits are found, the student will be allowed to finish the day. Parents will be notified and required treatment needs to begin upon return home from school.
5. Students ***MUST*** check in with the school nurse prior to returning to class following treatment for active head lice or nits.
6. Maximum of two (2) consecutive days will be excused due to head lice (i.e. the days can not fall over a weekend or holiday break).

## BED BUGS

Students are not excluded for bed bug bites. The school nurse will contact the parent/guardian if bed bug bites are suspected. Information on how to rid the home of bedbugs will be discussed. If students are discovered to have brought bed bugs to school, then belongings such as coats and bookbags will be discreetly placed in a sealed container by the student on a daily basis in the nurse's office. Parents will be made aware before implementing.

## SCABIES

If scabies is suspected on a student by the school nurse then the nurse will contact the parent to have the student picked up to be seen by their physician for diagnosis and treatment. Student may return 24 hrs after the treatment cream is applied or a note from the physician stating the student may return to school.

## ADMINISTRATION OF MEDICINE

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to 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/guardian. No student is allowed to 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 procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and 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 epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to 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 an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Teachers and other non-administrative school employees, except school nurses, shall not be required to

administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well being of the student. Parent(s)/guardian(s) may authorize their children to self-administer a medication according to the District's procedures for student self-administration of medication.

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

LEGAL REF: 105 ILCS 5/10-20.14b and 5/10-22.2lb.

All medications dispensed in the schools shall be prescribed by an Illinois licensed prescriber. Students who require medication during the school day may bring the medication to school following these guidelines.

A. A written order for the medication must be obtained from the student's licensed prescriber. The order shall include possible side effects and other information recommended by the Illinois Department of Public Health and the Illinois State Board of Education.

B. Medication must be brought to the school in the original package or appropriately labeled container.

1. Prescription drugs shall display:

Student's name

Prescription number

Medication name/dosage

Administration route or other direction

Date and refill

Licensed prescriber's name

Pharmacy name, address and phone number

Name or initials of pharmacist

2. Non-prescription drugs shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container.

C. The parent(s)/guardian(s) will be responsible at the end of the treatment regimen for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, the school nurse will discard the medication in the presence of a witness.

### **Student Medical Authorization**

No school personnel shall administer to any student, nor shall any student possess or consume any prescription or non-prescription medication until a completed and signed School Medication Authorization Form (written form) is filed. This form shall be completed annually by the student's parent(s) / guardian(s) and physician and shall be on file at the school building which the child attends. This form shall be filed prior to dispensation of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

## **IMMUNIZATIONS**

### **REQUIRED PHYSICALS AND IMMUNIZATIONS**

All students must have proper immunizations on file by **October 1st** or will not be allowed to attend school.

Failure to comply with the above requirements by **October 1st** of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have thirty (30) days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by the first day of school, the student must present, by the first day, immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.



## **ASTHMA ACTION PLAN**

### **STUDENTS WITH ASTHMA**

As of January 1, 2017, Illinois schools are required to request an Asthma Action Plan from parents of students with asthma. The asthma plan must be written by a doctor, kept on file in the office of the School Nurse and be updated annually. Blank Asthma Action Plan form as can be found on the district website under 'Health Forms'. In addition, if your child carries and self-administers an inhaler, a medication authorization form must be completed by the physician and signed by the parent. Medication Authorization forms may also be found on the district website.

## **VISION AND HEARING SCREENING**

Certain grade levels and students are required to have vision and hearing screenings. 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 exam has been administered within the previous 12 months.

## **INSURANCE**

K-12 ACCIDENT PLANS THAT ARE AVAILABLE THROUGH YOUR SCHOOL:

- School Time Accident Only
- 24-Hour Accident Only
- Interscholastic Sports
- 24-Hour Dental

Brochures are available at school. Parents may also go online to review options and enroll at: [www.k12specialmarkets.com](http://www.k12specialmarkets.com)

## **PHYSICAL EDUCATION**

All students in grades K-5 are expected to wear gym shoes for P.E. class. All students will be expected to participate in P.E. except those who have a written doctor's excuse and/or a note from the nurse. Notes from a parent will be handled on a case by case basis. A note from a parent may be accepted for no more than 2 consecutive days. After 2 days a note from a physician may be required. An excuse for P.E. applies to recess as well.

## **GUIDANCE AND COUNSELING**

The goal of the school counselor is to promote the success of all Litchfield Elementary students in their academic, career, behavioral, and social/emotional development. The school counselor will attend to students' needs and will be prompted by teacher or parent referral. A student may see the counselor on a short-term basis (once or twice) as school needs arise. Parent consent will be required for any long-term counseling.

Activities of the school counselor will include:

- Individual counseling
- Small group counseling
- Classroom guidance lessons on character education, safety, drug awareness, abuse awareness, and study skills
- Welcoming new students to Litchfield
- Classroom observation
- Teacher consultation
- Parent consultation
- Providing support during crisis
- Transition

- Career awareness

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building where they will need to press the call button to be admitted. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

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 trespass and/or disruptive behavior.

## **FINES, FEES, CHARGES; WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. 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; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

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

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

*The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.*

## **McKinney-Vento**

Both Illinois and federal law define 'homeless' as children who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason (also referred to as being 'doubled-up'). Students will be immediately enrolled to receive free meals and to waive all fees that are subject to waiver under the McKinney-Vento Act. Please contact our district's Homeless Liaison, Candi Mazza, at 217-324-3652 for further information

## **PUBLIC NOTIFICATION – Asbestos**

This notice is to inform building occupants of the potential hazard and locations of asbestos containing

materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in the following school buildings: Madison Park J.D. Colt School Ida J. Russell

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

### **PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Della Witter, Unit Office Secretary 217-324-2157

*Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.*

### **DIRECTORY INFORMATION – Publishing Student Pictures**

See Student Records Pg. 11

### **VIDEO AND AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

### **AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS (Acceptable Use Policy)**

Each teacher must sign this Authorization as a condition for using the District's electronic network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. School Board members and administrators are treated like teachers for the purposes of this authorization. Please refer to the School Board Policy Manual (Policy: 6:235-32) for more information.

### **OTHER CONSIDERATIONS**

This handbook reflects the current policies and practices of the Litchfield elementary schools. The administration reserves the right and obligation to change or amend this handbook and the policies contained within when needed.

It is impossible to list every possible infraction that could occur during a school year, but a good attempt has been made to inform students and parents of the do's and don'ts relating to school policy. Violations that occur which are not specifically listed in the handbook will be handled individually and fairly. Every effort will be made to use similar discipline for comparable offenses listed in the handbook.

### **CHARACTER EDUCATION**

**August-Friendship-** Familiar and liking of each others mind. People who are friends talk to each other and spend time together. They also help each other when they are in trouble or are hurt...With these teacqualities you can truly enjoy the bliss of friendship.

**September-Respect-** Treat others with respect; follow the Golden Rule. Be tolerant and accepting of differences. Use good manners, not bad language. Be considerate of the feelings of others. Don't threaten, hit or hurt anyone. Deal peacefully with anger, insults, and disagreements.

**October-Responsibility-** Do what you are supposed to do. Plan ahead. Persevere: keep on trying! Always do your best. Use self-control. Be disciplined. Think before you act-consider the consequences. Be accountable for your words, actions, and attitudes. Set a good example for others.

**November-Thankfulness-**Being grateful. Be appreciative. Express gratitude.

**December-Caring-** Be kind. Be compassionate and show you care. Express gratitude. Forgive others. Help people in need.

**January-Citizenship/Safety-** Do your share to make your school and community better. Cooperate. Get involved in community affairs. Stay informed: vote. Be a good neighbor. Obey laws and rules. Respect authority. Protect the environment. Volunteer.

**February-Honesty-** Demonstrate truthfulness; the quality or fact of being honest, upright and fair.

**March-Trustworthiness-** Be honest. Don't deceive, cheat, or steal. Be reliable-do what you say you'll do. Have the courage to do the right thing. Build a good reputation. Be loyal-stand by your family, friends, and country.

**April-Sportsmanship-** Sports man-like conduct, as fairness, courtesy, being a gracious loser.

**May-Self Control-** Demonstrating control or restraint of oneself or one's actions, feelings, etc...

## **BEHAVIOR REWARDS & CELEBRATIONS**

It is our belief that students perform better at school if there are established expectations that are communicated regularly. Our expectations of Be Respectful, Be Responsible, and Be Safe are the overall guidelines for students to follow. These three expectations should be followed in any setting regardless of where the students are. When students follow the expectations they are given the opportunity to celebrate that success in each of our schools. Madison Park offers younger students rewards through filling their "behavior cards" and celebrations during morning opening. Colt and Russell increase expectations of our older students by offering Trimester Reward Celebrations at the end of each trimester during the school year. Qualifications for these celebrations are determined based on Being Respectful, Being Responsible and Being Safe. Students that do not qualify will complete reflection activities and/or other activities with a teacher.

## Working Together for Positive Behavior

It is our belief that students perform better at school if there are established expectations that are communicated regularly. Our expectations of Be Respectful, Be Responsible, and Be Safe are the overall guidelines for students to follow. When students are not able to follow an expectation they may be issued a minor or major referral. All referrals are entered into Family Access and may be accessed there. In addition, there may be times when a referral is sent home to be signed and returned. These referrals are used to gather data regarding the overall behaviors in our schools. Within the referral there could be a consequence given to the student by the teacher or administrator.

As a school we are targeting some of the behaviors that have been tracked over the years. This will change the way that Paw Parties are conducted. Each trimester the teachers will work to set a specific "target". **Every student will work to reach the specific target.** At the end of the trimester the students who have met the target will earn a pass to attend the trimester reward party.

For example, we may set our target as a student must have less than three major referrals in a trimester or a student may not have more than five strikes in a 12 week period.

\*Although this new process allows all students to participate when the "target" is met, administration has the right to not allow individuals to participate if the negative behavior of a student warrants it. The rewards are a privilege and should be considered as such.