



Elementary Student Parent/Guardian Handbook

2019-2020

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

Ashmore Elementary School

Carl Sandburg Elementary School

Mark Twain Elementary School

Learning today....Leading tomorrow

Table of Contents

Administrator’s Letter.....	3
Administration.....	3
Calendar.....	4
Elementary Time Schedules.....	5
Attendance.....	6
Bus Riding.....	11
Discipline.....	12
Enrollment.....	17
Health.....	20
Instructional.....	26
Lunchroom Expectations.....	34
Safety.....	35
Miscellaneous.....	36
Ashmore Elementary School.....	42
Carl Sandburg Elementary School.....	48
Mark Twain Elementary School.....	55
Index.....	61

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

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

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

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

Respectfully yours,

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

Community Unit School District No. 1

Central Administration:

Mr. Todd Vilardo, Supt. of Schools

Mr. Chad Burgett, Assistant Supt.

Mrs. Kristen Holly, Assistant Supt.

Board of Education:

Mr. Jason Coe, President

Dr. Scott Clarke, Vice President

Mrs. Susan Daniels, Secretary

Mr. Charles Jarrell, Treasurer

Mr. Brian Gough

Mrs. Eva Ritchey

Mr. Matt Titus

Building Administration:

Ashmore Elementary School 349-3000

Robert Lynn, Principal

Office Hours 7:00 a.m.—3:30 p.m.

Carl Sandburg Elementary School 639-4000

Aaron Lock, Principal

Patti Murphy, Assistant Principal

Office Hours 7:00 a.m.—4:00 p.m.

Mark Twain Elementary School 639-8000

Denise Titus, Principal

Office Hours 7:00 a.m.—3:30 p.m.

**Charleston Community Unit School District No. 1
2019–2020**

MON	TUE	WED	THU	FRI
AUGUST, 2019				
			1	2
5	6	7	8	9
12	(13)	14#	15	16
19	20	21	22	23
26	27	28	29	30*
SEPTEMBER, 2019				
x	3	4	5	6
9	10	11	12	13*
16	17	18	19	20
23	24	25	26	27*
30				
OCTOBER, 2019				
	1	2	3	4
7	8	9	10	(11)
14	15	16	17#	18
21	22	23	24	25
28	29	30	31	
NOVEMBER, 2019				
				1*
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26*	27	x	29
DECEMBER, 2019				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20*
23	24	x	26	27
30	31	-	-	
JANUARY, 2020				
		x	2	3
6	7	8	9	10
13	14	15	16	17*
x	21	22	23	24
27	28	29	30	31*
FEBRUARY, 2020				
3	4	5	6	7
10	11	12	13	14*
x	18	19	20	21
24	25	26	27	28*
MARCH, 2020				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27#
30	31			
APRIL, 2020				
		1	2	3
6	7	8	9	x
13	14	15	16	17
20	21	22	23	24*
27	28	29	30	
MAY, 2020				
				1
4	5	6	7	8
11	12	13	14	15#
18	19	20	(21)	22e
x	26e	27e	28e	29e

In accordance with applicable state laws, the Board of Education of Community Unit School District No. 1, Coles and Cumberland Counties, Illinois, does hereby adopt and establish the 2019-20 school year calendar as follows:

- Tue. Aug. 13 SCHOOL TERM OPENS
- Tue. Aug. 13 Faculty Workshop - No Student Attendance
- Wed. Aug. 14 1st Attendance Day - Half Day Student Attendance
- Mon. Sept. 2 LABOR DAY - NO SCHOOL
- Thu. Oct. 10 End First Quarter - 41 Attendance Days
- Fri. Oct. 11 Institute Day - No Student Attendance
- Thu. Oct. 17 Parent/Teacher Conferences - Half Day Student Attendance
- Fri. Oct. 18 Parent /Teacher Conferences - No Student Attendance
- Fri. Nov. 27-29 THANKSGIVING HOLIDAY - NO SCHOOL
- Fri. Dec. 20 HOLIDAY BREAK BEGINS END OF SCHOOL DAY
- Fri. Dec. 20 End Second Quarter - 46 Attendance Days
End First Semester - 87 Attendance Days
- Wed. Jan. 1 NEW YEAR'S DAY HOLIDAY - NO SCHOOL
- Mon. Jan. 6 School Resumes
- Mon. Jan. 20 ML. KING JR. DAY - NO SCHOOL
- Mon. Feb. 17 PRESIDENTS' DAY - NO SCHOOL
- Fri. Mar. 6 End Third Quarter - 43 Attendance Days
- Fri. Mar. 16-20 SPRING BREAK - NO SCHOOL
- Fri. Mar. 27 Parent/Teacher Conferences - Half Day Student Attendance
- Fri. Apr. 10 GOOD FRIDAY - NO SCHOOL
- Mon. Apr. 13 EASTER HOLIDAY - NO SCHOOL
- Fri. May 15 COMMENCEMENT - Half Day Student Attendance
- Wed. May 20 Last Day of Student Attendance - Full Day Attendance
- Thu. May 21 Teacher Institute - No Student Attendance
- Thu. May 21 End Fourth Quarter - 46 Attendance Days
End Second Semester - 89 Attendance Days
School Term Closes - 176 Attendance Days
1 Parent/Teacher Conf. Day
5 Emergency Days
3 Institute Days
185 Day School Calendar

DAYS IN SESSION BY SCHOOL MONTH FOR ATTENDANCE PURPOSES

Aug. 14 - Sept. 30	33 days	+ 1 Institute
Oct. 1 - Oct. 31	21 days	+ 1 Institute, + 1 P/T Conf. Day
Nov. 1 - Nov. 29	18 days	
Dec. 1 - Dec. 31	15 days	
Jan. 1 - Jan. 31	19 days	
Feb. 3 - Feb. 28	19 days	
Mar. 2 - Mar. 31	17 days	
Apr. 1 - Apr. 30	20 days	
May 1 - May 29	14 days	+ 1 Institute/+5 emergency

Legal Holidays = X
 Institutes = (i)
 ½ day Attendance = #
 No Attendance = -
 Emergency Days = e
 2 hr. Early Dismissal = *

Ashmore Elementary School

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

Carl Sandburg Elementary School

7:30-8:00	Breakfast is served for those who choose
7:30-8:00	Students arrive and assemble in gym
8:00-8:10	Community Meeting & dismissal to classes
8:10	Tardy bell / All classes begin
10:40-11:40	Grade 1 Activity followed by Lunch
11:15-12:15	Grade 2 Activity followed by Lunch
11:50-12:50	Grade 3 Activity followed by Lunch
2:50	Dismissal

Mark Twain Elementary School

7:30	Doors open. Students assembly in the gym
7:30-7:50	Breakfast served to those who choose
7:45	Students are dismissed to the classrooms
7:55	All classes begin
10:25	Morning preschool dismissal
10:45	½ day Kindergarten dismissed
11:25-12:25	Lunch Block A (Lunch 11:25-11:55; Activity 11:55-12:25)
11:25-12:25	Lunch Block B (Activity 11:25-11:55; Lunch 12:05-12:35)
11:40	Afternoon preschool begins
2:10	Dismissal

Early Dismissal Schedules

Half Days

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

2-Hour Early Dismissal

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

2-Hour Delayed Start

Ashmore Elementary School	9:50 - 2:30
Mark Twain Elementary School	9:55 - 2:10
Carl Sandburg Elementary School	10:10 - 2:50

Attendance

Attendance Policy

Illinois has a compulsory attendance law for youngsters between 6 and 17 years of age. It is the responsibility of parent(s)/guardian(s) to see that their sons and daughters attend school regularly. The following policies are in effect concerning attendance procedures:

1. Parent(s)/guardian(s) are to report their child's absences by 8:30 am. This may be done by calling the Absence Hotline or the school office. Illinois law requires schools to inform parent(s)/guardian(s) if their children do not come to school; therefore, if the school is not contacted, we will contact parent(s)/guardian(s) at home or at work to verify your child's absence.
2. Illness of the student or serious illness/death in the family are conditions for a student being absent. Individual vacations, recreational activities, or matters of personal convenience are discouraged during school time and may result in elimination from participation in extracurricular events.
3. Anticipated absences may be arranged by contacting the school's office.
4. A student having excessive absences from school without sending a statement of being under a doctor's care may be subject to a conference with the assistant principal or principal concerning his/her attendance record. **More than nine absences during the school year must be accompanied by a doctor's note or will be recorded as unexcused. Health required absences and those accompanied by a doctor's note are not included in this total.**
5. When a student is too ill to attend school, he/she is considered too ill to participate in

after-school activities.

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

Truant- Chronic Truant Procedures

Truant Child is defined as a child subject to compulsory school attendance and who is absent from such attendance for a school day or any portion of a school day.

Chronic or Habitual Truant is defined as a child subject to compulsory school attendance laws who is absent from school for 5 percent or more of the previous 180 regular attendance days.

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

Progressive Steps to Address Truancy Days

Any Truancy

- Parent/Guardian notification
- Time may be assigned to make up work

Chronic Truant Procedures

1. Letter to parent at six total absences., excluding health required absences and absences accompanied by a doctor's note.
2. Letter to parent at nine absences, excluding health required absences and absences accompanied by a doctor's note.
3. Complete an AIMS referral if there are unexcused absences within the past 180 days of school attendance which will trigger a letter from the Attendance Specialist from the Regional Office of Education.
4. If a student has accumulated 9 or more unexcused absences within the past 180 days, then a "Wrap Around Conference" may be scheduled.

- a. Contact Juvenile Officer
 - b. Contact AIMS Personnel
 - c. Letter to Parent(s)/Guardian(s) to inform them of meeting
5. Wrap Around Conference - Parent/Guardian, Administrator, Guidance Counselor, Juvenile Officer, AIMS Personnel.
 6. Follow up letter sent to Parent /Guardian
 7. If student is absent without a doctor's excuse, then the Juvenile Officer will be contacted and a City Citation may be issued. (Student has 24 hours to produce a doctor's excuse to the school office.)

Illness During School

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

Students Leaving School

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

Excused Absences

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

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

These circumstances above must be defined with the Administration.

Anticipated Absences

The anticipated absence is not recommended by teacher, administrators, or the Board of Education. Hopefully it will be minimally used by students and parents/guardians. Planning prior to an absence allows students to make up as much work as possible. Students and parent(s)/guardian(s) may plan absences in advance by filling out an "Anticipated Absence Form"

which is available in the school office. The form should be returned to the office at least one day in advance of the absence. Other absences not accounted for will be considered unexcused. Excessive absences may cause the student to be referred to the A.I.M.S. program.

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

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

Schools

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

Attendance Specialist

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

Parent/Guardian and Schools

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

Homebound Instruction

In the event that a student has a prolonged illness (two weeks or more), the parent/guardian may request homebound instruction. A Physician's Statement form must be completed by the physician which includes the length of time needed, medical condition warranting homebound instruction, and the impact that the medical condition has on the child's ability to participate in education. This form is available from the school or district office. Parents/Guardians must contact the building principal so the process may be initiated. Final approval of any homebound instruction must come from the Superintendent.

Request for Homework when Absent

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

they were absent.

Homework Policy

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

Bad Weather School Closing

A Skylert phone message will be sent out. WEIC, WEIU, WLBH, WMCI radio stations and WAND, WCIA, WICD TV stations announce the closing of school or the use of the 2-hour delayed start schedule soon after receiving the decision of the district. This decision and announcement most often occurs between 6:00 AM and 6:30 AM. School may be dismissed early if weather conditions worsen on days school is in session. Parents/Guardians are urged to listen to the radio and/or TV.

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

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

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

Outdoor Activities / Wind Chill Consideration

Guidelines have been established to allow children to play outdoors during winter months. Students and teachers will go outdoors during activity periods when the wind chill index is 20 degrees and above. Parents/Guardians are expected to dress children appropriately during the winter months (hats, heavy coats, gloves) and for the unpredictable Illinois weather all year long. Students will not be allowed to remain in the building during outdoor recess without daily written parental / guardian permission.

Bus Riding

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

Types of student behavior which are considered unacceptable on the school bus are as follows: yelling, throwing objects in the bus or out the windows, use of profane language, deliberate damage of the bus, arguing, harassment or intimidation of other riders, extending head or arms out of the windows, sitting inappropriately in the seat, not keeping the aisle clear, or engaging in other behaviors which seriously distract the school bus driver. Electronic devices may be prohibited on the bus if they are causing disruption or distraction or being used inappropriately. Making electronic recordings of other bus riders is prohibited. Use of headphones may be required for electronics usage.

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

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

The bus driver is responsible for maintaining discipline on the school bus. The driver may verbally admonish any student for a violation of rules and regulations, assign seats to any and all bus riders, and take any reasonable action deemed necessary to maintain discipline and safety on the school bus. When in the opinion of the bus driver, behavior is not in compliance with that outlined in "Instructions to School Bus Riders", and when that behavior jeopardizes the safety of the passengers, the driver should report such behavior to the building principal or assistant principal. The nature of the incident will determine consequences. Consequences for bus infractions include, but are not limited to, the following:

- Conference between student and administrator
- Conference with parent
- Parent notification
- Recess detention
- After school detention
- In-school detention

- Temporary suspension of riding privileges not to exceed ten (10) days
- Suspension of riding privileges in excess of ten (10) days

If a child's behavior is not acceptable, the privilege of riding the bus may be withdrawn, and it becomes the responsibility of the parent / guardian to transport the child. Administrators may bypass this system on a case by case basis.

Electronic Recordings on School Buses

Electronic video and audio recordings are viewed to investigate an incident reported by a bus driver, administrator, supervisor, student, or other person. They are also viewed at random. Viewing and/or listening to electronic video and/or audio recordings is limited to individuals having a legitimate educational or administrative purpose. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, administrator (including the building principals), transportation director, bus driver, and other supervisor. A written log will be kept of those individuals viewing the video recordings stating the time, name of individual viewing, and date the video recording was viewed. An electronic video or audio recording may be reused or erased after 14 days unless it is needed for an educational or administrative purpose.

Notice of Electronic Recordings

Notice of the adopted policy regarding video and audio recordings shall be (1) clearly posted on the front door and interior of the school bus, (2) provided to students and parents/guardians, and (3) included in student handbooks and other documents.

Discipline

Corporal Punishment

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

Aggressive Behavior / Bullying / Threatening

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. CUSD#1 Board Policy prohibits students using threatening behavior and aggressive behavior while at school that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyber-bullying, sexting, or other comparable conduct. If needed, the school may issue a "no contact order" to limit students' contact with one another during the school day. Law Enforcement may be contacted if a student threatens another individual. Illinois law requires a school district to

notify the parent or guardian of a child who engages in aggressive behavior, including bullying, possession of a firearm/weapon on or around school grounds. (105 ILCS 5/10-20.14)

Out of School Suspension

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

Suspension - Suspension is the removal of a student from school for a specified number of days—not to exceed ten (10) days for any one offense. A student’s suspension from school is based on two conditions: If the student’s continued presence at school would pose:

1. A threat to school safety, or a threat to the safety of other students, staff, or the school community; or
2. A disruption to other students’ learning opportunities, or the student’s continued presence substantially disrupts, impedes, or interferes with the operation of the school.

The duration of the suspension will be determined by administration based on the nature of the incident. In accordance with School Code 5/10-22.6, the parent(s)/guardian(s) has the right to a review of the suspension. Upon request of the parent(s)/guardian(s), the school board or a hearing officer appointed by it shall review such action of the superintendent, principal, or assistant principal. At such review, the parent(s)/guardian(s) of the pupil may appear and discuss the suspension with the board. During the review process, the suspension will stand. Students will be allowed to make up missed work. A student on suspension is not permitted to attend school activities or be on the school campus, for the duration of the suspension. Students are required to turn in written assignments on date due and make up tests. Upon return from suspension, the student will meet with a counselor, social worker, or administrator to assess their readiness to successfully return to school and receive necessary reports toward that goal.

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

Prohibition of Gangs and Gang Activities (Board Policy 7.190)

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

the existence of gangs, gang activities, and undesirable groups through the implementation of student requirements as follows:

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

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

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

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

Search and Seizure

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

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

Students and Their Personal Effects

Certified employees and school administrators may search a student and/or the student’s personal effects (e.g., purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence that the particular student has violated or is violating either the law or the District’s student conduct rules. The

search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

When feasible, the search should be conducted as follows:

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

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

Cell Phones/Video Recording/Electronic Paging Devices

In order to maintain a quiet, orderly, and safe learning environment and not violate the rights of others, students are not allowed to use or have turned on cell phones, any video recording device, personal digital assistant (PDA), laser pointer, or other electronic device during instructional time unless authorized and approved by the administration or supervising staff member (BYOT- Bring Your Own Technology). The school is **NOT** responsible for lost or stolen cell phones or other such devices. Such devices are not permitted to be used to take photographs of others. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. A student who allows any such device to become disruptive to the classroom, bus, or school learning environment will have the device taken and may receive appropriate consequences. Confiscated devices are secured in the office where a parent/guardian must pick them up.

Sexual Harassment Policy

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

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

The Charleston Community Unit School District No. 1 is committed to a working and learning environment that is free of discriminatory intimidation. The exploitation of authority to sexually harass students or staff members is a form of illegal sex-based discrimination. In addition, sexual

harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal behavior have a harmful effect on a person's ability to study or work in the academic setting. Sexual harassment in any form will not be tolerated.

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

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

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

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

Student Dress and Grooming

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

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

- Clothing should not be offensive or otherwise disruptive to the educational process.
- Clothing is to cover the torso, including, shoulders, back, cleavage and midriff at all times (standing or sitting). If a tank top is worn, a jacket, shirt, or sweater should be worn over it.
- Clothing is not to display inappropriate language, pictures, symbols, promote alcohol/tobacco products/illegal drugs, or slogans/sayings of an offensive nature.
- Hats and other headgear (including scarves and sunglasses) are not to be worn in the school building.

- Clothing should be kept clean and free of offensive odors.
- All clothing is to be reasonable in length, using mid-thigh as a standard rule.
- Shoes are to be worn at all times and free of cleats. Remember that the students are outside running and playing during the day, so make sure that your child's shoes are appropriate for this and will not cause injury to your child. Tennis shoes are best.

Weapons

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

Reciprocal Agreement

The school district and the local law enforcement agencies have a reciprocal reporting agreement to keep all parties aware of cases involving Charleston Community District #1 student(s) and illegal activities.

Enrollment

Enrollment Procedure

New students shall be registered at their designated school, except where other arrangements for their registration are provided. A certified copy of the birth certificate shall be required for registration and must be presented before registration is considered complete. Those not presented within a reasonable time are reported to the local law enforcement agency. First time students who have never attended an Illinois school are required to present a certified copy of the birth certificate, physical exam on a State of Illinois Department of Public Health Form with up-to-date immunizations, and eye exams within 30 days of enrollment. Dental exams are required for Kindergarten, 2nd, and 6th grades and recommended for others.

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

Entrance Age

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

Change of Address / Telephone Number

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

Transferring to Another School In-District

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

Building Transfers

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

Out-of-District Transfers

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

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

immunizations before the first day of school.

Students will be considered truant from school if these requirements are not met. All students transferring into CUSD#1 must provide a copy of their birth certificate.

Kindergarten 1st Step Registration

All students that will be five years old on or before September 1, are eligible to pre-register for kindergarten during the spring semester prior to their kindergarten year. Newspaper, fliers and radio announcements will give details and specific 1st Step Registration dates.

Waiver of Student Fees

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

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

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

A student shall be eligible for a fee waiver when:

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

or

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

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

- Illness in the family
- Unusual expenses such as fire, flood, storm damage
- Seasonal unemployment

- Emergency situations
- When one or more of the parents/guardians are involved in a work stoppage

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

Health

COMMUNITY UNIT SCHOOL DISTRICT NO. 1 MEDICATION POLICY AND PROCEDURES

PROCEDURES TO IMPLEMENT BOARD POLICY 7.270

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

INFORMATION AND PROCEDURES RELATED TO BOARD POLICY 7:270 ADMINISTERING MEDICINES TO STUDENTS

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

In accordance with Board Policy 7:270, students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child/ward and otherwise follow the District's procedures on dispensing medication.

No School District employee shall administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed "School Medication Authorization Form" is submitted by the student's parent(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school

grounds or at a school-related function other than as provided for in this policy and its implementing procedures. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a "School Medication Authorization Form." The School District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or the medication's storage by school personnel. Parent(s)/guardian(s) must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of medication or the storage of the medication by school personnel.

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

ADMINISTERING MEDICINES TO STUDENTS

Guidelines and Procedures for Parents/Guardians

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

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

1. Ask the child's physician, dentist, or other health care provider who has authority to prescribe medications if a medication, either prescription or non-prescription, must be administered during the school day. "Medications" includes an epinephrine auto-injector ("EpiPen®") and asthma inhaler medication.
2. If so, ask the health care provider to complete a School Medication Authorization Form. **This form must be completed and given to the school before the school will store or dispense any medication and before your child may possess asthma medication or an EpiPen®.**
3. If a student is on a medication indefinitely, the parent/guardian must file a new School Medication Authorization Form every year.
4. Bring the medication to the school office. If the medicine is for asthma or is an EpiPen®, a student may keep possession of it for immediate use at the student's discretion.
5. Bring prescription medication to the school in the original package or appropriately labeled container. The container shall display:
 - Student's name
 - Prescription number
 - Medication named and dosage
 - Administration route and/or other direction
 - Dates to be taken

Licensed prescriber's name
Pharmacy name, address, and phone number

6. At the end of the treatment regimen or when the student is taken off the medication, notify the school nurse orally or in writing and remove any unused medication from the school within one week after the expiration of the physician's order or before the last day of the school year. Medicine not removed will be destroyed (in the presence of another staff member and documented as such). Bottles containing medication will not be sent home with students.

Designated Caregiver Administration of Medical Cannabis

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a *designated caregiver* to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a *medical cannabis infused product* to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form - Medical Cannabis*.

Medical cannabis infused products includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises. The product may not be administered in a manner that, in the opinion of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product.

Non-prescription medications

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

The school district retains the discretion to reject requests for administration of medicine either by the school or by the student. If you need additional information about this topic or have special circumstances that are not covered within the guidelines and procedures outlined above, contact your child's school health care professional or your child's school principal.

Undesignated Epinephrine Auto-Injectors

If your child does have severe allergies, it is important for you to inform the school so that the school can implement Public Act 97-0361 allows the school to maintain a supply of emergency epinephrine auto-injectors for students who have forgotten their EpiPen at home. Emergency Action Plan, an Individual Health Care Plan, or a Section 504 Plan may be developed to address a student with severe allergies. In addition, a school nurse, administrator, or trained staff member may administer an EpiPen to any student suffering from anaphylaxis. The supply of undesignated emergency epinephrine allowed under Public Act 97-0361, is not intended to replace epinephrine prescribed to students with known allergies. However, under Public Act 97-0361, a school district or non-public school and its employees and agents are to incur no liability for the administration of an EpiPen, provided the school nurse acted in good faith when administering the EpiPen to a student who he or she professionally believed to be having an anaphylactic reaction. Only in cases of willful and wanton conduct will liability be incurred. Therefore, if a student is injured or harmed due to the administration of epinephrine that a school obtained under the provisions of this act, the school, its employees, and its agents will not be held responsible for the injury unless the epinephrine was administered with a conscious disregard for safety.

Physical Examination & Immunization Requirements

All children entering Kindergarten, sixth, and ninth grade and new students enrolling in an Illinois school regardless of grade, MUST present evidence of a physical examination and required immunizations by October 15th. Health exams, immunizations, and vision and hearing screening tests may be objected to only on medical and/or religious grounds. A parent or legal guardian may make the religious objections by completing the necessary form, which must be signed by a physician.

Illinois children enrolling in Kindergarten, second, sixth grade, and ninth grade will be required to have a dental examination. Vision exams are required for Kindergarten students or students new to Illinois schools. Students who did not attend Kindergarten must provide evidence of a physical examination and required immunizations and a vision exam before entering first grade.

Any medical objection to an immunization must be:

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

Immunization Requirements

Measles, mumps, and rubella vaccine (MMR): Two doses of measles, mumps, and rubella vaccine are required. The first dose needs to be given on or after the first birthday and the second dose no less than four weeks (28 days) after the first.

DPT/DTaP: Four or more doses with the last dose qualifying as a booster and received on or after the 4th birthday.

Polio: Four or more doses with the last dose qualifying as a booster and received on or after the 4th birthday.

Hib: At least one dose of Hib vaccine at 15 months of age or older and by 59 months of age. Not required after 5 years of age.

PCV: For Pre K see public health schedule. Not required after 5 years of age. **Hepatitis B:** Pre K three dose series if 2 years of age or older; 6th – 12th grade students three dose series at required intervals between doses. **Varicella:** Two doses of chickenpox vaccine (varicella) the first dose must have been received on or after their first birthday and the second dose no less than four weeks (28 days) after the first. A physician can confirm past disease history-in lieu of vaccination-by having examined the infected child's history, or reviewing laboratory evidence.

Tdap: Students entering sixth through 12th grades will be required to provide documentation of receipt of one dose of Tdap.

Menigococcal Vaccine (Meningitis): Students entering sixth will be required to provide documentation of receipt of one dose of this vaccine.

Immunizations may be obtained from your doctor or they are available at the Public Health Immunization Center at 825 18th Street. There is a small fee for immunizations, however, no one will be refused. To make an appointment at the next clinic call 217-3480530. Be sure you return the required immunization form to your child's school secretary or school nurse. Please make sure that whomever administers the immunizations also signs the form.

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

Serious Illness Assessment Forms

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

Concussion Injuries

In compliance with the Youth Sports Concussion Safety Act, CUSD #1 has developed a Concussion Oversight Team (COT) that serves multiple duties. The primary responsibility of the COT was to develop Return-To-Learn (RtL) and Return-To-Play (RtP) protocols for students who have suffered a concussion either as a result of physical activity or other situations. If you feel your student has suffered a concussion, please contact your student's administrator and he/she will be able to discuss procedures to help ensure your student's continued academic, physical, and cognitive development.

Illness During School

No student may leave school during the day unless he/she has permission from the office. A student who becomes ill during school should report to the office/nurse's office, where he/she will be picked up by a parent/guardian. If a student leaves the building for lunch and becomes ill, the school expects a parent/guardian to call and report the illness. A student's return to school is based on communicable disease guidelines established by the Illinois Department of Public Health.

Vision Screening

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

Vision Exam

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

Food Allergy Management Program

School attendance may increase a student's risk of exposure to allergens that could trigger a food-allergic reaction. A food allergy is an adverse reaction to a food protein mediated by the immune system which immediately reacts causing the release of histamine and other inflammatory chemicals and mediators. While it is not possible for the District to completely eliminate the risks of exposure to allergens when a student is at school, the Superintendent implements a Food Allergy Management Program using a cooperative effort among students'

families, staff members, and students helps the District reduce these risks and provide accommodations and proper treatment for allergic reactions. Questions regarding the Food Allergy Management Program should be addressed to the Building Principal's office.

Instructional

Annual Achievement & Ability Testing

The primary concern of the school is to help each pupil develop to the fullest extent of his / her abilities, skills, interests and personalities. Teachers can best help each child when they understand each child as fully as possible — what the child already knows, how fast he / she will learn, what interest the child has and what kind of person he / she is. By simply seeing children in school, however, teachers learn only part of what they need to know to help each student as much as possible. To aid them in obtaining a fuller understanding of the pupils with whom they work, the following tests are given which provide additional Information about each child and about the differences that affect what and how the child learns. These test scores will become part of your child's permanent school record. You will receive copies of them. These test scores will also be analyzed by staff in order to implement instructional procedures to maximize student learning and effective teaching.

<u>Group</u>	<u>Test</u>
Grade K	AIMS Web
Grade 1-6	MAP
Grades 3- 6	IAR

Progress Reports

Communication between parent(s)/guardian(s) and the school is essential for understanding and serving children. Progress Reports are issued four times during the school year. During the first and third 9-week grading periods conferences are conducted. Progress reports are posted to Skyward Family Access during the week following the close of each 9-week grading period. Grades are maintained and posted in Skyward. Parents will not receive paper copies of midterms and report cards unless the parent contacts the office and indicates in Skyward that they wish to do so. If you need access to Skyward, please email: tech@charleston.k12.il.us for a username and password. Parent(s)/guardian(s) are encouraged to contact your child's teacher for detailed information regarding his / her grading policies / procedures.
(Copies of the document are available in the office for viewing purposes)

Final Grades

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

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

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

Parent-Teacher Conferences

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

Purposes

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

Preparing for Conferences

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

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

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

- Questions regarding the written progress report

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

Promotion and Retention Policy

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

If a student has not qualified for promotion to the next grade level using the above criteria the District shall provide the student with an individual remediation plan. The final decision on promotion/retention will rest with the building principal.

Free and Appropriate Public Education

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

Preschool Screening

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

Special Education

Students who have been identified by the school psychologist as being eligible for special education may be scheduled to receive services from a special education teacher. This will be a decision made by the IEP team for that student.

PE Participation

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

Psychological Services

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

Social Work Services

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

Speech / Language

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

Counseling

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

Resource Program

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

Title I

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

Recreation Department

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

Student Records

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

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

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

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

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

Field Trips

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

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

All field trips require the written consent of the parent or guardian. No verbal permission will be accepted. These trips must be taken in vehicles properly insured against liability.

Charleston Community Unit School #1 Acceptable Use Procedure (AUP) for Access to the District's Electronic Networks

Charleston CUSD #1 instructional programs are designed to ensure that users become proficient in information and communication technologies (ICT) essential for their success. All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation and communication. These procedures do not attempt to state all required or prescribed behavior by users. However, some specific examples are provided. The failure of any user to follow these procedures will result in disciplinary action, limitation or loss of privileges and/or appropriate legal action.

Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be (a) for the purpose of education, or research and be consistent with the District's educational objectives, or (b) for legitimate business use.
2. Privileges – Use of the District's electronic networks is a privilege, not a right, and inappropriate use may result in disciplinary action, limitation or loss of those privileges and/or appropriate legal action. Administration will make all decisions regarding whether or not a user has violated these procedures, and may deny, revoke, or suspend access at any time. His or her decision is final.
3. Safety/Security Measures - Network safety and security is a high priority. If a user can identify a safety/security problem on the Network, the user must notify building staff or the system administrator. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a system administrator will result in cancellation of user privileges. Any user who receives any harassing, threatening, intimidating or other improper communication through the District's electronic networks is urged to report it immediately. Any user identified as a

security risk may be denied access to the networks.

- a. Filtering-District electronic networks have a filtering device that blocks language, sites and visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for users, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or his/her designee.
 - b. Monitoring-The District reserves the right to monitor and access all use of or content on the District’s technologies and networks. Users have no expectation of privacy when using district electronic networks including information created, received, transmitted and stored on these resources unless such right is guaranteed by statute or other law.
 - c. Supervision-Charleston CUSD #1 staff will be responsible for supervising all users on District electronic networks.
 - d. Education-Education about online safety and digital citizenship (online behavior, communication, cyber-bullying, literacy, etiquette, rights and responsibilities and security) will be covered in the K-12 curriculum each school year.
4. Unacceptable Use - The user is responsible for his or her actions and activities involving the networks. Some examples of unacceptable uses are:
- a. Using the networks for any illegal activity, including violation of copy right or other contracts, or transmitting any material in violation of any State or federal law;
 - b. Downloading, or installing, and use of unauthorized software, regardless of whether it is copyrighted or de-virused;
 - c. Downloading of copyrighted material for other than personal use;
 - d. Using the networks for private financial or commercial gain and/ or advertising;
 - e. Wastefully using resources, such as bandwidth and file space;
 - f. Hacking, or gaining unauthorized access to files, resources or entities bypassing or attempting to circumvent security, virus protection, filtering, or policies;
 - g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
 - h. Sharing or using another user’s account and password;
 - i. Posting material authored or created by another without his/her consent;
 - j. Posting anonymous messages;
 - k. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
 - l. Using the networks while access privileges are suspended or revoked.
5. Network Etiquette - The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
- a. Be polite. Do not become abusive in messages to others.
 - b. Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
 - c. Do not reveal personal information, including the addresses or telephone numbers, of yourself or others.

- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the networks in any way that would not disrupt the educational process or the normal operations of the District.
 - f. Consider all communications and information accessible via the networks to be private property.
6. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages an individual suffers. This includes loss of data resulting from delays, non-deliveries, missed deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at a user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services. It is the user's responsibility to make backups of their data and email
 7. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Procedure.
 8. Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses, attempting to vandalize or harm data and/or disconnect or disassemble any technology.
 9. Online/Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, equipment, line or data costs and online purchases.
 10. Copyright, Fair Use and Publishing Guidelines - Copyright laws, fair use guidelines and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.
 - a. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
 - b. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
 - c. Additional guidelines specific to web publishing in Policy 6:235-AP2 are identified and should be followed.
 11. User Work/Photos/Videos - User work, photos and/or videos may be published on District web pages upon receipt of this agreement unless the user or guardian (if the user is a minor) notifies the school otherwise. Users whose work, photo and/or video appear on the District/school web page(s) will be identified by first name only.
 12. Use of Email – The School District provides email to aid students and staff members users in fulfilling their duties and responsibilities, and as an education tool.
 - a. The District reserves the right to access and disclose the contents of any account

on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an email account is strictly prohibited.

- b. Each person should use the same degree of care in drafting an email message as would be put into a written letter or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or document.
- c. User accounts are identified with a domain that indicates the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should be immediately deleted. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message's authenticity and the nature of the files so transmitted.
- e. Use of the School District's email system constitutes consent to these regulations.
- f. The District's student email system limits with whom the students can communicate with.
- g. Student email accounts are not private in nature. Designated staff may monitor, inspect and review at any time and without prior notice any information in all accounts.

Lunchroom Expectations

Lunchroom Expectations

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

Lunchroom Guidelines

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

Students leaving the building for lunch must be signed out by a parent/guardian and signed back

in within their scheduled lunch time. Any student not signed in within their scheduled lunch time will be counted as tardy.

Safety

Traffic at School

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

Accidents and Illness

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

Safety Guidelines

The District's schools will educate students grades K-8 on effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

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

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

Disaster Preparedness

Fire, tornado, earthquake, and intruder drill instructions are reviewed and practiced periodically by each class in our district. Procedures are posted near the entrance and practiced in each room. ALICE protocol is taught and practiced for intruder situations.

Bicycles, Rollerblades, Skateboards & Scooters

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

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

The school encourages bicycle safety and parents/guardians are urged to instruct their children in safe riding procedures. The District's schools will educate students grade K-8 on effective methods of preventing and avoiding traffic injuries related to walking and bicycling.

Notice of Video Surveillance

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

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

Public Awareness

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

Miscellaneous

Abused and Neglected Child Reporting

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

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

Accommodating Individuals with Disabilities

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

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

Agency and Police Interrogation

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

PTO/Joint PTA

PTO

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

JOINT PARENT-TEACHER ASSOCIATION

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

The objectives of the Joint PTA are:

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

youth.

Insurance

Student insurance is entirely optional. The school has made arrangements with a group plan providing low-cost coverage. For those who take out the policy the claims must be filed immediately after an accident at the school office. Teachers are required to file a report in the office at the time of a school -related accident or as soon as possible after the accident.

Lunch / ID Card Replacement

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

Non-Discrimination

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

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

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

Pets and Animals

Animals may be brought into the classroom for educational purposes only, and only with the permission of the building principal. Parents will be notified so that students with allergies or anxieties are protected. Such animals are to be kept in the classroom for the time necessary for the purpose of the visit.

Pictures / Yearbooks

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

Sex Equity

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

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

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

Student Deliveries

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

Student Directory Information

Student Directory information is limited to: Identity information such as name; address; gender; grade level; birth date and place; parents'/guardians' names, addresses, electronic mail addresses, and phone numbers; photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publication, such as yearbooks, newspapers, or sporting or fine arts programs; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance in school. The types of information mentioned may be released **unless parents request in writing by Sept. 1 of the school year that the information not be released. Parents who do not wish their child(ren)'s pictures published in any district publication press release or electronic media must notify the school(s) their child(ren) attend in writing by Sept. 1.** Parents are to notify the principal of the attendance center that their child attends if they choose not to allow the school to release student directory information or any photograph including their child. The district must release student directory information on juniors and seniors to military recruiters unless parents have provided written notification otherwise.

Telephone

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

University Participants

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

Visitors

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

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

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

Classroom Treats

Treats that are brought to share with the class, must be pre-packaged and store bought.

Ashmore Elementary School

Our Mission

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

Attendance

(Refer to pg. 6 for the District Attendance Policy)

Full Day / Half Day Absences Defined

Kindergarten and first grade students who arrive at 10:01 or later are considered absent for 1/2 day. Second, Third and Fourth grade students who arrive at 9:01 or later are considered absent for 1/2 day. Students leaving school during the day are counted as follows: kindergarten and first grade students who are present 240 minutes total are counted as full day present; kindergarten and first grade students who are present 120 minutes or less than 240 minutes are counted ½ day present. Second, third, and fourth grade students who are present 300 minutes total are counted as full day present; second, third, and fourth grade students who are present 150 minutes but less than 300 minutes are counted as ½ day present.

Tardy Policy

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

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

1. The first time a child is tardy a letter referring to this part of the handbook will be sent home with the child as a reminder to the child and the parents/guardians. This letter requests a parent / guardian signature and is to be returned to the school office.
2. The second day a child is tardy a parent/guardian will be contacted.
3. The third through fifth days that a child is tardy, the child will be benched at recess (15

minutes).

4. On the sixth day tardy, and every tardy thereafter, the child will serve one hour after school detention for each day tardy.

Tardies will be deleted at the end of the semester and students will start with a “clean slate”.

Students who have a doctor appointment and bring a note will be counted as an excused tardy and not be subject to the tardy consequences. Tardies will count against perfect attendance. The administration has the right to by-pass this system as deemed necessary.

Excessive Absences

- After nine (9) absences during the school year, excluding health required absences and absences accompanied by a doctor’s note, a doctor’s note will be required. If a doctor’s note is not received it will be recorded as an unexcused absence.
- After nine (9) unexcused absences or tardies are accumulated an attendance specialist will be contacted and the student will be required to follow their guidelines. Failure to do so may result in a wrap around conference and/or contact with the Juvenile Officer. The issuance of a City Citation may occur for excessive unexcused absences.

Discipline

Ashmore Elementary School Beliefs Program

The Ashmore Elementary School Discipline Program is outlined in the following pages. This program is designed to teach and model appropriate behavior, emphasize positive behaviors, and provide common, clear expectations for all. Please read it carefully and review it with your child(ren).

Ashmore Positive Behavior Expectations

1. Be Your Best
2. Understand and Act Responsibly
3. Care for Yourself and Others
4. Kindness is the Key
5. Safety First

Positive Behavior Supports

Ashmore Elementary School staff will teach and model all of the expectations to the students at the beginning of and throughout the school year. They will explain and model behavioral expectations in each area of the school and throughout the school day (i.e. cafeteria, hallway, bus, playground, classroom, etc). Posters are located around the school to remind students of the expectations. Weekly Community Meetings will be held at the start of each week (7:45 –

7:55) with all available students and staff in the gym to hear announcements and have brief lessons related to character traits, building expectations, etc.

Taking Action

Our aim is to teach students ways to regulate their emotions and behaviors so that they can meet the expectations of the school and classroom in order to create a climate that is conducive to learning. Re-teaching conversations between students and staff will occur frequently, with additional interventions provided for those who need more help regulating their behavior and emotions. Inappropriate behavior will be addressed promptly, fairly, and consistently by the supervising staff member. Parents will be notified of inappropriate behaviors.

The behavior plan guidelines are outlined on the following pages. Depending on specific circumstances, this system may be altered on a case-by-case basis.

Classroom/Teacher handled behavior includes, but is not limited to, the following:

- Tattling
- Name calling
- Defiance
- Insubordination
- Lying
- Stealing
- Cheating
- Disrespect
- Disruptions
- Profanity
- Bullying
- Minor unsafe behaviors

Consequences may include the following:

- Verbal warning
- “Fix it” time within the classroom
- Time out of recess with reflection conference with teacher (5, 10, or 15 minutes)
- Pink slips that result in loss of recess time, re-teaching conference with teacher, and parent contact
- Re-teaching of appropriate behaviors by staff or administration during recess
- Creation of behavioral contracts

Pink Slip

ASHMORE ELEMENTARY SCHOOL

Date: _____ **Location:** _____

Student's Name: _____ Teacher/Grade: _____

Circle Rule(s) not followed:

- 1. Be Your Best
- 2. Understand & Act Responsibly
- 3. Care for Yourself & Others
- 4. Kindness is the Key
- 5. Safety First

Staff description of incident:

Staff Signature: _____ Student Signature: _____

Parent Signature: _____

Parent Contact Made by: _____ Date: _____

Method: _____

Please return tomorrow.

Major (Office Managed) infractions include, but are not limited to, the following:

- Fighting
- Harassment
- Repeated bullying
- Aggression with intent to harm
- Property damage
- Extreme disrespect

Consequences include, but are not limited to, the following:

- Conference between student and administrator
- Conference with parent
- Parent notification
- Referral to Social Worker/Counselor
- Recess detention
- After school detention (AER)
- In-school detention (AER)
- Out-of-school suspension
- Development of a behavior plan/contract

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

ASHMORE Elementary School
Office Referral Form

Ashmore Elementary School
313 S. Ohio Street
Ashmore, IL 61912
217-349-3000

Student Name: _____ Classroom Teacher: _____

Grade: _____ Date & Time Referred: _____ Person Referring: _____

Your child was sent to the office because:

Actions taken:

- Student/Teacher conference
- Parent notified by letter
- Referral to Social Worker/Counselor
- Recess Detention(s)
- Out-of-school suspension

Other:

If you have any questions, contact 349-3000.

Administrator's signature: _____ Date: _____

Copy (copies) sent to:

Parent
Counselor

Social Worker
Office

Classroom Teacher
Other

Parent/Student Comments: _____

Parent Signature: _____ Student Signature: _____

Alternative Education Room

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

Positive Consequences—Ashmore Bucks/School Store

The Ashmore Buck is a reward the children can earn during unstructured time as well as during the instructional process (classroom, art, music, P.E., library, special education, G.E. room). This “dollar” is a certificate that can be distributed by an adult in supervisory capacity to reward any positive behavior (returned homework, assisting the teacher, assisting another student, picking up trash found in the classroom for example.). Students will collect and save these Ashmore Bucks to be used at the School Store. The School Store will be held periodically. The purpose of the School Store program is to reward students for upholding the rights and responsibilities of the belief system. Additionally, Quarterly Reward incentives will be enjoyed at the end of each grading period for students with zero Office Referrals and fewer than three Pink Slips during that quarter. Examples of rewards may include a movie, picnic at Fox Ridge, or other activities. (Students could be pulled from quarterly incentives for missing assignments at the teacher’s discretion.)

Carl Sandburg Elementary School

Our Mission

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

Attendance

Full Day / Half Day Absences Defined

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

Tardy Policy

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

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

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

Tardies will be deleted at the end of the semester and students will start with a “clean slate”.

Students who have a doctor appointment and bring a note will be counted as an excused tardy and not be subject to the tardy consequences. Tardies will count against perfect attendance. The administration has the right to by-pass this system as deemed necessary.

Excessive Absences

1. After nine (9) absences during the school year, excluding health required absences and absences accompanied by a doctor’s note, a doctor’s note will be required. If a doctor’s note is not received it will be recorded as an unexcused absence.
2. After nine (9) unexcused absences are accumulated an attendance specialist may be contacted and the student will be required to follow their guidelines. Failure to do so may result in a wrap-around conference and/or contact with the Juvenile Officer. The issuance of a City Citation may occur for excessive unexcused absences.

Discipline

Carl Sandburg Elementary School Beliefs Program

The Carl Sandburg Elementary School Discipline Program is outlined in the following pages. This program is designed to teach and model appropriate behavior, emphasize positive behaviors, and provide common, clear expectations for all. Please read it carefully and review it with your child(ren).

Carl Sandburg Positive Behavior Expectations

1. Be Safe
2. Be Responsible
3. Be Respectful
4. Be Your Best

Positive Behavior Supports

Carl Sandburg Elementary School staff will teach and model all of the expectations to the students at the beginning of and throughout the school year. They will explain and model behavioral expectations in each area of the school and throughout the school day (i.e. cafeteria, hallway, bus, playground, classroom, etc). Posters are located around the school to remind students of the expectations. Morning Community Meetings will be held at the start of each day (8:00 - 8:10) with all available students and staff in the gym to hear announcements and have brief lessons related to character traits, Zones of Regulation, Second Step, etc. School-wide quarterly celebrations will be held to build a sense of community and team. All students will be taught the Zones of Regulation to assist with the development of the ability to self-regulate their behavior and emotions.

Incentives (include but are not limited to)

Students who follow classroom and school expectations may receive a Spirit Slip which will be acknowledged during daily announcements and in a photo at the end of the month. Students may also be chosen to put their names on the class Respect Board, for which they may receive a bracelet or other token if their board location is chosen in the drawings that are held approximately every two weeks. Parents will be notified of Spirit Slips and Respect Board recognitions. Whole-class rewards may also be provided by teachers as they are earned.

Taking Action

Our aim is to teach students ways to regulate their emotions and behaviors so that they can meet the expectations of the school and classroom in order to create a climate that is conducive to learning. Re-teaching conversations between students and staff will occur frequently, with additional intervention groups provided for those who need more help regulating their behavior and emotions. Inappropriate behavior will be addressed promptly, fairly, and consistently by the supervising staff member. Parents will be notified of inappropriate behaviors. The behavior plan guidelines are outlined on the following pages. Depending on specific circumstances, this system may be altered on a case-by-case basis.

Classroom/Teacher handled behavior includes, but is not limited to, the following:

- Tattling
- Name calling
- Defiance
- Insubordination
- Lying
- Stealing
- Cheating
- Disrespect
- Disruptions
- Profanity
- Bullying
- Minor unsafe behaviors

Consequences may include the following:

- Verbal warning
- “Fix it” time within the classroom
- Time out of recess with reflection conference with teacher (5, 10, or 15 minutes)
- Pink slips that result in loss of recess time, re-teaching conference with teacher, and parent contact
- Re-teaching of appropriate behaviors by social worker, counselor, or other staff during recess or other times
- Creation of behavioral contract

Pink Slip

CARL SANDBURG ELEMENTARY SCHOOL

Date: _____ **Location:** _____

Student's Name: _____ Teacher/Grade: _____

Circle Rule(s) not followed:

1. Be Safe 2. Be Responsible 3. Be Kind 4. Be Your Best

Staff description of incident:

Staff Signature: _____ Student Signature: _____

Parent Signature: _____

Parent Contact Made by: _____ Date: _____

Method: _____

Please return tomorrow.

Major (Office Managed) infractions include, but are not limited to, the following:

- Fighting
- Harassment
- Repeated bullying
- Aggression with intent to harm
- Property damage
- Extreme disrespect

Consequences include, but are not limited to, the following:

- Conference between student and administrator
- Conference with parent
- Parent notification
- Referral to Social Worker/Counselor
- Recess detention
- After school detention (AER)
- In-school detention (AER)
- Out-of-school suspension
- Development of a behavior plan/contract

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

After School Detention (AER)

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

Carl Sandburg Elementary School
Office Referral Form

Carl Sandburg Elementary School
1924 Reynolds Drive
Charleston, IL 61920
217-639-4000

Student Name: _____ Classroom Teacher: _____

Grade: ____ Date & Time Referred: _____ Person Referring: _____

Your child was sent to the office because:

Actions taken:

- Student/Teacher conference
- Parent notified by letter
- Referral to Social Worker/Counselor
- Recess Detention(s)
- Out-of-school suspension

Other:

If you have any questions, contact 639-4000.

Administrator's signature: _____ Date: _____

Copy (copies) sent to:

- | | | |
|-----------|---------------|-------------------|
| Parent | Social Worker | Classroom Teacher |
| Counselor | Office | Other |

Parent/Student Comments: _____

Parent Signature: _____ Student Signature: _____

Miscellaneous

Dropping Students Off at School

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

North Lot:

1. Approach the building by way of Reynolds to McComb to the north parking lot.
2. Pull in the north west entrance of the north parking lot.
3. Circle around the north parking lot and drop your child anywhere between the northwest and northeast door. Students will be admitted through the northeast door. The northwest door will remain locked for security reasons.
***Please pull all the way up when using the drop-off point. This allows for the traffic pattern to flow more effectively. Please unload your child as soon as you have pulled forward and stopped.**
4. Leave the parking lot and turn right or east and leave the area by way of McComb and Reynolds streets. (This will keep you out of the traffic entering and leaving the northwest lot.)

Northwest Lot:

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

After School Pick Up

- Bus riders are dismissed first at 2:45
- Parents who are waiting in the building foyer to get their child will be directed to the cafeteria's south door to wait for car riders to be escorted by teachers to the cafeteria after the bus riders exit the building. **Please do not enter the building except through the circle drive foyer.** Upon meeting your child in the cafeteria, exit through the cafeteria's north doors to keep the traffic flow moving efficiently.
- Parents waiting in cars to pick up students will line up along the west side of Reynolds Drive facing south. Once buses leave, cars may enter the circle drive. Please display your child's name on the provided card so staff can radio ahead and have your child waiting for you on an assigned number. Proceed to that number.

Student Council

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

Mark Twain Elementary School

Our Mission

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

Schedule

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

Children must be at school by 7:55 a.m. Children arriving after 7:55 a.m. will be counted tardy.

Half-Day / Full Day

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

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

School Dismissal

Bus and car riders are dismissed at 2:10 p.m. daily. When school is dismissed, students are expected to go directly home or to their sitters' homes. No child is to stay after school to play on the premises because we do not have supervision for the children after dismissal. Please see page 58 for more specific information regarding dismissal procedures.

Attendance

Half Day/Full Day Absences and Tardies

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

Full-day kindergarten students

- If a student is present for 240 minutes (not counting lunch) he/she is considered as full

day present.

- If a student is present at least 120 minutes (not counting lunch) but less than 240 minutes he/she is counted as ½ day present.
- Students arriving after the start of school but before 9:40 are considered tardy.
- Students arriving at 9:41 or later are considered absent for 1/2 day.

Half-day kindergarten students

- Half-day kindergarten students are counted as either present or absent. There is no half-day absence for students attending half-day kindergarten.
- If a student is present for at least 120 minutes they are considered present.
- Students arriving after the start of school but before 8:55 a.m. are considered tardy.
- Students arriving at 8:56 or later are considered absent.

Tardy Policy

Students are tardy to school if they arrive after 7:55 A.M.

Parents/Guardians and students need to realize that excessive tardiness affects academic performance, learning, and grades. At Mark Twain Elementary we insist that children are on time and in the classroom when instruction begins. We feel that this responsibility lies equally with the child and the parent(s)/guardian(s). Parents/Guardians and students will have the first semester to become acclimated with the school procedures and start time. Beginning with the second semester (first day back to school after holiday break), Mark Twain's tardy policy will begin. All tardies earned during the first semester will be deleted, and students will start with a "clean slate" beginning with the second semester. Students who have a doctor's appointment and bring a note will be excused and not be subject to the tardy consequences. Our procedure for addressing tardiness is as follows:

1. The first time a child is tardy a letter referring to this part of the handbook will be sent home with the child as a reminder to the child and the parent(s)/guardian(s).
2. The second day a child is tardy a parent/guardian will be contacted.
3. The third day a child is tardy, the child will sit out of recess for 5 minutes.
4. The fourth day a child is tardy, the child will sit out of recess for 10 minutes.
5. The fifth day a child is tardy, the child will sit out of recess for 15 minutes.
6. The sixth day a child is tardy, and every tardy thereafter, the child will sit out of recess for 30 minutes.

Student Discipline/Positive Behavior Supports

At Mark Twain Elementary Program, we are using a program that we call "Positive Behavior Supports" (PBS). Your child will learn to "Be Respectful, Be Responsible, and Be Safe".

POSITIVE BEHAVIOR SUPPORTS BEGIN WITH:

- Specifically defined appropriate behaviors that are expected in school settings (behavior expectations)
- Teaching children these behavior expectations in the classroom and outside of the classroom
- Supporting appropriate behaviors as they happen

At the beginning of the year, students are taught expectations in all areas of the building. Frequent reviews and encouragement are an important part of this program.

Positive Consequences:

Students are given star slips when they are “caught” following expectations. Stars are placed in a box in the classroom and are used for classroom and school-wide drawings. Two students are selected weekly as “Star Students”. Star Students have their picture posted in the hallway.

Monthly celebrations are held for students without an Oops Slip for the month. Classes earn quarterly celebrations based on meeting expectations during special areas (art, library, music, and PE).

Mark Twain Expectation Matrix

Expectations: *Be Safe, Be Respectful, Be Responsible*

	Be Respectful	Be Responsible	Be Safe
Playground	Be Kind, Be Fair & Share Take turns Follow adult directions	Stay in playground area (Blacktop to road boundaries) Line up when called	Follow equipment rules Keep hands and feet to yourself Report unsafe behavior
Cafeteria Lunch	Use inside voices Use manners Say Please & Thank you Stay in your space Eat your food only	Be prepared – Use your tools Take what you ordered Clean your space Voices off when lights go out	Use walking feet at all times Stay seated until dismissed Follow line rules Keep hands and feet to yourself
Cafeteria Morning	Use inside voices Use manners Say Please & Thank you Stay in your space Eat your food only	Make breakfast choice Sit in class line Be prepared – use your tools Clean your space	Use walking feet at all times Stay seated until dismissed Follow line rules Raise your hand for help

			Keep hands and feet to yourself
Hallways	Respect others' things Be quiet ("Hands on hips, Bubble on lips") Once you have your things from your hook, immediately go back to your classroom	Keep hallway clean Go directly to your destination Always ask before you leave the room Walk on the right side of the hallway	Use walking feet at all times Follow line rules Keep your hands and feet to yourself
Restrooms	Give others privacy Use inside voices Use first stall available Be quiet when you are waiting for everyone to finish	Use three pushes for a paper towel Use one soap squirt Always flush When finished, leave restroom Try to use the restroom when your class takes a break	Water stays in the sink Wash hands Report problems to adults Keep hands and feet to yourself
Busses	Use inside voices Follow adults' directions	Keep items in your lunchbox and backpack Keep bus clean Be ready at your bus stop	Keep your back against the seat Keep your feet in front of you Stay seated Report problems to adults Keep hands and feet to yourself
Line	Be quiet ("Hands on hips, Bubble on lips") Listen for directions	Go directly to your destination Stay with your line Look forward (Make a "hair stare" line)	Keep hands

Consequences may include the following:

When continued minor offenses or major offenses occur within the classroom, will follow the school-wide management plan. The emphasis will be on re-teaching. Repeated minor offenses or major offenses, such as physical aggression, will warrant moving up the hierarchy.

1. Verbal warnings: Re-teach the expectation
2. Office referral: If a child has committed repeated minor offenses or a major offense, they will

be given an office referral, which is called an “oops slip”. The child has to take the “oops slip” to the office and the parent will be notified by the teacher.

3. Conference with Parent

4. Teacher Collaboration Team/Response to Intervention Team Referral- May be warranted if repeated offenses continue and a behavior management plan is needed.

Office Referral

OOPS SLIP

Student Name:

Respectful_____

Teacher:

Responsible_____

Date:

Safe_____

Briefly Describe The Event:

Who?

What Occurred?

Where?

When?

Additional Comments:

Arrival/Dismissal Information

Before School Procedures

If you are dropping off a student — please use the drive that goes to the back of the building. A staff member will be at the back door each morning to assist students. The gate to the back drive is locked by 7:55 each morning and will remain locked until dismissal

If you would like to park and walk your child to the building, please use the parking lot west of the playground. You may enter through the front door. Please do not use the front drive until after 8:00. We need it clear for bus traffic. **School starts at 7:55. Students are counted tardy if they are not here on time.**

After School Procedures

The front drive is closed to car traffic from 1:30 until the buses leave. We start loading buses at 2:10 p.m. (For the first 2-3 weeks we will probably start loading between 2:00 and 2:05.) We will finish loading buses around 2:20 p.m. Car riders will also be dismissed at 2:10 p.m.. Teachers will bring students to the back door for car pick up. If you are picking up a student at dismissal you may either pick them up through the car line (recommended) or walk up.

Using the car pick up line

With your vehicle, form a line at the gate on the north side of the playground until it is opened at 2:10pm. It is highly recommended that you form a line and enter the circle drive from the northwest using Taylor Ave, rather than in front of the school. When the gate is opened, follow the circle drive. Your student will be loaded into your car by Mark Twain staff at the back of the building. Please stay in your vehicle during pick up to help make the process more efficient.

Walk up

Park in the parking lot, follow the sidewalk up to the building and the walk through the gate to cross the playground blacktop to the back (east end) of the building. A staff member will go inside to get your student for you. Please keep in mind that entering and exiting the parking lot will be challenging, as there will be vehicles using the circle drive in the back of the building.

Index

Attendance	6-11
A.I.M.S.	9
Anticipated Absences.....	8
Attendance Policy.....	6
Bad Weather School Closing.....	10
Building Time Schedules	5
Early Dismissal Schedules.....	6
Excused Absences.....	8
Homebound Instruction.....	9
Homework.....	9
Homework Policy.....	10
Illness During School.....	8
Outdoor Activities / Wind Chill Consideration.....	10
School Year Calendar.....	4
Students Leaving School.....	8
Truant - Chronic Truant Procedures.....	7
Discipline	12-17
Aggressive Behavior / Bullying.....	12
Bus Riding.....	11
Cell Phones/Video Recording/Electronic Paging Devices.....	15
Corporal Punishment.....	12
Electronic Recordings on Buses.....	12
Out of School Suspension.....	13
Prohibition of Gangs and Gang Activities (Board Policy 7.190)	13
Reciprocal Agreement.....	17
Search and Seizure.....	14
Sexual Harassment Policy.....	15
Student Dress and Grooming.....	16
Students and Their Personal Effects.....	14
Weapons.....	17
Enrollment	17-20
Building Transfers.....	18
Change of Address / Telephone Number.....	18
Enrollment Procedure.....	17
Entrance Age.....	18
Kindergarten 1st Step Registration	19
Out-of-District Transfers.....	18
Transferring to Another School In-District.....	18
Waiver of Student Fees.....	19

Health	20-25
Concussion Injuries.....	25
Designated Caregiver Administration of Medical Cannabis.....	22
Food Allergy Management Program.....	25
Illness During School.....	25
Immunization Requirements.....	24
Medication Policy.....	21
Non-Prescription Medications.....	22
Physical Examination and Immunization Requirements.....	23
Serious Illness Assessment Forms.....	24
Undesignated Epinephrine Auto-Injector.....	22
Vision Screening & Exam.....	25
Instructional	26-31
Annual Achievement & Ability Testing.....	26
Counseling.....	29
Field Trips.....	30
Final Grades.....	27
Free and Appropriate Public Education.....	28
Parent-Teacher Conferences.....	27
Physical Education.....	29
Preparing for Conferences.....	27
Preschool Screening.....	28
Promotion and Retention Policy.....	28
Psychological/Social Work Services.....	29
Recreation Department.....	30
Report Cards/Progress Reports.....	26
Resource Program.....	29
Social Work Services.....	29
Special Education	28
Speech and Language.....	29
Student Computer/Network/Internet Use Agreement.....	31
Student Records.....	30
Title I.....	30
Miscellaneous	36-40
Abused and Neglected Child Reporting.....	36
Accommodating Individuals with Disabilities.....	37
Agency and Police Interrogation.....	37
Classroom Treats.....	40
PTO / Joint PTA.....	37
Insurance.....	38
Lunchroom Expectations & Guidelines.....	34
Lunch / ID Card Replacement.....	38
Non-Discrimination.....	38
Pets and Animals.....	38

Pictures / Yearbooks.....	39
Sex Equity.....	38
Student Deliveries.....	39
Student Directory Information.....	39
Telephone.....	40
University Participants.....	40
Visitors.....	40
Safety	35-36
Accidents and Illness.....	35
Bicycles, Rollerblades, Skateboards & Scooters.....	36
Disaster Preparedness.....	35
Safety Guidelines.....	35
Traffic at School.....	35
Video Surveillance.....	36
Ashmore Elementary School	42-45
Attendance	42
Excessive Absences.....	43
Full Day / Half Day Absences Defined.....	42
Tardy Policy.....	42
Discipline	43
Alternative Education Room.....	47
Ashmore Beliefs Program.....	43
Ashmore Positive Behavior Expectations.....	43
Office Referral Form	46
Pink slips.....	45
Positive Behavior Supports.....	43
Positive Consequences/Ashmore Bucks Store.....	47
Taking Action.....	44
Mission Statement	42
Carl Sandburg Elementary School	48-54
Attendance	48
Excessive Absences.....	49
Full Day / Half Day Absences Defined.....	48
Tardy Policy.....	48
Discipline	49
After School Detention.....	52
Behavior and Consequences.....	49
Pink Slip.....	51
Beliefs Program.....	49
Positive Behavior Expectations/Supports.....	49
Office Referral Form.....	52
Taking Action.....	50

Miscellaneous	53
After School Pick Up.....	53
Dropping Students Off at School.....	53
Student Council.....	54
Mission Statement	48
Mark Twain Elementary School	55-60
Attendance	55
Half Day/Full Day Absences and Tardies.....	55
Discipline	56
Office Referral.....	59
Positive Behavior Supports.....	56-58
Arrival/Dismissal Information	59-60
Mission Statement	55
Schedule	55
Half Day/Full Day.....	55
School Dismissal.....	55