

# Sherman Elementary School

## Parent/Student Handbook

2018-2019

### MISSION STATEMENT

Williamsville CUSD #15

“It is the mission of the Schools of Williamsville and Sherman to challenge and inspire every student to actively take part in a lifetime quest of knowledge and development of integrity to reach their potential as productive members of society.”

-- Board of Education

Dear Parent:

This handbook is published for the purpose of acquainting the students and their parents with the organization of their school. On the following pages, you will find the information necessary to answer most questions for you and the students. I hope that all will become familiar with this information, and use this handbook as a reference throughout the school year.

It is our goal at Williamsville Schools to provide quality education for each student. Part of this education requires students to make decisions that will determine their future. In making decisions, each student will need to determine values and set goals for themselves now and in the future. This student handbook sets the guidelines for that decision-making while at Sherman Elementary School.

Please ask questions and seek any help you may need to facilitate a positive year of learning for your child(ren). You may contact your child's teacher or me at 496-2021. We are looking forward to a successful school year.

Sincerely,

Adam Ibbotson, Principal  
Sherman Elementary School

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## GENERAL INFORMATION

### INFORMATION SENT HOME

Many times throughout the school year, we send information home for parents and students concerning special events, changes in calendar dates, as well as school papers. We urge you to check each day with your child and encourage him or her to bring all information home.

### INVITATIONS AND GIFTS

Out of consideration for everyone's feelings, please distribute personal gifts and party invitations during non-school times.

### LOST AND FOUND

We will provide a location for lost and found items, clothing, etc. in the lobby. We urge you to mark coats, hats, lunch sacks, and boxes with your child's name so items may be returned when misplaced. Articles which have not been claimed after a reasonable length of time will be donated to charity.

### PARENT-TEACHER CONFERENCES

In early November, parent-teacher conferences are scheduled. It is one of many steps we are taking to work with you to build your child's educational program. Teachers will discuss your child's progress in school and learn more about him or her from you. Report cards, notes, and phone calls are useful, but the parent-teacher conference has one more thing: it is a chance for teachers and parents to get together, in person, to talk about your child's education. Conferences are generally scheduled in the afternoons and evenings to make it easier for both parents and teachers. If additional conferences are needed throughout the year, we will be happy to accommodate you.

### PERSONAL PROPERTY AT SCHOOL

Students may bring toys, etc. to school for show and tell activities and recess, but they do so at their own risk. The school will not be responsible for breakage or loss of such items. In addition, items such as toy guns, knives (toy or real), or any item which may be dangerous to the child or others will be prohibited. Trading cards are not allowed.

### SECURITY / VISITORS AND VOLUNTEERS

Parent volunteers are more than welcome to help the teachers with many activities. Please notify your child's teacher if you would like to volunteer your time. Any person interested in volunteering with the district must complete the volunteer application including background and reference checks. All visitors to Sherman Elementary School shall be required to first report to the main office upon entry into the school building. This includes all individuals who are not Williamsville School District students or employees. Parents should not go directly to a child's classroom. ALL VISITORS AND VOLUNTEERS MUST SIGN IN AT THE OFFICE AND WEAR A VISITORS BADGE. AT THE END OF THE VISIT, VISITORS AND VOLUNTEERS MUST ALSO SIGN OUT.

Please note: All doors are locked for security purposes. The only entrance for visitors is the entrance by the school office. Student guests will not be permitted to visit the school to attend classes.

### TELEPHONE USAGE

Students are not called from class for a phone call unless it is an emergency. Students may use the school phone only with permission of the classroom teacher, the secretary, or other office personnel. Any cell phones at school must remain turned off and stay in the student's book bag.

## ATTENDANCE

### ATTENDANCE LAWS

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00. A truancy officer may be contacted when unexcused absences equal 5% or more of the last 180 attendance days.

### ATTENDANCE

Success in school depends to a great extent on regular, punctual attendance, and good study habits. Students are expected to be in school the entire school day unless there is a justifiable reason for being absent. Parents are responsible for insuring regular, punctual attendance.

### REPORTING AN ABSENCE BY PARENT/GUARDIAN

Parents/guardians should notify the school by telephone prior to 9:00 AM on the day a student is absent, stating the reason for the absence. **This is the parents' or guardians' responsibility.** The number to call is: 496-2021 (Sherman Elementary) or 566-2325 (Attendance Line).

### CLASSIFIED REASONS FOR ABSENCE

1. Excused Absence: This is an absence which is due to personal illness, a death in the family, or an emergency. An excused absence entitles the student to a reasonable amount of time to make up assignments and tests missed. In general, for a one day absence, work assigned on the date of absence must be made up the following day. Work assigned prior to the absence is due on the day a student returns. This includes tests and quizzes.
2. Planned Absence: A student who knows in advance that he/she will be absent must make arrangements with the office prior to the absence
3. Unexcused Absence: An absence due to truancy is unexcused. In such cases, the teacher has no responsibility for assisting the student in making up the work missed and the student receives no credit. However, it is to the student's advantage to cover the subject matter missed. Also, the student may be required to make up the school time missed.

Please note that if parents do not communicate with the school prior to 9:00 AM on the day of a student's absence, it will be considered unexcused.

#### ARRIVAL AND DEPARTURE

Students may not leave the school grounds unescorted during the school day. As soon as school is dismissed, students are to leave the school grounds and go home. Students may be brought to school by parents and picked up. However, if there is any change in how students are to go home, the school must be contacted. For instance, if your child normally rides a bus and you are picking him or her up instead, please call the office. We will not release any child to go home during the school day or at the end of the school day to anyone except the parents or someone designated in writing by parents.

Identification may be required.

- A. Students are not to arrive at school before 7:45 a.m. Buses will be arriving between 7:30 and 7:50 a.m. at the school. Buses will drop students off at the gym door.
- B. Parents should use the circular drive or the west parking lot to drop off students in the morning. In the circle drive, please pull up as far as possible, and have your children exit the vehicle on the sidewalk side. Please do not get out of your car when in the circle drive.
- C. After school, students may be picked up at the door by the circle drive. Parents should wait outside for their children.

#### TARDINESS AND LATE TO SCHOOL

A student who is late to school will report directly to the office. The office will keep an accurate record of the student's tardiness. Parents will be notified of excessive or repeated tardiness to school. Students must be in their classrooms by 8:00 a.m. and will be considered tardy after 8:06 a.m.

#### EXCESSIVE ABSENCES

Parents will be notified after a student's 6<sup>th</sup> absence and again after the 8<sup>th</sup> absence in a semester. The 8<sup>th</sup> absence in a semester qualifies not only for a school day absence, but for individual classes as well. A parental conference may be arranged. Unless there are very unusual circumstances, missing more than 8 days of school in a semester is excessive. Please remember the positive relationship between attendance and success in school.

#### WILLIAMSVILLE SCHOOLS BUS POLICY

Parents are reminded that the Illinois State Law and the Williamsville CUSD #15 Board of Education policy requires that the district provide free transportation to and from the residences of eligible students. Students are eligible if:

- (1) They reside more than one and one-half miles from their assigned schools or;
- (2) They reside within one and one-half miles from their assigned schools in an area which has been designated by the Illinois Department of Transportation as a hazard.

School districts in Illinois are not required to provide bus transportation for students to any location other than their residences. Many districts transport only those students who are eligible according to these minimum requirements. Our District recognizes that many of our students come from single parent homes or from homes in which both parents are employed. We also recognize that arranging for dependable childcare for students before and after school is challenging for many parents. Therefore in past years, we have attempted to make reasonable accommodations related to student bus transportation in helping parents and, most importantly, to assure that student safety and welfare remain top priorities. To continue to make these accommodations, we must have good communication and cooperation between the parents and the school. At registration, each parent will designate a pick up and a drop off point. Your child will be transported to and from school to these designated points.

However, if it is necessary for childcare purposes or in emergencies for parents to request changes from the established points, the parent must request this in writing and sign the request, whenever possible, request should allow for enough time for the school to accommodate the request. All requests must be approved by the building principal. No requests will be approved for after school parties, club meeting, team practice, etc.

Please note that some requests cannot be approved for such reasons as fully loaded buses. Please be assured that our objective is to provide a safe and dependable transportation for your child to and from school. With societal issues that schools now must recognize and prepare for, such as school security, child abduction and exploitation, lack of supervision at home, legal actions against schools, etc., we stress mutual communication and cooperation must exist between parents and schools to provide a positive school experience for your child.

### BUS TRANSPORTATION GUIDELINES

- Parents have two choices for bus transportation drop off.
  - Example: Home & Babysitter
- The students will no longer be allowed to have non-school transportation drops such as going to someone else's house to play, scout meetings, piano lessons, tutoring, babysitting, etc.
- Please send a note about transportation changes with your student in the morning. All phone requests must be made before 2:00 p.m.
- Students will be placed on their bus if no note or call as been received by 2:00 p.m. at the elementary school.

### BUS TRANSPORTATION RULES AND REGULATIONS

The school provides bus transportation to and from the Williamsville-Sherman schools. A list of bus stops will be mailed in the August. Approximate morning pick-up times and afternoon drop-off times will be included on the list. While students are on the bus, they are under the supervision of the bus driver. Students are not permitted to change from one bus to another. Riding the school bus is a privilege. If the privilege is abused, the



student will be removed from the bus. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems shall be handled by the building principal and/or in conjunction with the superintendent in charge of bus transportation. In addition, our buses and offices are radio-equipped should a problem arise. If you have any questions regarding bus transportation, please call the office. Also please note the bus regulations enclosed in the handbook and go over them with your child. For the safety of the students riding our buses, it is important that the regulations set forth by the Board of Education be fully understood by all.

The school staff will do all in its power to teach children to be safe on the bus and to behave in a proper manner on the bus. We will appreciate the help parents can give by periodically discussing bus safety and behavior with their children to ensure a safe and pleasant ride for everyone.

In the interest of the student's safety and in compliance with state law, students shall observe the following regulations:

1. Remember, the bus driver is responsible for the safe pick-up and delivery of every child who rides the bus and is in complete charge of all students while they are passengers on his or her bus.
2. Be seated. Sit three in a seat only if necessary. Do not stand in the entrance or in the aisle.
3. Keep all parts of the body inside the bus.
4. Keep books, packages, coats, and all other objects out of the aisle.
5. Leave no books, lunches, or other articles on the bus.
6. Avoid loud conversation, singing, boisterous conduct, unnecessary noise, or profanity. Do not shout to anyone outside the bus.
7. Walk on and off the bus.
8. All school rules apply.
9. Use emergency door only in an emergency.
10. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
11. Window ventilation is to be regulated by drivers and not by students.
12. Keep the bus neat and clean.

13. Students will not be permitted on buses with athletic footwear equipped with cleats or spikes.
14. No animals are allowed on the bus.
15. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
16. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
17. Be waiting at your bus stop on time.
18. Be absolutely quiet when approaching a railroad crossing stop.
19. Remain in the bus in the event of a road emergency until instructions are given by the driver.
20. Be alert to a danger signal from the driver.
21. Special permits from the principal are needed for the following:
  - a. Extra passenger with you on the bus
  - b. Students not regularly on the bus
  - c. Students getting off the bus at any other stop than their regular stop
22. Parents will be liable for any defacing or damage students do to the bus.
23. Help look after the safety and comfort of smaller children.
24. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway and wait for a signal from the driver permitting you to cross.
25. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Obey the rules of the chaperone who has been appointed by the school.

#### BUS BEHAVIOR POLICY

Given the safety of the children from physical damage being done and the misconduct on the buses, the following procedures for all confirmed misconduct will be:

1st Offense: Student will be issued one of the following: detention, Saturday detention, five days bus suspension, suspension from bus service for the rest of the school year, one to ten days school suspension, or expulsion.

2nd Offense: Student will be issued one of the following: detention, Saturday

detention, five days bus suspension, suspension from bus service for the rest of the school year, one to ten days school suspension, or expulsion.

3rd Offense: Student will be issued one of the following: five to ten days bus suspension, suspension from bus service for the rest of the school year, one to ten days school suspension, or expulsion.

4th Offense: Student will be issued one of the following: suspension from bus service for the rest of the school year, one to ten days school suspension, or expulsion.

**BUS DISCIPLINE NOTICES WILL BE SENT TO PARENTS IN THE MAIL.**

### LUNCH

We use a computerized debit card program called Accu-Scan. Money may be sent to school to the classroom teacher for a day, week, or more. This money is put into the child's account. Students are expected to keep a positive balance in their lunch accounts when purchasing lunch or a milk carton in the school cafeteria. Students in 3<sup>rd</sup> and 4<sup>th</sup> grade will also need money in their account to purchase the snack items available daily before school. The school office will send home on a regular basis (usually weekly) printed reminders for student lunch accounts that are \$5.00 or below. Current lunch balance information is also available at any time on EZSchoolPay.com. Parents may be contacted by school district office staff when a lunch balance account continues to accrue a negative balance.

Four weeks before school lunches begin, forms to apply for **free lunches or reduced-price lunches** will be available in the school office, the district office, and on the district website ([wcusd15.org](http://wcusd15.org)). If your family qualifies for the reduced-price benefit, the price is only 40¢ per lunch. This information is confidential.

Juice/Milk Breaks: Individual teachers will schedule daily juice/milk breaks. Juice/milk must be paid at the time of registration.

### CAFETERIA RULES

1. All food must be eaten in the cafeteria. Purchased food must not be taken from the cafeteria.
2. Pupils are to follow directions from the supervisors in charge of the cafeteria.
3. Be courteous and mannerly at all times. Shouting or throwing food will not be tolerated.
4. When finished, clean up the area where you were sitting. Deposit waste products in the proper area before leaving the cafeteria.
5. If students need to get up from the table for any reason, they may raise their hand to get the attention of the supervisor on duty. In case of an emergency, the student may get up and go directly to the supervisor.

## LUNCH RECESS

When weather is appropriate, students will go outside for recess. Please make sure your child is properly attired for the weather. When temperatures allow us to go outside in the winter, boots are a must. If a student must stay in from recess for health reasons, they must bring a note signed by a parent and be accompanied by a doctor's note.

## STUDENT CONDUCT - DISCIPLINARY ACTION

District Policy - It is a philosophy of the school district to have rules and regulations which allow each student the opportunity to work and study in an environment conducive to learning. Students are expected to be courteous, diligent, honest, respectful, and to abide by the rules and regulations of the school district. All of us, at any age, are in need of structure and direction in order to accomplish our daily tasks. In general, we have two expectations for students to follow. The first important rule is that students are to be on their best behavior at school. The second is that students should always try to do their very best in their school work. Each teacher has a more specific list of rules for his or her classroom which will be explained at the start of each new year. Overall, it must be understood by both students and parents, that in order for a student to learn, we must have an atmosphere which promotes learning. In general, infractions of school rules may result in any of the following consequences: conference with the teacher and/or principal, loss of privileges, meeting with parents, detentions, suspensions, and/or expulsions. We will keep parents closely informed whenever a student's behavior becomes a problem.

1. A little effort on the part of each student will keep our classrooms, halls, and grounds looking neat and clean. Waste paper and other refuse materials should be placed in the waste containers.
2. For good order to exist, there should be no unruly behavior such as loud talking, whistling, running, sliding, or scuffling. Students should not loiter in the halls or restrooms. Detentions may be issued for these activities.
3. Each room should be left in good order for the next day. Desks should be neatly kept.
4. As a general rule, eating candy and chewing gum are prohibited during school hours. Teachers may allow special days for chewing gum within the confines of their own room.
5. Radios, CD players, electronic games, etc. are not allowed at school unless specific permission has been granted by the teacher or principal. (SIMPLE ADVICE: DO NOT BRING PERSONAL PROPERTY OF VALUE TO SCHOOL).
6. Lunches are to be eaten in the cafeteria. Students are not allowed to take food to the playground or into the halls. Detentions and/or other disciplinary measures will be assigned at the discretion of the lunch room supervisors.
7. Students are to show respect for property and people. Disrespectful behavior will not be tolerated and may be punished with loss of privileges, after school detentions, or suspensions.

8. Students may be removed from class by a teacher or the principal for disruptive behavior.
9. Students are expected to arrive at school with necessary materials, books, and homework. Students are not allowed to call home for forgotten items.
10. Students are expected to behave at athletic events. This means that students are to sit and watch the event. Students must be accompanied by an adult. Cheering for the team is encouraged. Students should not be moving from place to place in the gym during play. Students are not allowed to re-enter the building after leaving an event while it is in progress. If students re-enter, they will not be allowed to attend future athletic events. Students not able to follow these guidelines will be removed from the event and may be suspended from attending future events by the principal or the event's school supervisor.

**GUIDELINES FOR DISCIPLINARY ACTION FOR GROSS DISOBEDIENCE OR MISCONDUCT**

1. Fighting: Detention and/or one to ten days suspension and possible recommendation for expulsion
2. Intimidation and/or threats to other students, staff, and parents. This includes, but is not limited to: (A) Picking on younger or smaller children  
(B) sexual, ethnic, or racial slurs  
(C) bullying: Detention and/or one to ten days suspension and possible recommendation for expulsion
3. Disruption of school setting (This includes behavior or possession of things that could interfere with the learning process. Ex: water guns, electronic equipment, or games):  
Confiscation of items involved, detentions, and/or one to ten days suspension
4. Insubordination (refusal to obey established school rules, or refusal to obey directions or instructions of school personnel):  
Detention, one to ten days suspension, and possible recommendation for expulsion
5. Use of obscene or abusive language, possession of obscene material:  
Detention and/or one to ten days suspension
6. Damage to school property:  
Payment of damages  
Detention, one to ten days suspension, possible recommendation for expulsion
7. Theft or unauthorized possession of school property:

Detention, one to ten day suspension, restitution and possible recommendation for expulsion, police may be notified

8. Truancy:

Truancy shall be defined as “a child is truant when he is absent from school without valid cause for a school day or any portion thereof”. Ten days absent in 40 school days is considered truancy according to state law. Parents will be notified if student is truant.

A valid cause for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by administration or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

- 1st offense: Detention (Make up time missed)
- 2nd offense: One to three days possible suspension and referral to truant officer
- 3rd offense: Possible three to five days suspension
- 4th offense: Possible five to ten days suspension and possible recommendation for expulsion

Truancy will require that the parents accompany the student to the principal’s office for a conference before the student will be allowed to return to class.

9. Cheating:

Detention, possible one day suspension, and a zero will be recorded for that test or assignment

10. Disrespect for school personnel:

Detention and/or suspension from one to ten days, possible recommendation for expulsion

11. Possession of school forms: (wrongful procurement or possession of a test, test key, etc.)

- 1st offense: Detentions and/or one to three days suspension and zeros on tests or assignments
- 2nd offense: Five to ten days suspension and zeros on assignments or tests

12. Gross misconduct:

- 1st offense: Ten days suspension and possible recommendation for expulsion
- 2nd offense: Ten days suspension and possible recommendation for expulsion

13. Gambling:

- 1st offense: One to two days suspension
- 2nd offense: Three to five days suspension

3rd offense: Five to ten days suspension and possible recommendation for expulsion

14. Forgery: (This includes misrepresenting a parent's signature or a teacher's signature):

Detention, possible one to ten days suspension

15. Unapproved organization - Gangs: No organization or group of students shall conduct meetings or assemble on school premises without prior approval of the administration. No organization of students shall be approved which is determined by the administration to promote disorder, violence, harassment, or racial discord. No student shall be permitted to wear or display any insignia, item of apparel or other evidence of membership in an unapproved organization on school premises. Students not complying with this policy will be subject to suspension up to ten days and/or possible recommendation for expulsion.

16. Sexual harassment: It is the policy of the Board of Education to provide an educational environment free from unwelcome sexual advances, unwelcome requests for sexual favors, or other verbal or physical conduct or communications of a sexual nature. Infractions of this policy may result in verbal reprimands, detentions, suspensions, or possible recommendation for expulsion depending on the severity of the infraction.

17. Setting a fire or use of any type of explosive (including fireworks):

1st offense: Three to ten day suspension, police may be notified, possible recommendation for expulsion

2nd offense: Five to ten day suspension and possible recommendation for expulsion, police will be notified

18. Setting a false fire alarm and/or bomb threat:

Five to ten days suspension and possible recommendation for expulsion

Notify local authorities

19. Possession and/or use of any weapon:

According to the court system, the term "weapon" means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to knives, pocket knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or "look-a-likes" thereof. Items such 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.

1st offense: Five to ten days suspension and possible recommendation for expulsion

2nd offense: Ten days suspension and possible recommendation for expulsion

20. Assault and/or battery: Five to ten days suspension and possible recommendation for expulsion

21. Possession or use of smoking materials, smokeless tobacco, or tobacco in any other form (tobacco products, lighter, matches, etc.):

- 1st offense: One to two days suspension
- 2nd offense: Two to three days suspension
- 3rd offense: Three to five days suspension
- 4th offense: Five to ten days suspension

22. Any student who manufactures, sells, distributes, transfers, possesses, uses, or is under the influence of any alcoholic beverage, marijuana, any controlled substance (other than as prescribed by a physician), or any other intoxicating substance on school grounds, at any school-sponsored event, or on any other occasion the school shall have legitimate interest in regulating, shall be subject to disciplinary consequences. A controlled substance is one that is not legally obtained; is being used in a manner different from prescribed; is legally obtainable, but has not been legally obtained; or any substance that is referenced in a federal or state controlled substance act. Look-alike, or any substance held out to be a controlled substance shall be subject to disciplinary consequences as if the substance were what it was held out to be. The manufacture, sale, distribution, transfer, possession, or use of drug paraphernalia by students shall be prohibited. A student found to be violating the foregoing shall be subject to disciplinary consequences.

1st offense: One to ten days suspension, and possible recommendation for expulsion, parents notified, referral to appropriate counseling agency, police will be notified

2nd offense: Ten days suspension and possible recommendation for expulsion, police will be notified

23. Restitution:

Students are responsible for payment of any damage to school property, including school text books, when that damage is caused by negligent, irresponsible, or intentional behavior.

24. Search and Seizure:

The Superintendent of Schools, the Building Principal, or other school personnel authorized by the administration, may search a student's locker or person. In all cases, a search will be conducted with the interest of the student's privacy being respected. It will be done in the presence of a second school employee, when possible. Any evidence that may be considered dangerous, harmful, or illegal will be confiscated and may result in appropriate disciplinary action. Anything illegal will be turned over to the proper law enforcement agency.

25. Intimidation, threats, and/or harassment to students, non-students, staff and/or parents. This includes but is not limited to:



- a. bullying
- b. picking on younger or smaller students
- c. sexual, ethnic, or racial slurs
- d. all forms of sexual harassment

Consequence: Detention, one to ten days suspension, and possible recommendation for expulsion

These 25 guidelines above will be applied for student referrals for gross misconduct.

### SUSPENSION

Suspensions may be in-school or out-of-school. This will be determined by the administration. A student may be suspended from school for a period not to exceed 10 school days. While a student is suspended from school, he/she may not attend any school activity or be on school property. Students with out-of-school suspensions may, at the sole and exclusive discretion of the administration and Board of Education of Williamsville School District, receive zeros for all class periods missed. In-school suspensions shall be served at the elementary school from 8:00 a.m. until 2:40 p.m. There will be adult supervision. A student serving an in-school suspension shall eat lunch in the suspension room and shall remain in the suspension room for the entirety of the school day. In order to receive credit for any cumulative work prior to the suspension and/or for any assignments missed during the suspension, a student must have all work completed and prepared to make-up any tests immediately upon return. It is the responsibility of the suspended student to adhere to these expectations and timelines or no credit will be given.

### DUE PROCESS

A student is entitled to due process rights which include a review of disciplinary actions by the principal. An appeal to the school board for a hearing may be made for suspensions and expulsions in writing within 10 days of the review by the principal.

### DETENTIONS

1. In case of a disciplinary detention, a form will be given to the students with the date and time of the detention. One copy of this form must be signed by the parent/guardian and returned to the teacher/principal. Failure to follow these procedures will result in a doubled detention.
2. Students will have at least 24 hours (one day) to arrange transportation. Parents are responsible for transportation of students serving detentions after school. The school cannot provide transportation.
3. Failure to appear for an assigned detention, without prior arrangement, will result in all remaining detention time being doubled by the principal.

### HEALTH SERVICES AND MEDICATION

First aid is given for minor injuries. In case of major injuries or illness, Emergency Medical Services is activated and the student's parents are contacted. Under no

circumstances may a student who is ill leave school without checking with the administrative staff.

In order to be in compliance with guidelines from the Illinois Department of Public Health and the Illinois State Board of Education, **a written order from a physician must accompany every medication before it can be given at school (*Authorization for Medication during School Hours form*)**. This includes all over-the-counter as well as prescription medications. The use of a quick reliever asthma inhaler is the only exception to this. You may obtain the medication form at the school office or on the school's website. A similar form from a physician's office is acceptable, providing it contains the same information contained on the school form. The form must be renewed each school year.

Please send all medications in the original labeled container. All medication should be turned into the school office or health room by the parent/guardian or other responsible adult.

A student may carry and self administer a quick reliever asthma inhaler, if necessary. In this case, parents need to write a note giving permission for their child to carry and use the inhaler. The inhaler **must** include a prescription label. No doctor authorization is necessary. This is the only situation in which an *Authorization for Medication during School Hours* form is not required.

A student may carry and self administer an epinephrine auto-injector provided it contains a prescription label **and** the *Authorization for Medication during School Hours* form has been completed by the physician.

Medications will not be provided to the teacher from the health room for students use on field trips. If your child requires medication while away from the school on a field trip, please inform your child's teacher so that necessary arrangements can be made.

Medication, other than inhalers, will not be sent home on the bus with your child. Please pick up medication from the health room at the end of the school year. Medication not claimed by the last day of school will be disposed of by environmentally safe technique.

### HEAD LICE

The school will only check for head lice when cases within the community have been reported to us. If head lice has been detected within your family, we urge you to contact us so that we may check appropriate classes and lessen the chance of this spreading. Further information will be sent home as to treatment and detection should this situation become a problem.

### VISION AND HEARING SCREENING

Vision screening will be done, as mandated for all transfer students, 2<sup>nd</sup> grade and 8<sup>th</sup> grade students each school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Students are 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

the evaluation is on file at the school.

Hearing screening will also be conducted, as mandated for all transfer students, and kindergarten through 3<sup>rd</sup> grade.

This notice is not a permission to test and is not required to be returned. Vision and hearing screening is NOT an option. If a vision or hearing examination report is not on file at the school for each student of mandated age/grade/group, a screening will be conducted.

If a student's vision or hearing results indicate a need for further assessment, parents will be notified so that a doctor evaluation can be obtained.

## STUDENT INFORMATION

### CLASS PLACEMENT

At the end of each school year, the teachers and principal develop class lists for the following year's program. The purpose is to achieve a balance so each class has a mixture of all levels of ability, reading groups, boys, girls, etc. It is the school's policy that we do not take requests for a child to be assigned to a particular classroom.

If after careful assessment and conferencing with parents it is determined that a child should be retained in a grade, the teacher may make that recommendation. According to section 2-3.64 (b) of the Illinois School Code, the school has the final word in this situation; however, we will continue to solicit parent support in order that the student's best interests are served. If a student fails two or more academic classes for the year, he or she will not be promoted to the next grade.

### DRESS CODE

Students are expected to dress in a manner appropriate for school. A student whose manner of dress poses health or safety concerns for the student, or for others, or whose manner of dress materially disrupts the educational process or undermines the authority of school personnel may be counseled to alter his or her dress by school officials. Under extreme circumstances, a student may be subject to discipline. Decisions on appropriate clothing for school wear will be made by the principal.

### REPORT CARD SYSTEM

All grade levels use a standards based report card.

### NON-DISCRIMINATION POLICY

Williamsville CUSD #15 does not discriminate on the basis of color, race, nationality, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, order of protection status, actual or potential marital or parental status, including pregnancy.

## SEX EQUITY

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

Board policy 7:10AP outlines specific processes and procedures for support of transgender students. Policy 7:10AP will be provided to any student upon request. In addition, it can be found online at [www.wcusd15.org](http://www.wcusd15.org).

## SEX EQUITY GRIEVANCE

Students and parents are hereby notified that in accordance with federal regulations assuring all students of equal opportunities and treatment in the total program, a grievance procedure has been adopted by the Board of Education. The first step of this procedure is an informal review whereby a student who believes he/she has been discriminated against because of sex, race, ethnicity, religion, sexual orientation, or disability should discuss the problem with the teacher or principal involved. If the case is such that the student cannot or chooses not to approach the teacher or principal, or the student feels that the response received from the supervisor does not resolve the issue, then the student is encouraged to discuss the problem with the compliance officer. The formal review procedures shall be initiated within fifteen (15) working days of the alleged discrimination.

The compliance officer (Program Equity Advisor) for the Williamsville Community School District is Superintendent Tip Reedy. Please feel free to call or visit him anytime you wish to have more information, to discuss a problem, or to begin investigation procedures. The district office phone is 217-566-2014.

## PREVENTING BULLYING, INTIMIDATION, AND HARRASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses, or other school vehicles at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission or information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a non-school related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school

district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

## OVERVIEW OF CURRICULUM

### 1. General Program

The main focus of our curriculum concentrates in the areas of reading, math, social studies, science, and language arts. Special emphasis on phonics as well as many varied activities, i.e. silent reading, computer software, book report programs, library use, etc. are used to emphasize the critical importance of reading. Physical education, art, music, and library are also integral parts of our weekly program.

### 2. Special Programs

- A. Special education programs help identified students meet an individualized instructional program.
- B. Reading and Math Interventions are given to students who fall below 30<sup>th</sup> percentile of the benchmark screening. Information about RtI and Title 1 programs can be found on the elementary website.
- C. Speech and Language therapy is available for students who have an identified need in this area.
- D. Counseling services are provided as requested by teacher and/or parent.

For each of the special programs, the needs of the individual student are assessed prior to recommendation for placement. Parents will be notified and permission for placement, except for RtI, will be obtained before any student is placed in any special program.

## REPORT CARDS

Report cards are issued to students and parents four times a year after the end of each quarter. When report cards are issued, it is the student's responsibility to deliver the report card to his/her parents or guardians. The last report card of the year will be mailed.

## SCHOOL DAY

Pre-school For All Program (3-4 year olds) (a.m. classes, Monday-Friday): 8:00-10:30

Pre-school For All Program (3-4 year olds) (p.m. classes, Monday-Friday): 12:00-2:30

Kindergarten (full day): 8:00 a.m. - 2:30 p.m.

Grades 1-4: 8:00 a.m.-2:40 p.m.

## STUDENT RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records.

## EMERGENCY INFORMATION

At registration, parents are asked to complete an emergency information form. It is important that this information be kept up to date at all times. If at any time during the year you have a change of employment, address, or telephone number, please notify the

school of the change. Note that it is important to have an alternate person to contact when we can not reach you. Please keep the nurse informed of allergies, medicines, and any other medical conditions.

#### EMERGENCY DISMISSAL

Should school need to dismiss for bad weather, loss of power or water, etc., the school will contact parents with a phone call through School Messenger and will publicize the closing on all major radio and television stations. In the case of an early dismissal during the day, we will contact parents with a phone call through School Messenger. Parents are encouraged to talk to their children about their family's emergency plan as it relates to early dismissal.

#### FIRE DRILLS/TORNADO DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

#### UNIFORM GRIEVANCE PROCEDURE

Students, parents/guardians, employees, or community members should notify any district complaint manager if they feel that the Board of Education, its employees, or agents have violated their rights guaranteed by the State or federal Constitution, State or federal statute or board policy. The procedure for filing a complaint can be found in school board policy 2:260. The district complaint manager is:

Tip Reedy, Superintendent  
800 S. Walnut  
Williamsville, IL 62693  
(217) 566 – 2014