

Principal's Message

It is my pleasure and honor to welcome you to a new school year at Winchester Elementary School. I look forward to another school year working with such a dedicated and talented faculty and staff. We strive to continue the tradition of excellence in education. We want our students to excel academically, but to also learn about respect, ethical and responsible decision-making, and social skills which we consider to be equally important. We continue to strive to create an environment where students feel comfortable and respected.

On behalf of the faculty and staff of Winchester Elementary School, I welcome you to the school year 2013-2014.

Sincerely,

A handwritten signature in black ink, reading "Thad Walker". The signature is written in a cursive, flowing style.

Disclaimer - this handbook is not intended to create a contractual relationship with the student: rather, it is intended to describe the school, its current practices, procedures, rules, and regulations. Membership or participation in a school-sanctioned activity is a privilege and not a property right.

This handbook is not all-inclusive in that it cannot possibly address all the possible scenarios that may arise. The Board of Education does not intend to limit its ability nor the ability of its administrators or staff to respond to situations that are not specifically addressed herein. This handbook provides guidelines for the administration to consider when deciding punishment.

Scott County Community Unit School District #1 does not discriminate on the grounds of race, color, religion, sex, age, or disability in admission of access to, or treatment or employment in its programs or activities.

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DEFINITIONS

In this handbook, the word “parent” also means “guardian” unless otherwise stated. Administrators include the superintendent and principal, as well as their designee. “Staff” means any employee of Winchester CUSD #1. The term “school grounds” includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-leased vehicles, school owned vehicles, and charter buses. The term “school facilities” includes school district buildings. The term “school activities” means all school sponsored, supervised, sanctioned or recognized activities or events in which students are involved, whether they are held on or off school grounds.

SCHOOL SEARCHES and SEIZURES

Any school official who is responsible for the supervision of the student or property to be searched may carry out searches and seizures on school premises, or during school activities, on or off school property. Searches /seizures will be carried out according to current district policy, which is available at the CUSD #1 Administration Office.

DUE PROCESS

Parents/guardians are entitled to protest any disciplinary sanctions imposed by the principals and staff. The first step of this appeal process is to contact the Superintendent (149 South Elm Street, Winchester IL 62694 217-742-3175.)

When the administration is recommending an expulsion, a hearing is required.

I. RESPONSIBILITIES OF STUDENTS

Students, as citizens of the U.S., are guaranteed certain individual rights and have corresponding individual responsibilities. Parents, teachers and administrators have a responsibility, indeed a duty, to protect the rights of students while maintaining an atmosphere conducive to the teaching and learning process. The concept of balancing the rights of the individual with the rights of society is valid in the education community. There are certain special responsibilities required of a citizen who is a student in the school.

1. To become informed of, and adhere to, all reasonable rules and regulations established by local Board of Education and implemented by school administrators and staff.
2. To respect the rights and individuality of other students, school administrators, and staff.
3. To refrain from libelous, slanderous or vulgar remarks in verbal and written expression.
4. To dress and groom in a manner that meets reasonable standards of health, cleanliness, safety, and is not disruptive to the educational process.
5. To be punctual, present for, and to participate in the regular or assigned school program.
6. To refrain from behavior that disrupts the educational process.
7. To attain and maintain the best possible level of academic achievement.
8. To respect the reasonable exercise of authority by school administrators and staff in maintaining discipline in school and at school sponsored activities. Students who defy authority will be disciplined accordingly.
9. To respect and maintain school and private property in accordance with school rules.

FAILURE TO ABIDE BY THE AFOREMENTIONED MAY RESULT IN DISCIPLINARY ACTION.

II. RESPONSIBILITIES OF PARENTS

The following are ways which parents can make their student more successful at school.

1. Attendance is crucial to your child's education, however, if you student is ill and *CANNOT MAKE IT TO SCHOOL*, **CALL THE SCHOOL BY 9:00 AM** at 742-9551 and leave your message.
2. At the beginning of the year, make sure your students are properly equipped and that all required physical, dental and vision examinations and immunizations are complete.
3. Know your student's class schedule and see that he/she is on time each day...
4. Know your student's teachers and don't hesitate to contact them. When a question arises regarding any class, the first contact should be with that teacher.
5. Take an interest in your student's academic progress and discuss it frequently with them.
6. Know when progress reports (mid-quarter) and report cards (end of quarter) are due and discuss them with your student.
7. Encourage the involvement of your student in extra-curricular activities.
8. Keep the school office informed of any changes of address, phone numbers or emergency contacts.
9. Keep track of your student's absences, and do not allow them to frequently miss school.
10. Provide a quiet, well lit and otherwise suitable setting at home for doing homework at a pre-set time.
11. Support your student through your attendance at open houses, parent-teacher conferences, student performances, awards ceremonies, and school support organizations.
12. Set the example. If you value school, show it by your actions.

Parent Pledge (to be placed following Responsibilities of Parents)

In order to protect my own child, I agree to the following guidelines:

1. **I will not discuss any child other than my own outside of the school and/or the classroom.
To do so is to violate the 1972 Federal Rights Privacy Act.**
2. **I will not criticize the teacher in front of the students.**
3. **I will not ask for confidential data about any student other than my own.**
4. **If I have a problem with something a teacher does, I will talk to the teacher privately.
Then, if I am unsatisfied, I can talk to the principal about it.**

III. BOOK RENTAL & FEES

Basic book rental at Winchester Elementary School is \$60.00 per student, with possible additional fees depending on grade levels and/or activities. Payment in full must be made at the time of registration unless previous arrangements are made.

Students will be assessed a \$25.00 fee for extracurricular sports in which they participate at Winchester Elementary School.

A parent or guardian may apply for waiver of textbook fees at any time, with eligibility based upon current USDA income guidelines for free and reduced price school meals

IV. STUDENT CONDUCT GUIDELINES / DISCIPLINE CODE

It is the goal of the district to instill acceptable habits of personal conduct in all its students. It is essential that student conduct policies stress the responsibilities, as well as the rights, of individual students. At all times, a student will be held accountable for his actions, and the school is obliged to impose restraints upon the individual who fails to respect the rights of others by displaying disruptive or malicious behavior at school or at any school activities.

If a student is referred to the administrative staff due to a discipline problem, the student will have a conference and, if appropriate, will receive disciplinary action in accordance with the student conduct code. Disciplinary actions may include lunch detention, after-school detention, Saturday detention, internal restriction, external suspension, and/or expulsion. These actions will be administered in proportion to the seriousness of the offense.

The following kinds of behavior are examples of conduct, which will not be tolerated in the district:

1. Possession, sale, or use of alcohol or other illegal substances.
2. Possession, sale, or use of tobacco products.
3. Possession or use of weapons.
4. Fighting or assault.
5. Harassment and/or intimidation of students or staff.
6. Defiance (refusal of a reasonable request by an administrator or staff member) and/or disrespect to staff.
7. Vandalism, arson, or the use of incendiary devices of any type.
8. Cheating on assignments or tests, or forging documents.
9. Stealing personal property or school property.
10. Use of vulgar or suggestive language or gestures.
11. Use of symbols, dress, or gestures supporting gangs, Satanism or other anti-social behavior.
12. Use of pornography.
13. Computer misuse.

A. DISCIPLINE CODE

It is the philosophy of WINCHESTER ELEMENTARY SCHOOL to have rules and regulations that allow each student the opportunity to work and study in an environment that contributes to learning and provides for their physical safety. Students must accept a personal responsibility to follow these rules and regulations that are necessary for the proper and efficient operation of our school, as well as these guidelines for school provided transportation.

These provisions are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices and procedures as currently practiced and are subject to change at any time.

When breeches of school disciplinary rules and regulations occur, it is the responsibility of involved staff and administrators to work with the student, his/her parents and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of the school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous school history, his/her age and maturation, any mitigating circumstances, and the effect of his/her actions on the welfare of the school community.

For students in grades Kindergarten through fourth, it is the philosophy of the grade school staff and administration to work with the students to try and correct inappropriate behavior before disciplinary actions are taken. A cooperative effort between students, parents, staff and administration can be successful in modifying unacceptable behavior. If these efforts do not produce appropriate behavior, disciplinary action can/will be taken as outlined in this handbook for student misconduct.

B. METHODS OF DISCIPLINE:

Office Visit Policy - Students who find themselves being referred to the office by CUSD #1 staff members concerning various school related disciplinary problems they are having in and/or out of the classroom, including school bus behavior as well as behavior in the lunchroom, playground or gymnasium, will be handled by, and at the discretion of, the principal, and the parents/guardians will be notified. There is the possibility of immediate restriction or suspension. A student referred to the office for disciplinary reasons during class time may receive no credit for the class on that day.

The Office Visit Policy in no way acts to supersede the automatic in-school restriction or suspension of Winchester CUSD #1 students for gross violations of school rules as outlined elsewhere in the Student-Parent Handbook.

Noon Hour Restriction/After School Restriction - Noon Hour and After-school restrictions will be used as disciplinary tools of the district. Transportation home for After-school restrictions will be the responsibility of the parent.

Saturday Detention - Saturday detention will be served from 7:30 AM - 10:30 AM, unless the building administrator makes other arrangements with the parents. Failure to serve a Saturday detention will result in a 2-day out-of-school suspension.

In-School Restriction (ISR) - In-school restriction is confinement of a student to a supervised room for the length of the school day. Students are required to do their work and will receive credit if it is turned in properly.

Out-of-School Suspensions - Students may be suspended from one to ten (1-10) days per incident by the principal or dean (in absence of the principal) for any violation of the following:

1. For violation of the board policy on attendance, tardiness and truancy.
2. For violation of the board policy concerning smoking or use of tobacco products during the school day or at school functions, either at home or away.
3. For violation of board policy concerning the use of either drugs or alcohol.
4. For fighting, assault, or harassment occurring on school property.
5. For gross disobedience of school rules, policies or personnel.
6. For violation of bus rules.
7. For violation of the board policy prohibiting driving or riding in motor vehicles during lunch or the school day, and elementary students driving to school without authorization.
8. For violation of school rules.

Before being suspended, a student will be given the right to state his/her case before the administration, while learning at the same time exactly what charges are being made against him/her. Any appeals to decisions by the building administrators must follow the established challenge procedure.

With the approval of the principal, parents who object to an out-of-school suspension for the education reasons may exercise the alternative, which is to accompany their son or daughter to class throughout each school day of the suspension.

Students under the external suspension MUST turn in work to their teachers before or upon their return to class. Any daily assignment that the student misses while suspended he/she is allowed to make up the assignment (the assignment will be similar or comparable to what he/she missed) and is eligible to earn a maximum grade of 68%. Any test, quiz, or project that he/she missed while suspended will automatically be lowered one letter grade. All work is due immediately upon return. Failure to turn in the work will result in a zero for all missed work.

Students under restriction or suspension may NOT attend or participate in any school functions over the duration of the suspension or restriction, or in the evening of a day of suspension or restriction.

Expulsion - In addition to a suspension, a student may also be recommended by the administration to the school board for expulsion. An expulsion by the school board is the complete loss of the student's privilege to attend school for a period of up to two years.

C. MAJOR OFFENSES TO STUDENT CONDUCT GUIDELINES:

Conduct, which is dangerous or a threat to the students, staff, or building is a major offense and will result in in-school restriction or out-of-school suspensions and/or expulsion. Major offenses will include but not be limited to those listed below:

FIGHTING OR ASSAULT - Fighting is NOT tolerated. Students involved in fighting or assaulting other persons, or shown to have contributed to the incident, will be disciplined by the building principal or his/her designee and suspended from school for a period to be determined by the administration not to exceed ten days, or receive alternative options. Any student who is repeatedly involved in fights will face longer suspensions and possible expulsion from school. Unprecipitated and premeditated attacks on another student will result in a 10-day out-of-school suspension and possible expulsion from school. Law enforcement will be called and charges may be filed.

TOBACCO / SMOKING – The Winchester School District is a smoke-free environment. The use of, or possession of, tobacco, tobacco products, or smoking materials is not allowed in any of the buildings, on school grounds, or at any school-associated activity. Suspension or expulsion will accompany any violation.

- First offense – 1 day out-of-school suspension
- Second offense – 3 day out-of-school suspension
- Third offense – 6 day out-of-school suspension
- Fourth offense – 10-day out-of-school suspension and possible expulsion hearing.

DRINKING - Positively no alcoholic beverages are to be possessed or consumed on school property or at any school activity. No student will be allowed to attend any school activity while under the influence of alcohol. Any student consuming or possessing alcohol at school, on school grounds, or at any school activity will be suspended from school and/or the activity, as well as facing possible charges by law enforcement agencies. Suspension or expulsion will be determined by Administration.

VANDALISM – Purposeful destruction or defacement of school property may result in suspension from school; charges may be filed with police department and demand for reimbursement of cost/damages, and possible expulsion from school.

DRUGS - Positively no illegal substances or person under the influence of any type of illegal substances will be tolerated on the school premises or at any school activity. This also includes look-alike drugs or drug paraphernalia. Any student using or possessing illegal or controlled substances, look a-like drugs, or drug paraphernalia, at school or any school activity will be suspended from school and/or the activity, as well as facing possible charges by law enforcement agencies. Suspension or expulsion will be determined by Administration.

POSSESSION OR USE OF WEAPONS – No student shall knowingly possess, handle, or transmit any objects or items that can reasonably be considered a weapon as defined in the Illinois School Code. The term “weapon” means (1) possession, use, control, or transfer of any gun, rifle, shotgun; (2) any other object if used or attempted to be used to cause bodily harm, including but not limited to, knives, brass knuckles, or Billy clubs; or (3) “look- a-likes” of any as defined in this section. No student shall have a weapon at any time on school property, or off school property at a school activity, function, or event. Students violating this policy shall be subject to suspension, charges filed with the local law enforcement agencies and / or expulsion.

ARSON – Arson or attempted arson will result in an out-of-school suspension, charges filed with law enforcement, and recommendation for expulsion from school.

FALSE FIRE ALARMS - The complete disruption created by setting off a fire alarm will be dealt with severely. Second offenses will result in a 10-day suspension and an expulsion recommendation to the board of education.

BOMB THREATS - The complete disruption caused by bomb threats or other disruptions (possession of firecrackers, smoke bombs or other incendiary devices) will be dealt with severely. Consequences will be a 10-day suspension and possible recommendation for expulsion to the board of education.

Pulling a fire alarm, making a false report or bomb threat will result in an out-of-school suspension; charges will be filed with the police department, and recommendation for possible expulsion from school.

D. OTHER OFFENSES TO STUDENT CONDUCT GUIDELINES:

SOCIAL CONDUCT - The school and school activities are inappropriate locations for any type of physical display of affection (i.e. hugging and kissing). Intimacy and physical contact will be treated as a disciplinary matter.

VIOLATION OF OFFICE VISIT POLICY – Any student referred to the office who fails to go directly to the office will face a detention, internal suspension, or external suspension. Any office visits for disciplinary reasons which do not otherwise result in restriction or suspension will count towards the office visit policy.

*** **VIOLATION OF BUS RULES** - While students are on the bus, they are under the supervision of the bus driver. The bus drivers will handle most discipline problems, however and flagrant infractions of these rules shall be handled by the building principal. **Riding the school bus is a privilege.** If this privilege is abused, the student will be removed from the bus. Student bus problems shall be handled by the building principal.

THESE BUS RULES APPLY TO ALL SCHOOL ACTIVITIES, AND FAILURE TO OBSERVE THESE RULES MAY RESULT IN LOSS OF BUS PRIVILEGES.

1. **Guest riders are not allowed for any reason.**
2. Students must obey the bus driver at all times.
3. Students must remain seated while the bus is in motion.
4. Keep hands and head inside the vehicle. Do not throw anything out the windows.
5. No loud talking, laughing, or unnecessary commotion. Digital listening devices are not allowed. Bus driver must be informed when a cellular phone is brought onto the bus, and the phone must be turned off.
6. Be **ABSOLUTELY QUIET** at railroad crossing stops.
7. Respect all bus property. Students and/or parents will be charged for any repairs or replacement caused by intentional misuse, based on the recommendation of the transportation director.
8. No eating or drinking is allowed in the vehicle. This includes candy, suckers, and gum.
9. Drivers are not allowed to make unauthorized stops.
10. Absolutely no fighting will be allowed; nor name-calling, vulgar language, or spitting.
11. Any student who will NOT be riding the bus on their regular schedule or route **MUST** have a written notice to **be authorized in the main office of the grade school.** The notice must be dated and signed. If a student does not have a written notice then he/she will be required to ride the bus as normal. In the case of extreme emergencies only, the parent/guardian may call the school office and make arrangements over the telephone for any necessary accommodations. Arrangements made by telephone are highly discouraged due to student safety, possibilities of confusion in the message, and lack of valid verification of parent or guardian.

BUS DISCIPLINE/SUSPENSION

Bus drivers will deal with most bus problems or issues. If a student is causing problems on a bus, the bus driver will first make contact with the parents and try to correct any behavior problems or concerns.

If repeated problems occur and it is necessary, the bus driver will send a written disciplinary report to the principal. The principal will treat each incident as a disciplinary matter and may apply the following rules:

- ◆ First offense: Send written warning to parent, and have a conference with the student and bus driver.
- ◆ Second offense: The principal will telephone the parents. Actions may result in detentions or 1-day suspension off bus.
- ◆ Third offense - Fifth offense: The principal will suspend the student from the bus for a period of time to be determined by the administration.

- ◆ Sixth offense: The principal will suspend the student from for a period of time from 10 days until the end of the quarter. A conference with the student and parents/guardians will be required before the student is allowed to return to bus privileges.
- ◆ Seventh offense: The student will be recommended for a Board of Education hearing to be removed from the bus for the remainder of the school year.

*** APPROPRIATE DRESS

When students are dressed appropriately for school, the atmosphere in the school is more pleasant and conducive to better schoolwork. For this reason, items of dress which are disruptive to the educational process or which represent a safety hazard may not be worn. The staff and administration, to encourage a positive educational climate, will enforce appropriate dress guidelines. The following are examples that are NOT considered appropriate dress:

- Hats, hoods, caps, bandanas, sweatbands and sunglasses.
- Outerwear (coats and gloves) in the classroom.
- Spiked apparel and accessories or chains which can be used as weapons
- Appropriate shoes must be worn at all times. Because a closed toe shoe is best for all activities, flip-flops/beach sandals are discouraged.
- Shorts/Skirts - Short shorts and skirts are not acceptable. Shorts and skirts should be mid-thigh or longer.
- Sagging or Bagging pants – Pants must be worn at waist level.
- Shirts and Blouses – Shirts and blouses that cover the torso of the body are required. This means that mid-riffs, low cut, or see-through shirts will not be permitted. Tank tops or basketball type shirts with large armholes should be worn over another shirt. Backless sundresses and tops with spaghetti straps are not permitted.
- Clothing and accessories which promotes the use of alcohol, illegal drugs, or tobacco products, any illegal activities, violent behavior, sexual subjects, obscene language, or gang symbols
- **Facial piercings of any kind are not allowed**
- Any other apparel which the principal determines to be unacceptable in light of school district standards

CELL PHONES AND OTHER ELECTRONIC DEVICES

The possession and use of cell phones and other electronic devices are subject to the following rules:

1. They must be kept out of sight and in an inconspicuous location, such as a backpack or purse.
CELLPHONES MUST NOT BE ON PERSON.
2. They must be turned off during the regular school day unless the supervising teacher grants permission for them to be used or if needed during an emergency.
3. They may not be used in any manner that will cause disruption to the educational environment or will otherwise violate student conduct rules.

Electronic study aids may be used during the school day if:

1. Use of the device is provided in the student's IEP, or
2. Permission is received from the student's teacher

Examples of electronic devices that are used as study aids include tape recorders, CD players, MP3 players, global positioning systems (GPS), radios, electronic readers, laptop computers, and cellular telephones.

COMPUTER MISUSE – Students and parents must sign the district's Internet User Agreement before being allowed access to any district computer. Misuse or abuse of the Internet access, any computer hardware or software, including the entering, the changing, or deleting of any file on the system other than a student's own will not be tolerated, and may result in loss of computer privileges. Based on seriousness of the offense, the penalty may range from a detention to a recommendation for expulsion. A student will also be dropped from the course with a grade of "F" and will not be allowed to use the computer system for any purpose.

HARASSMENT (INCLUDING SEXUAL HARASSMENT) - Physical, verbal or sexual harassment of students will result in disciplinary action that may be as severe as suspension, and possible charges filed with law enforcement. Harassment of any person due to sex shall be deemed to be discriminatory conduct under policies 394 and 486.5 of the district's policies and shall be subject to the corrective procedures set forth therein. Harassment shall be defined to include, but shall not be limited to, inappropriate sexual advances, demeaning, intimidating or insulting sexual comments which result in restriction on or denial of participation in the work or academic opportunities of the district on the basis of sex. Issues of harassment will be deemed as "bullying" and will be handled as outlined in the district policy 385.

INAPPROPRIATE LANGUAGE / USE OF PROFANITY / OBSCENE LANGUAGE OR GESTURES - This behavior, whether directed toward staff or students, will not be tolerated in school and will result in an out-of-school suspension or alternative options.

INTIMIDATION / THREATS – Whether directed toward other students or staff; and whether during the school day, at school activities or on school provided transportation, these actions may result in an out-of-school suspension, alternative options, possible expulsion from school, and/or referral to law enforcement.

INTIMIDATION / THREATS – Whether against other students or staff; and whether during the school day, at school activities or on school provided transportation, these actions may result in an out-of-school suspension, alternative options, possible expulsion from school, and/or referral to law enforcement.

DEFIANCE OF SCHOOL AUTHORITY / INSUBORDINATION - Any student who refuses to comply with a reasonable request by an administrator or a staff member will result in disciplinary action which may be as severe as out-of-school suspension. The length of the suspension will be determined by the seriousness of the offense.

THEFT - Any theft of personal or school property, removal of property from school building, or possession of stolen property will result in a 5 to 10 day suspension and possible referral to law enforcement.

UNAUTHORIZED USE OF MEDICINE -

- 1st offense: warning / confiscation of medicine
- 2nd offense: sent to office / conference with Principal / parent contacted
- 3rd offense: 1 day out-of-school suspension or alternative options

DISRUPTION OF THE EDUCATION PROCESS - Any other act, or acts, that detract from the daily function of the school will be subject to disciplinary action that may result in suspension.

V. ATTENDANCE PROCEDURES AND POLICY

A. **Attendance Statement** - "Every child between the ages of seven and sixteen years of age shall attend public school, or a private school, for a period of not less than nine months during any school year. No child shall be required to attend a public school more than ten months." (Illinois School Code)

B. Excused Absences - Excused absences will be granted for the following situations as well as those emergencies which the principal may feel are beyond the students control.

1. Student illness - with a note signed by the parent or legal guardian.
2. Death in the family - with a note signed by the parent or legal guardian.
3. Doctor's appointment - only upon presentation of verification from the doctor. (An appointment card, bill or receipt)
4. Court appearance - (upon verification)

C. Pre-arranged - Any other type of absence, not covered by the above, will require a pre-arrangement between the parents, student, staff and administration. A pre-arranged form should be secured from the office, properly signed and returned to the office for the principal's approval and signature **48 hours** in advance of the absence for approval. If 50% or more of a student's teachers check the "NO, the student cannot afford to miss" category, the principal will inform the student and parents that the absence will be unexcused. WGS students will be limited to three (3) pre-arranged absences unless the principal grants additional requests. Students absent all day by pre-arrangement may not participate in extra-curricular events after school, except with administrative approval. The three pre-arranged absences should not exceed three (3) days total. It is recognized that all requests for pre-arranged absences are different. Therefore, the administration reserves the right to classify a pre-arranged absence as excused, unexcused, and/or truant, depending on the nature of the request, the academic record of the student, and the student's attendance record.

Parents are encouraged not to take their children out of school longer than three school days. Excessive absences may result in lower academic achievement because it will be difficult for a student to make-up the lost instruction time. It is the student and parent's responsibility to make sure missed assignments are completed.

D. Unexcused Absences - An unexcused absence is one in which the parent is aware of and supports, but does not meet school guidelines for being excused. For an unexcused absence, students may not be able to make up assignments or tests; it is at the discretion of the classroom teacher and principal. Unexcused absence include: oversleeping, running errands, staying at home to provide daycare for siblings, shopping, vacations not pre-arranged, unsecured transportation or any business that could be held outside of regular school hours.

E. Truant Absences - A student is truant when absent from class without school permission and without parental knowledge. Truant students will be placed at the appropriate level on the truancy policy. (See Section L.) In the case of unexcused absences, truant students may not make up work assigned when truant. They may make up work when restricted. The truancy policy applies to all students regardless of age. The State of Illinois defines a chronic truant as a child who is absent without valid cause 10% or more of the attendance days for each term. Students under the age of 17 in this category will be reported to the county / regional truant officer.

Excessive Absences Procedures

In accordance with the Regional Office of Education policy:

- a. A letter will be sent to the parents and the Regional Truant Officer after the student's, 3rd, 6th, 9th and 12th day of UNEXCUSED absences in the school year.
- b. Continued absences will result in a hearing with the Truant Officer to determine further action.

G. Reporting Absences when School Is In Session – In the event of any absence, the student's parent or guardian is required to notify the school before 8:00 a.m. to explain the reason for the absence. If notification has not been made to the school by 9:00 a.m. on the day of a student's absence, the school notification system will document a call to the parent or guardian to inquire why the student is not at school. In the event that communication does not occur between the parent/guardian and the school, the student will be required to submit a signed note within 48 hours of the recorded absence. This note should include: student name, parent name, date of absence, and parent signature. (See prior definitions B, C & D under Section V: Attendance Procedures) Failure to have written verification shall result in an unexcused absence. MISSEDWORK SHALL BE GIVEN TO STUDENTS ON

FIRST DAY OF RETURN. HOMEWORK REQUESTS WILL BE TAKEN ONLY FOR MULTIPLE DAYS OF ABSENCE.

H. Returning After An Absence - Students who are absent the previous day must report directly to the office before the beginning of school in order to be re-admitted. Appropriate verification of the absence must be presented to the office at the time of the student's return.

I. Returning When School Is In Session - Students are to report directly to the office, sign the sign-in sheet, and present the verification of the absence to determine if an excused or unexcused absence or tardy will be issued. The student will then be issued a pass and is to report immediately to the proper classroom.

J. Leaving School - Written permission must be obtained from the student's parent or legal guardian before leaving school. Students must report to the office and receive permission from the administration to sign out. If a student becomes ill, a parent, legal guardian or authorized emergency contact person will be contacted by phone. Students are responsible for asking for assignments that need to be made up. For each of the first three days of absence, students will have two days in which to make up their work. For each day of absence beyond three, students will receive one additional day for makeup. Student work should be turned in no later than 2 weeks from the first day of absence, unless arrangements are made with the teacher(s).

K. Attendance and Participation - Students must attend school for the full day in order to participate in after-school activities sponsored by the Illinois Elementary School Association, unless otherwise excused by the administration. (Please refer to Extracurricular Code of Conduct). (Full day definition is not tardy or leaving early without valid excuse.)

L. Truancy and Tardiness Policies - The following policy and procedures will be used in dealing with those students who fail to follow the procedure for receiving an excused absence. Students who accumulate excessive unexcused tardies will be dealt with in the same manner. Students are allowed a "clean slate" at the beginning of each semester. Definitions are as follows:

➤ **Tardy (Unexcused)** - Being late to school without valid excuse, or being late to class after the tardy bell.
This includes "oversleeping"

➤ **Tardy (Excused)** - Being late to school with a valid excuse.

➤ **Truant** - Being absent from school without a valid excuse.

Step I: A student who receives his/her fourth unexcused tardy or his/her first truancy will be called to the office and reminded of the tardy/truant policy. Parents will be notified, either by letter or phone, of this same policy.

Step II: A student who receives his/her seventh unexcused tardy or his/her second truancy will be assigned an after-school detention to make up the time missed and his/her parent or legal guardian will be required to meet with the principal to readmit the student.

Step III: A student who receives his/her tenth unexcused tardy or his/her third truancy will be given a one-day in-school restriction or a Saturday detention, and time assigned after-school to make up time missed, or suspension. Parents will be notified. The student's parents or legal guardian will be required to meet with the principal to re-admit the student.

Step IV: For every third unexcused tardy after the tenth or for each truancy after the third will result in an after-school detention for one hour per day for 3 consecutive days or a three hour Saturday detention, (or an external suspension may occur) and parent or legal guardian will be required to meet with the principal to readmit the student.

VI. OPEN RECORDS ACT (REVISED 1985)

Scott County Community Unit School District No. 1 is governed by rules and regulations of the Illinois Student Record Act of 1985. Winchester Elementary School maintains two types of records about each student:

PERMANENT RECORDS - The law requires that permanent records contain basic identifying information, the academic transcript, attendance record, accident reports and health record, and a record of the release of this permanent record information.

TEMPORARY RECORDS - The student's temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, special education files, teacher anecdotal records, disciplinary information, any verified reports or information from non-educational persons, agencies or organizations; and records of release of temporary record information.

Parents and students have the right to inspect and obtain unofficial copies of the permanent and temporary records. Parents and students exercise control over access to the release of student records. Professional employees of the school have access to school records for legitimate educational interests. Parents have the right to challenge the contents of their student's records, except for grades, on the basis of accuracy, relevance, or propriety. Special Ed student records will be disposed of 5 years after the student graduates or turns 21 unless parents or students request them. All rights and privileges accorded to a parent under this act become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage or entry into military service.

VII. ACADEMIC POLICIES

A. Marking System/Grading Scale

100 - 99 - A+
98 - 96 - A
95 - 94 - A-
93 - 92 - B+
91 - 88 - B
87 - 86 - B-
85 - 84 - C+
77 - 76 - C-
75 - 74 - D+
73 - 70 - D
69 - 68 - D-
Below 68 - F

Grades are rounded to a whole number percent at the discretion of the teacher.

B. Straight A Honor Roll, Honor Roll and Merit Roll

- ◆ To achieve ***Straight A's Honor Roll***, a student must:
 - For each quarter, receive all A's during the nine weeks grading period.
 - For the school year, receive all A's on the report card for the whole year. A student cannot have any other grade during any grading period on the report card.
- ◆ To achieve ***Straight A Average*** – Based only on calculated yearly averages for the school year.
 - Receive an overall average of A (94% or better) for every subject area.
 - Adding the 4-quarter grades and dividing by 4 calculate yearly averages.
- ◆ To achieve ***Honor Roll***, a student must:
 - For the quarter, have more A's than B's or equal number of A's and B's.
 - A student cannot have any grade lower than a B during the grading period.
 - For the school year, a student's yearly averages of all grades must meet the same criteria as the quarter.
- ◆ To achieve Merit Roll, a student must:
 - For the quarter, receive all A's and B's for the grading period.
 - For the quarter, a student receive one C for the grading period, but to be eligible for Merit Roll the student must have at least one A to balance the C.
 - A student cannot receive any grades lower than a C during the grading period.
 - For the school year, a student's yearly averages of all grades must meet the same criteria as for the quarter.

- ❖ Physical Education, Band and Junior High Exploratory classes will be included in all considerations for any type of honor roll.
- ❖ Art and Music will not be included in consideration for any type of honor roll.
- ❖ For yearly Honor Roll's, student's grades are calculated for all grading periods during the school year.

C. Report Card and Progress Reports

Progress reports are mailed home near the middle of each term, or as needed. Report cards are distributed at the end of each quarter by giving them to the students to take home.

D. Academic Dishonesty (Cheating)

Any attempt to get a grade on a test or assignment by using another person's work is academic dishonesty or cheating. Students who are detected using cheat sheets or plagiarizing (copying from other students or from published materials/submitting another person's work as though it were their own) will receive a zero for that assignment or test. Any second occurrence of academic dishonesty in the same class will be referred to the principal. Students who allow others to copy their work are also subject to disciplinary action and/or loss of grades for the assignments that they allow others to copy. Any student who knowingly changes or alters grades on paper, progress reports, report cards, or forges signatures on school reports will also be subject to disciplinary action.

E. Eighth Grade Promotional Policy

For the purpose of determining retention: Math, Language Arts, Social Studies, Science, Health, and Physical Education shall be considered. A student compiling a failing average in two of the six subject areas may be retained if the staff is basing this recommendation upon additional criteria such as test scores, attendance, emotional factors, etc. and feel this retention is appropriate. If a student fails three of the six areas, retention will be strongly considered. In any case, before a student is retained, efforts must have been made to inform parents of the possibility. Such efforts may take the form of deficiency slips, notes, phone calls, or conferences, and should be documented in the student's folder. In order to remediate the students who are not doing their assigned work, an after school study period will be assigned. It is our hope to help improve performance with this study time. Students who comply with this after-school study time will be required to provide their own transportation; however, parents will be notified ahead of time in order to make plans. District policy 304 details the promotional policy for grades 1-8.

F. Incomplete Grade

Students with a grade incomplete for the quarter will have two weeks from the end of the grading period to complete their work unless the principal grants an extension of time. Any work not completed will become a zero, and the final grade will then be determined.

VIII. EXTRACURRICULAR ACTIVITIES

A. Definition and Philosophy In agreement with the district's overall philosophy of education and as an extension to this philosophy, all students are encouraged to participate in extracurricular activities, which include all activities, athletic or non-athletic, which are sponsored or supported by the school, but which cannot be used toward graduation. These activities are not required for graduation, and thus will not be graded or tied to grades; however lettering and other non-graded awards may be used to encourage the students to fully participate dependent upon conduct, attitude and the fulfillment of certain criteria.

Since participants in extracurricular activities frequently represent the school and the community in public, the standards of conduct for these participants is, and shall remain, high.

Recognizing the importance of family time - extracurricular activities, practices, open gyms, or voluntary workouts are not to be held on Sundays and legal holidays during the school year. In the event of extenuating circumstances such as contests or competitions, or a tournament game the following day, the administration may grant approval for variances.

B. Extracurricular Code - Interscholastic Participation and Eligibility - Students who are involved in extracurricular programs become responsible to an extracurricular code of conduct. Certain guidelines establish behavior and conduct expectations of all students who participate in extracurricular programs. This code of conduct will apply to all participating students at all times of the calendar year. Participating students will be held accountable to this Code of Conduct as long as they are eligible to participate according to I.E.S.A. eligibility guidelines. Any member of an extracurricular activity who violates any of these guidelines is subject to forfeiting his/her privileges of participation.

All students who participate in extra-curricular activities will be required to sign an extra-curricular code of conduct prior to participating in each activity. The extra-curricular code of conduct must be signed by the student and parent or guardian, and on file at the school verifying the student and parents have received and are aware of all rules and guidelines. It will be the student and parent's responsibility to maintain a copy of the code of conduct at home for their reference.

C. Student Participation in Conflicting School Events - If students are scheduled to participate in two school activities whose times overlap or conflict, the teachers, coaches or sponsors involved should cooperate so that the students may participate in both events. If this is not possible, the following guidelines will determine in which event they should participate. A class related activity (for example a field trip, band/choir performance, science fair, etc.) would take precedence over an extracurricular practice or performance. A performance, contest or game takes precedence over a practice or rehearsal. If two performances (contest or games) or two practices (or rehearsals) are in conflict, the students involved may choose which he/she wants to attend. The student may do so without penalty as long as he/she notifies both teachers (coaches, sponsors) of his/her choice, in writing, a day in advance. Failure to do so will result in the same consequences for the student as for failure to show up. If there are continual schedule conflicts between two activities, either sponsor (teacher, coach) may ask for the student to choose between the activities with the advice and consent of the principal.

D. Impeachment Rule - The principal may, if the sponsor is in agreement, impeach or remove any extracurricular officer or team captain from office. Reasons for such action shall include, but not be limited to: failure to carry out the responsibilities for which the student was elected, misconduct in or out of school which is unbecoming of an officer and/or student, and/or involvement with tobacco, alcohol, or illegal substances such that the student has been banned from future participation.

E. Dances/Other activities - Throughout the year students in 6th, 7th, and 8th grades have opportunities to attend school dances and activities. General guidelines for dances and other activities include but not limited to:

- 1) Once students are in the activity they are not allowed to leave and return. All students must remain in the areas in which the activity takes place. If students leave they will not be allowed to return, and parents will be notified.
- 2) Students not conducting themselves in an appropriate manner (as outlined in the Student - Parent Handbook) will be excluded from the activity, and parents will be notified to pick-up the students.
- 3) Students may be excluded from future dances and other activities based on inappropriate behaviors during school hours or at previous dances and activities.
- 4) All dances must be concluded by 11:00 PM.

F. Student Attendance at Athletic Events and Other School Activities - There are many athletic events and school activities (i.e. open house, P/T teacher conferences, etc.) during the year at WGS. Any student (especially grades K - 5th) attending these events should be accompanied and supervised by an adult. Students

should not be running in and out of the gym, playing in the cafeteria or hallways, and should conduct themselves in an appropriate manner. Students who are not accompanied by an adult and are not conducting him/herself in an appropriate manner may be removed from the event. The parents will be notified, and admission costs will not be returned. Parents must take responsibility for their children during school events and activities.

Any student attending a school activity must be in attendance at school on the day of the activity unless otherwise pre-arranged or approved by the building administrator.

IX. MISCELLANEOUS

A. Care of School Property

Students are to respect all school property. Those students who damage any school property will be dealt with accordingly, and their parents/ guardians will be notified and payment for the damages will be expected.

B. Desks

Money other valuables should not be kept in a student's desk, but may be checked in at the main office for one day. Desks are the property of the school district and are subject to inspection at any time by school personnel and/or law enforcement agencies. This inspection may include, but not be limited to, the use of police and/or police dogs. The District shall take active measures to ensure that no substances or materials in any area of any school attendance center, including any desks, contain materials which constitute a hazard to health or safety, or which are in violation of law.

C. SCHOOL LUNCH AND BREAKFAST PROGRAM

Breakfast and lunch is served daily in the grade school cafeteria for students who wish to purchase these meals. Breakfast is served from 8:00 a.m. to 8:12 a.m. The meal program operates under the federal nutrition program, and free or reduced cost meals are available for those students who qualify. Free and reduced cost applications may be obtained from the school office. Meals are to be paid IN ADVANCE and not on credit. Once the charges for school meals reach or exceed \$5.00 per student, they may not incur additional charges for meals, but will be provided a peanut butter sandwich until the account is current.

D. Closed Campus

Students may not leave the school campus at lunchtime, with the exception of those who go home for lunch. Those students who go home for lunch must have written permission from parents and sign out in the office.

E. Vending Machines

There is a soda machine available in the breezeway hall. Students may only purchase soda after 3:20 p.m. Purchases made at other times during the day will be confiscated. NO SODA IS ALLOWED ON SCHOOL BUSES.

F. Visitors

The Board of Education and the staff of Winchester Elementary School welcome interested parents and other visitors to the district. All visitors are required to first register in the main office, and obtain a visitors pass. Staff may request any visitor to provide identification, and to state the purpose of their visit. Visitors are required to enter the building through the administrative entrance (by the elementary office) **after 8:30 a.m.**

G. Passes

Any student who finds it necessary to be out of the classroom and in the halls during a class period must have a Hall Pass. The pass should be dated, timed, and initialed by the issuing teacher. Passes to leave the school grounds are approved only by the Principal, and students must sign-out in the office. Forged passes or the possession of blank passes will not be tolerated, and students violating this rule will face immediate in-school restriction.

H. Telephone Usage

1. Students may use the telephone in the main office only in the event of an emergency. Calls may be made during the student's lunch period, or before or after school. Students are not allowed to receive phone calls except in the event of an emergency.
2. **Parents are asked to try to plan accordingly and send notes to the school and limit phone calls to the office to only emergency situations. Any message after 12:00 PM will not be guaranteed to be delivered; however, every effort will be made to deliver the message.**
3. Teacher discretion in unusual circumstances such as forgotten necessary items.

I. Gum Chewing/ Water Bottles

Gum chewing and possession of water bottles is at the discretion of the individual classroom teachers.

J. Physical Education Uniforms

PE uniforms are required for students in grades 5 - 8. Students may purchase uniforms at registration, or may provide their own as long as they meet the guidelines set forth by the P.E. teachers.

K. Driving

Students are not allowed to participate in Drivers Education even if age appropriate, nor may they drive an automobile to school.

L. Medication

Prescription and non-prescription medication must be checked into the nurse's office or the main office and is not to be kept on student's person or in desks or backpacks. The nurse's office and school office will have non-prescription medication available for student's use with parental consent on medication forms. School administration may consider exceptions on a case-by-case basis. There will be exceptions made for asthma medication prescribed for immediate use at the student's discretion. A student may possess such medication, provided a completed authorization form, signed by the student's parent/guardian, is on file with the district. District policy 388 refers to the Administration of Medicine.

M. Medical Release from Physical Education, Recess, or Sports

Any student who has been prohibited by a physician to participate due to an injury will not be allowed to take part in any P.E. class, recess, or sports activity until released by doctor.

X. LEGAL / SAFETY NOTICES

SECTION 504 POLICY

Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C., Section 794, protects disabled persons from discrimination based on their disabled status. The Board of Education recognizes the requirement to provide a free

appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

TITLE I PARENTS INVOLVEMENT POLICY

The Board of Education, CUSD #1, will ensure that parents of the children being served and on an official waiting list have an adequate opportunity to participate in the design, planning and implementation of the Title I project through the following: a district-wide meeting for all Title I parents, a quarterly report of student progress, parental visits to the program, and questionnaires regarding evaluation and suggestions.

ASBESTOS NOTIFICATION

Winchester Elementary School does contain asbestos materials in the school building. A plan for the management and containment of these materials is on file with the state and is available in the school office for those who may wish to see it.

PESTICIDES

Pesticides are used on a routine basis with the school district. Parents with health concerns for their student should register in the school office for notification

PERSONAL DELIVERY BAN for STUDENTS

Due to the disruption of the educational process, Winchester Grade School will accept no personal deliveries for students. This includes, but is not limited to floral arrangements, balloons, gifts, and mail

XI. EMERGENCY PROCEDURES

A. AUTOMATED NOTIFICATION SYSTEM – The district provides an automated notification system to advise parents of emergency / early dismissals, and special notices via telephone. Each student may have up to three telephone numbers entered into the system. This system is also used to notify parents of cancellations of school activities, and to advise parents of any student absences which were not properly reported. **Each family may designate phone numbers and those persons who receive calls through Contact Manager on the school's website(www.winchesterschools.net)** If you have questions, call the school office.

B. FIRE and DISASTER DRILLS - Drills are conducted from time to time in accordance with state and local safety regulations, and often involve law enforcement, fire department and ambulances for training and response purposes. Each room in the building has a card on which are stated the fire drill and disaster regulations for that room. Students are to be familiar with the tornado, fire and emergency procedures so that the evacuation of the building will be prompt and orderly. The following are to be observed:

1. Move from the classroom in an orderly fashion according to the directions given for that particular classroom.
2. Movement should be rapid without running.
3. Students are to remain quiet.
4. Everyone leaves the building.
5. Re-entry into the building is made when the outside bells give a signal. Re-entry should also be orderly and prompt.

C. EMERGENCY PROCEDURES

Fire alarm sounds - All staff leave the building with their assigned students by the most direct route and according to the building evacuation plans posted in each room. Windows should be shut and lights should be turned off. Students should be instructed to move quickly and quietly outside, at least 100 feet from the building. Teachers must take attendance and notify the principal immediately if a student is missing. **NO ONE** should re-

enter the building for any reason until the all-clear signal. The all-clear signal will be a long ringing of the school's bell system.

Tornado Alarm -The tornado alarm is a series of three or more short rings of the school bells. As the alarm sounds, staff should move their students to the hallway, away from windows, doors, and entrances. Students will assume a crouching position toward the wall and with their heads protected. The all-clear signal will be a long ringing of the school's bell system.

Crisis Management - In the event of a crisis situation, the district has a Crisis Management Plan to ensure the safety of the students and staff. To help us create the safest possible environment we ask the following of parents/guardians:

1. Refrain from calling schools as we need phone lines available to make emergency calls.
2. Refrain from driving to the schools as this will congest traffic and disrupt the progress of emergency vehicles.
3. Students will not be released until the school feels that it is safe and appropriate. This enables us to account for the whereabouts of all students.
4. If a crisis situation appears, the district will make every attempt to keep the parents and general public informed via local radio stations or the automated notification system.

STUDENT SAFETY IS OUR MAIN CONCERN!!!

SCHOOL CLOSINGS - School may be cancelled or dismissed early for emergencies, such as inclement weather or a physical plant problem. The automated notification system will be utilized, and parents must make any arrangements that are necessary for a student's home supervision.

Early dismissal due to weather will be announced on WLDS (1180 AM/107.1 FM) or WJIL (1550 AM/105.5 FM) radio stations.

XII. STUDENT SERVICES

Scott County Community Unit School District No. 1 provides its pupils with several specialized services. Please contact the school principal if you feel the need of any of the services explained below.

1. **Special Education** - Physical and psychological screening is provided through the Four Rivers Special Education Cooperative in order to determine if a student has a learning disorder, a behavior disorder, or a physical handicap.
2. **Social / Emotional** – Social work services and counseling is available per student/parent request or staff referral.
3. **Health** – First aid and nursing services are available from the school health aide.
4. **Transportation** - Students who reside more than 1½ miles from the school are eligible for free bus transportation; however as stated in the Bus Rules, this privilege may be revoked if abused. In the event parents must provide transportation due to an IDOT determination of a serious safety hazard, claims may be filed to receive money from the state to offset the cost. Forms are available at the district office.

XIII. 8th GRADE ALGEBRA CRITERIA

8th graders who meet all of the following guidelines may be accepted into the Algebra program, space permitting:

- ❖ 86% or better on Oreanna Algebra Readiness Test (raw score)
- ❖ 88% or better average in 7th grade Math
- ❖ Teacher recommendation based on study habits, attendance, and grades in other classes.
- ❖ Parental permission.

XIV. FIELD TRIPS / PRIVILEGES

Field trips, even when used as part of the curriculum, are a privilege for students. Trips are a reward for student's behavior and accomplishments, both academic and social. Students who fail to meet the academic and/or social standards of Winchester Elementary School may be denied participation in field trips based upon staff recommendation.

8th grade students are expected to be examples of appropriate behavior while in the school and while representing the school at other activities, and those who meet behavior expectations are eligible to go on the 8th Grade trip at the end of the year. Unfortunately, there are those who will make decisions that lead to negative consequences due to inappropriate behavior. The following disciplinary actions will disqualify a student from going on the 8th Grade trip:

1. If a student is suspended out-of-school for any reason during the year, they are not allowed to go on the trip.
2. A student may receive one "In-School Suspension" or "Alternative option" assignment and still go on the trip as long as one parent accompanies as a chaperone and is responsible for their student while on the trip. If a student has more than one "In-School Suspension" or "Alternative option" assignment, they are disqualified from going on the trip.
3. Any 8th grade student with an outstanding debt to the school district (i.e. book rental and fees, lunches, etc.) will be not be allowed to go to on the trip until the debt is paid in full.

We truly hope that all students are able to go. It is a fun trip for all and a nice way to reward students for finishing their career at WGS. It also speaks well of our community when our students are seen as being leaders for others when it comes to good manners and behavior.

School privileges include but are not limited to: attending school book fairs, classroom parties, assemblies, field day activities, and any other school activity.