

2011 - 2012

WILLIAMSFIELD



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ELEMENTARY STUDENT HANDBOOK

Mission Statement

The mission of the Williamsfield Community Unit School District is to make every child's education priority 1.

Grades PreK - 5

We teachers share a common interest with you -- your children. We are interested not only in the academic progress of youngsters, but also with their safety and health. This handbook is designed to inform you of Williamsfield Elementary School policies. Please read it thoroughly and return the completed student information form to school. You may contact your child's teacher any time you have a concern.

Absence

State law requires you to report your child's absence to the school secretary (Wendy 639-2216). A written explanation for absences and tardiness is due to the teacher as well. The State has defined valid cause to include excused absences such as illness, death in the family or an emergency. When the student has accumulated 10 excused absences during a semester, a doctor's note will be required for additional absences. When a parent/ guardian **calls in and sends a note**, the reason for the absence needs to be made clear. The Assistant Principal determines whether an absence is excused.

Occasionally students become ill at school. Accordingly, parents who are unavailable during the day should designate another person to pick up students who are ill. Also, if your student has been running a fever in the last 24 hours, been vomiting, or has had diarrhea, they need to stay home until the symptoms have been gone for 24 consecutive hours.

Upon returning from an absence, students are to report immediately to their homeroom (instead of the gym) and present the explanatory note to their teacher. This will allow time for the student to receive make-up instruction prior to the start of the school day. Homework for excused absences may be made up within the same number of school days absent plus an additional day in which to make up work unless special arrangements are made with the teacher.

SIGN-IN ... SIGN-OUT: When a student comes late or is leaving early for an appointment, he/she must sign out in the office, noting who gave approval.

CHRONIC TRUANTS

HB 3179 defines a chronic truant as a student who is absent “without valid cause” for 5% or more of the previous 180 regular attendance days.

CITY ORDINANCE: 2007-3 TRUANCY

It shall be unlawful for any person under the age of 17 in a public, private or parochial school within the corporate limits of the city to be absent himself or herself from attendance at school with or without parental permission. Emergency or unforeseen absences due to illness or other causes beyond the control of the person so absenting himself or herself from school without parental permission shall not constitute truancy if permission for such absence has substantially been obtained from the parent and such permission is submitted in writing to the proper school authorities within twenty-four (24) hours after such absence.

State Law References: Truancy, 105 ILCS 5/26-1.

Parents/ guardians are asked to call first thing in the morning when the student is absent. If a student is going to miss part of the day for a doctor/ dental appointment, a note must be sent along with the student.

Morning Supervision

Children will be supervised in the gym after 7:55a.m. daily, however, they are encouraged not to arrive before 8:10am. Students are expected to respect the gym supervisors.

Students will be outside most of the time, weather permitting. But when not, students in PreK should report directly to their classroom. Students in grades K, 1, 2, 3, 4, and 5 should report to the little gym unless eating breakfast.

Tutoring

Children who need assistance with their homework are to report to their homerooms as soon as their bus arrives at school. It is preferred that bus children come in before school and town children stay after school.

Homework

The valued weight of homework is determined by the teacher. Homework completion is monitored and expected. The grading scale is listed below.

A	92 - 100%
B	83 - 91%
C	74 - 82%
D	65 - 73%
F	64% and below

Agenda Books

All students in **5th Grade** will receive an academic agenda book for the school year. The agendas are to be used for tracking homework assignments and projects as well as hallway passes. Replacement cost for agendas is \$5.00 and may be obtained from the office as supplies last. Each student agenda book has a section for hallway passes which the teacher must sign and student must carry – no agenda = no pass. The agenda book is an excellent academic tool to use and monitor students' homework and communicate daily with their teachers.

Response to Intervention (RtI)

Changes in federal and state laws have directed schools to focus more on helping all children learn by addressing problems earlier within the general education setting.

These new laws emphasize the importance of providing high quality, scientifically-based instruction and interventions, and hold schools accountable for the adequate yearly progress of all students.

This new process of providing interventions to students who are at risk for academic or behavioral problems is called RtI (Response to Intervention).

RtI is a process designed to help schools focus on high quality interventions that are matched to student needs and monitored on a frequent basis. The information gained from an RtI process is used by school personnel and parents to adapt instruction and to make decisions regarding the student's educational program.

Academic Eligibility

In middle school, grades 5 – 8, IESA states the student must pass all subjects! Eligibility shall be checked weekly and the student shall be eligible from Sunday through Saturday of the following week.

Breakfast and Lunch

Cold breakfast consisting of cereal, juice, milk, and toast and hot lunches are available on every full day of school. Please look over the menus to plan ahead. Checks are the preferred method of payment. Cash should be contained in a sealed envelope with the student's name on it. Designating the number of breakfasts, lunches, and cartons of milk is helpful. No change will be given to the student. Any excess money will be carried forward and applied to future lunches or milk. You are NOT allowed to charge for breakfast.

The price of breakfast is \$1.00. The price of lunches is \$1.50 for grades K- 4; and \$1.75 for grade 5. Milk is \$.25 per carton. We offer 1% chocolate and skim milk.

Free and reduced price breakfast and lunches are available for those households that qualify. Applications are available from the school office. The reduced price for breakfast is \$.40. The reduced price for lunch is \$.40.

School Fees and Exemptions

As per recent legislation and school district policy, students who qualify for free or reduced breakfasts/lunches are not required to pay book fees. Accordingly, as breakfast/lunch applications are processed, parents of youngsters who qualify for free or reduced breakfasts/lunches will receive a refund if book fees were paid in advance.

Toys

In the interest of safety and concern for personal property, students in grades PreK through 5 are not to bring toys to school. This includes heeleys. Balls and other playground equipment for recess have been provided by the parent club.

DISCIPLINE CODE

Rationale

Whereas, the teachers have the right to expect appropriate behavior from their students, and **whereas**, the students have the right to attend school in a safe and wholesome environment, and **whereas**, the students and parents have the right to expect the teachers to dedicate their *full* efforts to teaching, **let it be known** that any student whose behavior prohibits or impedes any of the above violates the rights of others.

Standards of Conduct & Explanations

Rule 1: *Students shall not engage in disruptive behavior, which violates others' rights to an uninterrupted learning environment.*

When a student's conduct at school and school-related events requires the teacher to stop teaching in order to deal with the inappropriate behavior, not only has the student violated the rights of all the students in the class but the student has also violated the teacher's right to do that for which the teacher was employed -- teach. In addition, student's dress & grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/ learning climate, or compromise reasonable standards of health, safety, and decency.

Rule 2: *Students shall not verbally abuse others or engage in verbal nor written profanity.*

Any comment the sole purpose of which is to demean, belittle, threaten, intimidate, extort, or insult another shall be considered verbal abuse. Inappropriate language including "four letter profane words", vulgarities, and inappropriate references shall be considered profanity.

Rule 3: *Students shall not physically abuse others nor others' property.*

Any action taken by one student against another person, which has the potential of causing physical damage shall be considered physical abuse regardless of the outcome. **All incidents of fighting shall be immediately referred to the Assistant Principal.** When a fight occurs, if it is not possible to ascertain the first cause, all participants in a fight will be disciplined equally. Students shall not handle nor use another's property unless permission to do so is given and then the borrowing student shall return the property in the same condition as when borrowed.

Rule 4: *Students shall not demonstrate insubordination.*

School Personnel "stand in the relation of parents and guardians to the pupils." When the child is at school, a school employee has almost the same authority as the parent in their relationship with the student. Therefore, when a student is given a directive by a school employee, failure to comply shall be considered insubordination. Lying, plagiarism, forgery, and cheating shall also be considered violations of this rule. In addition, failure to obey the **special rules** noted above shall be considered insubordination.

Rule 5: *Students shall not engage in unsafe acts.*

Students shall not engage in any activity which has the potential of injury to themselves, their fellow students, or school personnel. Failure to wear protective equipment required by the classroom teacher shall be considered a violation of this rule. Students wearing clothing that is unsafe or a threat to health are in violation of this rule.

Rule 6: *Students shall not be truant or tardy.*

Tardiness is defined as not being in the classroom or an activity when the passing period ends. Tardiness causes a disruption to the educational process and is not tolerated. Any unexcused tardy to class, which exceeds five minutes, will be considered an unexcused absence to class. Tardies start over at the beginning of each quarter. A student is **truant** if the student misses any part of the school day without a valid reason. Parents are required to provide a reason for absences. The administration decides which absences are excused. Truancy is based on the reason, not on the permission. No credit is given for work missed because of truancy and/ or unexcused absences. A minimum two-hour Saturday school will be assigned for the first offense.

Rule 7: *Students shall not sell, distribute, consume, possess, or be under the influence of alcoholic beverages, unauthorized drugs or substances that intoxicate.*

It is the intent of this policy to not only protect the health and well-being of the individual student, but also to maintain a wholesome environment throughout the school day and at all school related activities. To this end, if the school authority supervising a class or activity has reasonable suspicion that a student is in violation of this rule, the student will be asked to leave and if during the school day - to report to the Assistant Principal's office. The violation will be reported to the Assistant Principal and he shall rule based on the evidence. Courts have continually upheld the opinion of a school authority as sufficient evidence in administering appropriate discipline.

Rule 8: *Students shall not sell, distribute, consume, or possess tobacco products.*

It is the intent of this policy to not only protect the health and well-being of the individual student, but also to maintain a wholesome environment throughout the school day and at all school related activities. To this end, if the school authority supervising a class or activity has reasonable suspicion that a student is in violation

of this rule, the student will be asked to leave and if during the school day - to report to the Principal's office. The violation will be reported to the Principal, and he shall rule based on the evidence. Courts have continually upheld the opinion of a school authority as sufficient evidence in administering appropriate behavior.

Rule 9: *Students shall not break the public law.*

Students must obey all public laws while at school or a school related activity. If a student violates a public law such as battery, arson, or destruction of others' property, the school officials have Board authority to notify the proper civil authorities. If violation or crime is of a grievous nature, the level of consequences may be accelerated.

Dangerous Weapons

The possession, use, distribution, purchase, or sale of explosives, firearms, knives, or other objects that can reasonably be considered a weapon shall be prohibited on school buses, in school buildings, or on school grounds at all times.

Students found to be in violation of this policy shall be disciplined by the administration on an individual basis. Disciplinary measures may include counseling, withholding of privileges, and/or suspension or expulsion. The District shall notify the parents/ guardians of the action taken and may notify juvenile authorities. In case of suspension or expulsion, the District shall follow procedures required by state law and Board policy.

Federal law requires school boards to expel a student for at least one year who is found to have brought firearms to school. The School Board may direct the Superintendent to modify the expulsion requirements on a case-by-case basis.

PROGRESSIVE DISCIPLINE CONSEQUENCES

Students referred to the office for violating school rules will be subject to a variety of progressive consequences (see List below). The severity of the consequence will be determined by the severity of the offense and by the number of referrals that a student has accumulated since the start of the school year. As the number of disciplinary referrals increases the severity of the consequences will also increase. The Assistant Principal will determine the appropriate consequence for each referral. Information related to the referral and any extenuating circumstances will be considered in determining a consequence.

CHAIN OF CONSEQUENCES FOR LESS SERIOUS OFFENSES

After initial warnings or unless the violation is of a more serious nature, the issuance of a detention will occur.

a) If the infraction occurs on a Monday or Tuesday the detention will be served Wednesday immediately after school is dismissed (3:05 – 4:05pm).

b) If the infraction occurs on a Wednesday, Thursday or Friday the detention will be served on Saturday morning, 8:00 – 9:00am. If a Saturday detention supervisor is unavailable, the student will serve the next Saturday when a supervisor is present.

Note: Saturday Detentions/Schools are not meant to be convenient for either students or parents. It is the parents' responsibility to ensure that the student gets to Saturday Detention/School on time. Much greater use of this consequence and the end of the in-school detention option is an effort to keep students in their classes, fulfilling their primary responsibility as learners.

c) Failure to serve a detention will result in a two-hour Saturday School the Saturday immediately following the failure to serve. Work is not an excuse to miss a Saturday detention of any length.

d) Failure to serve a two or four hour Saturday School will result in a minimum one-day, out-of-school suspension the following Monday (the next school day). Notification of this will be made to parents Saturday afternoon or Sunday. Students who attempt to come to school the following Monday will be sent home. Suspension time out of school will be based on the particular student's history of infractions and may be more than a single day's suspension.

e) The goal of this policy is to encourage acceptable student behavior during school and its activities. Attendance is a vital component in academic achievement. A student serving their first suspension may, upon return, have one day to make up work for 75% credit. Students receiving subsequent suspensions may not receive credit for work missed during a suspension.

f) This "chain" is not automatic if the infraction is of a more serious nature. The principal may, based upon the seriousness of the particular offense, assign harsher initial punishments.

Student Discipline Record and Notification

1. Student's Discipline Record: A record for each student disciplined under this program shall be maintained by the Assistant Principal listing at a minimum the date, rule violated, offense, consequence, and notifications. All such records shall be kept in a file dedicated solely for such purpose and the file shall be entitled, "Discipline Action." In addition, a copy of each student's discipline record shall be kept in the student's temporary file in accordance with the Student Records Act of Illinois. If a student has not acquired a discipline record, a negative entry is not required.

2. Notifications: At a minimum, the Assistant Principal must make the legal notifications required by the statute for any discipline action resulting in a student suspension or expulsion. It is the philosophy of the Board of Education that insofar as possible, the Assistant Principal will inform the parents/ guardians on discipline matters resulting in a referral to the Assistant Principal.

Student Lockers and Student Searches

1. Student Lockers: Students in 5th Grade are assigned lockers and should keep them locked at all times. **The school is NOT responsible for lost or stolen items from lockers.** Lockers are the property of the school, are provided for student use without charge, and are subject to search at anytime. Routine and periodic inspections of lockers shall occur throughout the school year by the Assistant Principal and/or other persons authorized by the Board and/or Superintendent.

*** All personal belongings are to be stored INSIDE the locker with the locker door closed. Book bags, clothing, books, lunches, etc. are to be inside not hanging on the locker or placed outside the locker on the floor. **Athletic bags may be locked in their PE locker until needed.** **The corridors need to be obstacle free!!**

2. Student Searches: If a school administrator or his designee has a reasonable suspicion that a student is holding on his/her person any items which are prohibited by the **Discipline Code** or is holding stolen items, the administrator or his designee may require the student to empty pockets, purses, or other student held satchels or containers. If the search results in confirming the suspicion, the provisions of the **Discipline Code** shall apply. Strip searches shall NOT be allowed at any time under any circumstances by school authorities.

Non-School-Sponsored Publications/ Websites

Students are prohibited from accessing and/or distributing at school any pictures, written material, or electronic material, including material from the Internet or from a blog, that:

1. Will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities;
2. Violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright;
3. Is socially inappropriate or inappropriate due to maturity level of the students, including but not limited to material that is obscene, pornographics, or pervasively lewd and vulgar, or contains indecent and vulgar language;
4. Is primarily intended for the immediate solicitation of funds; or
5. Is distributed in school and is primarily prepared by non-students, unless it is being used for school purposes. Nothing herein shall be interpreted to prevent the inclusion of material from outside sources or the citation to such sources as long as the material to be distributed or accessed is primarily prepared by students.

The distribution of non-school-sponsored written material must occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the school district.

ELECTRONIC ENTERTAINMENT DEVICES/ CELL PHONES:

In order to maintain a quiet and orderly learning environment, students are not allowed to **use**, E.E.D.'s/cell phones/ MP3 Players/ headphones/ chargers/ or adapters are not allowed from the first bell of the day until the final bell of the day. Williamsfield school district encourages students to keep these devices at home as it is not responsible for loss or stolen articles. If you must bring such devices, make sure they are securely locked in your car or locker **or silenced if in your possession**. Students may be in possession and also use a cellular telephone on extracurricular buses (return trips only) for the express purpose of contacting a parent to acquire a ride home from school when the buses arrive back at school. The following guidelines will be followed:

GUIDELINES FOR E.E.D.'S/ CELL PHONES/ MP3 PLAYERS/ HEADPHONES/ CHARGERS/ OR ADAPTERS:

- 1) Warning, E.E.D./cell phone taken to office, student pick up after school
- 2) Option (A) EED/ cell phone taken to office, student pick up after school under the condition of checking EED/cell phone into the office before 8:10am five consecutive school days. Student may pick up after 3:00pm each day.

Or Option (B) student may choose to have phone left in office for three (3) consecutive school days. If student chooses first option and any days are missed,

phone automatically goes towards 3 full days in the office from that day missed. It is the responsibility of the student to check in EED/ cell phone.

- 3) E.E.D./cell phone taken to office in which student may pick up after 5 school days.
- 4) E.E.D./cell phone taken to office in which student may pick up after 10 school days.
- 5) E.E.D./cell phone taken to office in which student may pick up at the end of the school year.

*This does not pertain to approved calculators, laptop computers or cameras for assigned school projects.

Bullying

Bullying, intimidation, and (sexual) harassment are NOT acceptable in any form and will not be tolerated at school or any school-related activity, on school property, on school buses and transportation vehicles or through a school computer, network, or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or (sexual) harassment, and will take disciplinary action against any student who participates in such conduct.

No person shall harass, intimidate or bully another based upon perceived race, color, nationality, sex, sexual orientation, gender-related identity or expression, ancestry, age, religion, creed, physical or mental disability, gender identity, order of protection status, status as homeless, or actual or potential marital or parental status, including pregnancy, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristic or any other distinguished characteristic. The school and district will not tolerate harassing, intimidating conduct, or bullying whether verbal, physical, or visual, that affects the tangible benefits of education, that unreasonably interferes with a student's educational performance, or that creates an intimidating, hostile, or offensive educational environment.

Bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interferes with the student's academic performance; or (4) substantially interferes with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Examples of prohibited conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying

through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct.

Damage to School Property

Students willingly or intentionally damaging school property shall be held accountable for the cost of replacing such property including material and labor involved. Administration will file a police report. If a parent or guardian requests, a payment plan and time-line for repair may be established. Failure to pay restitution or make timely payments will result in the student losing the privilege to attend or participate in any extracurricular activities, athletic events, or school programs (with the exception occurring when a grade is given for the activity) after school or evening until payments are received or the plan is followed.

Video & Audio Surveillance

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

School Hours

The school will not provide supervision for students before 7:55a.m. or after 3:00 p.m. You should receive an annual school calendar that lists scheduled early dismissals. Early dismissal may occur due to holiday weekends or weather conditions. Extreme heat or winter road conditions may warrant early dismissal. Announcements will be called in to radio stations WAIK, WGIL, WAAG, and Q-93. If school must be cancelled for the day, the same radio stations will be notified by 7:00 a.m. whenever possible.

Going Home

Students will take the same route home each day unless the school is notified of an alternate route or destination. Telephone calls or notes that indicate the change and date, signed by parents or legal guardians, and received prior to 3:00 p.m. will suffice. This is a precautionary measure to help ensure your child's safety. It is important to note that the child will not be allowed to take an alternate route just by having the student tell his/her teacher. We must be absolutely certain that you have authorized the change.

Loitering

A no-loitering policy is in effect as stated by the Illinois School code in order to reduce the risk of damage to property, individual harm, and student misconduct. At Williamsfield, this includes the weight room, hallways, gym areas, and classrooms. All students who are not under the direct supervision of a staff member(s) will be asked to leave the school property. Failure to comply with a directive to leave the building will lead to a progression of discipline consequences.

Entering The Building

Once the school day begins, the doors on the north side by the main parking lot will become the main entrance. All other doors will be locked. Parking is available at the east end of the sidewalk on the north side of the building.

Limiting access to one door will allow school officials to monitor persons entering the building. It is hoped that any inconvenience would be offset by the enhancement of our school's safety.

Attendance at Extracurricular Events

When elementary students attend middle and high school extracurricular events they should be accompanied by an adult and be seated during the extracurricular event.

Health

Physicals and vaccinations are required for Pre-kindergarten, kindergarten, and fifth grade students and are due on the first day of school. Hepatitis B vaccinations are required for children in preschool and students entering 6th grade. The HIB vaccination is required for preschool students. The Varicella vaccination (Chicken Pox) is required of those students entering preschool or kindergarten. If your child has already had the chicken pox, you are required to get a note from the doctor stating as such.

Although preschool and kindergarten students who have not been screened for lead poisoning will not be excluded from attendance, parents are encouraged to discuss blood-lead assessment and screening with their health care provider.

When a communicable disease such as chicken pox or measles occurs parents are asked to notify the school to help ensure the well being of the other students.

Vision screening will be done, as mandated, for the following children in the fall: Preschool, Kindergarten, 2nd Grade, 8th Grade, LD Students, Teacher Referrals, and New Students. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is NOT an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/ grade/ group will be screened.

Dental examinations are now mandated by the state for students entering the following grades: Kindergarten and 2nd. Those entering these grades must have a dental examination form turned into the office by the first day of school. **Vision examinations are now required for those entering Kindergarten as well as those new to Illinois.**

Snacks

Children in PreK and K frequently bring snacks to eat at milk break. We require that the snacks be healthy and nutritious. Acceptable snacks include fruit, vegetables, raisins, popcorn, crackers, and non-sweetened cereal. Foods such as candy, pop, cookies, and chips are considered unacceptable and will be confiscated by the teacher until the end of the day. Pop for lunch is discouraged, also.

Head Lice

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian. Students will be sent home for nits as well. Williamsfield has a NO Nit Policy.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.

Medication

Whenever possible, medication should be given at home. However, when school personnel are required to administer medication the following guidelines must be followed:

1. A written request from the parent/ guardian requesting the medication be given must accompany the medication. **FORM AVAILABLE IN THE OFFICE.**
2. Medication must be brought to school in a pharmacy – labeled container. All containers should display: child's name, medication name/dosage, date and refill, physician's name, and pharmacy name and phone number.
3. Each dose administered shall be recorded with date and initials of person administering it and placed in health file.
4. Medication must be kept in a locked drawer or cabinet in a supervised area.
5. **Prescribed inhalers will be stored and utilized in accordance with doctor's orders.**

CARE OF STUDENTS WITH DIABETES

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- c. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

STUDENTS WITH FOOD ALLERGIES

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (309)639-2216.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Drills

A variety of safety drills are practiced each year. When we practice a CODE RED, we will use Zone 'e' for elementary, Zone 'm' for middle school, and Zone 'h' for high school in alerting the adults in the building to where the trouble spot is.

School Bus

When you ride the bus, the school district becomes responsible for you when you step on the bus until you step off the bus on the return trip home. School personnel are responsible for you. *A few common sense statements* are important for you:

1. Enter the bus, take your seat, and speak in a quiet voice. Remain seated at all times and don't do anything which may distract the driver. Your safety is at stake.
2. Once you are on the school grounds, you are not to leave. You are to report to the building/ classroom/ commons.
3. Buses will leave in the PM five minutes after the close of school. A bell rings to notify you of departure time.
4. Students will follow all bus driver's directives. If a student's behavior is contrary to the above statements, he/she may receive a referral from the driver. The consequences of such behavior will be determined by the administrator per the Discipline Code.
5. The privilege of riding the school bus may be removed for up to 10 days.
6. Emergency drills are practiced 2 times each school year.

Miscellaneous

Often children's book and magazine companies will go through the schools to increase their subscriptions. If a "yes/no" slip is sent home, you are certainly not obligated to subscribe. However, even "no" responses can help us earn free classroom gifts if the slips are returned to the teacher.

Book orders are also sent home without obligation to make a purchase. Checks should be made payable to the company.

At times we may take short walks around town as part of learning experiences. Please sign the consent form to enable your child to participate.

Class parties are held for Halloween, Christmas, and Valentine's Day. Room mothers organize these special events. It is asked that each child donate \$2.00 per year to help with the costs. If you are interested in being a room mother please notify your child's teacher.

Open House is scheduled in the fall and is an opportunity for the public to come into the classrooms to browse and meet the faculty.

Parent/teacher conferences are held for every student in the late fall. Since your involvement is vital, your attendance is expected. If problems exist later in the school year, you may be called in for additional conferences.

COMPUTER LAB RULES

1. No candy, food, drink, or chewing gum is allowed in the lab.
2. No listening to music over the Internet unless for specific educational purposes is allowed.
3. No playing of games over the Internet unless for specific educational purposes is allowed.
4. Absolutely no abuse to the equipment will be tolerated.
5. Students are expected to use the proper logout procedure at the end of each lab session.
6. Students are expected to clean their workstations at the end of each lab session. This includes throwing all wastepaper in the recycling box or wastebasket.
7. Appropriate student conduct is expected.
8. Print Preview before actually printing, and print only what is actually needed. **Save a tree!**
9. Pay attention to which printer you are using. If it does not print, **do not print again** until you double-check which printer you are using.

Computer Network/Internet Use Agreement

Personal Responsibility:

Computers, the computer network, and Internet access (hereafter known as "the system") exist within Unit 210 to support and enhance instruction. All use of the system by students and faculty ("users"), or others ("guests"), must be consistent with this goal. It is the policy of this school district that all its electronic facilities are to be used in a responsible, efficient, ethical, and legal manner. All who use the system agree to abide by the terms below, and further agree to report infractions committed by others to the system manager. Specific terms and conditions include:

Privileges. Each user will:

1. be assigned an individual account by the system manager, which must be used whenever they access any part of the system.
2. save work to his/her assigned place on the system server. Saving to personal floppy disks or individual computer hard drives is allowable only with the permission of the network manager.
3. have access to the system during normal school hours, at times arranged with teachers, or by special permission of the network manager.

Etiquette. Users of the system agree to:

1. be polite in communications with others.
2. use appropriate language.
3. use only their own personal login name and password, and keep their passwords confidential.
4. not allow other users to use a computer to which the user has logged into.
5. not gain unauthorized access to system programs or the District web site.
6. be aware that electronic mail (e-mail) is not guaranteed to be private. Those who manage the network have access to it.
7. use the system only in ways that do not disrupt its use by others.
8. never use their real name, address, telephone number, or other personal data, or the personal data of others, when making Internet contacts.
9. pay any charges incurred by their use of the system. This includes, but is not limited to, the use of large amounts of paper or ink (especially colors) and Internet fees.
10. disclose to the system manager use of the system contrary to this agreement, including the receipt of communications that violate the agreement's terms.

Regarding E-mail. Users of the system agree that:

1. they will not send, receive, transmit, or check e-mail messages unless permission is first obtained from the supervisor.
2. they will not initiate or transmit "mass e-mail" to any group of students. E-mail will be limited to messages to and from individual network and Internet users.
3. there will be no transmittal of "chain letters" to anyone in the system or on the Internet.
4. there will be no posting of anonymous messages.

Prohibitions. Users agree the system will not be used:

1. to go to proxy sites with the intent to hide their usage, to bypass the filtering system, or attempt to access the Internet in any other way.
2. for any illegal activity, including violation of copyright laws.
3. to plagiarize the work of others, whether copyrighted or not.
4. for downloading, storage, and/or use of any software, either from the Internet or personal sources, without the specific permission of the system manager.
5. to demonstrate any security problem to any other users.
6. for private financial or commercial gain (per telephone company regulations).
7. wastefully, using resources, such as file space, processor time, or network time, including any use that hinders, delays, or obstructs others in their use of computers, networks, or the Internet. Information stored on computers maintained by the district is not to be considered private. When suspicion of a violation of the AUP pertaining to inappropriate material or usage exists, the district reserves the right to review data and files found on district provided computers and servers.
8. to listen to music over the Internet unless for a specific assigned educational purpose.
9. to access game sites unless for a specific assigned educational purpose.
10. to gain unauthorized access to any resource or entity.
11. to invade the privacy of individuals, either inside or outside the system.
12. using another's password or account.
13. to access, submit, post, publish, or display defamatory, inaccurate, abusive, obscene, sexually-oriented, threatening, racially offensive, or illegal material. If an inappropriate site is accessed accidentally, it is the student's responsibility to leave that site immediately and report it to the supervisor.
14. when access privileges are suspended or denied.
15. unless appropriate supervision is present or prior arrangements have been made such as when taking online or EduNet classes.
16. to access Internet chat rooms, discussion boards, and instant messaging unless specifically assigned by a teacher, and then only for educational purposes.
17. for entertainment purposes, except when authorized by the system manager. In all cases, those using the system for such purposes will immediately vacate it when a request for educational use is made.
18. for purposes of vandalism. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the system, its software, the Internet, or other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Penalties: Violations of the preceding rules will be treated as follows:

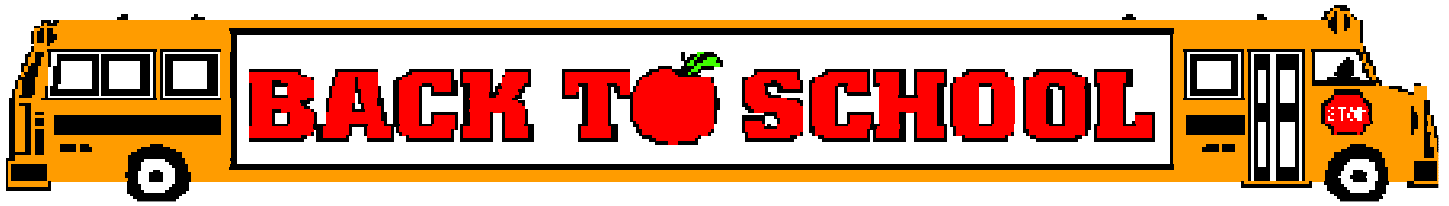
1. First minor violation: a warning from the system manager. The warning period will be for a full semester (18 weeks).
2. First major violation or second violation: loss of personal access to the system and revocation of personal account. Use of the Internet will thereafter be allowed only under the direct supervision of a teacher or his/her designee. Personal access may be restored after a full semester (18 weeks) have passed, and upon application, by the system manager.
3. Use of the system while personal access is denied: referral under Rule 4 of the District-Wide Discipline Program. Each unauthorized use will be counted as another occasion for referral.
4. Any use of the system for or in support of illegal activities will be reported to the authorities.

These rules may be supplemented at any time at the discretion of the school district. Any supplemental rules will immediately be binding upon network users. On a global network, it is virtually impossible to control all materials. However, through a filtering and monitoring system, the District has taken precautions to restrict access to inappropriate materials and protect its users. Additionally, having an e-mail address on the Internet may lead to receipt of unsolicited e-mail containing offensive content. Student authorized users accessing the Internet do so at their own risk. No filtering software is one hundred percent effective, and it is possible that the software could fail. In the event that the filtering software is unsuccessful and children and staff gain access to inappropriate and/or harmful material, the District will not be liable.

Limitations:

Warranties: Unit 210 makes no warranties, either expressed or implied, for the service it provides. The District will not be responsible for any damage suffered by users of the system. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the errors or omissions of others. Use of any information obtained via the Internet is at the user's risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through Internet services.

Indemnification: The user agrees to repay Unit 210 for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this authorization. Unit 210 is not responsible for charges incurred by the system users.



FACULTY

Pre-School.....Brooke Traphagan

Kindergarten.....Elizabeth Klein

First Grade.....Marcy Brugger

Second Grade.....Connie Krans

Third Grade.....Cathy Shover

Third Grade.....Tami German

Fourth Grade.....Cindy Fuller

Fifth
Grade.....

Brenda Bridson, Jenni Davis, & John Van Nieuwenhuys

Title 1 Reading.....Rebecca Rappenecker

LD Teacher.....Medessa Vancil

Speech.....Jocelyn Saline

Teacher Aides

Jody Booth, Cyndi Johnson, Alexsia Knapp, & Annette Sams

SCHOOL HOLIDAYS 2011 – 2012

September 5	Labor Day
October 10	Columbus Day
November 11	Veteran's Day
November 24 & 25	Thanksgiving
December 21 – Jan. 2	winter break begins Dec. 21 Classes resume January 3
January 16	Martin Luther King's Birthday
February 20	President's Day
April 5 – 9	Spring Break begins April 5 Classes resume April 10
May 28	Memorial Day

CLASSES NOT IN SESSION

October 7	Teacher Institute
October 28	Parent/Teacher Conferences (on 10/26 & 10/27 from 4 – 7pm)
January 13	Teacher's Institute
* May 21	Teacher's Institute * Tentative

Early Dismissals

September 2	Early Out at 11:50am (School Improvement Day)
October 27	Early Out at 11:50am (School Improvement Day)
November 23	Early Out at 11:50am (School Improvement Day)
February 17	Early Out at 11:50am (School Improvement Day)
March 16	Early Out at 11:50am (School Improvement Day)

Williamsfield Community Unit School District #210

Student/ Teacher/ Parent Compact

Student Name _____

Year _____

PARENT/ GUARDIAN AGREEMENT

(Any person who is interested in helping this student may sign in lieu of the parent.) Make sure you check the ones that are the most important to you. You do not need to check every item.

I want my child to achieve. Therefore, I will encourage him/ her by doing the following:

- _____ See that my child is punctual and attends school regularly.
- _____ Support the school in its efforts to maintain proper discipline.
- _____ Establish a time for homework and review it regularly.
- _____ Provide a quiet well-lighted place for study.
- _____ Encourage my child's efforts and be available for questions.
- _____ Stay aware of what my child is learning.
- _____ Provide a library card for my child.
- _____ Read with my child and let my child see me read.
- _____ Volunteer for activities in my child's classroom.

Signature _____

STUDENT AGREEMENT

It is important that I work to the best of my ability. Therefore, I shall strive to do the following:

- _____ Attend school regularly.
- _____ Come to school each day with pens, pencils, paper, and other necessary tools for learning.
- _____ Complete and return homework assignment.
- _____ Observe regular study hours at home and school.
- _____ Talk with my parents about what I am learning at school.
- _____ Ask my teacher questions if I don't understand something.

Signature _____

TEACHER AGREEMENT

It is important that students achieve. Therefore, I shall strive to do the following:

- _____ Provide homework assignments for students.
- _____ Provide necessary assistance to parents so that they can help with the assignments.
- _____ Encourage students and parents for frequently providing information about student progress.
- _____ Use special activities in the classroom to make learning enjoyable.
- _____ Communicate and cooperate with each parent to ensure the best education possible.
- _____ _____

Signature _____

THANK YOU TO THE PARENTS WHO MADE THIS COMMITMENT AND ARE MAKING THE EFFORT TO SUPPORT YOUR CHILD IN SCHOOL.

In this part of the compact, all participants who signed the compact are given the opportunity to add any additional commitments:

This is a working document and will be revisited by the teacher during conferences and as needed throughout the year.

Williamsfield District #210

Computer Acceptable Use Signature Sheet and School Website Permission Form

Grades PreK-2

Student Name (please print) _____ Grade _____

As a parent or guardian of this student, I have read the Williamsfield School District Computer Acceptable Use Agreement and discussed it with my child. I understand that this access is taken for educational purposes and that Williamsfield Dist. #210 has taken precautions to eliminate exposure to objectionable material. However, I also realize it is impossible to completely restrict access to all objectionable materials and will not hold Williamsfield School District or staff responsible for materials acquired through Internet access.

Parent/Guardian Signature _____ Date _____

The pages of the Williamsfield School District Website (www.billtown.org) act as sources of information for the public, parents, educators, and students. For your protection and privacy, we ask your permission to use student's pictures, first names with last initial only, or schoolwork on the Internet website of our school should we desire. Please check yes or no for each of the following statements.

Part I—Pictures

I give Williamsfield School District #210 permission to use my child's picture on the school's website. Names will not be used to identify individual children.

_____ Yes _____ No

Part II—Name

I give Williamsfield School District #210 permission to use my child's first name and last initial in articles published on the school's website.

_____ Yes _____ No

Part III—Schoolwork

I give Williamsfield School district #210 permission to use my child's selected schoolwork on the school's website. Work may be identified by child's first name and last initial.

_____ Yes _____ No

Parent/Guardian Signature _____ Date _____

Williamsfield District #210
Computer Acceptable Use Signature Sheet and
School Website Permission Form
Grades 3-8

Student Name (please print) _____ Grade _____

I have read, understand, and agree to fully comply with the Unit 210 Computer Network/Internet Use Agreement. I agree to limit the use of my system account to the stated purposes of the policy. I understand that this agreement will be in effect for as long as I am a student at Williamsfield unless a new agreement is required due to significant changes in its content.

Student Signature _____ Date _____

I/We have discussed the Unit 210 Computer Network/Internet Use Agreement with our son/daughter, and I/we hereby release the district, its personnel, and any institutions with which it is affiliated, from any and all claims and damages of any nature arising from our child's use of or inability to use the computers, network, and Internet access available therein.

Parent/Guardian Signature _____ Date _____

The pages of the Williamsfield School District Website (www.billtown.org) act as sources of information for the public, parents, educators, and students. For your protection and privacy, we ask your permission to use student's pictures, first names with last initial only, or schoolwork on the Internet website of our school should we desire. Please check yes or no for each of the following statements.

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Yes No

Part II—Name

I give Williamsfield School District #210 permission to use my child's first name and last initial in articles published on the school's website.

Yes No

Part III—Schoolwork

I give Williamsfield School district #210 permission to use my child's selected schoolwork on the school's website. Work may be identified by child's first name and last initial.

Yes No

Parent/Guardian Signature _____ Date _____

STUDENT INFORMATION For Teachers

Student's Full Name _____

Student's Address _____ County _____

Date of Birth _____ Social Security No _____

Name of Parent(s)/Guardian _____

Home Phone _____ Work Phone _____

Email Address(es) _____

Known Health Conditions _____

Specific steps to follow if there is a problem: _____

Doctor/Pediatrician _____

Hospital Preference _____

People authorized to pick up your child from school with prior notice from you: _____

I have read and I understand the williamsfield Elementary Handbook. I also give my permission for my child to go on short walks as part of learning experiences.

Signature _____ Date _____