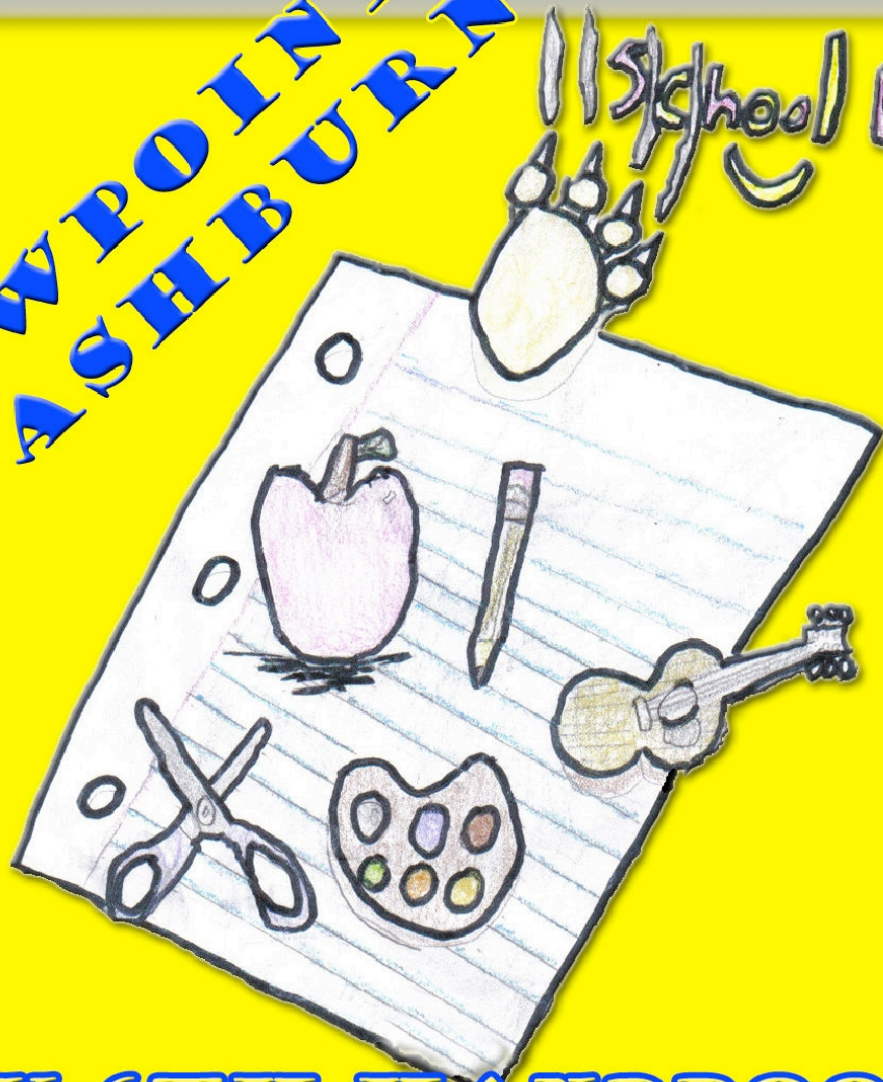


**LOWPOINT,
WASHBURN**

11 School Days



K-6TH HANDBOOK

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2011-2012 School Calendar

August 18	(Thursday)	Teacher's Institute
August 19	(Friday)	Students Half Day (Dismiss at 11:00 AM)
August 19	(Friday)	No Kindergarten Class- K- Open House
August 22&23		Kindergarten early dismissal at 11:30 AM
August 22-September 9		SIP Early Dismissal (Dismiss at 2:00 PM)
September 5	(Monday)	Labor Day (No School)
October 6	(Thursday)	SIP Early Dismissal (Dismiss at 11:00 AM)
October 7	(Friday)	Teacher's Institute (No School)
October 10	(Monday)	Columbus Day (No School)
October 19	(Wednesday)	End of 1 st Quarter – Box Tops Due
November 3	(Thursday)	Parent/Teacher Conf. 5:00-8:00 PM
November 4	(Friday)	No School P/T Conf. 8:00 AM-12:00 PM
November 11	(Friday)	Veteran's Day (No School)
November 23	(Wednesday)	Early Dismissal (Dismiss at 2:00 PM)
November 24&25		Thanksgiving Vacation (No School)
December 19,20&21		High School First Semester Final Exams
December 19,20&21		Early Dismissal (Dismiss at 2:00 PM)
December 21		End of 2 nd Quarter – Box Tops Due
December 22-January 3		Christmas Vacation for Students
January 3	(Tuesday)	Teacher Institute
January 4	(Wednesday)	School resumes for students
January 16	(Monday)	MLK JR Day – No School
February 16	(Thursday)	Parent/Teacher Conf. 5:00-8:00 PM
February 17	(Friday)	No School P/Teacher Conf. 8:00-12:00 PM
February 20	(Monday)	No School President's Day
March 9	(Friday)	End of 3 rd Quarter – Box Tops Due
March 22	(Thursday)	SIP Early Dismissal (Dismiss at 11:00 AM)
March 30	(Friday)	Early Dismissal at 2:00 PM
April 2-6	(M-F)	Spring Break
April 9	(Monday)	School Resumes
May 18	(Friday)	8 th Grade Promotion
May 20	(Sunday)	High School Graduation
May 21	(Monday)	Last Full Day for Students if no Emergency Days are used.
May 22	(Tuesday)	Teacher Institute if no Emergency Days are used.
May 23	(Wednesday)	Last Day for Students (Report Card Day) if No Emergency Days are used.
May 28	(Monday)	Memorial Day (No School)
May 24,25,29,30 and 31		Emergency Days (If Needed)

2011-2012 Supply Lists

Kindergarten:

Back Pack
Gym shoes (no high tops)

- not needed if your child wears tennis shoes to school each day.

2 Large boxes of Kleenex
2 bottles of 4 oz. Elmer's school glue
Fiskar scissors
2 plastic pocket folders
1 in. 3 ring binder
1 pink eraser
6 Large Beginner Pencils
2 boxes of 8 large Crayola crayons (basic colors - no florescent)
2 Boxes of 8 Crayola markers (basic colors - no florescent)
Plastic school box to keep their supplies in - cigar box size
2 Crayola Watercolor paint sets (8 colors)
Beach towel - for rest time
2 Black dry erase markers
1 package 3x5 index cards
Boys please bring:

- Sandwich size Ziploc bags
- 1 package baby wipes

Girls please bring:

- Gallon size Ziploc bags
- Disinfectant hand wipes

PLEASE PUT NAME ON ALL SUPPLIES WITH PERMANENT MARKER

First Grade:

2 bottles of Elmer's Glue-All
Pencils - 2 dozen
Fiskar scissors
Crayons - any size & box of 24 for second semester
Colored pencils
Large eraser
Kleenex - 1 large box
Small school box to keep supplies in
Water Color Paints (8 colors per set)
1 set of 8 standard color washable markers
Shoes for gym - no high tops – To be kept at school (does not have to be new)
1 Bottle of hand sanitizer
4 (2-pocket) folders
2 spiral notebooks (wide-ruled)
Bar soap travel container (for flashcards)
Book Bag with NO wheels
1 Box of Ziploc sandwich bags
Disinfectant Wipes
2 Dry erase markers
NO PENCIL SHARPENERS
PLEASE PUT NAME ON ALL SUPPLIES WITH PERMANENT MARKER

Second Grade:

2 dozen pencils each semester
1 small pencil box
1 small pencil sharpener with cap for shavings
4 dry erase marker/wide edge erasers
Scissors - with points
2 bottles of Glue All
Crayons (any size)
Colored Pencils
1 set of watercolor paints
3 pocket folders with 2 pockets
Water color markers
Gym shoes
1 spiral notebook - wide-ruled
1 large box of Kleenex
1 box of antibacterial wet wipes
Book bag with NO wheels
PLEASE PUT NAME ON ALL SUPPLIES WITH PERMANENT MARKER

Third Grade:

2 packages of no. 2 pencils (no mechanical pencils)
1 package of erasers for pencils
1 small container to hold art supplies
4 expo dry-erase markers – wide tip
4 notebooks – wide ruled
1 package loose leaf paper – wide ruled
3 folders with pockets
Scissors with points
Ruler with inches and centimeters
2 bottles of white glue
4 glue sticks
Crayons (any size)
Crayola washable markers – set of 8 classic colors
Large box of Kleenex
Colored pencils – set of 12
1 box of antibacterial wet wipes
Gym Shoes
Small pencil sharpener with cap for shavings (optional)
NO BINDERS
PLEASE PUT NAME ON ALL SUPPLIES WITH PERMANENT MARKER

Fourth Grade:

Package of No. 2 pencils (No mechanical pencils)
Package of wide-ruled loose-leaf paper
1 sturdy folder for homework
2 large OR 4 small glue sticks
2 Expo dry-erase markers
2 large boxes of Kleenex
Gym shoes
Bottle of Hand Sanitizer
Deodorant (no spray)
1 Container of Lysol Disinfecting Wipes
One binder
Pocket dividers
3 Prong folder
3 one subject notebooks
Shoebox size plastic container (items below will need to fit in container)
Crayons – box of 24
Crayola markers – set of 8 Classic Colors
Watercolor paints – set of 8
Colored pencils – set of at least 12
Large bottle of white glue
Eraser
Ruler – with inches and centimeters .

PLEASE PUT NAME ON ALL SUPPLIES WITH PERMANENT MARKER

Fifth/Sixth Grade:

2 Red pens for grading
Pkg of 24 No 2 pencils with erasers
Art Box that will hold the following:
Markers
Colored Pencils
Scissors
Glue stick (no gel)
Glue Bottle (no gel)
4 Broad tip expo markers (blue, black, red, or green)
2 large boxes of Kleenex
5-Subject Notebook
Composition Notebook
Loose leaf paper
5 pocket expandable plastic file folder (accordion style) Gym shoes
Calculator
Deodorant (no spray)
One package of gummy bears
Container of Disinfecting Wipes
Personal Bottle of Hand Sanitizer to keep in your desk
Flash Drive (minimum 1GB)
PLEASE PUT NAME ON ALL SUPPLIES WITH PERMANENT MARKER

District #21 Vision Beliefs:

Partners in Academic Excellence

MISSION STATEMENT

**TO DEVELOP
LIFE-LONG LEARNERS
TO SUCCEED IN A
CHANGING WORLD**

We believe that students should:

1. BE TAUGHT how to learn, communicate effectively, and think creatively and analytically;
2. SET goals, strive to do their best, develop good character, self-respect, and a feeling of self-worth;
3. USE technology and prepare to adjust to the needs of our changing society;
4. PRACTICE good citizenship.

Today's students are tomorrow's future - make it bright for them so they will keep it bright forever!

NON-DISCRIMINATION

The Lowpoint-Washburn Community Unit School District #21 ensures equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion, or disability. Any questions regarding sex equity (Title IX), disability (Section 504), and minorities (Title VI) education should be directed to the superintendent by calling (309) 248-7522 or writing to 508 East Walnut Street, Washburn, Illinois 61570.

This handbook is published for the student, parents, guardians, and teachers of the Lowpoint-Washburn Grade School. It is designed to provide information on the school and school policies.

BOARD OF EDUCATION

Mrs. Marjorie Spangler
Mr. Derrek Henry
Mr. Jon Schumacher
Mr. Todd Aman
Mr. Charlie Kennell
Mr. Steve Aurbeck
Mrs. Willa Warnkes-Sipp

CENTRAL ADMINISTRATION

Mr. Parker Dietrich, Superintendent
Mrs. Joyce Kiesewetter, Secretary

GRADESCHOOL ADMINISTRATION

Mr. Jeff Ekena, Principal

Mrs. Denise Aman, Secretary - Grade School
Mrs. Susan Laible, Secretary – Middle School

INSTRUCTIONAL STAFF

GRADES K-6

Mrs. Becky Speerly	Pre-Kindergarten/Early Childhood
Mrs. Wendy Trockur	Pre-K/Early Childhood Teacher Assistant
Mrs. Maranda Benckendorf	Kindergarten
Mrs. Mary Jo Zulz	Kindergarten
Mrs. Tama Nelson	1 st Grade
Ms. Sandy Knack	1 st Grade
Mrs. Sue Bachman	2 nd Grade
Mrs. Bev Woodward	3 rd Grade
Miss Dian Young	3 rd Grade
Mrs. Brenda Bill	4 th Grade
Ms. Maureen Severinsen	4 th Grade
Mrs. Kim Sullivan	5 th Grade
Mr. Chris Kallal	6 th Grade
Mrs. Nicole Marty	Speech Therapist
Mrs. Connie Sanders	Reading Recovery & Title I (Grade School)
Mrs. Jan Beltramea	Teacher Assistant/Grade School Library
Mrs. Loree Augustine	Teacher Assistant
Mrs. DiAnn Kuehn	Teacher Assistant
Mrs. Deb Barth	Teacher Assistant
Mrs. Becky Henry	Teacher Assistant
Ms. Rhonda Sunken	Vocal Music & Band
Mr. Bryce Spangler	P.E.
Mrs. Barb Schwind	Elementary School Special Education
Mrs. Lynn Ehlers	Middle School – Junior High Special Education
Mrs. Janis Krokum	4-12 Library/Response to Intervention
Ms. Valerie Kruzan	Middle School Art

INTRODUCTION

Welcome to Lowpoint-Washburn Elementary and Middle School. The information contained in this handbook should enable parents to provide appropriate help and advice to the child. School policies and activities are described which are concerns of parents and with which they should be acquainted.

We wish to stress the importance of the role parents play in the education of their children. The role of the parent is equally as important as that of the school in the total education of the child. The attitudes that a child takes with him/her from his/her home to school will be a major influence on how well he/she learns and upon what he/she accomplishes. If the attitudes of the parents toward school, toward law and order, toward the rights of others, toward the respect of property, toward honesty and fairness are positive, then it is quite likely that the child will adopt these attitudes for his/her own.

Children who come to school possessing positive attitudes will be far more receptive to learning and to the school program. They will be better prepared to think critically and positively and will make a valuable contribution to their own education.

Parents are always welcome and encouraged to contact their child's teachers throughout the school year to discuss student progress and/or questions the parent might have.

Parents who take an active part in their child's education, who express an interest in the school and in the child's school work, will do far more for that child than they realize. The family, the school system, and community benefit when there is active parental involvement within the school.

Jeff Ekena
Principal

Elementary School – K-3
Office (309) 248-7221
Fax – (309)248-7906

Middle School 4-6
Office: (309) 248-7087
Fax – (309)248-7518

Attendance

SCHOOL DAY SCHEDULE

Grades K-3 – 7:50 a.m. – 3:00 p.m.

Grades 4-6 – 8:00 a.m. – 3:07 p.m.

ARRIVAL AT SCHOOL

It is best that students arrive at school no earlier than 7:35 a.m. There is no supervision at school prior to this time. Mr. Ekena will notify parents if their child arrives prior to 7:35 a.m. K-3 students are to go directly to the gym and 4-6 students wait outside (weather permitting) or will be directed a vacant classroom. The kindergarten through third grade school day is from 8:00 a.m. to 3:00 p.m. and for the fourth-sixth grade from 8:00 a.m. to 3:07 p.m.

AFTER SCHOOL ROUTINE

To ensure the safety of each child after school, a notification by parental written note must be received if the after school routine is to be changed for any reason. Parents must be able to rely on the school to know that their children are sent home on time and by proper method (correct school bus) as well as the classroom teacher must know what proper procedures the parent expects on any particular day.

Non-school personnel sponsoring activities after school have the responsibility of notifying the school and parents enough time in advance to ensure the child's safety. The school cannot take any responsibility for school children arriving home by the proper method and time without this adequate advance notification. Children will be sent home by the regular method without proper and adequate notification.

Parents are requested to remain outside of the school building until students have been dismissed. (Waiting for them outside the classroom door prior to dismissal is disruptive to the classroom and interferes with end of the day instructions and activities).

When driving to school parents are requested to leave the school drive open to allow buses to load and unload.

ABSENCES

A phone call to the office prior to 9:00 a.m. is required on days a child is absent from school. State law requires school contact with a parent/guardian prior to 10:00 a.m. each day a child is absent from school. **PLEASE CALL 248-7221 or 248-7087** if your child will be absent.

When a student has been absent and a phone call to the office was not made, a reason, signed by the parent/guardian, must be given to the student's classroom teacher. If neither a phone call, email, or a note is received, the student will be given an unexcused absence.

When at all possible, please schedule doctor and dentist appointments after school. When a student has accumulated ten or more absences or misses eighteen or more days, they must be reported to the State Truant Officer.

Absences which are excusable are: (a) personal illness, (b) death in the family, (c) medical, dental, or eye appointments, and (d) absences for other reasons are to be handled on an individual basis by Mr. Ekena.

A doctor's or dentist's note should be brought to the office, when an appointment has been attended for attendance verification. Students will be expected to be in attendance for one-half (1/2) days before or following that scheduled appointment for attendance purposes. **If a student misses more than 5 consecutive days in a semester because of illness, a doctor's note will be required for re-admittance.**

1. Students who arrive at or before 9:30 a.m. will be counted present for the full day.
2. Students who arrive after 9:30 a.m., but before 12:00 p.m. will be counted as absent for one half day.
3. Students who arrive after 12:00 p.m. will be counted as absent for the full day.
4. Students who leave between 8:00-10:30 a.m. will be counted as absent for the full day.
5. Students who leave between 10:30 a.m. – 1:30 p.m. will be counted as absent for one half day
6. Students who leave at or after 1:30 p.m. will be counted as present for the full day.

Written permission, signed by the parent/guardian, is necessary before a student may leave school or playground during school hours or get off the bus at any stop other than his home.

LATE ARRIVAL TO SCHOOL

Unexcused tardies to school will be handled on a “per year” basis.

Fourth tardy – Assigned cafeteria seat and no recess for 2 days

Eighth tardy – Assigned cafeteria seat, no recess for 2 days, and truancy notification

Twelfth tardy – Loss of all extra-curricular privileges (attendance and participation)

Sixteenth tardy – ½ day in-school isolation

Eighteenth tardy and every 3 there after – 1 day in-school suspension

Each additional tardy – Referral to the State’s Attorney

*Parents are allowed to serve 60 minutes of volunteer time in lieu of student consequences for the 4th tardy or at the discretion of the Administrator.

Discipline Policies and Procedures

DISCIPLINE BELIEFS

Our Empowering Beliefs

- The District believes that students should be responsible for solving their own problems with guidance.
- The District believes that students should face logical consequences instead of punishment when possible.
- The District believes that students need to make a logical connection between the infraction and the action taken.
- The District believes that students have to make a decision with which they must live.
- The District believes that students need to be able to have some control over their lives.
- The District believes that students need to see adults as facilitators/helpers rather than in a judging and punishing posture.
- The District believes that students need to learn that problems are opportunities for personal growth.

DISCIPLINE POLICY

Students will be responsible for the following discipline policy during school, on the bus, and at all school related activities. When students do not follow class or school rules, they and their parents should expect appropriate disciplinary action to be taken. Please note that school rules apply at all school activities, even when they occur outside the regular school day or away from school grounds.

GENERAL DISCIPLINE

Desirable discipline, based upon the mutual respect of staff, parents, and pupils may be brought about by developing in the pupils the understanding of the rights of others and the necessity for rules and regulations.

Proper and desirable attitudes toward the administration, the staff, the school, and other pupils should be fostered by giving the pupils opportunities to develop habits of self control, self discipline, cooperation, and loyalty, and occasions to develop a sense of responsibility and a respect for the human dignity of every individual.

A pupil not meeting adequate standards will be held accountable and will be treated with kindness, wisdom, fairness, and firmness to aid in the development of standards of conduct which will bring him/her success, satisfaction, and pride in himself/herself as a self-controlled and worthwhile individual.

STUDENT-TEACHER RESPECT

If teachers are to provide a maximum of time and effort in helping students, then it is necessary that students follow a pattern of acceptable conduct. Part of a student's education is that of learning to adjust to the varied personalities of teachers and students and to the nature of classroom activities.

BEHAVIOR EXPECTATIONS

- A. Be prompt and prepared.
 - 1. Come on time.
 - 2. Come with needed materials.
- B. Respect authority.
 - 1. Listen to authority.
 - 2. Follow directions promptly.
- C. Respect the rights of others.
 - 1. Use appropriate voice and language.
 - 2. Listen to speaker.
 - 3. Respect opinion of others.
 - 4. Refrain from harassment.
- D. Respect property.
 - 1. Respect the property of others.
 - 2. Respect your own property.
 - 3. Use materials and equipment appropriately.
- E. Display a concern of learning.
 - 1. Remain on task.
 - 2. Allow others to remain on task.
- F. Display appropriate social skills.
 - 1. Cope (disagreement, teasing, failure).
 - 2. Display courtesy and tact.
 - 3. Interact with others appropriately.
- G. Display appropriate character.
 - 1. Display positive character.
 - 2. Display productive character.

LUNCH EXPECTATIONS

- A. Respect authority
 - 1. Follow directions of those in charge
 - 2. Treat the cooks with respect
- B. Respect the rights of others in the lunchroom
 - 1. Keep voices at an appropriate level
 - 2. Allow others to eat without disturbance
 - 3. Wait in line appropriately
- C. Respect property
 - 1. Dispose of food properly
 - 2. Treat the lunchroom equipment appropriately
- D. Display appropriate social skills
 - 1. Interact with others appropriately
 - 2. Display an appreciation for the efforts of the cooks
 - 3. Use appropriate table manners

Classroom teachers and/or lunchroom staff will be responsible for holding students responsible for their consequences.

PLAYGROUND EXPECTATIONS

- Be prompt and prepared
 - 1. Be in the proper place on the playground
 - 2. Line up immediately
- A. Respect authority
 - 1. Follow directions of those in charge
 - 2. Treat supervisor with respect
- B. Respect the rights of others
 - 1. Keep hands and feet to yourself
 - 2. Respect the rights of others to the equipment
 - 3. Play in a safe and orderly manner
- C. Respect property
 - 1. Treat equipment with respect
 - 2. Take responsibility for equipment used
- D. Display appropriate social skills
 - 1. Follow the rules of the games
 - 2. Resolve conflicts in an appropriate manner
- F. Display appropriate character
 - 1. Be honest
 - 2. Be fair

Classroom teachers will be responsible for holding students responsible for their consequences. Students that have a written excuse for physical education will not participate at recess.

BUS EXPECTATIONS

1. Dress properly for the weather. Make sure all drawstrings, ties, straps, etc. on all clothing, backpacks and other items, are shortened or removed to lessen the likelihood of them getting caught in bus doors, railings or aisles.
2. Arrive on time at the bus stop and stay away from the street while waiting.
3. Stay away from the bus until it stops completely and the driver signals you to board. Enter in single file without pushing. Always use the handrail.
4. Take a seat right away and remain seated facing forward. Keep your hands, arms, and head inside the bus.
5. Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits. Eating and drinking are not allowed on the bus.
6. Always listen to the driver's instructions. Be courteous to the driver and other students. Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers. Remain seated, keeping your hands, arms, and head inside the bus at all times.
7. Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
8. Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
9. If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
10. Never run back to the bus, even if you dropped or forgot something.
11. Assist in keeping the bus safe and sanitary at all times. No eating is allowed on the bus.
12. Keep books, packages, coats, and all other objects out of the aisle and away from emergency exits.

BUS RELATED CONSEQUENCES

FIRST OFFENSE

Warning, assigned bus seat, detentions and/or Saturday detentions and/or 1-5 day suspension from riding the bus, and/or loss of bus riding privileges for the year, and/or 1-10 day suspension, and/or recommendation for expulsion.

SECOND OFFENSE

Assigned bus seat (not to exceed two weeks) and/or detentions and/or Saturday detentions and/or 1-5 day suspension from riding the bus and/or loss of bus riding privileges for the year and/or 1-10 day suspension, and/or recommendation for expulsion.

THIRD OFFENSE

Saturday detentions and/or 1-10 day suspension from riding the bus, and/or loss of bus riding privileges for the year, and/or 1-10 day suspension, and/or recommendation for expulsion.

FOURTH OFFENSE

10 day suspension from riding the bus, and/or loss of bus riding privileges for the year, and/or 1-10 day suspension, and/or recommendation for expulsion.

FIFTH OFFENSE

Loss of bus riding privileges for the remainder of the year, and/or 1-10 day suspension and/or recommendation for expulsion.

BUS REGULATIONS

Students who live a distance of one and one-half miles from the high school will be transported at no cost. The bus driver has total responsibility for conduct upon the bus. Any student who causes disruptions or vandalizes the bus will be subject to temporary or permanent loss of bus privileges. Improper student conduct on a school bus can directly effect the lives and safety of the other students and the driver.

If a student has to ride a different bus for any reason, a note signed by the parents or legal guardian is required. The note must be presented and approved by the office secretary or principal and then presented to the bus driver when boarding the bus.

COMMON AREAS EXPECTATIONS

The common area expectations are:

- Walk
- Walk on the right hand side
- Keep your hands to yourself
- Keep voice at appropriate level
- Have a reason for being in the common area
- Keep the common area clean

The consequences will be the same as they are for classroom incidents. The teachers will be responsible for holding students accountable for consequences. Teachers and staff will be in the common areas before and after school and in-between classes. To keep track of infractions in the common areas, staff members will use the tickets.

GENERAL BEHAVIOR POLICIES

Sunglasses, Coats, Hats and Book bags

Sunglasses, coats, and hats ARE NOT to be worn during the school day. Coats may be worn if the temperature in the building is low. Book bags are not allowed in classrooms. Hats are to be taken off before entering the building.

Classroom Environment

Students enjoy school more and attain their objectives and goals in a classroom that is attractive, polite, and friendly. Such an environment allows teachers to be effective in providing instruction. It is expected that the general environment may be different in each classroom for many reasons; however, these general rules are to be followed without exception. Students will address their teachers using the appropriate titles, i.e., Mr., Mrs., Ms., Coach, or other appropriate titles, followed by their surname.

Students will address other students using only those names which are acceptable.

Students will demonstrate good manners common to ladies and gentlemen.

Students will aid all school personnel in maintaining a clean and attractive school.

Students whose manners do not meet an acceptable standard will be instructed they are denying other students their right to an environment conducive to learning.

Failure to improve after a conference with the teacher will result in a conference with the principal and teacher.

Care of Property/Theft and Vandalism

The personal items furnished by students are an important element to their success.

Supplies, equipment, and educational materials required at different grade levels and courses will vary. Students breaking and entering at the school or stealing or attempting to steal at the school may be suspended and/or referred for expulsion, and/or referred to the authorities with immediate parental notification. Theft includes stealing from faculty, and school employees or other students. Breaking and entering includes the school building, lockers, locked rooms, or other prohibited areas. Students who by accident destroy or damage school or other students' property will be required to pay for the damages in full. This fee will include all labor costs incurred in the repair and/or replacement. Failure to do so will result in suspension.

Public Display of Affection

Romantic involvement and all outward expressions or displays of affection (including but not limited to kissing, hugging, etc.) are not considered to be in good taste in a public school and will not be permitted.

Gang Activity

Activities known to represent gang culture or gang activities that occur in schools or at any school related function will result in suspension with the probability of expulsion. This would include, but not be limited to, the wearing of gang insignia or satanic cult symbols, “flashing” gang signs, drawing gang symbols, distribution of gang literature, or the use of gang threats. In addition, only those groups that have received the permission of the school board or administration are permitted the use of school facilities for group meetings.

Health and Safety

A safe and healthy school is necessary to protect the rights of each individual to avoid needless pain and discomfort due to illness, or injury, and to avoid a loss of school time. If, in the judgment of the teacher, the student’s unsafe practice is endangering the health and safety of persons in the classroom or activity and demands immediate removal, then the student will be directed to report directly to the principal’s office. Failure to comply with this directive may result at a minimum in a suspension from school for one to three days. A second offense of this type will become a matter before the Board of Education.

Trespassing

Any person found on school grounds or who enters the school building without first obtaining permission through the administrative offices will be asked to leave. Failure to do so will result in police involvement.

CONSEQUENCES FOR NONCOMPLIANCE

When students do not follow class or school rules, they and their parents should expect appropriate disciplinary action to be taken. It should also be noted that school rules apply at all school activities, even when they occur outside the regular school day or away from school activities.

1. Students will earn a variety of consequences depending on the severity of the infractions and number of infractions that the student has committed.

Possible consequences:

- Warnings
- Detentions
- Saturday detentions
- Suspensions
 - In-school isolation
 - Out-of-school suspension
- Recommendation for expulsion.

The following infractions will result in consequences of this nature:

- 1.1 Fighting.
 - 1.2 Intimidation, threats and/or harassment to student, non-students, staff, and/or parents - this is not limited to: A. picking on younger or smaller students; B. sexual, ethnic, or racial slurs; and C. all forms of sexual harassment.
 - 1.3 Insubordination (refusal to obey reasonable established school rules and regulations, or refusal to obey directions or instructions of school personnel).
 - 1.4 Damage to school property.
 - 1.5 Disrespect to school personnel.
 - 1.6 Use of inappropriate, obscene, or abusive language (verbal or written). This includes anything written on clothing or displayed in any manner.
 - 1.7 Non-compliance with the school dress code. This includes wearing clothing that mentions or promotes alcohol, tobacco, drug products or any clothing that is inappropriate in the school setting.
 - 1.8 Forgery (This includes misrepresenting a parent's, legal guardians, or a teacher's signature.)
2. Possession of Alcohol, Drugs* or Drug Paraphernalia or Under the Influence of Alcohol or Drugs*
 - 1st Offense/5-10 day suspension if the student and his parents agree to special counseling at the parent/guardians expense. If the student does not agree to testing and counseling, he/she will be recommended for expulsion. Police will be notified.
 - 2nd Offense/10 day suspension and recommendation for expulsion. Police will be notified.

3. Sale or distribution of Alcohol, Drugs* or Drug Paraphernalia
 - 1st Offense/10 day suspension and recommendation for expulsion. Police will be notified.
 - *The term “drugs” as used here includes illicit, illegal substances or their “look-alikes”. It does not include prescription drugs prescribed by a medical doctor for the student who possesses them.

4. Possession or use of smoking materials (tobacco products, lighter, matches, etc.)
 - Consequences: Saturday detentions/suspensions and/or 1-10 day suspension.
 - *If the student is seventeen (17) years of age or younger, the School Resource Officer/police will be notified for a city ordinance violation on the 2nd offense and any offense thereafter.

5. Possession of school forms (wrongful procurement or possession of a test, test key, etc.)
 - 1st Offense: Saturday detentions and/or 1-3 day suspension and/or zeros on tests and assignments.
 - 2nd Offense: 2-5 day suspension and zeroes on tests and assignments.
 - 3rd Offense: 5-10 day suspension and zeroes on tests and assignments.

6. Cheating/Plagiarism
 - 1st Offense: Detentions and/or Saturday detentions and a zero will be recorded for that test or assignment.
 - 2nd Offense: Saturday detentions and/or 1-2 day suspension and a zero will be recorded for that test or assignment.
 - 3rd Offense: 3-5 day suspension and zeroes will be recorded for all assignments in all classes.

7. Truancy (Absence from school without the knowledge of a parent/guardian; absence from school without valid cause; leaving campus without permission; staying out of class without permission)
 - 1st Offense: Detentions and/or Saturday detentions and/or Saturday suspension AND notification of parent or legal guardian.
 - 2nd Offense: Saturday detentions and/or Saturday suspension AND notification of parent or legal guardian AND conference held with parent or legal guardian.
 - 3rd Offense: Saturday detentions and/or Saturday suspension and/or 1 day in-school isolation AND notification of parent or legal guardian AND notification of Truant Office (Regional Office of Education). An agreement signed by the student, parent or legal guardian, and principal outlining future consequences will be placed in the student's temporary file.

8. False fire alarm, bomb threat, setting a fire, or use of explosives/fireworks
 - 1st Offense: 3-10 day suspension and/or recommendation for expulsion.
 - 2nd Offense: 5-10 day suspension and/or recommendation for expulsion.Police will be notified for each offense.

9. Theft (Police may be notified of any offense)
 - 1st Offense: Saturday detentions, restitution, and/or 1-10 day suspension.
 - 2nd Offense: 3-10 suspension, restitution, and/or recommendation for expulsion.

10. Disruption of school setting (This includes behavior or possession of things that could interfere with the learning process). Examples: water guns, electronic equipment, electronic games, pagers, etc.
 - 1st Offense: Confiscation of items involved. Detentions and/or Saturday detentions and/or 1-10 day suspension.
 - 2nd Offense: Confiscation of items involved. Saturday detentions and/or 1-10 day suspension.

11. Unapproved organizations/Gangs

No organization or group of students or parents will conduct meetings without prior approval of the administration. No organization of students will be approved, which is determined by the administration, to promote disorder, violence. Harassment or racial discord.

No student will be permitted to wear or display any insignia, items of apparel or other evidence of membership in an unapproved organization on school premises.

 - 1st Offense: Saturday detentions and/or 1-10 day suspension and/or recommendation for expulsion.
 - 2nd Offense: 3-10 day suspension and/or recommendation for expulsion.

12. Assault and/or Battery
 - 1st Offense: 5-10 day suspension and/or recommendation for expulsion. Police will be notified.
 - 2nd Offense: 10-day suspension and recommendation for expulsion. Police will be notified.

13. Possession and/or use of weapons*

1st Offense: 5-10 day suspension and recommendation of expulsion.

2nd Offense: 10-day suspension and recommendation for expulsion.

Police will be notified and knives/weapons will be confiscated.

*According to current case law, the term "weapon" means possession, use, control, or transfer of any weapon as defined by Section 921 of Title 18, United States Code, firearm, as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code. 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 "look-alikes" of any weapon as defined in this Section.

14. Disrespect to School Staff

1st Offense: Written apology and loss of recess, assigned cafeteria seat and/or In-School Suspension.

2nd Offense: Written apology and previous and/or Saturday Detention or Suspension

3rd Offense: Written apology and previous and/or Out-of-School Suspension

15. Bullying

1st Offense: loss of recess, assigned cafeteria seat and/or In-School Suspension.

2nd Offense: Previous and/or Saturday Detention or Suspension

3rd Offense: Previous and/or Out-of-School Suspension

16. Violations of Extortion, Unlawful possession of school property, Gambling, Gross misconduct will be handled by assigning Saturday detentions and/or 1-10 day suspension and/or recommendation for expulsion.

THE ADMINISTRATION RESERVES THE RIGHT TO CALL PARENTS/LEGAL GUARDIANS AT HOME OR WORK TO DISCUSS ONGOING BEHAVIORAL PROBLEMS. STUDENT/PARENT/GUARDIAN CONFERENCES MAY BE CALLED TO RESOLVE DISCIPLINE PROBLEMS.

DETENTIONS

Detentions may be used by faculty, staff or administration. This may be done for behavioral or academic reasons.

1. Any student sent from the classroom should expect at least one detention or Saturday detention to be served outside the school day. Office referrals will be issued at the discretion of the school administrator.
 2. Detentions will fall into one of the following categories;
 - A. Teacher supervised detentions
 - B. Academic detentions
 - C. Work detentions
 - D. Saturday detentions
- The administration and/or teacher will decide which category is applicable.

SUSPENSIONS

In-School

Suspensions may be in school or out-of-school. This will be determined by the administration. After a student has accrued a total of three (3) suspensions during one school year, he/she will be counseled on gross misconduct. Any future offense for which a suspension would be appropriate could result in a recommendation for expulsion.

Out-of-School

While a student is suspended from school, he/she will not be allowed to attend any school activity (home or away). Students with out-of-school suspensions will be given the opportunity to make up all work missed. If the student chooses to make up work missed, he/she will receive credit but no points earned (the student's grade will be the same as the day before the suspension began). If the student does not choose to make up the work missed, he/she will receive a zero.

Effect on Extracurricular Participation

Students receiving out of school suspensions totaling 6 or more days will be ineligible to represent Lowpoint-Washburn in any extracurricular activities for the remainder of the school year. Students who receive 2 or more failing grades during a grading period will not be allowed to attend after school activities during the following grading period until the student is passing all classes.

SATURDAY DETENTIONS/SUSPENSIONS

Saturday detentions will be held from 9:00-11:00 a.m. Saturday suspensions will be held from 7:00 a.m. – 11:00 a.m. The following procedures and rules shall be enforced:

1. Students must sign in with the supervising teacher no later than 7:00 a.m. for Saturday suspensions and 9:00 a.m. for Saturday detentions.
2. It is the students' responsibility to bring enough study materials with them to keep them busy for the entire duration of the detention or suspension.
(Magazines are NOT considered study materials.)
3. There will be one ten minute break at 8:50 a.m. for students serving Saturday suspensions. Students may get drinks and use the restroom only during this break.
4. Students MUST leave the building after the detention hall is dismissed. Students must wait for rides outside the building.
5. All school rules will be enforced during the detention hall. No talking, sleeping, or disturbing behavior will be tolerated.
6. If a student should violate the rules of the detention hall in any way, he/she will be removed and considered as skipping the Saturday detention or suspension.
7. Two hours of community service may be substituted for each hour of a Saturday detention by the principal.

SKIPPING SATURDAY DETENTION

Students are responsible for serving Saturday detentions with two Saturdays following the infraction. If a prior commitment has been made, the student must bring in a **written** request from the parent or guardian to serve the Saturday detention on the following Saturday. If an illness or emergency occurs the morning that a Saturday detention is to be served, a parent or guardian must report the absence by phone or in person before 9 a.m. Failure to notify the school will result in the assignment of a Saturday suspension.

SKIPPING SATURDAY SUSPENSION

Students are responsible for serving Saturday suspensions within two Saturdays following the infraction. If a prior commitment has been made, the student must bring in a **written** request from the parent or guardian to serve the Saturday suspension on the following Saturday. If an illness or emergency occurs the morning that a Saturday suspension is to be served, a parent or guardian must report the absence by phone or in person before 7 a.m. Failure to notify the school will result in an unexcused absence from Saturday suspension and result in the following consequences:

1st Infraction – Reassignment of the Saturday suspension and one day out-of-school suspension

2nd Infraction – Reassignment of the Saturday suspension and a one day out-of-school suspension

3rd Infraction – Loss of extracurricular privileges for the remainder of the school year (participation and attendance to events) (this includes, but is not limited to field trips, “fun” class trips, parties, sporting events, etc.)

Academic Information

REPORT CARDS

Report cards will be sent home in special envelopes. Parents need to sign the envelope (a place for comments is provided) and immediately return it to the classroom teacher. The actual report card is for the student and parent. By immediately signing the report card envelope and returning it to the classroom teacher, we will know that the student's progress report has reached the parent. It also provides an additional tool for the parents to communicate back with the school.

The school year is divided into four quarters. Report cards are issued at the end of each nine-week period. These cards should be carefully examined by the parent. The letter grades on the academic achievement form of the report card have the following meaning for students:

Grading scale students in K-2nd

Excellent	100-93
S+	92-85
Satisfactory	84-77
S-	76-70
Needs Improvement	69 and below

Grading scale for student in 3rd – 6th

A+	100
A	99-94
A-	93
B+	92
B	91-86
B-	85
C+	84
C	83-78
C-	77
D+	76
D	75-71
D-	70
F	69 or below

All work must be made up to be promoted. A student will not be promoted with an incomplete. As soon as the incomplete is made up, the student will be permitted to advance to the next grade. Progress reports will be mailed home to the parents of students having difficulties or for special recognition of outstanding work midway through each nine week period.

REPORTING TO PARENTS

School wide conferences are scheduled during the school year between parents and teachers. Individual parent conferences may be scheduled whenever the need arises by the parent, teacher, or principal.

School announcements will be sent home with the students on special occasions and when the need arises. A monthly newsletter mailed to parents will also contain additional school information.

PROMOTION POLICY (BOARD POLICY 6.280)

The criteria for promotion shall be the student's ability to meet district goals and objectives and to perform at the next grade level rather than age or any other social reason not related to academic performance.

RETENTIONS

Mr. Ekena and the classroom teacher will meet with the parents of a student when retention is being considered. Children are placed in levels of reading according to their ability and maturity. Each child is graded within his/her own level in reading, so a passing grade in reading does not necessarily mean that the child is ready for promotion. If you have any questions about a grade, please feel free to call for a conference.

STUDENT RECORDS

All school records pertaining to students are considered confidential. Such confidentiality is for the sole protection of the student and/or his/her parents and can, therefore, be waived only by the student and/or his/her parents and guardian.

Non-custodial parents, by law, are accorded equal access to student records. A written request must be filed yearly with the office and child's teacher to receive copies of report cards, conference requests, etc.

Categories of records include cumulative permanent and temporary data. Cumulative permanent data shall consist of basic identifying information including students' and parents' names and addresses, birth date and place, and gender; academic transcript including grades, grade level achieved, and scores on standardized tests; attendance record; accident reports and health records; and record of release of permanent record information.

Parents have the right to challenge any entry, exclusive of grades, in the school student records on the basis of accuracy, relevance, and/or propriety. Any information deemed inappropriate upon inspection, may be challenged by submitting a written request for hearing to the principal of the attendance center. This request must include notice of the specific entry or entries to be challenged and the basis of the challenge.

HOMEWORK

Students will at times have homework. This work will be of the following nature:

1. Work not completed at school
2. Make-up work
3. Special projects

Parents can play an important role in assisting their child with homework assignments by:

1. Providing a suitable location and atmosphere for study.
2. Providing moral support and encouragement without doing the work for the child.
3. Reminding the child to complete his/her work and to give study time precedence over less important matters.
4. Reminding the child to take the needed materials to school with him at the proper time.

MAKE-UP WORK

Students who are absent from school are expected to make up the work missed. Plans for the make-up work will be determined by the teacher. The privilege of making up work is reserved for unavoidable. Unavoidable absences include illness and funerals.

THE SCHOOL CANNOT BE RESPONSIBLE FOR WORK MISSED BECAUSE OF LATE ENTRANCE OR EXTENDED VACATIONS THAT DO NOT COINCIDE WITH THE REGULAR SCHOOL CALENDAR. The home must cooperate by availing itself of the privileges that are here if the child attends school according to the regular school schedule. Missed school work has to be completed during the regular school term.

INCENTIVE PROGRAMS

Honor Roll

High Honor Roll = All A's

Honor Roll = As & Bs

The nine week Honor Roll incentives will be decided by Building Administrator.

Accelerated Reader

At Lowpoint Washburn Grade School and Middle School students do a computerized reading enrichment program for 1-6 graders. This is an individualized program that allows each student to move at his or her own pace and level of ability. The goal is to have children read more and to select better books. As a result, your child will become a better reader and a better student.

Implementation of the program is as follows: your child chooses a book from a list of carefully selected children's books. All of the books are located at the school library. Each book has been evaluated as to reading level and strength. Based on these two factors each book is assigned a point value i.e. 1 point, 3 points, etc. After reading the books, your child goes to the computer here at school to take a test.

	<u>1st Grade</u>	<u>2nd Grade</u>	<u>3rd Grade</u>	<u>M.S.</u>
Honor Reading Club	75	100	100	-
Principal Luncheon	100	150	150	300
LW Plaque Club	-	-	-	500

Middle School 100 Points – students may buy from the snack bar and soda machine one time a week for remainder of the year

Individual Student Goals for Each Grading Period

Accelerated Reader Certificates Awarded to 1st & 2nd Grade Students for 50 points, 100 points, and 250 points. 3rd Grade Students are awarded Certificates for 100 points and 250 points. 4th - 6th Grade Students are awarded certificates for 250 points and 500 points.

All Read-Up books are listed at www.renlearn.com on the internet. Select Quiz Store. Type in the title of the book you are looking for. Select the button "Go" or press enter. If the book is one for which AR has made a test, it will appear on the screen. To find out the AR reading level and points, double click on the title of the book. If AR has no test for the book, a screen will say "no matches found". The school web site will have a list of all AR books in the district.

End of the Year Picnic - In order to participate at the end of the year party, a student cannot receive an in-school isolation, out-of-school suspension, Saturday suspension or 8 or more referrals during the school year. A student cannot accumulate more than 12 tardies and/or 12 absences during the school year.

The principal and/or teacher will review each students file and could possibly be waived for improved performance during the year that would allow a student to participate.

ISAT Reward

The Illinois State Achievement Test is administered in grades third through sixth grade. The test is comprised of three categories reading, mathematics and writing. The three testing categories measure a student's academic performance utilizing three categories: exceeds standards, meets standards, and below standards. Rewards will be distributed as follows:

Meets Standards in reading and math	Pop and popcorn		
Exceeds in either reading or math	Pop and popcorn	Snack Bar every Wednesday	
Exceed in both reading and math	Pop and Popcorn	Snack Bar every Wednesday	Pizza at Sicily

- Students that meet in reading and math will be invited to a popcorn party once a year in the fall semester.
- Students that exceed in reading or math may buy from the snack bar and soda machine one time a week for the school year.
- Students that exceed in both reading and math may go to a luncheon at Sicily's in September.

RESPONSE TO INTERVENTION - RTI

Lowpoint-Washburn School District is participating in the Response to Intervention model to assist students in making adequate yearly progress toward the state standards which will enable them to succeed in a changing world. Students considered at risk through assessment and progress monitoring will be required to participate in intervention strategies that focus on Reading, Math, and Behavior. Parents will be contacted as students reach a level needing interventions.

ROOM VOLUNTEERS

Room Volunteers who wish to volunteer to be room volunteers should contact the classroom teacher at the beginning of the school year. Working adults and those not able to be room volunteers are asked to help provide treats and other items needed by the Parent Volunteers

Food Program

CAFETERIA

The cafeteria is operated for the student's convenience. In order to use it to the best advantage, the following regulations are necessary.

Lunch tickets are to be purchased from the school secretary. K-6 students money should be brought in an envelope with the student's name and purpose of the money. Tickets will be sold from 7:50 to 8:00 a.m. for all grades. Lunch tickets will be sold in the office. There will be no lunch tickets sold at noon or after class has commenced. Lunch tickets are sold as a group of 5. A lunch ticket may be charged only in an emergency. It must be paid the following day. Children need to be taught responsibility at an early age and the proper handling of lunch fees is a good place to start.

When purchasing a school lunch, milk is a required part of the lunch. However, if a student has a severe allergy to milk (not just a dislike for milk) a juice (if available) may be purchased at lunch for an additional price if a doctor request is on file with the school.

Milk will be sold on a semester or daily basis for morning milk breaks.

BREAKFAST PROGRAM

The Breakfast Program is offered to students in Kindergarten through 3rd Grade at the Elementary School.

LUNCH SCHEDULE

10:55-11:35	Kindergarten	
11:25-12:05	First	
11:50-12:30	Second	
12:15-12:55	Third	<u>Grade School</u>
12:35-1:10	Fourth	Middle School
12:38-1:13	Fifth	
12:40-1:15	Sixth	

School Lunch cost - \$2.00

Milk cost - \$0.30

Breakfast Cost – \$1.25

General Information

BAND INFORMATION

Students in grades 5 - 6 are eligible to participate in the school band program. The band instructor will notify parents about details of the program.

BICYCLES

Bicycles should be parked on the west side of the Junior High Building. Bicycles are to be walked on and off of the school grounds. They are not to be moved from the area during the school day. Do not ride another student's bicycle. Bicycles are not to be left in the area overnight because of the danger of damage or theft. Bike locks are recommended. Bicycles at the Grade School are to be parked in the bike rack.

CELL PHONES

Cell phones are a disruption to the school setting. Cell phones should be powered off and not be carried by a student during the school day.

1. First violation is confiscation of the phone for the remainder of the day.
2. Second violation a parent conference is required to return the phone.
3. After a third violation the student's phone will be returned at the end of the school year.

DRESS AND GROOMING

Dress and grooming are important and what a student wears to school has a direct relationship to the learning atmosphere in school. A neat, well groomed student makes everyone proud of his/her school. We feel that proper student dress and grooming is basically a responsibility of the student and his/her parents.

Some guidelines include, but are not limited to:

- Shorts are acceptable dress. Discretion on the length of the shorts will be made by the teacher or principal. No flip flops for K-3 grade students. Shoes must have a strap for K-3 grade students.
- Clothing must not have advertising or inscriptions about alcohol, tobacco, drugs, or are suggestive or derogatory in nature. Clothing with messages that are insulting or negative are not permissible. Imitation tattoos and drawings on the body are distractions to the learning atmosphere and will not be allowed.

As a guide to parents and students, the following would be examples of improper dress: see through clothing, bare midriffs, tank tops, spaghetti straps and pajamas. Straps on shirts must be three fingers wide and both shoulders need to be covered.

Students who do not follow the dress code will have the opportunity to change into appropriate clothing that is immediately accessible. Students will not be allowed to call home for appropriate clothing. If they do not have appropriate clothing of their own at school, they will be given a P.E. shirt or shorts to wear for the remainder of the day.

The principal will have discretion over what constitutes appropriate appearance in the school and at all school functions.

FIELD TRIPS

Classes may take field trips during the school year. These field trips are viewed by the school as a privilege. Students who have displayed conduct during the school year which would indicate their inability for proper control may not be allowed to participate in field trips if the principal and teacher agree that they are a high risk. **In order to participate in field trips, a student may not be allowed to go if they receive an out-of-school suspension, eight or more referrals, or twelve or more tardies/absences.** Should a student not be allowed to participate in the field trip, an alternate educational plan will be put in place for that specified field trip date. Teachers schedule field trips to broaden the academic learning of our students. In an effort to keep costs to a minimum, teachers are encouraged to schedule field trips that are no-cost or that have a small monetary cost associated with them. Students and families will be notified of these expenditures well in advance of the field trip(s). Children other than those who are members of the class group scheduled for the field trip are NOT allowed to attend. Teachers will ask parents to serve as assistants on field trips. The number of parents allowed is limited, only parents invited are allowed to attend. A parent who unexpectedly arrives to an event will pay the full cost of the event being attended. Finally, a signed permission slip will need to be turned in order for the student to attend.

GIFT EXCHANGE

Students may have a gift exchange at Christmas. Kindergarten through third grade gift exchange may not exceed gift limits of \$2.00. Students may be exempt from a gift exchange if their parents so desire. Ordering a book from Troll, Scholastic, or Trumpet makes a great gift.

GYM SHOES

Students need a pair of gym shoes to be worn ONLY in the gymnasium. Students will NOT be allowed to play in the gymnasium without gym shoes.

LIBRARY MATERIALS

The purpose of our school learning center is to provide teachers and students with materials and services to meet the needs of the school program and to stimulate and guide the students in their attaining correct reading habits. In order to have a library program that functions effectively, a few simple rules must be followed:

1. Books will be checked out to students for one week in grades K-3 and for two weeks for grades 4-6. They may be renewed as needed.
2. Encyclopedias in the libraries may not be checked out except for older sets which may be taken home overnight.
3. Magazines are not to leave the school.
4. If a book is lost by either a student, parent/guardian, or faculty member the book must be replaced with the exact same book.
5. When in the library, be considerate of others, and keep the noise to a minimum. This is true especially when working with another individual or in a group.

LOST AND DAMAGED BOOKS

If a student loses a school-owned book, he/she will have to pay the replacement price of the book. If a student damages a book by abuse or neglect, he/she will be assessed a fine which may vary in an amount proportionate with the extent of damage. If the fine is not paid by the end of the school year, the student's report card will be held until the fine is paid.

LOCKERS

Each student in grades K-6 will be issued a locker for his/her books and personal belongings. Lockers and their contents are considered the personal property of those students to whom they are assigned.

Students are not to place stickers or other permanent marks on the lockers. Students shall care for the locker, keeping the locker clean. Students are not to share their locker combination with other students. The administration will be responsible for periodically checking all locker interiors to determine if the lockers are being properly used. The administration may assign this task to a homeroom teacher.

LOST AND FOUND

A lost and found box will be maintained in the school office. If your child loses or finds an article, he/she should report it to the office.

PARTIES

School parties are supervised by volunteer room volunteers with the exception of the Christmas party which is given by the classroom teacher. Each K-3 student is to furnish \$2.00 to cover the cost of refreshments and prizes for games. This amount may be given to the students classroom teacher sometime during the first week of school.

We also celebrate, in a small way, each child's birthday. You may wish to send a treat for your child's birthday, but there is no need to be elaborate. **The Illinois Department of Public Health states that no food prepared at home can be served at school. Please do not send party invitations to school.**

Holiday parties are held on the day of the holiday unless the holiday falls on a Saturday or Sunday, then the party will be held on the Friday just prior to the holiday. In the event of inclement weather, parties will not be rescheduled.

- **Fall Celebration**
- **Christmas**
- **Valentine's**
- **Last day of school**

****Birthday invitations are not allowed to be distributed at school or on school premises****

RECREATIONAL ITEMS

Recreational items including, but not limited to, skateboards, roller blades, and "wheeled" devices, Frisbees, hard league balls, playing cards, trading cards, games, and audio or visual players not assigned for classroom use by a teacher, interfere with the educational process and are not permitted in school or on school grounds or property at any time.

Special circumstances, such as a field trip, may involve special circumstances that allow for students to bring these items to school.

Consequences for Disruption of School Setting –

1st Offense – Confiscation of items involved. Parents may see the principal to pick up items.

2nd Offense – Same as the 1st offense and in-school isolation

TELEPHONE CALLS

All calls made by students must be made before school, during noon time, or after school. The only exception to this is in the case of illness.

Students and teachers will not be taken from their class to answer the telephone unless it is in a case of emergency. Perhaps if the party who is calling would leave a message, it would be better for the student, and the teacher's class wouldn't be without supervision.

VISITING THE CLASSROOM

The school has a responsibility to ascertain the reasons for all visitors' presence on school grounds. Also, no matter how well intentional, unexpected visits typically affect the school climate and the learning process.

It is recommended that parents who wish to visit a classroom notify Mr. Ekena prior to coming to school. Visits are discouraged during the first nine weeks of school when teachers are establishing the classroom climate.

Parents are requested to make appointments to meet with teachers rather than simply coming to school and expect the teacher to drop what they are doing for a conference.

ALL VISITORS TO THE SCHOOL (INCLUDING PARENTS/GUARDIANS) MUST FIRST CHECK IN THE OFFICE.

Health and Safety

MEDICATION

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

HEALTH AND INSURANCE

-School physicals and mandated immunizations will be required before the student can attend in the fall. Transfer students have 30 days to get required physicals and immunizations before being excluded from school. Religious objections to this ruling may be made in writing to the school by the parent or legal guardian of the child and must be certified by the parents' minister or spiritual leader.

-School accident insurance is made available to all pupils enrolled. The purchase of such insurance is at the discretion of the parents.

-It is the responsibility of the student to report to the teacher or the coach in charge at the time of the accident. Please have the names of any witnesses. A report of the accident must be filed with the insurance agent before 20 days have expired from the time of the accident of injury.

-The personnel in the principal's office will make our accident reports for accidents that happen in the halls, on the way to school, or when the students are not under direct supervision of other school personnel.

-Any medication for students during the school day must be first brought to the attention of the school secretary and then the classroom teacher.

-Sixth grade students wishing to participate in extra-curricular activities must have a physical examination prior to practicing.

MEDICAID

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided for students are partially reimbursable. Unless a person objects in writing, LW/WCSEA will claim Medicaid/KidCare reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future.

HEALTH REQUIREMENTS FOR PRE K – 12TH GRADE

PHYSICAL EXAMINATION

Children must receive a physical examination:

- 1) Prior to entering Illinois Schools for the first time
- 2) Prior to Kindergarten
- 3) Prior to 6th grade
- 4) Prior to 9th grade

The examinations must be completed by a MD, DO, Nurse Practitioner, or Physicians Assistant and must be recorded on an Illinois School Physical form. Physicals of transfer students may be accepted on another form if the information is comparable to that required on the Illinois form and if the physical has been completed within the last year. The IHSA Pre-participation Examination (sports physical) form **is not** acceptable as the school physical.

THE LAW REQUIRES US TO EXCLUDE ALL STUDENTS WHO DO NOT MEET THIS HEALTH EXAMINATION REQUIREMENT. (77 Ill. Adm. Code 665)

2011-2012 IMMUNIZATION REQUIREMENTS

All students must present proof of having received immunizations in accordance with the law and the rules and regulations of the Illinois Department of Public Health. Proof of immunization must be presented to school authorities by the child’s parent or legal guardian prior to or upon entrance to the school. **THE LAW REQUIRES US TO EXCLUDE ALL STUDENTS WHO DO NOT MEET THE IMMUNIZATION REQUIREMENTS.** (77 Ill. Adm. Code 665)

Entering an Early Childhood Program	Entering Kindergarten – 12th Grade
Polio: 3 or more doses	Polio: 3 or more doses with the last dose received on/after the 4 th birthday
DTP/DTaP/Td: 4 or more doses	DTP/DTaP/Td: 4 or more doses with the last dose received on/after the 4 th birthday. A Td booster is required 10 years after last dose (usually in 9 th grade)
Measles: 1 dose on/after the 1 st birthday	Measles: 2 doses – 1 st dose must be on/after 1 st birthday
Rubella: 1 dose on/after the 1 st birthday	Rubella: 1 dose on/after 1 st birthday
Mumps: 1 dose on/after the 1 st birthday	Mumps: 1 dose on/after 1 st birthday
Hepatitis B: 3 doses	Hepatitis B: 3 doses (Grades 5-12)
Hib: primary series or 1 dose @ 15 months or older	Hib: Not required for K-12
Varicella(Chickenpox): 1 dose on/after 1 st birthday or disease	Varicella(Chickenpox): 1 dose on/after 1 st birthday or disease (Grades K-7)

(77 Ill. Adm. Code 665-240)

Immunizations can be obtained from your physician or the Woodford County Health Department, (309) 467-3064. Walk-in hours are every Wednesday, 7:30am-11:30am and 1:00pm-3:30pm. You may also call for an appointment.

SCREENING FOR LEAD POISONING

Screen for lead poisoning is required to have been done at least once between the ages of six months and six years of age. Children who have attended state approved licensed day care centers or preschools, including school district programs, have already been screened as a requirement to attend. Screening for lead poisoning for children six years of age and older will be at the discretion of the child’s health care provider. Lead poisoning screening is available from your doctor and can be done at the time of the physical examination. **THIS IS A REQUIREMENT OF THE LEAD POISONING PREVENTION ACT(410 ILCS 450) AND PUBLIC ACT 093-0104.**

DENTAL EXAMINATIONS

Children must receive a dental examination:

Before May 15th of the school year for children in

- 1) Kindergarten**
- 2) Second Grade**
- 3) Sixth Grade**

The examination must be completed by a licensed dentist and recorded on the State Dental Form. Dental examinations that have been completed after November 15, 2010, will be accepted for the 2011-2012 school year. Please make an appointment with your family dentist. For those who do not have insurance or are on Medicaid, call the Woodford County Health Department, **(309) 467-3064** for referral. *(77 Ill. Adm. Code 665-410)*

VISION EXAMINATIONS

Children enrolling in kindergarten and children enrolling in a public, private, or parochial school in Illinois for the first time must receive an eye exam before October 15th of the school year. The examination must be completed by a physician licensed to practice medicine in all of its branches or a licensed optometrist and recorded on the State Vision Form. The vision exam must be performed within the previous year. This is a requirement of Public Act 095-0671.

MEDICAL HISTORY

At the time of registration, the parent or legal guardian will be asked to complete pertinent medical history information on the Emergency Procedure Card. Additional information may be required dependent on the medical history.

ADMINISTRATION OF MEDICATIONS AT SCHOOL

Whenever possible, medication should be given to students at home. However, if students must take medication at school, the following district policy must be followed:

1. Prior to prescription or non-prescription medication being administered to any student in the district, an authorization for administration of medication form must be completed in detail. This is necessary to comply with the guidelines of the Illinois State Board of Education and the Illinois Department of Public Health.
2. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician including the name of the medication and the dosage. If there is any change in a student's dosage, a new authorization form will be required. Parents must notify the school when medication is discontinued.
3. Non-prescription medication must be brought to school in the original container along with a completed medication authorization form. The authorization form must be signed by the parent. **Tylenol, other non-prescription medications, inhalers (Public Act 096-1460) will not be administered at school without proper written authorization.**
4. Medication will be dispensed only by the school health nurse or authorized school personnel. Students are not to carry medication on their persons or keep in lockers for themselves or other students.
5. All medications must be stored in a locked cabinet.

In order to promote optimal safety, medication must be delivered to the school health nurse, secretary, or the principal by an adult. **IT SHOULD NOT BE SENT TO SCHOOL WITH A STUDENT.**

MANDATORY HEALTH REQUIREMENTS QUICK GUIDE

PRESCHOOL

- Physical (health history must be filled out and signed by parent/guardian on the back of the physical)
- Required Immunizations
Above must be done before start of school or cannot start

KINDERGARTEN

- Physical (health history must be filled out and signed by a parent/guardian on back of physical)
- Required Immunizations
Above must be done before start of school or cannot start
- Dental Exam-can be done anytime after 11/15/10
- Eye Exam-must be performed by an optometrist before 10/15/10 (Hearing and Vision at School does not count)

SECOND GRADE

- Dental Exam-can be done anytime after 11/15/10

SIXTH GRADE

- Physical (health history must be filled out and signed by a parent/guardian on back of physical)
- Required Immunizations
Above must be done before start of school or cannot start
- Dental Exam-can be done anytime after 11/15/10

NINTH GRADE

- Physical (health history must be filled out and signed by a parent/guardian on back of physical)
- Required Immunizations
Above must be done before start of school or cannot start

FIRE DRILLS AND STORM WARNINGS

Fire drills and storm warning drills will be conducted periodically to ensure that students know the proper procedure to follow. Students will not be dismissed if severe storm warnings are issued. It is our feeling that the students are safer at school than they would be going home. Students may be released to the parents if you call the school.

LEAVING SCHOOL PREMISES

All students, unless under specific supervision, should be out of the building by 3:10 p.m.

Students wishing to leave the school premises during school time must bring a note from home, and check out at the office.

For Grades Kindergarten through 3rd, bus riders are dismissed at 2:55 p.m. and town students are dismissed at 3:00 p.m. Students in grades 4-6 are dismissed at 3:07 p.m.

WEATHER CONDITIONS

In case of inclement weather and there is doubt about having school, please listen to the following radio or television stations: WMBD AM - 1470, WWCT - 105.7, Mixed 93-93.3, WIRL AM-1290, WRED-FM-107, WFYR-97.3 and WCRI-FM-98.5. During inclement weather, School Reach will generate an automatic message notifying you of school cancelation

On some occasions school is dismissed early because of snow or excessive heat. It is impossible to contact all parents when this event occurs. If both parents work and no one will be at home, please inform your child in advance of an alternative home to which they may go.

WEATHER AND DRESS FOR RECESS

Students will not go outside for recess if it is raining, sleeting, or if the wind chill factor is 15 degrees or less. It is the parent's responsibility to see that their children are adequately dressed for the weather conditions.

Regulations and Policies

STUDENT AND SCHOOL RIGHTS

Religious Beliefs

Each student has the right to hold religious beliefs free from harassment by anyone in the school. Students are to respect the religious beliefs of others by avoiding derogatory comments.

Search and Seizure

The board recognizes its responsibility to maintain order and security in the schools. Accordingly, school authorities are authorized to conduct searches of students and their personal effects, as well as the property of the district, in accordance with this policy. Any and all means may be utilized in assisting the school district in search and seizure procedures, if necessary, to include, but not limited to, police agencies and police dogs. The school district will not be responsible for any damage incurred by these animals.

Students and Their Personal Effects

School authorities (certified employees and administrators) may search a student and/or the student's personal effects (i.e. purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating either the law or the rules of the school. The search itself must be conducted in a manner which is reasonable, related to the objectives of the search, and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows: outside of view of others, including students; in the presence of a school administrator or adult witness; and by a certified employee or administrator of the same sex.

School Property

School property, including but not limited to desks and lockers, is owned and controlled by the district and the district may make reasonable regulations regarding its use. School authorities are authorized to conduct area-wide, general administrative inspections of school property (i.e. searches of all student lockers) as a means of protecting the health, safety, or welfare of the district, its employees, and students, without notice to or consent of the student and without a search warrant. In all other cases, school authorities may search such school property when there are reasonable grounds to suspect that the search will produce evidence that a student has violated either the law or the district's rules.

Seizure of Property

If a search conducted in accordance with this policy produced evidence that the student has violated or is violating either the law or the district's rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. If appropriate, such evidence may be transferred to law enforcement authorities.

LOWPOINT-WASHBURN UNIT 21

ADMINISTRATIVE PROCEDURES

Student grievance procedures for sex equity (Title IX), disabilities (Section 504), and minorities (Title VI):

1. Anyone wishing to present an allegation of sex equity, disability, and /or minority discrimination shall contact the district coordinator (superintendent) for nondiscrimination.
2. Within seven calendar days of inquiry, the coordinator shall send a copy of the district's student grievance procedure to the inquiring individual(s).
3. Upon receipt of a written grievance, the coordinator shall investigate the nature and validity of the grievance with the involvement of district personnel responsible for the program or activity cited by the grievant and others as necessary and appropriate. The coordinator may seek advice from related state agencies and/or legal counsel.
4. Within thirty calendar days of receiving the grievance, the coordinator shall render a written decision. Included with the decision will be a reminder of steps for further appeal. Copies of the written decision shall go to the complainant, the staff person responsible for the program or activity cited, specific individual charged (if any) and the superintendent.
5. If either the complainant or the party charged is not satisfied with the decision rendered by the coordinator, the decision may be appealed within fifteen calendar days by the school board by submitting a written request for hearing before the board, addressed to the office of the superintendent. Copies of the grievance and the coordinator's decision shall be forwarded by the superintendent to the school board. The school board shall review all of the aforementioned documents at its next regularly scheduled meeting and shall render its written decision within sixty calendar days of the date on which the grievance was heard.
6. If either the grievant or the party charged is dissatisfied with the school board's decision, appeal may be made first to the superintendent of the educational service region and finally, to the state superintendent of schools. Appeals outside the district should be made in a timely fashion. The coordinator shall be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and the appeal decisions.

SEXUAL HARASSMENT POLICY

Lowpoint-Washburn Junior/Senior High School believes that a school environment where sexual harassment is tolerated fosters disrespect, interferes with an individual's work-school performance, and creates an intimidating, hostile, or offensive working environment

PROCEDURES

1. Any student who believes that he or she has been sexually harassed should immediately report the matter to his or her teacher or guidance counselor. If that person is unavailable or the student believes it would be inappropriate to contact his/her teacher or guidance counselor, the student should immediately contact the building administrator.
2. The guidance counselor/teacher who becomes aware of any possible sexual harassment of a student should immediately advise the building administrator who will contact the Superintendent or designated district office administrator to obtain appropriate guidance for the investigation.
3. The building administrator shall be responsible for prompt action to clarify the complaint and conduct an investigation to determine the extent and specifics of the harassment including a conference with the alleged offender. If the investigation cannot be completed within 30 days of the complaint, the administrator shall refer the complaint to the superintendent.
4. The alleged offender will receive a formal written notification of the charges, summary of the investigation, and statement of the disciplinary action to be taken.
5. In the case of serious sexual misconduct, the Superintendent of Schools will be notified in accordance with District discipline code. The building administrator will prepare for the Superintendent of Schools a full report of the charge of sexual harassment and the recommended disciplinary action for the alleged offender. When the investigation indicates that sexual abuse or criminal sexual activity may have occurred, Division of Family Services or legal authorities will be notified.
6. The complainant will receive a formal written summary of the investigation and the protective action taken by the school district on his/her behalf.

For pupils in Kindergarten through 8th grade: A 5-day notice to parents will be given prior to offering any classes or counsel in recognizing and avoiding sexual abuse.

STUDENT GRIEVANCE PROCEDURE

Grievance -- A grievance is a difference of opinion raised by a student or a group of students involving (1) the meaning, interpretation, or application of established policies, (2) difference of treatment, or (3) application of the legal requirements of civil rights legislation.

Grievant -- Any student or group of students submitting a grievance in their own behalf.

Day -- Refers to calendar days.

DUE PROCESS

Right to Representation -- A grievant(s) may choose to be represented by an attorney or other persons of their choosing, such as a relative or advocate. Issues of ordinary school operation should, however, be resolved as informally as possible.

Right to Present Witnesses and Evidence -- Grievant(s) shall be allowed to present the grievance with relevant evidence and pertinent witnesses. Both parties shall have the opportunity for hearing and questioning the witnesses.

Time Limits -- All participants shall adhere to the time limits prescribed for each level. Failure by the administration at any step of the procedure to communicate the decision on the grievance within the specified time limit shall permit the grievant(s) to proceed to the next step. Failure on the part of the grievant(s) to appeal the decision to the next step within the specified time limits shall be deemed to be an acceptance of the decision rendered at that step.

Right to Information -- Unless state laws and right-to -privacy laws are violated, all relevant records with names identifying information must be made available to the grievant(s) for use as evidence in the grievance issue.

Privacy -- During the grievance procedure, except Step V, the grievant(s) shall have the right to designate whether the procedure and meetings will be confidential, including names and related information.

Reprisals/Retaliation -- Participants in a grievance submitted in this district shall not be subject to reprisals, retaliation, or different treatment because of such participation. Participation shall not be recorded in the student(s) file(s) or used to affect equal opportunity for access and equity in educational programs and services.

Each step of authority shall acknowledge in writing the date or receipt of the written grievance with the statement that the issue will be considered promptly. If the issue is of the type that would require a decision from high authority, the facts surrounding the grievance should be compiled in writing and submitted to the proper level of authority, operating through the proper channels. All levels of authority shall give immediate attention to the grievance issue, being aware of specific timelines. Copies of written answers to the grievant(s) shall be submitted to the superintendent and/or building principal/dean. The response shall contain a summary of the evidence determined, the conclusion(s) reached with reasons and shall be delivered to each grievant(s). If hand delivery with receipt cannot be made, registered mail will be used.

NO CHILD LEFT BEHIND ACT

NOTICES TO PARENTS REQUIRED BY THE NO CHILD LEFT BEHIND ACT OF 2001

The Lowpoint-Washburn Elementary School (Grades K-6) is a school that receives Federal Title 1 money. Parents may make a written request for information regarding the professional qualifications of their student(s) teachers and any paraprofessionals that provide services to their student(s). The District will provide the following information if requested: 1)Whether the teacher(s) meet state qualifications and licensing criteria for the grade level and subjects taught. 2)Whether the teacher(s) is teaching under emergency or other provisional status. 3)The teacher(s) baccalaureate degree major and any other graduate certifications or degrees. 4)Whether paraprofessionals provide services to the student and, if so, their qualifications. The Board of Education has adopted policies and continues to use policies regarding student privacy and parental access to information (copies of those policies are available upon written request).

District #21 has a parental involvement policy that provides opportunities for all parents to provide input and discuss school issues with appropriate staff or administration. Feedback from parents is encouraged. An annual meeting is held with Title 1 parents to go over the program its effectiveness and gain feedback. The K-6 elementary school has a school improvement team, which includes parent and community representatives that meets at least twice a year to work toward improving the academic quality of the school including ways for parents, school staff and students to share the responsibility for improvement of academic achievement. Parent/Teacher conferences are held twice a year to help parents understand the school/parent compact as it relates to student achievement. Opportunities are also available for parents to volunteer and participate in their child's class, and observation of classroom activities.

PARENTAL INVOLVEMENT

In order to assure collaborative relationships between students' families and the Board of Education and District personnel, and to enable parent(s)/guardian(s) to become active partners in education, the Superintendent shall develop and implement administrative procedures to:

1. Keep parent(s)/guardian(s) thoroughly informed about their child's school and education.
2. Encourage involvement in their child's school and education.
3. Establish effective two-way communication between al families and the Board of Education and District personnel.
4. Seek the advice of parent(s)/guardian(s) on school governance issues and methods to fulfill the District's educational mission.
5. Inform parent(s)/guardian(s) on how they can assist in their children's learning.

The Superintendent shall periodically report to the board on the implementation of this policy.

SEX OFFENDERS ON SCHOOL PROPERTY

It shall be the policy of the Lowpoint-Washburn Unit School District No. 21 that any person who is a child sex offender within the meaning of Section 11-9.3 of the Criminal Code of Illinois, 720ILCS 5/11-9.3, shall be prohibited from being present in any school building, on any real property comprising any school in the School District, loitering on a public way within 500 feet of school property when persons under the age of 18 are present, or in any conveyance owned, leased or contracted by the School District to transport students to or from the school or a school related activity when persons under the age of 18 are present in the building, on the grounds, or in the conveyance, unless the offender:

1. is a parent or guardian of a student present in the building, on the grounds, or in conveyance; or
2. has permission to be present from the Superintendent, Building Principal, or the Board of Education.

At any time a person who is required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act, 730 ILCD 150/1, *et seq.*, enters onto school property, he or she must first come to the appropriate Building Office or the Unit Office and identify himself or herself as such to the Principal or Superintendent. While on school property, the offender shall be escorted by a school representative or shall stay in a designated area as determined by the Principal or Superintendent. No such person shall be permitted to be present in a classroom or in a conveyance where students other than his or her own child or children are present.

If a child sex offender violated this policy, school officials shall immediately contact law enforcement.

INTERNET POLICY

The Internet is an electronic highway connecting thousands of computers worldwide and millions of individual subscribers. With access to computers and people all over the world comes the availability of material that may not be considered to be of educational value in the context of the school setting. The smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided so that you are aware of the network resources. A violation of any of these provisions will cause termination of your privileges to access the Internet. Your signature on the contract page is legally binding and indicates that you have read the terms and conditions carefully and understand the significance.

Terms and Conditions:

1. Internet supports research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of the Internet must be in support of education and research, and consistent with the educational objectives of Lowpoint Washburn C.U.S.D #21. Transmission of any material in violation of a United States or state regulation is prohibited. This includes but is not limited to: copyrighted material, threatening or obscene material, or material protected by the trade secret. Use for commercial activity by for-profit institutions is generally not acceptable. Use for product advertisement or political lobbying is also prohibited. Illegal activities are strictly prohibited.
2. The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Based upon the acceptable use guidelines outlined in this document, the system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may terminate access at any time as required.
3. You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Abusive message to others will not be tolerated.
 - b. Use appropriate language
 - c. Do not reveal the addresses or phone numbers of any individual
 - d. Your use of the Internet should not disrupt the use of the network by other users (downloading large files, listening to music via the Internet)
 - e. All communications and information accessible via the network should not be considered private. People who operate the system do have access to all files, including e-mail. Messages relating to or in support of illegal activities will be reported to the authorities.
4. Security on any computer system is a high priority. If you feel you can identify a security problem on the network, you must notify a system administrator. Do not demonstrate the problem to other users. Attempts to login as any other user will result in cancellation of user privileges.
5. Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy another user's data, network, or Internet.
6. All terms and conditions as stated in this document are applicable to Lowpoint Washburn C.U.S.D. #21. These terms and conditions reflect the entire agreement of the parties and supersede all oral or written agreements and understanding of the parties. These terms and conditions shall be governed and interpreted in accordance with the laws of the United States of America and the State of Illinois.

INTERNET/PHOTOGRAPHY/NAME POLICY

Each school year classroom teachers are encouraged by district administration to incorporate school related activities on their classroom website. Several teachers take advantage of this technological means and use it a key component to keep students and parents informed. Additionally, the classroom websites may contain articles, lesson plans, and daily assignments. In the event that a teacher posts a photograph of a student, only the student's first name will be used. No other identifiers will be used. Understand that once a photo is posted to our district's website, the image can be downloaded by any computer user with access to the internet. Therefore, by signing the handbook acknowledgement form, you are granting permission to post school related photos on the district website. Additionally, you are agreeing to indemnify any claims to the following parties: All employees of Lowpoint Washburn C.U.S.D #21, Washburn, IL, The Lowpoint Washburn School Board, and the State of Illinois. If you do not agree to these terms, an additional form of non-compliance will be provided to you at your request.

Extra-Curricular Participation

ATHLETIC CODE

Mission Statement

It is the purpose of the Lowpoint-Washburn Junior/Senior High School staff to build standards with ethical relations and high principles prevailing in the conduct of participants, coaches, sponsors, and spectators. The philosophy of Lowpoint-Washburn Junior/Senior High School is that competitors should abide by training rules for the entire calendar year. Therefore, this policy is in effect throughout a student's career. Disciplinary consequences for violations when a student is "out of season" or during the summer will be levied in the student's next period of competition. This code includes all co-curricular girls' and boys' athletic events, cheerleading, and extra-curricular activities.

Extra-Curricular Code Policy

A copy of the extra-curricular code will be sent home for the students and parents or legal guardian to read and sign. The code voucher will be returned to the school and placed on file for the year.

Extra-Curricular Activities

The following activities are offered to all Lowpoint-Washburn students for extra-curricular participation according to grade level and individual activity requirements and cooperative agreements:

Junior High – Student Council, Scholastic Bowl, Speech, Basketball (boys/girls), Track (boys/girls), Baseball, Softball, Volleyball, and Cheerleading.

JUNIOR HIGH COACHING STAFF

Athletic Director	Bryce Spangler
Softball	Scott Sauder
Baseball	Bryce Spangler
Girls Basketball	T.B.A
Boys Basketball	Tony Davis
Cheerleading	Beth Eilts
Volleyball	Carrie Damerell
Girl's Track	T.B.A
Boy's Track	T.B.A
Scholastic Bowl	Jan Beltramea
Speech	Maureen Severinsen & Kim Sullivan

CONDUCT

All students participating in an extra-curricular event are expected to conduct themselves appropriately, with good taste, and high standards. Competitors are the most visible representation of the community of Lowpoint-Washburn, and will be judged by others by their conduct more than their play. Students are expected to be polite and courteous to everyone, and to behave in such a manner to make the people of Lowpoint-Washburn proud. If a competitor commits a misconduct during a sports event or practice, he or she will be written a referral by the supervising coach or administrator and will immediately cease participation until the matter has been resolved by the administration.

ATTITUDE

To succeed, one must have the proper attitude toward practice, games, coaches, and team members. Students should be enthusiastic, hard working, cooperative, and respectful of others, and you will have no problems. If a student's attitude is unacceptable, that student could be dropped from the team.

ATTENDANCE

Student-athletes are expected to be in attendance at school a total of 3 1/2 hours on the day of an event in order to participate. Exceptions can be made for emergencies, etc.

RANDOM DRUG TESTING

Students Participating in IHSA tournament events will be required to submit to random drug testing as defined by the IHSA

TOBACCO, ALCOHOLIC BEVERAGES, and/or ILLEGAL DRUGS

The use, possession, or distribution of tobacco (smoking or chewing), the use, possession, or distribution of alcoholic beverages, or the use, possession, or distribution of illegal drugs or paraphernalia are strictly prohibited. **Violation of the above rule at any time during your athletic career will result in the following minimum sanctions.**

Consequences of Violations

1st Violation –

of a training regulation through the possession, distribution, or use of alcohol, tobacco or tobacco products, or drugs or drug paraphernalia shall be suspension from the actual competition and/or performance aspects of the program for 1/3 of the season.

2nd Violation –

of a training regulation through the possession, distribution, or use of alcohol, tobacco or tobacco products, or drugs or drug paraphernalia shall be suspension from the actual competition and/or performance aspects of the program for one calendar year.

3rd Violation –

of a training regulation through the possession, distribution, or use of alcohol, tobacco or tobacco products, or drugs or drug paraphernalia shall be suspension from the actual competition and/or performance aspects of the program for the remainder of the student's athletic career at Lowpoint-Washburn Junior High.

Explanation of Terms

Athlete –

once a student participates in the sport or activity, he/she is considered an athlete even when not participating in subsequent seasons.

Season –

a "season" means a total of one entire sports season. For example, if a student-athlete was suspended for a second violation for the second half of basketball season and also participated in track, he/she would be suspended for the first half of the track season as well. **Students will not be allowed to go out for a sport to complete a suspension without completing the entire season.**

Use –

physical use of a substance.

Possession –

in most instances, possession is defined as “on person”. In specific situations involving an automobile including the contents in the trunk are generally the responsibilities of the driver of the automobile. Other factors that enter into “possession” are awareness, proximity, and environment. ie. Being at a function where alcohol and or drugs are present.

Distribution –

giving, providing, and/or selling a substance to another person(s).

Options to Reduce Consequences of Violations

There are no options to reduce the consequences of any violation of a training regulation.

Suspensions

Any type of suspension (in-school, out-of-school, or Saturday) will result in loss of one game/event per day of suspension. A meeting with the student, coach or sponsor, principal, and parent(s) will be held to discuss all suspensions. The principal will then determine if any rule has been violated.

Practice

All participants are expected to attend all scheduled practices and team/activity meetings. If a student has to miss a practice, the coach should be informed as far in advance as possible. To miss a practice on days when a student is in school, the student must personally be excused by the coach in advance. If a student misses a practice without a prior excuse, that student will not be permitted to dress for the following contest or event. Exemptions may be considered for appointments, vacations, etc.

ELIGIBILITY

The following eligibility guidelines of Lowpoint-Washburn C.U.S.D #21 are in accordance with the eligibility rules set forth by the Illinois High School Association (IHSA) and the Illinois Elementary School Association (IESA):

Junior High Academic Eligibility Policy

- Applicable to fifth through twelfth grades for all athletics and extra-curricular activities.
- Eligibility will be taken for participating student each week according to IESA standards and guidelines.
- Eligibility sheets will be distributed to teachers and will be due back to the Athletic Director by 4:00 p.m. on Thursdays.
- Eligibility for each week will be determined by the cumulative grade of the previous weeks for the current semester in all classes.
- Eligibility starts on Monday and ends on Sunday. Students will be notified prior to the eligibility period.
- Students must be present at school a minimum of 3½ hours on the day of an event.
- During the semester grading period, there will be four (4) levels of ineligibility. They are as follows:
 - Level 1 - probationary week: student receives a warning and has 1 week to bring grades to passing (70%).
 - Level 2 - the second week of failing grades during the semester in any subject will result in being ineligible to participate in games/events.
 - Level 3 - the third week of failing grades during the semester in any subject will result in being ineligible to participate in games/events and practices.
 - Level 4 - the fourth week of failing grades during the semester in any subject will result in being ineligible for the remainder of the season.

- Grades are taken cumulatively through each semester.
 1. If a student does not pass all credit hours for a previous semester, he/she will be ineligible to participate during the following grading period. If the student is passing all credit hours at the end of the grading period, he/she will be allowed to participate the following grading period. Regular eligibility based upon the cumulative semester average will be in effect.
 2. Eight grade final semester grades will be applied to first semester freshman year eligibility. Eight grade students failing one class second semester will be placed on academic probation and be required to participate in the Study Island tutorial software program during the summer months as assigned by the high school guidance office.
 3. High School students failing one class second semester will be placed on academic probation and be required to successfully complete a four credit course approved by the administration before being eligible for athletic participation in fall sports.

TRANSPORTATION

All team members, student participants, and cheerleaders are expected to be on the team bus to travel to the contest. All team members, student participants, and cheerleaders are expected to ride the team bus back to the school after the game or may be permitted, at the coach's/sponsor's discretion, to return with his/her own parents. A written note must be written from the parents and the sign out sheet must be signed.

ADDITIONAL RULES

Each coach/sponsor may issue additional rules appropriate to the sport/event as he or she sees fit.

PHYSICALS

All participants in athletic must have a physical turned in to the office before participation in the sport. A physical is valid for one year from the date on your physical card.

INSURANCE

All participants in the high school athletic program **MUST** be covered by insurance before they are permitted to practice. An athlete may take out the insurance policy available to all students enrolled in the school. The insurance program is offered by the school as a service only and is administered by the insurance company. A waiver of the school insurance must be signed. Although the IESA has no specific requirements concerning hospitalization insurance, District #21 recommends that all student athletes be covered by some kind of health insurance.

JUNIOR HIGH AWARD POLICY

Letters and inserts will be awarded to those students who meet the requirements listed below.

1. A student will be awarded only one letter during each year of competition for extra-curricular activities .
2. A student earning more than one letter during the year will be awarded an insert designating the sports in which the letter was earned.
3. Attendance at the athletic banquet is necessary to receive an athletic award. An excused absence from the banquet must be pre-approved by the athletic director.
4. An athlete must finish the season in good standing in order to earn a letter for that sport. The following awards will be given: 5th grade - certificate; 6th grade - letter; 7th grade - letter; 8th grade - letter.

Extra-Curricular Code

I have reviewed the contents of the Lowpoint-Washburn Elementary and Middle School Extra-Curricular Code with my child. He/She acknowledges the guidelines that are set forth by this code and understands that any infraction of the code will result in loss of privileges to participate in any or all extra-curricular activities.

Parent/Legal Guardian _____ Date _____

Student Signature _____ Date _____

Internet Release Form

Student:

I have read the Internet terms and conditions. I understand and will abide by the stated terms and conditions for Internet use. I further understand that any violation of the regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken and/or appropriate legal action.

Student's Name (print): _____

Student's Signature: _____

Date: _____

Parent/Guardian:

As the parent/guardian of this student, I have read the terms and conditions of the Internet. I understand that this access is designed for educational purposes. However, I also recognize it is impossible for Lowpoint Washburn School District to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give my permission to issue an account for my child and certify that the information on this form is correct.

Parent/Guardian Name (print): _____

Parent/Guardian Signature: _____

Date: _____

Phone: _____

Handbook Acknowledgement Form

Student's Name (print): _____

Grade/Teacher: _____

My signature on this sheet confirms that I have read the 2011-2012 Lowpoint Washburn Elementary and Middle School Student/Parent Handbook. I realize that this contains the rules and expectations of the school, as well as the school's academic offerings and extra-curricular opportunities. I know that I am responsible for all the material in this handbook.

Student Signature: _____

Parent/Guardian Signature: _____

Date: _____

Phone: _____

Faculty Acknowledgement Form

My signature on this sheet confirms that I have read and understand the 2011-2012 Lowpoint Washburn Elementary and Middle School Student/Parent Handbook.

Faculty Signature:

Date:

Handbook cover was designed by fifth grade student Willie Barth.

Date of last handbook revision: May 18, 2011