

**Effingham Community Schools
District Unit #40**



**Grades 2, 3, 4, 5
Parent/Student Handbook
2020 – 2021**

*“The Central Grade School community shall do
whatever it takes so all will learn and know we care.”*

CENTRAL GRADE SCHOOL

3901 S Banker St, Effingham, IL 62401

Phone: (217) 540-1400 Fax: (217) 540-1454 Website: <http://www.effingham.k12.il.us/Central/central.htm>

Amy Niebrugge, Principal **Todd Schuette, Assistant Principal** **Amy Miller, Guidance**

INTRODUCTION

Welcome to Central Grade School—an exemplary school for students in grades 2, 3, 4, and 5. The staff of CGS has a positive and productive year planned for your child. To help make the year go as smoothly as possible for you and your child, this handbook has been prepared so that you can become familiar with CGS's policies and procedures. In addition to this handbook, you have received a school calendar, which identifies additional Effingham Unit #40 policies and procedures. The elementary years of the students are so important. Habits are formed and study skills are developed. Our hope and wish is for the students to have positive and happy memories of their years at Central Grade School. It truly takes effort from both the school AND the home for students to break their success barriers. We are looking forward to a great school year!

Sincerely,

Amy Niebrugge, Principal; Todd Schuette, Assistant Principal

STUDENTS' SCHOOL DAY

ARRIVAL

Breakfast Begins 7:30 a.m.

Breakfast Serving Ends 8:10 a.m.

Students In Classrooms 8:15 a.m.

DEPARTURE

Parent Pickup/Early Bus Riders Dismissed 2:50 p.m.

Late Bus Students Dismissed 3:00 p.m.

- Children will be allowed to eat breakfast beginning at 7:30 a.m.
- Early bus students are to report to the cafeteria upon arrival at school.
- Parents who bring students to school need to have them in the cafeteria by 8:00 a.m. if they wish to participate in the breakfast program.
- Students report to their respective classrooms at 8:15 a.m.
- The tardy bell rings at 8:15 a.m.
- Students will lose one lunch recess time for each day tardy after five (5) tardies have been accumulated.
- Morning announcements and the pledge to the flag will take place at 8:25 a.m.

POLICIES AND PROCEDURES PERTAINING TO CENTRAL GRADE SCHOOL

School office is open from 7:30 a.m. to 4:00 p.m. The student's school day is from 8:15 a.m. to 3:00 p.m. Upon arrival they are to report **INSIDE** the gymnasium to the teacher on duty. Students are not to play outside until supervision is provided. They are to wait in the areas designated by the building principal.

All Effingham Unit #40 bus-riding students will be assigned to one bus stop in the a.m. and one bus stop in the p.m. (not necessarily the same stop). Parents will be asked at registration to designate one pick-up location and one drop-off location for each child. **Please avoid calling the school or the transportation department during the last 30 minutes of the day to change a student's pick up or bus procedure. If at all possible, please call before 2:00 p.m.**

A note must be sent when a child who usually rides a bus will be picked up after school or when he/she needs to leave early for an appointment, etc. For the child's security, please indicate in the note **WHO** will be picking up the child. The note should include the date and child's full name. The students start their school day with their classroom teacher, so a written note from you is better than a phone call. **Children will not be allowed to wait outside to be picked up. All students are to be signed out in the office by the parent or guardian when they are released from school early because of appointments, etc.**

Students are required to attend school daily unless they are ill. **The law requires a parent/guardian to call the school by 9:00 a.m. if a child is absent.** These calls may be made prior to 7:30 a.m., if needed, and a message can be left on the school's voice mail. Calls by students are NOT acceptable. This call is the parent's/guardian's responsibility. **Students are also required to be at school on time. The school day begins at 8:15 a.m.** State law requires school officials to report chronic tardiness and/or excessive absenteeism to the truant officer. Parents should contact the classroom teacher AND the building principal to discuss absences for reasons other than illness.

ABSENCES - UNEXCUSED ABSENCE/TARDY POLICY

- Parents have responsibility for requiring and promoting their child's regular attendance, the first step in achieving academic success.
- Illinois School Law, under Article 26-1 Compulsory School subsection, places the burden of responsibility for school attendance on the parent: **EVERY PARENT, GUARDIAN, OR OTHER PERSON IN THIS STATE HAVING CHARGE, CONTROL, OR CUSTODY OF A CHILD BETWEEN THE AGES OF 7 AND 17 YEARS SHALL CAUSE THE CHILD TO ATTEND SCHOOL REGULARLY AND IN A NON-DISRUPTIVE MANNER.**
- Unless circumstances make it impossible, all requests for excused absences during a trip or vacation must be approved by the principal at least seven (7) days in advance of the absence. Please submit a written request to the principal.
- The law requires a parent/guardian to call the school by 9:00 a.m. if a child is absent.
- State law requires school personnel to report chronic tardiness/absenteeism to the Truant Officer.
- Unit #40 Board Policy requires an attendance letter to be sent out after five (5) absences.
- A second letter will be sent after a student has been absent ten (10) days without a doctor's excuse.
- Every absence in excess of ten (10) days requires a doctor's written excuse.
- Exceptions: Death in the immediate family or family emergency requiring the absence of the student.

ACCIDENTS – EMERGENCY INFORMATION

- Despite our best efforts, accidents sometimes happen at school. If a serious accident occurs, parents will be called and asked to come to school for the child. If parents cannot be reached, a person designated in the enrollment data as "Emergency Contacts" will be called. If neither the parents nor an emergency contact person listed in the enrollment data can be reached, the child will be taken to the hospital by ambulance.
- It is important that all medical information in the enrollment data be accurate, as it is the school's main source of information in any emergency.
- **Parents should inform the school secretary immediately if the home address, home/work phone numbers, emergency contacts, or any other data changes.**
- Telephone numbers of physicians' names should be current.

BAND (Grade 5) Band is in session the entire school year.

- Students in the fifth grade are eligible to participate in the band program.
- Band will begin during the first two weeks of school. Students are expected to remain in the program for the duration of the school year. Students registering later during the school year may join Band providing they were in a band program at their previous school. Students are allowed to participate in Band as long as they keep up with the expectations set by the directors. All students in the band program are expected to participate in the Spring Concert at the end of the school year.
- Students are encouraged to remain in Band the entire school year to maximize their full potential. However, there may be circumstances that warrant questioning if it is in a student's best academic interest to remain in Band.

The following procedure will be followed if circumstances arise questioning the continued participation in Band:

- The parent and/or teacher should contact band director. Concerns should be discussed and a plan developed to cause success.
- The plan can include: 1) Reduced Band time in order to attend study hall. [If the student's situation improves, the plan can be reviewed with the Band time returning to their original schedule]; 2) Elimination of Band.
- If a decision is reached to eliminate Band from the student's schedule, all parties will sign off on a Band form to acknowledge the proposed action.
- Fifth grade students could possibly have RtI Intervention scheduled during a portion of their weekly Band time. This intervention would take place to address math or reading concerns based on AIMSweb testing that indicates a student needs intensive intervention to cause academic success. Parents will be notified if their child qualifies for Tier III intervention.

BIRTHDAY CELEBRATIONS

- Treats that can be served in individual portions. Drinks are not necessary. However, if you choose to do that, individual boxed drinks or pouches should be sent to prevent spills. The Unit #40 BOE is committed to providing a learning environment that supports and promotes wellness, good nutrition, and an active lifestyle and recognizes the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn. As such, we encourage parents to choose healthy options when providing birthday treats. Items such as 100% juice boxes, dried fruit, single-serve applesauce, pretzels, reduced fat crackers, fat-free or low-fat pudding cups, string cheese and granola bars are ideal!
- Games, party hats, decorations, helium balloons need to be given at home.
- Invitations will be distributed ONLY if the entire class is invited. The school office cannot provide addresses or phone numbers due to privacy issues.

BUS SERVICE (See the district calendar/handbook for detailed information on bus transportation)

- If a child misses the bus in the morning, it is the parent(s) responsibility to bring their child to school.
- Please call the school office when your child has missed the bus and will run late in arrival.
- ALL bus deviations must be cleared by the Unit #40 Transportation Department.
- Please contact the Transportation Department at 217.540.1491 with questions regarding bus service.

CAFETERIA

- Students will be allowed to eat breakfast beginning at 7:30 a.m.
- Parents should send cafeteria deposits in a sealed envelope with their child's student ID number, first and last name and teacher's name written on the outside. Checks are preferred.
- A report of student balances will be sent home with each student the second and fourth week of each month. It is important that you pay **in advance**.
- BREAKFAST - \$2.40, LUNCH - \$2.90, MILK - \$.35

CELL PHONES & SMART WATCHES

- Using or possessing an electronic paging device at school is prohibited. Using a cellular telephone, Smart Watch, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or restrooms, cheat, or otherwise violate student conduct rules is prohibited. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals. All communication from school is to be made via the school's phone system.

CHILD ABUSE

- School personnel are mandated by law to report any suspected child abuse, including neglect.
- Referrals are made to the Department of Children and Family Services.

COMPUTER NETWORK OPERATING PROCEDURES AND ACCEPTABLE USE POLICY

EFFINGHAM COMMUNITY UNIT SCHOOL DISTRICT #40
Effingham, Illinois

ACCEPTABLE USE OF THE DISTRICT'S ELECTRONIC NETWORKS

All use of the District's electronic networks shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. These procedures do not attempt to state all required or prohibited behavior by users. However, some specific examples are provided. **The failure of any user to follow these procedures will result in the loss of privileges, disciplinary action, and/or legal action.**

Terms and Conditions

Acceptable Use - Access to the District's electronic networks must be: (a) for the purpose of education or research, and be consistent with the District's educational objectives, or (b) for legitimate business use.

Privileges - Use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator or Building Principal will make all decisions regarding whether or not a user has violated these procedures and may deny, revoke, or suspend access at any time. His or her decision is final.

Unacceptable Use – The user is responsible for his or her actions and activities involving the networks. Some examples of unacceptable uses are:

- a. Using the networks for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the networks for private financial or commercial gain;
- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the networks for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the networks while access privileges are suspended or revoked.

Network Etiquette – The user is expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that email is not private. People who operate the system have access to all email. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the networks in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the networks to be private property.

No Warranties – The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

Indemnification – The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any violation of these procedures.

Security – Network security is a high priority. If the user can identify a security problem on the Network, the user must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Network as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the networks.

Vandalism – Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

Telephone Charges – The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

Copyright Web Publishing Rules – Copyright law and District policy prohibit the re-publishing of text or graphics found on the web or on District websites or file servers without explicit written permission.

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students and staff engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.
- d. The fair use rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

Use of Email – The District’s email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

- a. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an email account is strictly prohibited.
- b. Each person should use the same degree of care in drafting an email message as would be put into a written memorandum or document. Nothing should be transmitted in an email message that would be inappropriate in a letter or memorandum.
- c. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet domain. This domain is a registered name and identifies the author as being with the School District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of the School District. Users will be held personally responsible for the content of any and all email messages transmitted to external recipients.
- d. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet-based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- e. Use of the School District’s email system constitutes consent to these regulations.

Internet Safety

Internet access is limited to only those acceptable uses as detailed in these procedures. Internet safety is almost assured if users will not engage in unacceptable uses, as detailed in these procedures, and otherwise follow these procedures. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in these procedures. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are: (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

The system administrator and Building Principals shall monitor student Internet access.

LEGAL REF.: No Child Left Behind Act, 20 U.S.C. §6777. Children’s Internet Protection Act, 47 U.S.C. §254(h) and (l). Enhances Education Through Technology Act of 2001, 20 U.S.C §6751 et seq. Harassing and Obscene Communications Act, 720 ILCS 135/0.01. Revised: July 16, 2001, May 18, 2009, September 26, 2016

Mobile Electronic Devices

Definition: Mobile electronic devices, for the purposes of this policy, will only include laptops, tablets, and e-readers.

1. Use of mobile electronic devices must be for the purpose of education or research, and be consistent with the educational objectives of the District.
2. Use of mobile electronic devices by students must be approved by the building level administration and the classroom instructor or supervisor.
3. A student will not be allowed to use a mobile electronic device in a way that is in violation of the Disruptive Device Policy.
4. When using mobile electronic devices at school the only Wi-Fi connection the student is allowed to use is the Wi-Fi connection provided by the Unit #40 School District. All use of other wireless connections is prohibited.
5. Use of mobile electronic devices is limited to scheduled instructional class time and scheduled study time. Mobile electronic devices can only be used in academic classroom areas, the media center, and the designated “study hall” area. Mobile electronic devices can only be used at the above times and locations with the approval and supervision of a Unit 40 staff member.
6. Any use of mobile electronic devices is strictly prohibited in non-academic areas including but not limited to locker rooms, and restrooms, whether here or at another facility where a school activity or athletic event is occurring.
7. The recording capabilities of a mobile electronic device can only be used with the permission of the building administration and the classroom instructor or supervisor. The recording capabilities of the mobile electronic device can only be used for purposes of education, and must be consistent with the instructional objectives of the Effingham Unit #40 School District. Students who use the recording capabilities of a mobile electronic device inappropriately will face discipline consequences that could include the assignment of up to 60 discipline points and recommendation for expulsion from school.
8. Students who choose to bring their personal mobile electronic device to school will understand that school personnel will not be responsible for troubleshooting or supporting the use of that device.
9. Mobile electronic devices are popular theft items. The District is not responsible for the loss, theft, damage, or vandalism to student mobile electronic devices. Students and parents are strongly encouraged to ensure that if students have mobile electronic devices in their possession they should not leave them unattended or unsecured. The school district is not required to provide storage for mobile electronic devices.

Discipline for Misuse of Mobile Electronic Device: Misuse of a mobile electronic device will result in disciplinary action including but not limited to the device being confiscated, the student not being allowed to bring a MED to school, the student losing all network and computer access privileges while at school, the student being removed from the class, and if necessary other appropriate discipline or legal action that would apply.

DISCIPLINE – ACTION PLAN

- Students will review the district/school handbooks in the classroom the first 2 weeks of the school year.
- A goal of Effingham Unit #40 schools is to teach students self-discipline. Children are expected to follow rules and be good citizens. They have rights, but they also have responsibilities. Positive behavior will be rewarded. Inappropriate behavior will be dealt with consistently and effectively.
- Classroom teachers will explain school and class rules to all students. If a student does not follow the rules, classroom consequences will be implemented. If this does not change the behavior, or if the behavior is very serious, the Building Principal will be notified and your support is needed.
- It is important to remember that teachers deal with discipline problems and only refer a child to the office when behavior has been continuous or severe. The school staff and parents must act cooperatively, providing mutual support, to help the child learn and use appropriate behavior.

- Each teacher (or other school personnel when students are under his/her charge) is authorized to impose any disciplinary measure other than suspension, expulsion, or in-school suspension, which is appropriate and in accordance with the policies and rules on student discipline. Teachers, other certified employees and other persons providing a related service for or with respect to a student, may use reasonable force as needed to maintain safety for other students, school personnel, or other persons, for the purpose of self-defense or defense of property.
- The behavior expected from students at school is a combination of common courtesy and safety considerations.

Listed below are behaviors that cannot be tolerated or allowed at school:

- Lying/cheating.
- Fighting, including but not limited to Karate Kicking, wrestling, punching, “play fighting” etc.
- Placing hands, feet, etc. on another person in a disrespectful manner including but not limited to slapping, hair pulling, pinching, biting, head butting and spitting.
- Profanity and inappropriate gestures.
- Willful defiance of any staff member/volunteer/substitute teacher/or principal.
- Possession of lighters, matches, fireworks and the like.
- Possession of any controlled substance, unauthorized medication, drug paraphernalia, tobacco, tobacco products, e-cigarettes, vape pods, Juuls or syringes not required for authorized medical purposes or supervised use.
- Misconduct under a substitute teacher.
- Vandalism or destruction of school property (including, but not limited to, throwing objects)
- Possession of dangerous objects or weapons (including, but not limited to, pocketknives, kitchen knives, etc.).
- Bullying will not be tolerated. This is defined as any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

ACTIONS TAKEN BY SCHOOL STAFF TO CHANGE STUDENT BEHAVIOR can include the following:

- Reflective listening
- Withholding privileges (including, but not limited to, loss of recess)
- Parent contact/conference (phone call, letter, e-mail)
- Behavior chart/contract
- Counseling referral
- Paying for or replacing damaged or stolen property
- Detention (Noon and/or After-School)
- Temporary removal from class (Alternative Educational Opportunity)
- Suspension of bus privileges (based on bus conduct notices)
- In/out of school suspension
- Contact/conference with the School Resource Officer
- Students will be corrected using all resources available to the school administration as previously listed. However, students who have been suspended either in school or out of school due to a bullying violation are required to attend a mandatory meeting with parent/guardian, school administration, school resource officer, other juvenile authorities, and the social worker before returning to regularly scheduled classes.

PROGRESSIVE DISCIPLINE/CORRECTION POLICY

- When a student is assigned a “detention” they are assigned in a progressive manner.
- 1st offense - NOON DETENTION
- 2nd offense - NOON DETENTION
- 3rd and additional offenses - AFTER SCHOOL DETENTION

- Noon and After School Detention Rules and Procedures
 - Report to the detention room.
 - Pick up sentence starter page.
 - Explain the “problem” and ways to improve behavior.
 - Eat lunch.
 - Work on homework or read.
 - No talking. Detention time is a “quiet zone”.

The Administration agrees with the concept of progressive discipline and, to the extent circumstances warrant it, the Administration will impose discipline in a progressive manner. Each act of misconduct giving rise to cause for disciplinary action shall be judged on its own merit. The Principal and/or Assistant Principal have the final decision on the type of disciplinary action based on all available knowledge.

PBIS – Positive Behavior Intervention Strategies

- This program rewards students for positive productive behavior such following the themes of:
 - Respect, Responsibility, Caring, and Positive Thinking
 - Examples: Students will be recognized with “Umbrellas for Peace” cards. Those cards are included in monthly prize drawings. In addition, students who have earned cards will be given a prize and be recognized at a quarterly assembly.
- Each quarter a Positive Behavior Reward Events will be held. This is not an academic field trip. Students who do not receive any Bus Conduct Notices or Behavior Conduct Notices are welcome to attend the event. Examples of events in the past have been: Crab Soccer, Sock Hop, Bingo, trip to Bliss Park. All students begin with a “clean slate” each quarter with four (4) events during a school year.

SCHOOL RULES, PROCEDURES, AND GUIDELINES

The following rules are not meant to hinder but rather to allow our school to have an environment that is safe and conducive to learning. In this way all children know what is expected of them at school.

GENERAL RULES

1. **Observe the “GOLDEN RULE”:** Treat others as you expect them to treat you.
2. **Report the problem to an adult** immediately when it occurs.
3. **Good manners are expected** and all staff will reinforce them.
4. **No gum chewing** in the building or on the playground during the school day.
5. **No candy allowed** in the building unless the teacher has given permission for special occasions.
6. **Students are to line up** when going from one class to another or when entering or leaving the building. “Single File On Your Tile.”
7. **Students are to show respect** for the teachers and other students in the class.
8. Hallways are **“QUIET ZONES”**. Teachers in other classrooms are teaching and other students are learning. We must show respect to others.
9. **Take care of our school building.** Any abuse or misuse of school property will not be tolerated. Students caught are in serious trouble and will be meeting with the principal who will determine appropriate punishment. Our school is supported with tax money and damaging school property is an unnecessary burden to the tax payers of our school district.
10. **Items from home are NOT to be brought to school.** This includes balls, footballs, toys, baseball cards, videos, video games, etc. Permission from the teacher is required to bring items for a class project.
11. **Improper clothing** advertising alcoholic beverages, tobacco products, obscene or questionable sayings, or sayings that undermine the mission of the school, will not be permitted. Students will be asked to change, turn clothing inside out or call home for replacement.
12. **Cell phones:** The presence of cell phones at Central Grade School is discouraged. If there is a legitimate reason to have one, then phones are to remain in book bags/lockers and should be turned off. Students will not be allowed to use cell phones at Central Grade School. All phone communication between school and home will be through the school office.

DISCLAIMER: Effingham Unit 40 is not responsible for lost or confiscated items under the care of Unit 40.

CAFETERIA RULES

1. Students are to enter the cafeteria, orderly and quietly.
2. Lunchtime is a time for positive verbal conversation for the students.
3. Students are expected to follow the cafeteria monitors' directions at all times.
4. Appropriate mealtime manners will be encouraged.
5. Drinks for sack lunches should be nutritional. Soft drinks are not allowed. Milk, the best choice, can be purchased as a separate item for lunch.

CONSEQUENCES of not following cafeteria rules will be in this progressive order:

1. Student will be verbally corrected.
2. Student will be last to be dismissed from cafeteria and/or may be relocated to another table.
3. Student will be referred to the principal.

INDOOR RECESS RULES

All students must find an area to play and remain there. For safety reasons, no student is allowed to be up and moving around. This includes running, walking, crawling, etc. Students not seated will be asked to sit down. Continued problems with a student being loud or moving around will result in the student being removed from the classroom to sit in the hallway.

OUTDOOR RULES

Safety and fair play are the main priorities for outdoor play.

1. **ABSOLUTELY NO STUDENTS** are allowed back into the building without permission from the playground supervisor or teacher.
2. Running through a four-square game, basketball game, dodge ball or jump rope game is not allowed.
3. Students should play games in designated areas and allow others to join their games.
4. Only one student should be on a swing at a time. Students should swing straight and not intentionally try to bump into someone swinging next to them.
5. One person on the slide at a time. Slide down in sitting position.
6. All students are expected to follow the rules posted on the playground signboards to ensure consistency and safety for all.
7. Due to security reasons, only students and school personnel are allowed on the playground during recess times.

CONSEQUENCES

- A student will be warned to correct a behavior.
- If the problem is not corrected, he/she will be asked to sit on the bench for the remainder of recess.
- If necessary, a student will lose recess time for one or more days.
- A meeting with the principal will be scheduled for children who consistently fail to follow outdoor recess rules and supervisors directions. Parents will be contacted. Noon or After School Detention can be assigned.

DETENTION POLICY

The main objective of school is the education of children. One concern is the amount of time that is taken away from teaching due to disciplining boys and girls. Another area for concern is a student who repeatedly fails to follow playground and school rules.

A child who is brought to the principal's attention due to inappropriate behavior is in trouble. Warnings have not brought a change in behavior; therefore, an after school or noon detention can be assigned. Parents will be contacted and your support is needed.

After School Detention: It will be the parent's responsibility to pick up, or make arrangements for the student to be picked up, after the detention time ends.

Again, our main objective is to EDUCATE the boys and girls, not to be disciplining. We want EDUCATION to be number one at school. Your support and cooperation is needed in order to make a positive and productive learning environment for our students.

FIELD TRIPS

- The classroom teacher will choose chaperones, as needed, to accompany the class on the field trip.
- All chaperones are to ride the school bus with the students. Chaperones are to assist with the student supervision from the beginning of the field trip until the end. Chaperones should not be using tobacco products during the trip. We must set a healthy and positive example for the children. Smoking is not healthy.
- Students and chaperones are expected to ride the school bus to and from the field trip destination. A written signed letter is required if parent(s) wish to take their own child home in their own vehicle. This must be approved by the building principal.
- Younger children are not allowed to accompany on the field trip. It is a grade level trip. The purpose of the chaperone is to supervise the classroom children, when younger children accompany the trip, then the attention is directed toward them and not the students. The students are under the direct supervision of the teacher or assigned chaperone.
- Parents are strongly discouraged from attending separately in a vehicle so that the numbers are kept at a minimum at the field trip destination. Please respect this request.
- In order to avoid lost, damaged or misused equipment, no equipment of any kind is to be brought by the students. This includes, but is not limited to: cameras, cell phones, video games, iPods, Nintendo-DS, etc. Additionally, students do not need to bring money. All fees will either be collected by the teachers and paid by them at the field trip site or sent in advance of the trip. Parents are not to purchase “extra” items for their child or other children during the field trip. The purpose of the field trip is to “look and see” and not to be buying souvenirs, snacks, etc.
- If these rules and guidelines are followed by all concerned, it makes for a more pleasant and educational field trip.

GRADING

Student academic achievement is assessed in terms of the attainment of measurable specific skills determined by the teaching staff to be their instructional goals and objectives. Student academic achievement is graded in terms of standardized criterion-referenced test scores, letter grades, and/or other assigned numerical criteria.

See scale below:

99-100 = A+	88-89 = B+	78-79 = C+	68-69 = D+	59-Below = F
92- 98 = A	82-87 = B	72-77 = C	62-67 = D	
90- 91 = A-	80-81 = B-	70-71 = C-	60-61 = D-	

Parent(s)/guardian(s) shall be informed of their child’s progress in school at regular intervals. All grades and symbols will be appropriately explained. Grading will not be used for disciplinary purposes. Grading will be based on improvement, achievement, and capability. Parents will be notified when a student’s performance requires special attention.

Placement, promotion, or retention shall be made in the best interests of the student after careful evaluation of the advantages and disadvantages of alternatives. When any alteration in a student’s normal progression through school is contemplated, all factors must be considered. Quantitative measures such as age, physical size, ability, and level of academic achievement shall be supplemented by qualitative assessment of the student’s motivation, self-image, and social adjustment. Students shall not be promoted for purely social reasons.

Students who demonstrate a proficiency level comparable to the average student performance one grade or more below current placement shall be provided with an individual remediation plan developed in consultation with the parent(s)/guardian(s). The remediation plan may include extended school day, special homework, tutorial sessions, modified-instructional materials, other modifications in the instructional program, reduced class size, or retention in grade.

HEALTH INFORMATION

ILL STUDENTS Occasionally, children become ill at school. If a child has a temperature, and/or if the child is vomiting and/or has diarrhea, a health risk exists for other children and parents will be called. If you cannot pick your child up, it is your responsibility to make arrangements for someone else to pick him/her up as soon as possible.

PLAYING OUTSIDE Local medical authorities have advised us that the cold air associated with Illinois winters does not of itself present a health hazard to normal healthy children who are properly dressed and that we should

encourage children to play outside during the winter months. Parents should be sure children are appropriately dressed for the season. Properly labeled hats, gloves, scarves, warm winter coats, and boots are recommended. All students will go outside for play periods when the outside temperature/wind chill is 20 degrees or above.

If a child is recovering from a serious respiratory illness (bronchitis, pneumonia, asthma, etc.), a parent may request that the child remain inside for a few days. **Requests for children to remain indoors for extended periods of time require a doctor's verification.**

HOMEWORK

Homework reinforces what has been learned in class, prepares students for upcoming lessons, teaches responsibility, and helps to develop good study habits. As parents, you play an important role with homework. If you make homework a top priority then your child will too. If your child has difficulty completing an assignment, or an emergency arises which keeps your child from completing his/her homework, please send a note explaining the circumstances or set up a conference with his/her teacher.

HOMEWORK EXPECTATIONS and CONSEQUENCES for not completing assignments:

GRADE 2

- Follow 2nd grade teacher homework plan.

GRADE 3

- Students may have 15–45 minutes of homework per night.
- If homework is not completed when due, then recess time, noon time, or staying after school will be served to complete missing assignments.
- Consequences will be determined by the teacher.
- A conference with the teacher will be scheduled to develop a plan for the student to be more successful.

GRADE 4

- 20–60 minutes of homework per night.
- If homework is not completed when due, then recess time, noontime, or staying after school will be served to complete missing assignments.
- Consequences will be determined by the teacher.
- A conference with the teacher will be scheduled to develop a plan for the student to be more successful.

GRADE 5

- 20–60 minutes of homework per night.
- Consequences will be determined by 5th grade teacher.
- If homework is not completed when due, then recess time, noon time, or staying after school will be served to complete the assignment.
- A conference, with the teacher, will be scheduled to come up with a plan for the student to be more successful.
- Assignments that are late will result in a reduction of 10 points.

HOMEWORK POLICY WHEN A STUDENT IS ABSENT

During the course of the school year there will be times when a student is absent due to illness or other reasons. Make-up work that is sent home can not take the place of teacher instructional time. Therefore the following policy is put into place:

- **No homework needs to be picked up for a one day absence.**
- **By 9:00 a.m. on the second consecutive day of absence**, you need to contact the office and make a request for homework. The homework will then be available for pickup in the school office between 3:00–4:00 p.m.

When proper notification is given, in writing, to the office, students may be excused for vacations. (This is a *pre-arranged* absence. See ABSENCES, pg 2.) Because students are not present for instruction, it will be difficult to complete homework. Students will have time to complete the homework equal to the number of days absent. The classroom teacher will determine if an exception is needed and if selected work is to be completed during the absence.

NON-CUSTODIAL PARENTS

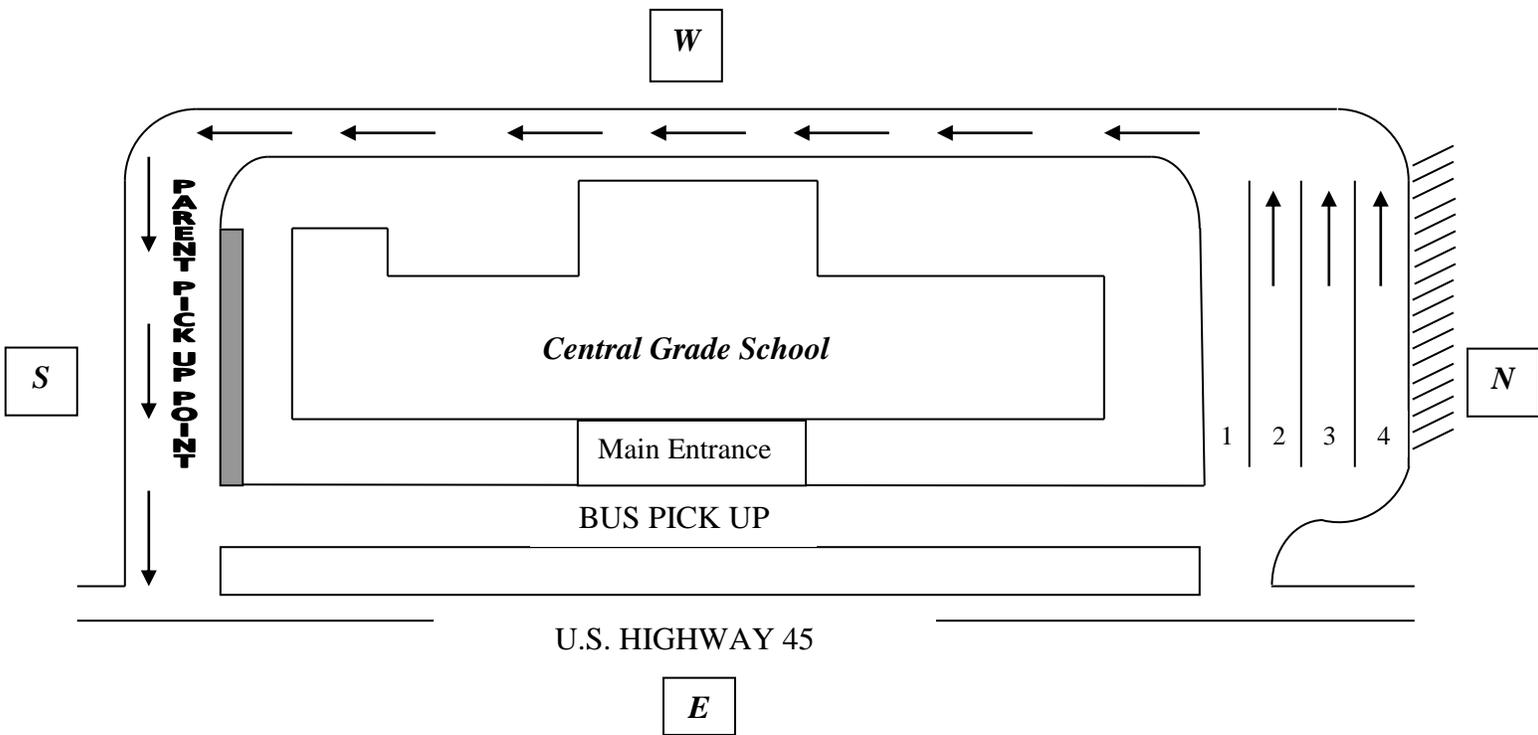
A non-custodial parent cannot violate a specified visitation court order by actually visiting with the child on school grounds or by physically removing the child from school grounds. In joint custody judgments, both parents will always have equal rights and privileges regarding the child’s educational progress. Court documents stating the specifics of custody and visitation rights need to be on file at the school.

PARENT PICK-UP PROCEDURE

The parent pick-up line will begin on the north end of the school. When you arrive, please use the north school entrance and wait in the north parking lot. The lot is divided into 4 lanes (by painted lines and cones). Please leave the 1st lane open for buses. Begin by filling the 2nd lane, then the 3rd lane, and finally the 4th lane.

After the final group of students has exited the playground, the gate will be opened.

Lane 2 will begin the parent pick-up line, followed by lane 3, and finally lane 4. Proceed around the back of the school forming a single line on the left side of the road.



Students will be picked up on the south end of the school beginning at 2:50 p.m. Students will be supervised by teachers and will wait on the sidewalk, under the awning. Students will meet their ride at the numbered pick-up points. Any student not picked up by 3:10 p.m. will be taken to the office to wait for his/her ride.

PTO (Parent-Teacher Organization)

Central Grade School has a Parent-Teacher Organization (PTO). PTO meeting times are published on the CGS website calendar. Parents/Guardians are needed to make this organization successful. The PTO works to provide many items and events for the students. Examples of this are:

- Computer Projectors
- Smart Boards
- Student Incentives
- Assistance with Field Trip Fees
- Library Books
- A.R. Reward Parties
- School-Wide Entertainment Programs
- Playground Equipment

VOLUNTEER PROGRAM

Our school has an excellent volunteer program. The classroom teachers will contact parents to assist in their classroom as volunteers are needed. Our library-media center uses volunteers to assist in running that center. The PTO will also need many volunteers to support the activities and programs that benefit our students and teachers.

- Times will be coordinated and set up with the teacher as to when a volunteer will be working in the school. Please adhere to those time frames.
- We ask that you always sign in at the office and wear an identification badge.
- Please do not show up unannounced. This interrupts classes and the educational process.
- Confidentiality is important concerning students. A training session for all classroom volunteers will be held before volunteer assignments are made.

