



2009-2010

JAMES R. WOOD ELEMENTARY PARENT – STUDENT HANDBOOK



OFFICE:

815-498-2338

SOMONAUK COMMUNITY UNIT SCHOOL DISTRICT NO. 432
SOMONAUK, ILLINOIS 60552
STUDENT/PARENT HANDBOOK
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**JAMES R. WOOD ELEMENTARY SCHOOL
CLASSROOM AND OFFICE PERSONNEL**

Mrs. Melissa Anderson	-	Early Childhood / Pre-K
Mrs. Sherrie Benoit	-	Special Education Aide
Ms. Rebecca Boyer	-	Early Childhood
Ms. Hillary Breslich	-	KC
Mrs. Pam Buettner	-	Primary Special Needs
Mrs. Laura Carlson	-	Early Childhood Aide
Mrs. Theresa Corriveau	-	Early Childhood Aide
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Mrs. Fran Kenyon	-	4B
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Mrs. Cindy Lackey	-	Early Childhood / Pre-K Aide
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Mr. William Moris	-	Physical Education
Ms. Nancy Nixon	-	Learning Center Aide
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Ms. Frannie Poris	-	General Music
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Mrs. Amy Such	-	2B
Mr. Dan Teboda	-	Intermediate Special Needs
Mrs. Debra Zaeske	-	Special Education Aide
Mrs. Joanne Zaleski	-	3B
Mrs. Linda Zimmerlein	-	Secretary
Mrs. Lynda Zuege	-	Title I Reading

INTRODUCTION

In order to operate a school system efficiently, it is necessary that all students abide by the policies and procedures developed by the administration and staff.

This handbook is intended as a guide to acquaint students and parents with the policies and procedures of Somonauk Public Schools. The handbook has been divided into two sections: General School Information and Board Policies. All students and parents need to be familiar with the policies and regulations as established by the Board of Education and the District's administration. All students, as appropriate, given age and maturity and all parents are required to read and understand the provisions of this Handbook. Failure to read the Handbook does not excuse violations of Board or administration policies and procedures contained in the Guide. In addition, the Student/Parent Handbook may be amended during the year without notice but we will provide parents and students with any changed provisions and an updated copy of the Handbook is available on the District's website.

First and foremost, it is the intent of the Board of Education and administration that all students will be treated fairly and equally at all times.

The Board Policies and Procedures that are included in this handbook provide important information and should be reviewed by both parents and students. A complete copy of all Board Policies and Procedures are kept and may be reviewed by contacting the Superintendent's office.

If you have any questions concerning the material in this handbook, please feel free to call the administration at James R. Wood Elementary School 498-2338.

Somonauk Community Unit School District 432 believes in treating all people with courtesy and with respect. We are a Character Counts school that emphasizes respect, responsibility, caring, trustworthiness, citizenship and fairness.

Somonauk Community Schools are **Safe School Zones**. *This means that possible criminal penalties are severely increased for activities such as gang recruitment, and the possession, use, or sale of drugs and/or weapons while at or near school.*

JAMES R. WOOD ELEMENTARY SCHOOL INFORMATION

Accidents

Any type of injury, no matter how minor, that occurs under school supervision must be reported immediately to the staff member supervising the activity or class. The supervising staff member will complete an accident form, and appropriate notification, if determined necessary, shall be made to parents.

Asbestos Notice: Asbestos Management Plan Notice

This is to inform you that Somonauk Community Unit School District 432 maintains an Asbestos Management Plan. The complete Management Plan is available for review in the Administration Office. Should you have any questions, please contact M. Susan Workman, Superintendent of Schools. (Telephone: 815-498-2314)

Attendance

State law requires that students in grades 2-12 be in attendance for at least 300 minutes (K-1st: 240 minutes) each day to be counted present for the entire day. In order to be recorded for ½ day attendance, students in grades 2-12 need to be in attendance for at least 150 minutes (K-1st: 120 minutes).

Students are expected to attend school every day. If they are sick or an emergency situation causes them to miss school, please do the following:

1. When a student is absent from school, his/her parent or guardian must call the school at 498-2338 prior to 9:00 a.m. the day of the student's absence. School personnel will make a reasonable effort to call parents or guardians of absent students if, within two hours after the first class in which the student is enrolled, no absence has been reported to the school. Parents may report an absence before/after school hours by calling 498-2338 x 321.
2. If reasonable attempts to reach parents / guardians regarding a student absence have failed, the student absence will be unexcused.
3. If students know ahead of time that they will be absent, they must:
 - a. Have their parents write a note to inform the principal at least **five (5)** days in advance.
 - b. Get their assignments ahead of time from their teachers.
4. The principal will decide on the acceptability and validity of all excuses.
5. District Attendance Policies:
 - 4th Absence: Parental contact made
 - 7th Absence: 2nd parental contact made, doctor's note initiated (see below)
 - A doctor's note specifying the date and time of appointment, as well as when the child is able to return to school. If no doctor's note is provided, the absence will be considered unexcused.

9th UNEXCUSED Absence: Referred to DeKalb ROE Truancy Division.

DeKalb ROE Truancy Guidelines

- Only involved if student is less than 17 years old.
- Student must have 9 unexcused absences before a referral.
- Our policies allow us to count (2) first period tardies as (1) unexcused absence.
- We can use the last 180 days of a student's attendance in order to meet her criteria for referral. In other words, we can go into the student's previous school year if it is early in the school year in order to meet the 9 unexcused absence requirement.
A student is considered truant if they have 10% unexcused over 180 day period, extending into the previous year.

Attendance: Arrival/dismissal regulations:

ARRIVAL AT SCHOOL: Students who arrive prior to 8:10 a.m. are to go directly to the playground, by walking around the south end of the building to the playground, unless otherwise directed by signs on all common entry doors. JRW staff will begin supervising the playground at 7:50 a.m. Parents who drop their children off **should not pull in to the diagonal spaces before school since it disrupts the flow of our school buses.** Instead, please drop students off while remaining on Maple (a one way street).

AFTER SCHOOL DISMISSAL: Students riding the bus will be dismissed at 2:55 p.m. from the west side of the building and they will get on the buses on the bus road by the playground. Students who usually ride the bus must ride the bus unless their teacher receives a note from a parent stating that the students will not be riding the bus on a particular day. Parents who have not written a note to their child(ren)'s teacher(s) informing the teachers that they will not be riding the bus as usual will need to check in the office before picking up their child. This is for safety reasons, since the teacher on duty does not know all students' parents. All other students will be dismissed at 3:00 p.m. in front of the elementary school. Parents picking up students in cars are asked to pull in the diagonal parking spaces and park while they wait for their child. Students will **NOT** be allowed to leave the sidewalk to enter cars that are not parked. This is for your child's safety. We ask that you do not park on LaSalle Street or on Magnuson Lane when picking up your child.

PICKING UP CHILDREN BEFORE DISMISSAL: If you wish to pick up your son or daughter at school before the close of the day, please do so through the school's office. Teachers have requested that classroom time not be interrupted to announce that a parent will pick up children. Such interruptions will only be considered on an emergency basis. We cannot release a child to anyone other than the parents unless other arrangements had previously been made between the parents and the principal.

DISMISSAL OF CHILDREN: Children will be expected to follow their regular after school routine (walkers, bus rider), unless the classroom teacher receives a **WRITTEN NOTE** from the parent. Please do not email the teacher during the school day with dismissal changes or call the office to change your child's after school plans unless it is an emergency. Students will **NOT** be permitted to call home to make after school

arrangements. If your child is walking to after school activities such as scouts, 4-H, etc. please send a note to the classroom teacher (This can be one note used for the school year indicating the day the child is involved in the activity).

Attendance: Family Vacations

From time-to-time it may be necessary for students to be absent from school so that they might go with their parents for a family vacation. While the district understands the need for this to be done on some occasions, parents should realize that being absent from school disrupts the learning process. Students may miss valuable experiences and teacher explanations that are impossible to duplicate. This may severely impact upon the student's grades. Parents should be aware that teachers will not be expected to provide substantial periods of extra help time for students missing school for family vacations periods. Every effort should be made to limit family vacation to a maximum of five (5) student attendance days. The following guidelines shall be used with regard to such situations: Students who go on vacation when school is in session must get the absence approved ahead of time by the principal in order to receive an excused absence. Failure to get this approval will result in an unexcused absence. Once approval has been granted, the student must present the approval form, signed by the principal, to each of his/her teachers at least five days before the vacation. The teachers will give the student the work to be made up. This work is due on the first day the student returns to school from the vacation. If it is not handed in on that day, it will be considered late and will result in reduced scores on the work. If any assignment was added after the teacher gave the vacationing student his work, the student will have one day after returning to school to complete the additional material.

Attendance: School Hours

Students shall not arrive at school prior to 7:50. Staff supervision outside begins when the first bus arrives. Students who arrive prior to 8:10 a.m. are to go directly to the playground unless otherwise directed by signs on all common entry doors. Students will be dismissed as set forth above.

Attendance: Tardy

A bell signaling the beginning of school will ring at 8:10 a.m. All students should be in their respective classrooms by 8:15 a.m. Those students who arrive late to school must report to the office to register. Two (2) unexcused tardies equal one (1) **unexcused** absence for truancy reporting. Students with excessive tardies or absences may be referred to the Truancy Intervention/Prevention Program for assistance. (See Board Policy #'s 7.70 and 7.75.) This referral will occur only after an intervention meeting with parents and school personnel has been held.

Attendance: Unexcused Absences

Excellent attendance is essential to each student's education, but we recognize that some legitimate absences will occur. The State of Illinois, through its School Code, helps school districts define acceptable absences. According to the School Code, students may be excused from school only for significant illness, family emergency, observance of a religious holiday, death in the family, or circumstances which cause the parent concern

for the safety or health of their child. Absences outside these parameters, as determined by the Principal's discretion, will be unexcused.

Bicycles/Roller blades/ Heelies:

Children who are accompanied by an adult or are third grade and above may choose to ride their bicycle to school. Proper safety procedures should be followed and discussed at home before any child rides their bike to school. Students should park their bikes immediately after arriving at school. The school will not assume responsibility for the safekeeping of the bicycle. Children should not use roller blades/Heelies as a mode of transportation to school. Roller blades/ Heelies are not allowed at school.

Birthdays:

Please do not bring pizza or other fast food to school as a birthday treat for your child or any other day. This creates a disruption to our normal school day. You are more than welcome to bring a sack lunch or eat the regular school lunch (adult lunch \$2.75) with your child. Please do not send gifts, flowers, or balloons to your child at school, as they will be held in the office until school has been dismissed. Invitations to birthday parties, social gatherings, etc. shall be handled outside of the school environment.

Often students bring treats or snacks to school to share on special occasions. While bringing in snacks does not pose a problem, food allergies and health concerns require that food brought in to school be obtained from sources that comply with health department laws relating to food and food labeling. These commercially prepared foods must arrive unopened as packaged by the bakery or manufacturer or they cannot be served to students. Acceptable options include granola bars, fruit snacks, items prepared in a bakery, etc.

Book and Rental Fees

A rental fee will be charged for each student. This fee includes the cost of books, locker fees, and many consumable items. Fees are to be paid at the time of registration. Parents who are financially unable to pay at the time of registration must contact the Superintendent in order to arrange a payment plan. Our system participates in the Illinois Secular Textbook loan program; consequently, some of the textbooks used are loaned to students at no charge. Certain families may be eligible to have fees waived based on economic hardship. For more information, please contact the Superintendent's office.

Bus: Reimbursement

A reimbursement may be available for parents who must transport their child to school because free transportation is not available for their children. Contact the Superintendent's office for more information.

Bus: Rules

1. Listen to and obey the driver.
2. Treat everyone with respect.
3. Stay in your seat, keep hands and feet to yourself.
4. Keep all belongings to yourself and leave others belongings alone.

5. Gum, candy, food, or drink are not to be eaten on the bus.
6. Keep the bus clean and damage free.
7. Obey all other Policies and Procedures of the Board of Education.

Bus: Transportation

Students living one and one-half miles or more from school are transported by school bus. Buses may also transport students living within this one and one-half mile radius if hazardous conditions exist and if special permission is granted from the Board of Education. School Buses will not travel private lanes.

1. Requests from parents will be reviewed for those students needing to be transported to or from **ONE** alternative place other than their home on a **DAILY** basis for the school year. This means that requests for changes on a daily and weekly basis will **NOT** be honored (i.e. Monday, Wednesday, Friday to one-drop off point and Tuesday-Thursday to another drop-off point). This student **MUST** go to that alternative place every day.
2. **NO** notes changing student pick-up and drop-off places on a daily basis will be accepted.
3. Requests will **NOT** be honored for transportation of multiple students to an alternative place. For example, five students going to a babysitter on a different route than their home route.
4. Requests will not be honored for transportation of students on a one-time basis, such as playing at a friend's house or sleepovers.
5. All parent requests must be made prior to August 15th. The requests must be made to the building principal and approved by the building principal and the Director of Transportation. All requests will be reviewed and approved based on availability of space on that particular bus route. If during the school year, additional students move into the district and are added to their regular route and space availability changes on that bus route, the building principal and Director of Transportation will notify the parent of the lack of space on that route for the requested alternative pick-up and drop-off.
6. Parent notes will **NOT** be accepted by drivers to make changes to a student's transportation.
7. Emergency situations will be reviewed by the building principal.

The transportation of students in a safe and efficient manner is of central importance to the school. Therefore, procedures as listed in Board Policy #7.220 will be followed.

Cell Phones

Cell phones that are brought to school must be turned off prior to entering the building and left in student lockers or given to the teacher for safekeeping. Students who do not follow policy will have their cell phone taken away and parents will be notified. Cell phones will not be returned to students until parent contact has been made regarding the infraction. The school district is not responsible for any cell phone that is lost, broken or stolen.

Cheating

Under no circumstances will any type of cheating be allowed. Students who have been caught cheating will receive a “0” for the material on which they were working and may receive further discipline at the discretion of the Principal. Plagiarism, the use of another’s language, ideas, and thoughts without giving credit to the original author, is a form of cheating.

Closing of School

Occasionally, weather or other unforeseen situations may cause school to close in order to ensure student safety. The following procedures are in place at such times:

1. Morning closing - The roads are traveled at 5:00 a.m. to check their conditions for the buses. If school is to be closed, school personnel and listed radio stations are notified.
2. Parents will be notified of school closing on their primary number via the parent notification system. It is imperative that the office has updated phone numbers in the event of school cancellations or other emergency situations.
3. Closing during school day - Reports concerning road conditions are sought from authorities during severe weather. In the event that school must be closed early, bus drivers will be notified and radio stations will be called. This is usually a case where time and telephone service is sorely needed so **PLEASE DO NOT CALL SCHOOL** as our lines are tied up making necessary arrangements for returning your children home safely. Working parents should make arrangements with friends or neighbors to cover such emergency situations.

The following radio stations will carry such school closing information: **WSPY(107.1 FM)-WSQR(1560 AM)-WLBK(1360 AM)-WLS(890 AM)-WNIJ(90.5 FM)-WGN(720 AM)-WBBM(780 AM).**

School closing information may also be found at www.somonauk.net and www.emergencyclosings.com.

Conferences

Student-parent-teacher conferences are scheduled twice each year. In addition to regularly scheduled conference days, parents are encouraged to meet with the teaching staff whenever a question or problem should arise. Please make individual appointments at least 24 hours ahead of the meeting by contacting the teacher and making a mutually convenient appointment.

Disaster Plan

Somonauk CUSD #432 has a Situation Management Plan in place, and district personnel have been instructed in its proper use. Each classroom in the district has a posted Evacuation Plan for both fires and tornadoes. In the event of a fire, a loud fire alarm will sound. Students are to evacuate their classroom and exit the building by using the proper exit designated on the classroom map. In the event of a tornado, a siren will sound through the P.A. system and the students will be directed to their designated areas. In the

event of another emergency, there are other procedures in place that teachers and staff will follow in order to maintain a safe environment for all students and staff.

In the event that students are evacuated from the school building and cannot return safely, parents will be notified by the District of the time and place they can pick up their child(ren).

Discipline Policies

All student behavior at James R. Wood Elementary is based on respect and consideration for the rights of others. We are a Character Counts school that emphasizes respect, responsibility, caring, trustworthiness, citizenship, and fairness. It is expected that students both individually and in groups shall comply with the direction of teachers and administration. All students are also subject to the behavioral programs of their individual classrooms. Disobedience or open defiance of the authority of the staff shall constitute cause for disciplinary action that may result in suspension or expulsion from school. Faculty and staff include, but are not limited to, administrators, teachers, substitutes, aides, supervisors, secretaries, bus drivers, nurses, kitchen help, maintenance personnel, and other support staff. **All discipline policies are in effect when a student is on school grounds, at a school sponsored event, traveling to and from school, or at the bus stop or, whenever, there is a reasonable connection between the misconduct and school.**

The Board of Education's Discipline Policies are included in this Handbook as Appendix A. We ask that both parents and students review these policies at the beginning of each school year.

Discipline: Disrespect to Teachers or Other Staff

Disrespect directed toward any member of the school or district staff is inexcusable and will not be tolerated, whether during the school day or at any extracurricular function, and may result in detention, suspension, or expulsion from school.

Discipline: Drug and Alcohol Use

Students shall be disciplined for possession, use, or distribution of, or any attempt to use or distribute, 1) any illegal or controlled substance, including alcohol, drugs or any look-alike drug or tobacco product, or 2) drug paraphernalia. Discipline shall include, but not be limited to, detention, suspension or expulsion.

Look-Alike Drug means a substance, other than a controlled substance which (1) by overall dosage unit appearance, including shape, color, size, markings or lack thereof, taste, consistency or any other identifying physical characteristic of the substance, would lead a reasonable person to believe that the substance is a controlled substance, or (2) is expressly or impliedly represented to be a controlled substance or is distributed under circumstances which would lead a reasonable person to believe that the substance is a controlled substance.

Discipline: Gross Disobedience and/or Misconduct

Students who engage in gross disobedience or misconduct may be suspended and brought before the Board of Education by the Superintendent on a recommendation for expulsion. For acts of gross disobedience or misconduct, the Board of Education has the authority to expel a student for up to two (2) years. Students who are recommended for expulsion shall receive notice of the recommendation and shall have the right to a hearing before the Board of Education.

Discipline: Fighting

Students who engage in fighting will be suspended for a specified period of time as determined by the administration and the administration may recommend the student for expulsion. Depending on the nature, severity, and number of incidents, a student would be subject to appropriate disciplinary consequences including an in-school or out-of-school suspension.

Discipline: Harassment of Other Students

Any type of physical or verbal harassment, including racial slurs, will not be tolerated. Of particular concern is the harassment of upper-grade students toward lower-grade students. Appropriate disciplinary action will be taken.

Discipline: Insubordination

Students are expected to follow the directions and requests of faculty and staff. Students who choose not to follow directions will be subject to detention(s), suspension(s) and/or a recommendation for expulsion.

Discipline: Intimidation/ Bullying

Under no circumstances will students be allowed to intimidate or bully other students or staff members. This applies not only during the school day, but also at school-sponsored events, on the way to and from school and at the bus stop. Of particular concern are threats to the physical wellbeing of other students. Students may receive detention(s), suspension(s) and /or a recommendation for expulsion depending on the frequency and severity of the violation.

Discipline: Physical Assault/ Battery

Any student who physically assaults or batters another student, faculty, or staff member will receive an out-of-school suspension. Depending on the severity, a recommendation for expulsion may also be made.

Discipline: Suspension

In School Suspension: Students placed on in-school suspension will be complete missed school work while serving the in school suspension.

Out of School Suspension: Out-of-school suspension is given by the administration for up to but not to exceed 10 consecutive school days. Students may be suspended out-of-school for 1 to 10 days for gross disobedience or misconduct, as defined by Board policy, which took place on school grounds, at a school sponsored event, while traveling to or

from school, or while waiting at the bus stop or at any time a reasonable connection exists between the school and the misconduct or disobedience. While suspended out of school, a student shall not attend any school-related activities at home or away. A letter stating the reason for and length of the suspension will be sent to parents of students under suspension, at which time parents will be notified of their right to challenge the suspension. Excessive suspensions will result in a meeting between parents and school personnel and may result in an appearance before the Board of Education or a recommendation for expulsion.

Discipline: Theft or Possession of Stolen Property

Students who are involved in theft, or who are knowingly in possession of stolen property, will be subject to suspension and possible recommendation for expulsion. Notification of police authorities will be at the discretion of the administration.

Discipline: Threats

Verbal or written threats are taken very seriously by the School District and may result in detentions, suspensions, or expulsion.

Discipline: Throwing Objects

Objects, including but not limited to snowballs, may not be thrown at any time on school property. Disciplinary action may include, but is not limited to, detention(s).

Discipline: Weapons

Possession of weapons of any kind, including but not limited to, knives of **any** kind, firearms, and percussion arms, is prohibited. Any student who brings weapons to school will be expelled from school for a minimum of one year. The superintendent of schools may modify the expulsion requirement on a case by case basis. Threats of possessing or using a weapon will be subject to proper disciplinary action as well.

The Board of Education's Student Discipline Policy, which may be found in Appendix A, defines "weapon".

Discipline: Other Offenses Not Listed

Proper disciplinary action will be taken when any student endangers the safety and welfare of other students or causes a disruption to the educational process of the school.

Dress Code

The basic responsibility for students' appearance while attending school and school activities lies with the students and their parents. Both should be proud of their appearance and the dignity that it presents to others. No student's appearance may disrupt the learning environment. In the event that a student's appearance disrupts the learning environment of the school, the following consequences may occur: loss of recess, phone call home to parents for a change of clothes, or suspension.

Early Release Days

Periodically throughout the school year, students will be released early. On these days a change will be made in the regular schedule. All buses will run their regular routes.

Extra Credit Policy

The Somonauk Learning Community strives to report grades that most accurately report student achievement. We recognize the extra credit can misrepresent student achievement. Extra credit is defined as any student work or activity that adds value to a grade without being averaged into the overall grade. As a result, extra credit will not be given to students. Teachers may provide alternate opportunities for students to demonstrate mastery of skill.

Family Directory:

The Somonauk Education Boosters (SEB) will be developing a family directory with names, address and phone numbers. The form will be distributed during the first week of school. Be sure to sign the form in order to be in the directory.

Field Trips

Many classes take field trips throughout the year, and students are sometimes required to go on the trip by their instructor. The procedure for going on field trips is as follows:

1. Students are given a Field Trip Permission form by their teacher.
2. The Field Trip Permission form is taken home for parental review and signature.
3. The students then return the form to their teachers.
4. Students returning from field trips must remain in school until the dismissal bell.
5. Parent/guardian chaperones will receive an outline of their responsibilities as well as emergency contact information for them on the day of the trip.
6. Money is not to be taken on school-sponsored trips for food or souvenirs.
7. The classroom teacher will make arrangements with the office for students who do not attend field trips with their homeroom.

Food and Gum in School

Students are not allowed to eat candy or other food except in the cafeteria or under supervision of a teacher in a classroom. Students are NOT permitted to chew gum. This includes when they are in other District buildings during school time. Students are allowed to bring cans of pop to school and keep them with their lunch until lunchtime. Pop may be consumed only in the cafeteria during lunch. Restaurant food may not be delivered/brought to school for lunch.

Grading

Student progress report cards are handed out in four nine-week grading periods. Two nine-week grading periods are averaged together to compute the semester grade. Teachers will send home interim reports midway through a nine-week grading period or any time when a student is failing or has dropped two letter grades (ex. A to C). Interim reports may also be sent for students who are doing exceptional work. In addition, parents may access grades for students in grades 3 or 4 through our online Power School

system. We use a letter grading scale to indicate levels of performance. The following scales are used.

Kindergarten:

Introduced Developing Mastered

1st.-2nd grade:

- 1- Area of strength
- 2- Meeting expectations
- 3- Needs improvement
- 4- Below expectations

Grades 3 and 4:

A 93-100, B 85-92, C 76-84, D 70-75, F 0-69, I-Incomplete

Health Services

The State of Illinois requires that all students entering kindergarten, sixth, and ninth grades complete a physical examination. These examination forms must be signed by the physician and/or dentist, then returned to school on or before August 1, 2009. **NO STUDENTS WILL BE PERMITTED TO ENROLL IN THE SOMONAUK SCHOOL DISTRICT UNTIL THESE REQUIREMENTS ARE MET.** (Exceptions are made only when religious or medical objections are properly filed with the district.)

Students in Kindergarten, Grade 2, and Grade 6 need to have a dental exam. Proof of the dental examination has to be provided to the school by May 15th. Kindergarten students must also complete an eye exam by a licensed optometrist or ophthalmologist. Proof of the eye exam needs to be on file in the office by October 15th, or documentation needs to be provided that the student will receive an eye examination within six months.

Somonauk has a registered nurse on duty each school day. Our school nurse has requested that parents take time to check his/her child each morning. If he/she complains of a sore throat, stomachache, headache, etc. please keep him/her at home. This is for both the well being of the child and his/her peers. Many children return to school too soon after illnesses. They should be kept home until they have been fever and symptom free for 24 hours. Often, children think that they feel fine the first thing in the morning after being ill the previous day or night. If children return too soon, many times symptoms reoccur within a few hours after getting to school and the child must be sent home.

Homework

Homework is an assignment to be prepared outside of class time. Each teacher will determine his/her homework policy. Homework is to be turned in on the assigned date. Each teacher will decide if extra time will be allowed for homework assignments.

Homework: Incomplete and Make-up Work

Students with an excused absence for one day (except for vacations) have one school day to make-up the work. For example, if the student misses school on Monday, the make-up work is due the following Wednesday. Students with an excused absence for two

consecutive days have two school days to make-up the work. Absences due to the death of an immediate family member will be given special considerations in regard to making up work.

Some parents contact the school for homework when their child is absent. We ask parents to make such requests by 9:00 a.m. to allow adequate time to contact teachers and collect the necessary books.

If it is necessary to give an Incomplete at the end of a grading period, the teacher should supervise and have the student complete the work or make the determination to change the Incomplete work to a failing grade. An Incomplete cannot remain from one grading period to the next. It is the responsibility of the student to make contact with his/her teachers for back assignments.

Homeless Liaison

Somonauk School District has a designated homeless liaison for the district. Please refer to Board Policy.

Insurance:

During registration, students will be given an opportunity to purchase accident insurance. Students may purchase either of the following: 24-hour health insurance or school-time insurance only.

Invitations:

Invitations to social gatherings, birthday parties, etc. shall be handled outside of the school environment. Your cooperation in this matter will be greatly appreciated.

Lockers

Students will be responsible for the care of their own personal equipment. Lockers should be orderly. The only items that may be placed in the lockers are articles of clothing, schoolbooks or supplies relating to school use, lunches, and personal items that the student needs for school activities. No stickers of any type are allowed inside or outside of a locker.

Pursuant to the *School Code*, students have no reasonable expectation of privacy in their lockers or the personal effects therein and the administration or faculty may inspect or search lockers at any time that there is reasonable suspicion of a rule violation.

Lost & Found

All articles found on school premises should be turned in to the school office. Students who have lost articles should check in the office.

Lunch Period and Lunch Money

Students will be assigned a lunch period between 11:00 a.m. to 1:00 p.m. Proper manners and health habits are expected at all times. Inappropriate behavior may result in the loss of lunchroom privileges. Lunch may be purchased from the School District at a cost of \$2.00 for students and \$2.75 for adults.

Medication

Whenever possible, the parent or guardian should make arrangements for medication to be administered at home, before or after school hours. Students who need to take medication during the school day must notify office personnel or the nurse. All medications, both prescription and over the counter (excluding epi-pens and inhalers), must be brought to/from school by an adult in its original container. A note must also accompany the medication from the parent/guardian. Inhalers may be carried and self administered in accordance with School Board Policy #7.270. In order for students to have cough drops in class, they must have a note from a parent/guardian indicating the need for the cough drops.

No Child Left Behind: Requirements

Because Somonauk CUSD #432 receives Title 1 funding, it is required to notify parents that they have the right to inspect the credentials of their child's classroom teacher(s). To do so, simply write a letter of request to the District Office. We will send the requested information within 10 days of receipt of the letter.

In addition, the law requires Somonauk CUSD #432 to notify parents that all teachers of Somonauk are highly qualified and meet the certification requirements for teaching as established by the Illinois State Board of Education.

Parent Involvement:

Parents are welcome and encouraged to visit and volunteer in the school. Various volunteer opportunities are available by helping teachers. In the past volunteers have assisted teachers in the classroom by having some students read to them, supplementing some curriculum areas and working with students on computers. Parents can also volunteer for our **Art Appreciation Program**, which is a program to bring knowledge of artists and art form to each classroom. Parents serve various district and building committees as well as selected interview teams for hiring new staff.

Personal Items

Students are encouraged **not** to bring personal items from home to school **unless** requested by a teacher. This includes particularly, but is not limited to, items to be used on the playground, CD players, I-pods, MP3 players, Gameboy, Trading cards, etc. *Cell phones are allowed but must be turned off and left in lockers or given to the teacher for safekeeping. See **Cell Phones** for additional requirements and information.*

Pesticide Notice: Integrated Pest Management Plan Notice

Somonauk Community Unit School District No. 432 has adopted an integrated pest management program that incorporates the guidelines as established Public Act 91-525 for the schools in the district. The district contracts with a professional pest control service to assist the district in maintaining a safe and pest free environment for the students of the district. Applications are made on the 3rd Thursday of each month throughout the year and are completed when students are not in attendance. Emergency applications are made when situations warrant and only after proper notification.

A copy of the Integrated Pest Management Plan is on file in the Administration Office. Should you have any questions, please contact M. Susan Workman, Superintendent of Schools. (Telephone: 815-498-2314)

P.E.

Students unable to participate in P.E. class must have written orders from a physician. A parent note is not sufficient to keep a student out of PE or recess. All students must have a pair of gym shoes that are to be used only for P.E. class. Students who are not dressed appropriately will not be able to participate. (Ex: dress shoes, flip-flops, sandals, crocs, boots, etc.)

Recess and Playground

Students who are unable to participate in recess when held out of doors must have written orders from a physician. Students will have indoor recess when the weather is inclement. We will be outdoors for recess unless the temperature or wind chill is *10 degrees or below*. It is important that students dress appropriately for weather conditions. Rules governing playground behavior will be discussed with the students at the beginning of the school year, and whenever deemed necessary, by individual classroom teachers. For safety reasons, students may not be allowed to play on certain equipment if not dressed appropriately (sandals, open-toed shoes, etc.) Appropriate behavior is expected at all times to ensure the safety of our students. Inappropriate behavior will result in discipline pursuant to Board of Education's discipline policy.

Records: Student Records Policy

The District has policies and procedures in place to ensure the confidentiality of school student records maintained by the District. You may contact the Superintendent's office for a copy of such policies and procedures.

RTI

Response to Intervention (RtI) is "the practice of providing 1) high-quality instruction/intervention matched to student needs and 2) using learning rate over time and level of performance to 3) make important educational decisions" (*Batsche, et al., 2005*). This means using differentiated instructional strategies for all learners, providing all learners with scientific, research-based interventions, continuously measuring student performance using scientifically research-based progress monitoring instruments for all learners and making educational decisions based on a student's response to interventions.

Within an RtI framework, resources are allocated in direct proportion to student needs. This framework is typically depicted as a three-tier model that utilizes increasingly more intense instruction and interventions.

- Tier 1 is the foundation and consists of scientific, research-based core instructional and behavioral methodologies, practices and supports designed for all students in the general curriculum.
- At Tier 2, supplemental instruction and interventions are provided *in addition to core instruction* to those students for whom data suggest additional instructional support is warranted.

- Tier 3 consists of intensive instructional interventions provided *in addition to core instruction* with the goal of increasing an individual student's rate of progress.

Somonauk School District #432 utilizes assessment data from curriculum based measurements to determine the appropriate instructional support for on an individual basis.

Social Worker & Psychologist

A qualified school psychologist will be in the district three days a week during the school year. A school social worker will be in the district on a daily basis. Students may speak to these people during study time or before and after school. Parents may contact the school to set an appointment with either the social worker or psychologist.

Somonauk Education Boosters (SEB):

SEB is the parent organization that supports the schools in the Somonauk School District and meets throughout the year at 7:00 p.m. in the Beelman Learning Center at the elementary school. SEB organizes several large projects for fundraising, which include working the ticket booths at the Sandwich Fair, the Memorial Day Chicken BBQ and Market day. SEB helps financially support educational (mini) grants for school projects that enhance, rather than duplicate, existing educational programs in the district. SEB also organizes room parents and assists with refreshments at many school events. For more information, visit the SEB web page at <http://athena.somonauk.net/seb/seb.html>

Somonauk Education Foundation (SEF):

SEF was incorporated in 2002 as a vehicle to support efforts that will complement, enhance and enrich educational opportunities for the students in Somonauk Community Unit School District #432. The SEF is comprised of a Board of Directors, made up of a cross section of business people and local citizens interested in education. Meetings are held each month in the High School conference room. The SEF works to fund scholarships for graduating seniors. The SEF also supports educational (mini) grants for school projects that enhance, rather than duplicate, existing educational programs in the district. The Somonauk Education Foundation organizes several fundraising events, including the annual Fall Dinner Dance. The Foundation also accepts designated and undesignated contributions that are tax deductible. The SEF also has an endowment fund in place.

For more information, visit the SEF web page at <http://athena.somonauk.net/foundation/foundation.htm>.

Student Services

Somonauk School District offers special education services and supports for eligible children. Services are offered for students who have disabilities in the following areas: speech and language, learning disabilities, mental impairment, physically handicapped, vision impairment, emotional disturbances, hearing impairment, and physical handicaps. Most students remain in the regular education program and receive supports in that environment. A continuum of supports are available that range from services within regular education to placement in programs outside the school district. Eligible students may also receive one or more of the following supports: evaluation/testing, consultation

for staff and parents, health services, psychological services, social work services, adapted materials, vision services, hearing services, occupational and or physical therapy and speech and language services.

Student Services: Identification of Eligible Students

A parent/guardian as well as school personnel may refer a student for an evaluation to determine eligibility for special education and related services. Each school has the services of a Problem Solving Team. A student can be referred to this team by staff, parents, or an outside agency. A second team, the Case Study Team will determine if an evaluation to determine special educational eligibility is warranted. The student's parents must give written consent before any evaluation may take place. For further information please contact the building principal or our director of student services Carol Koenig at 498-2314 X 232.

Telephone Use

Only the phone in the office can be used, and the phone is for emergencies only. Students will not be able to call home for homework, field trip permission, etc. In addition, cell phones are allowed but must be turned off and given to the teacher for safekeeping.

Title One Reading Program:

This is a federally funded program that offers extra support to students. It is not a special education service. The intent of the Title One Program is to provide reading instruction that will enable each student to master reading skills appropriate to age, grade level, and individual abilities. The Title One teacher and the classroom teachers work closely together to insure maximum support. Every student at JRW is tested within the first three weeks of school. The test results and the classroom teacher's referral are used to determine which students should attend the Title One program. A letter will be sent home to inform the parents about an informational meeting with the Title One teacher.

Visitation

Somonauk School District is committed to the safety and well-being of its students, faculty, staff and visitors within the building. In the event of an emergency it is crucial to know all persons who are in the building. Therefore, all visitors must enter the front doors at 320 Maple St. for James R. Wood Elementary School. Visitors will sign in, receive a self-adhesive badge and will be asked to leave their driver license at the front office. When leaving the school, visitors then can sign out and the drivers license will be returned. We appreciate your cooperation and assistance in making the students, staff and our visitors as safe as possible.

If you would like to visit school when your child's class is in session, please make arrangements in advance through the principal's office.

STUDENT NAME _____ GRADE _____

HANDBOOK RECEIPT

I have read and discussed with my student the Somonauk School District Parent/Student Handbook.

Student Signature: _____

Parent Signature: _____

Date: _____

Please return to your child's classroom teacher by August 31, 2009.