

***Elmwood
Elementary
School***



Student Handbook

Note to Parents and Teachers:

Welcome to another school year at Elmwood Elementary School. The teachers, secretaries, custodians, the support staff and I have been busy preparing for another successful, rewarding school year for all students. We all look forward to the school year with great enthusiasm and expectations for everyone.

The parents and teachers at Elmwood Elementary School work together to provide the best possible education for each child. We ask the children to share their class work, accomplishments and school news with their parents each day. In return, we ask for all parents to be involved in their child's education. Please feel free to call the school with any questions or concerns. The teachers and I are always ready to help in any way possible. I believe we can resolve problems quickly and fairly by talking together. Communication is the key to a successful education.

Parents play such an important role in their child's education. I encourage you to actively participate in the Elmwood Parent's Club, Athletic Booster Club, classroom and school activities, attending school functions and monitoring homework assignments. We support all parents and students in their efforts to be successful in the educational process.

Again, I welcome you to Elmwood Elementary and wish you and your family a great school year.

*Tony Frost, Principal
Elmwood Elementary School*

ADMISSIONS

New students must show evidence of attendance from another school system either by a report card or transfer record form from that school. All new students will report to the office to fill out the registration form before being assigned a class. Kindergarten students are to show a birth certificate, a current physical and shot record with lead testing results. Fifth grade students need physical examinations. A record of immunizations is also needed. School insurance is also available.

ATTENDANCE

School Hours: School begins at 8:10 a.m. and dismisses at 3:15 p.m. All bus students will be dismissed at 3:05 p.m. Town children are not to be on the playground before the first bus arrives at 8:00. School will dismiss at 2:25 p.m. every Wednesday with bus students at 2:15 p.m. for teacher in-service. Parents should contact the school (742-4261) before 8:30 a.m. when their student will not be in school. An absence will be considered excused for the following reasons: illness, death in the immediate family and family emergencies. The student will receive an unexcused absence if the parent does not contact the school office the morning of the absence or the student fails to bring a note from the parent when he/she returns to school. If the absence is unexcused the student will receive zeros for all work missed. Full credit will be given for work completed if the absence is excused and completed in the time given. Please include the date of the absence in the note. Extended absences must be approved one week in advance. It is the student's responsibility to get assignments in advance for a pre-approved absence and assignments are due upon the student's return to school. Our attendance records are monitored by the truancy office of Peoria County (Project T.A.R.G.E.T.) Once a student has missed 10 days of school either excused or unexcused a doctor's note will be required. Project T.A.R.G.E.T. personnel may make a home visit and discuss this issue with you and your child. Project T.A.R.G.E.T. may be notified prior to 10 absences should absences occur early in the school year on a regular basis.

Make-Up Work

It is the student's responsibility to arrange for making up work missed due to an excused absence. Two days make-up time will be granted for the first day's absence. An additional day for each additional day's absence will be granted up to 5 school days. Homework will be made available prior to an absence or on the day of the absence upon parent request. Full credit will be given for work completed if the absence is excused and completed in the time given.

DETENTION POLICY

The principal will assign and notify all students for after-school detentions to be served as needed.

- The student will stay from 3:15 – 4:00 p.m. any day Monday - Thursday.
- Students who have after school activities will serve the detention before reporting to that activity.
- The student is responsible for bringing all books and a list of work to be completed.
- Detention is a consequence.
- The student will be given a detention form and a parent signature is required. The elementary office will contact the parents if the form is not returned.

- Parents will be responsible for providing the appropriate transportation after detention.

Tardiness

Tardiness is considered unacceptable behavior. All tardies to school are considered unexcused, with the exception of those involving serious problems, emergencies or scheduled appointments. Oversleeping, family errands, baby-sitting, missing the bus, car trouble not validated by parents, etc. are not acceptable as excused reasons for being tardy. Five tardies within a semester will be considered excessive. All parents will be notified of excessive tardiness with loss of privileges and/or after school detentions being assigned when appropriate. If a child is tardy to school, the parent must sign him/her in at the office before returning to the classroom.

For attendance records a student must be in school 150 minutes to be counted ½ day and 300 minutes for a full day.

BICYCLES/SKATEBOARDS/SCOOTERS ROLLERBLADES/HEELYS

Students are not permitted to ride their bicycles or scooters on school property. Skateboards, heelys and rollerblades are prohibited. The school is not responsible for any damage to, or theft of bicycles or scooters. All bicycles and scooters are to be placed in the bike racks located behind the school. Students are not allowed to ride their bicycles or scooters to school until third grade unless special permission is granted by the principal.

BUS RULES

A. School Bus Safety

Safety is the number one priority on our school buses. This means rules must be enforced and followed. All children riding our school buses will be expected to follow our rules and regulations, or they will have to find other means of transportation.

B. Rules and Regulations

1. Be on time at the designated school bus stop. This will help keep the bus on schedule.
2. Stay off the road at all times while waiting for the bus.
3. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus comes to a complete stop.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the driver.
6. Remain in the bus in the event of a road emergency until the driver gives instructions.

7. Keep hands and head inside the bus at all times after entering and until leaving the bus. Do not throw anything out of the bus windows.
8. No food, drink, or gum chewing is allowed on the bus.
9. Loud talking, laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
10. Be absolutely quiet when approaching a railroad-crossing stop.
11. Never tamper with the bus or any of its equipment.
12. Assist in keeping the bus safe and sanitary at all times. No smoking or radios on the bus.
13. Animals are not allowed on the bus.
14. Keep books, packages, coats and all other objects out of the aisles.
15. Be courteous to fellow pupils and the bus driver.
16. Help look after the safety and comfort of smaller children.
17. Do not ask the driver to stop at places other than the regular bus stop; they are not permitted to do this except by authorization from a school official.
18. Please observe safety precautions at drop off and pick-up points. When it is necessary to cross the highway, proceed to a point at least ten feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
19. Parents that wish their child to ride the bus or to ride a different bus should send two notes with the child – one to be given to the bus driver and one from parents of both parties must be presented to the office.
20. Parents and students should be aware of the following procedures:
 - The bus driver has the authority to assign seats for the students on the bus.
 - The first time a student is reported to the office by the driver, depending upon the seriousness of the offense, the student may be suspended from bus riding privileges up to one week.
 - The second time the student will not be allowed to ride the bus for up to two weeks.
 - The third time the student will not be allowed to ride the bus for the remainder of the school year.
 - The Principal will notify the parents of suspension by phone and letter.

The above procedures and rules are designed and enforced to provide safety for all bus students. The bus driver is responsible for the conduct of the students on his/her bus.

CAFETERIA RULES

We encourage parents to pay for lunches and milk by the week. The teachers keep records and give credit for students who are absent. Please discuss the following rules with your children.

1. Remember to use good manners at all times.
2. Pick up dropped items and deposit in the garbage pails when leaving.
3. Students will be expected to remain silent until all students have been served.
4. Once the last student has been served, students may talk quietly with those seated near them.
5. Should the noise reach an unacceptable level a silent time will be enforced.
6. Once seated, students may not change seats unless directed to do so by a lunch room supervisor.
7. Throwing of food or any other object is prohibited.
8. Parents are welcome to eat lunch with their child but may not bring in outside food to the cafeteria. Please call the office to order a lunch by 9:00 a.m.

Lunch Prices	Milk
Elementary \$1.85 per day	.35 per day
Adults \$3.10 per day	
Seconds .70 per day	

All children who receive a lunch will have to take a beverage.

CO-CURRICULAR ELIGIBILITY POLICY

The student must meet the requirements established by the Illinois Elementary School Association to participate in athletics which are:

1. Be a full-time student.
2. Have a current physical on file in the office.
3. Purchase school insurance or have an insurance waiver on file in the school office for Athletic participants only.
4. A student must be passing all classes determined by a weekly check. Eligibility lists will begin the 3rd week of each semester. Eligibility will be cumulative for the semester. If a student is failing a class(s) he/she will be placed on probation for one week. This is a warning and the student can still practice but can not compete. If they are failing that class a second week they can still practice but cannot compete. If they are still failing a class(s) three weeks in a row, they will be taken off the team. A student cannot be on probation in more than three

classes. If a student is on probation in four or more classes, he/she is automatically ineligible and the probationary week is waived. A student must be passing all classes at the end of probation or they are ineligible. The ineligible period is from Sunday to Sunday. If a student fails a class for a semester, he/she is ineligible the first three weeks of the next semester. If a student is still failing that class after the first three weeks, he/she will be taken off the team. If a student fails more than one class in a semester, he/she is not eligible to participate the following semester. Eligibility lists must be turned in by Monday at 8:00 a.m. each week.

5. Any student/athlete, while under the direct supervision of a coach or sponsor and is directed to run, walk or ride a bike on roads or streets not on Elmwood School District #322 property, must wear a reflective vest or shirt. If a reflective vest or reflective shirt is not worn, the student/athlete will not participate in the activity.
6. All students participating in 5th/6th Grade Basketball will be required to pay a \$10 participation fee. The participation fee guarantees the athlete an opportunity to draw equipment, receive coaching instruction, and practice time. It does not guarantee any certain amount of game time.

DISCIPLINE

The educators at Elmwood Elementary School are committed to teach our students to obey conduct rules and to respect the rights of others. Students must learn to follow conduct rules if they are to make the most of their education. Teachers discuss classroom rules for students periodically throughout the year. Students are expected to follow classroom, cafeteria, bus and hallway rules at all times. In most instances, the teacher and/or principal will discuss misbehavior with the student, take away a privilege and attempt to help the student avoid similar problems as they arise so that the parent and the school can work together to resolve the problem. Parents are asked to cooperate with the school on discipline problems.

Acts of Misconduct

The following actions are considered inappropriate and unacceptable:

- Possession, use, distribution, solicitation of alcohol, drugs, drug paraphernalia or look – alike, or tobacco related products.
- Assault, battery or physical violence to a student or staff member.
- Criminal damage to school property or school personnel property.
- Taking the property of another with or without force or violence.
- Setting a false fire alarm or arson.
- Possession, sale or use of fireworks or explosives, possession, sale or use of weapons and/or other objects capable of causing bodily harm.
- Other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or school property.
- Bomb threats.
- Stealing or attempting to steal school property.
- Causing or attempting to cause physical injury to another person except in self-defense.

The building principal or superintendent is authorized to enforce appropriate consequences, suspend or expel students guilty of gross disobedience or misconduct from school, school activities, and/or school bus if necessary.

Cheating

Cheating is detrimental to the educational progress of all students. Cheating will not be tolerated. Depending upon the seriousness of the offense, the following options may be exercised by the teacher and/or administration:

1. Zero for assignment.
2. Resubmission of assignment.
3. Detention/Suspension.

Any and all of these may be considered depending upon the seriousness of the offense.

DRESS CODE

Students have the right to dress and groom themselves according to personal taste. However, the following articles of clothing are strictly prohibited: halters, midriffs, short shorts (shorts may be worn, but must be at least mid-thigh in length), hats, and fish-net shirts. Shorts or pants must not sag below the waistline. Mini-skirts may be worn but no shorter than (2) inches above the knee. Shoes or sandals must be worn. No advertising of tobacco, alcoholic beverages, inappropriate, obscene or suggestive slogans, pictures or patches will be allowed on the student's clothing while at school, or school sponsored activities. Alternative hair color is unacceptable for school. No hats should be worn in the building unless there is a special school activity. If a hat is worn the bill of the hat should be worn straight to the front. Students will be asked to call their parents and have them bring appropriate clothing. Students who cannot obtain appropriate clothing will be confined to in-school suspension.

EMERGENCY DISMISSAL

In the event of emergency situations that require school closing, announcements will be made over WMBD 1470, WSWT-FM 107, Channel 19, Channel 25 and Channel 31. Please make the necessary arrangements so that your child has a place to go in an emergency or regular shortened day.

HEAD LICE

If head lice/nits are detected on a child at school, the child will be immediately removed from the classroom and sent home to be treated by parents. Information will go home with the child containing instructions on how to treat the child and treat the home to avoid a recurring head lice problem. If there are multiple children in the school from the same household, all will be checked for head lice/nits. Before the child or children will be readmitted to school the parent

must successfully treat for head lice/nits and the child will be examined for evidence of head lice/nits before he/she will be allowed to return to the classroom. Any student who poses a threat of spreading head lice to another student will not be allowed to remain in school. The responsibility for the daily checking of children for any sign of head lice is that of each parent at home. This is the best way to protect the health of your child, and to keep head lice off students at Elmwood Elementary School.

HOMWORK POLICY

Homework provides students with valuable reinforcement of material that is covered in school and develops good study habits that will serve students well in high school. All students will be assigned homework on a regular basis that reinforces lessons from the classrooms. Parents should monitor their student's homework and contact the teacher if there are questions. Parents should provide a place and set a time for homework. Students should also read at home for pleasure on a regular basis to improve their reading skills.

5th/6th Grade Homework Policy

1. Homework is due at the beginning of class.
2. Unfinished work will be graded as is.
3. Work not turned in at the beginning of each class as considered as a late assignment.
4. All unfinished and late work must still be completed.
5. There will be one free late assignment per class per quarter.
6. Any work that is not turned in after the free late is a zero.
7. Habitual unfinished or late work will be dealt with on an individual basis.

LATCHKEY

Elmwood Elementary School provides a latchkey service to all parents with students attending E.E.S. This service is available after school. Should school not be in session or dismissed early due to poor weather or other emergency situations, latchkey will not be offered. Please make arrangements for your child on these occasions.

LIBRARY

Elmwood Elementary School provides an excellent library program for our students. Students may check out a maximum of 3 books at one time of which no more than 2 can be accelerated reader books. The librarian will try to help students select appropriate books. Your student's teacher also maintains a classroom library from which the children may check out books.

MEDICATION

Medication prescribed by a doctor will be dispensed at school if parents send a note signed by their doctor explaining:

1. Proper dosage and number of days that the medication should be dispensed.
2. Time of day medicine is to be dispensed.

3. *Special care for the medication is required (refrigerate, etc.) The school is not permitted to dispense medication without parent's permission. This includes aspirin and cough drops. Daily medication requires a doctor's verification. Medication cannot be administered unless it is in the original container.*

NEWSLETTER

A newsletter is sent out monthly with school news, upcoming events and important dates to remember. The menu is on the back of the newsletter.

PARENTS CLUB OFFICERS

Parent's Club is an active organization that provides a variety of services and materials to our school. Parents are encouraged to attend the monthly meetings which are held the first Tuesday of every month at the Elmwood Elementary School Library at 6:00 p.m. All parents are welcome to attend meetings and we encourage your participation.

PARENT- TEACHER CONFERENCES

Two conferences will be scheduled. One during the fall and one during the spring for all parents to meet with their student's teacher. Parents are welcome to schedule a conference at any time. Please call the school first to make an appointment with the teacher. Teachers are not able to have conferences during the school day when they are teaching. If a problem arises during the school year, please contact the teacher as soon as possible to make an appointment for a conference before or after school.

PARENT/GUARDING STUDENT SIGN-IN POLICY

Anytime a parent or guardian brings his/her child to school after 8:10 a.m. he/she must sign the student in at the office. This also applies to any parent/guardian picking his/her child up prior to the days end. A sheet of paper will be available in the office for you to do this.

PARTIES

The students at Elmwood Elementary School will have parties on Halloween, Christmas and Valentine's Day. The Parents' Club room mothers will host these parties. They will provide games and snacks. Students are not allowed to pass out party invitations unless they invite the entire class.

PHYSICAL EDUCATION

Students are required to participate in physical activity each day. In order to maintain safety for each child, they are not allowed to wear jewelry of any kind. All jewelry must be removed prior to attending physical education class. The school assumes no responsibility for any lost jewelry. All students are required to have gym shoes available at school for physical education each day.

PICTURES

Individual pupil and class pictures will be taken during the school year. There is absolutely no obligation to purchase them. Yearbooks are offered at nominal cost featuring class and activity pictures.

PLAYGROUND RULES

Recess periods are an important part of each school day. Students are expected to play safely during recess. Students who fail to follow the playground rules may lose their recess privileges. Please discuss the following playground rules with your student.

- 1. Fighting is never permitted.*
- 2. Use the playground equipment safely.*
- 3. Swing with only one in a seat.*
- 4. Keep away from the swings when others are using them.*
- 5. Do not pick up dangerous objects on the playground.*
- 6. Do not throw snowballs.*
- 7. Do not slide on the ice.*
- 8. Students chasing each other will not be allowed as this behavior may result in injury.*
- 9. Students must go outside for recess with their classmates unless they have a note written by their parents stating a health reason for remaining inside during recess. A note from a doctor is required after 3 days.*

REPORT CARDS

Report cards will be sent home every nine weeks. Please discuss the report with your student. Sign the report card and return them to school within a week. The grading scale is:

<i>A+ 100</i>	<i>C+ 82-81</i>	<i>F 64-0</i>
<i>A 99-94</i>	<i>C 80-76</i>	<i>E- Excellent</i>
<i>A- 93-92</i>	<i>C- 75-74</i>	<i>S- Satisfactory</i>
<i>B+ 91-90</i>	<i>D +73-72</i>	<i>N- Needs Improvement</i>
<i>B 89-85</i>	<i>D 71-67</i>	<i>U-Unsatisfactory</i>

Kindergarten and 1st grade have their own report cards.

Criteria for Honor Roll For Fifth & Sixth Grades

- High Honors All A's
- Honor All A's and B's
- Hardworker Teacher's Discretion
-

All students will be graded for P.E., Computers and Music, and the grade will not affect Honor Roll status.

SPECIAL EDUCATION ASSOC. OF PEORIA COUNTY

SEAPCO provides psychological services, social work services, speech therapy and a pre-school screening. For more information about these services call Elmwood Elementary School.

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education classes.

Therapy and diagnostic services provided to your child are partially reimbursable. Unless you object in writing, SEAPCO will claim Medicaid/Kid Care reimbursement for services provided. These claims will have no impact on your ability to receive Medicaid funding either now or anytime in the future.

If you do not object to this release of information related to Medicaid claims for your child, do nothing.

SAFETY PATROL

Patrol members are sixth grade students who are selected for their aptitude, dependability, interest of their task and leadership abilities. The purpose of safety patrol is to protect students from accidents when entering and exiting the school building, to teach students to guard against traffic accidents and to foster qualities of leadership and good citizenship in patrol members. When a student violates a safety, the patrol member will report the violation to the principal.

VIOLATIONS

1. Failing to obey patrol.
2. Crossing the street between intersections.
3. Crossing diagonally at intersections.
4. Running across the street and on school sidewalks.

STAYING AFTER SCHOOL

Students who need to make up or complete work may be asked to stay after school. Parents who live in town will be notified by telephone that day. Parents of bus riders will be notified a day in advance so that transportation can be arranged.

TOYS

Please discourage your student from bringing toys that he/she might play with during class time. The teachers will keep toys that a student has during class time. Teachers will return the toy when the parent sends a note requesting that the toy be returned.

ELECTRONIC DEVICES AND CELL PHONES

All electronic devices and cell phones are not allowed on school property during the school day (7:45 a.m. – 3:45 p.m.) for all Elementary students unless special permission is given by the school principal. If an electronic device or cell phone is found it will be kept in the office and the parent/guardian will be notified and returned to the parent/guardian.

All personal calls by students will be made in the school office during the school day. Using the phone to change plans is discouraged. The office phones are to be used for emergencies only.

VISITORS

Parents are always welcome to schedule a visit to a student's classroom to observe the classroom routine. We do ask that parents cooperate to avoid disruptions in the instructional process when visiting classrooms. Teachers will not be available to talk to parents during class time when students are present. If you need to talk to a teacher, please call the school to schedule an appointment. We ask that all visitors check in at the office before proceeding with their business. Please bring items (forgotten lunch, books, etc.) for your student to the office. The secretary will deliver them to the classroom. This eliminates unnecessary interruptions in the classroom routine. We ask parents to respect our request to refrain from unnecessary interruptions in the instructional process.

PARENT NOTICE

As a parent of a student at Elmwood C.U.S.D., you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it.

STUDENT BULLYING

No student should be subject in school to bullying, aggression and violence. Accordingly, aggressive student behavior including student bullying in all forms are prohibited. Aggressive behavior is defined as assertive words and/or actions intended to threaten, injure, harass, provoke or incite another person or as hostile words and/or actions towards the property of another.

Bullying is defined as student behavior, which hurts, frightens, threatens, or tyrannizes students who are either physically or psychologically smaller or weaker than the person engaging in bullying.

Examples of bullying may include, but are not limited to:

- *Physical Bullying: may include punching, shoving, poking, hair pulling, or other similar behaviors.*
- *Verbal Bullying: may include name calling, teasing, gossip, humiliation, intimidation, or other similar behaviors. Students who engage in acts of bullying may be subject to discipline in accordance with the Board's general student discipline policy. Such discipline may include verbal or written reprimand, in-school suspension, change of placement and/or out of school suspension or expulsion. Parental notification will be made in accordance with the Board's student discipline policy.*

Students who are victims of bullying may also be referred to the school counselor or other supportive services from school or community agencies. In addition, school personnel shall monitor and identify students who exhibit behaviors that indicate a tendency toward aggressive behavior, including bullying. School personnel who identify such students should refer the student to the principal. Students may also be referred to law enforcement authorities for prosecution, as pursuant to current Elmwood school policy. Parents will be notified of the situation and action taken.

PRINCIPAL'S DISCRETION

The elementary principal shall hold discretionary power to interpret any/all portions of the student handbook in matters of discipline. He/she reserves the right to judge each case individually. The administration will inform all concerned parties when penalties do not coincide with the handbook.