

**ROANOKE-BENSON UNIT #60
AND
SOWERS ELEMENTARY SCHOOL
PARENT-STUDENT HANDBOOK**

ROANOKE-BENSON UNIT #60 MISSION STATEMENT

The citizens, parents, staff, administration, and Board of Education of Roanoke-Benson Unit #60 are committed to providing each student with educational opportunities which will allow for a lifetime of learning, social growth, and citizenship.

PURPOSE OF THIS HANDBOOK

This handbook is prepared to acquaint the reader with the school policies and procedures of Unit #60. Part I contains material important to everyone in the district. Part 2 pertains to the elementary school building in Roanoke. The provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the current status of the rules, practices, and procedures as current practices, and are subject to change.

HEALTH EXAMINATIONS, IMMUNIZATIONS, AND EXCLUSION OF STUDENTS

Parent(s)/guardians(s) of students shall present proof of a health examination by a licensed physician and of having received the immunizations and screenings for preventable communicable diseases, as required by the Department of Public Health rules:

1. within one year before entering kindergarten or the first grade.
2. upon entering the fifth and ninth grades, and
3. whenever a student first enrolls in school within the district, regardless of the student's grade.

Parent(s)/guardian(s) are encouraged to have their first child undergo a dental examination whenever health examinations are required.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the district. All new students who are first-time registrants shall have 30

days following registration to comply with the health examination and immunization regulations. Parent(s) guardian(s) of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was screened for lead poisoning before the child will be admitted into any district-operated kindergarten or child care program.

A student may be exempted from this policy's requirements on religious or medical grounds if the student's parent(s)/guardian(s) present to the Superintendent a signed statement explaining the objection. A student may be exempted from the health examination or immunizations on medical grounds if a physician provides written verification.

REPORTS TO PARENTS

Progress Reports

Teachers may issue positive or negative work reports at a time during a grading period, whenever teachers feel such a report is necessary. These reports will be issued so that sufficient time will be available to allow a student to improve his or her grade to passing. Parents are urged to contact the office to set up a conference with the teacher.

Report Cards

Student report cards are issued on the Friday after the close of the nine-week grading period.

STUDENT MEDICATION

The school will not dispense medication to students except under the following conditions.

1. Written orders are to be provided to the school from a physician detailing the name of drug, dosage, and the interval in which the medication is to be taken. These orders are to be renewed periodically.
2. The school must have on file the Self-Administration of Medicine Form which includes a statement from a physician indicating the necessity for the medication to be given during the day, the type of disease or illness involved, the benefits of the medication, and the side effects of the medication. The form also obtains permission from the parent for the child to receive the medication as prescribed by the physician.
3. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician.
4. The initial dose at school must be administered by the parent. If a school employee is to give subsequent medication, the parent should discuss the medication including its side-effects, with the nurse and office personnel.
5. A locked cabinet must be provided for the storage of the medication.

6. The school district retains the discretion to reject requests for administration of medicine.

STUDENT ADMINISTRATION OF ASTHMA MEDICATION

A pupil may possess and administer his/her own asthma medication, when the following conditions are met. 1. The parents/guardian of the pupil must complete the permission form for the self-administration of asthma medication. This includes a statement acknowledging that neither the school nor the school's agents shall incur liability as a result of any injury arising from the self-medication, and the school, its employees, and its agents are indemnified and will be held harmless against any claims arising out of the self-medication by the pupil. 2. Medication must be prescribed for that pupil only. 3. The pupil must maintain control of the medication at all times. 4. The pupil shall never permit another person to use, possess, or control the medication. 5. The pupil shall use the medication only as it is prescribed, and in such manner as directed by the doctor. 6. Medication must be in the original container, clearly labeled with the appropriate student's name, dosage, and instructions. 7. When a student uses the prescribed medication, the student shall immediately notify a school official, who shall then notify office personnel. 8. The permission is for the current school year only, and may be withdrawn by the parent/guardian at any time upon written notification to the school. 9. When all conditions are met, the pupil may possess and/or use the medication while at school, while at a school sponsored activity, or while under the supervision of school personnel. 10. Students who violate the self-administration policies will be subject to disciplinary action, up to and including suspension or expulsion. Violations of this policy may be treated as if the pupil used a legal or illegal drug.

STUDENT RECORDS POLICY

Maintenance of Student Records

1. All school records pertaining to students are confidential. Such confidentiality is for the sole protection of the student and/or the parents and can therefore be waived only by the student and/or the parent/guardian.
2. The district will maintain two sets of student records. Permanent records (basic identifying information, academic transcripts, attendance record, accident/health reports, information pertaining to release of this record) and temporary records (family background, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, disciplinary information, special education files, other relevant information not required to be in the permanent record).
3. Permanent records may be available for inspection by a student and/or parent upon request. Temporary records may be inspected by a student and/or parent with the assistance of appropriately trained professional personnel capable of assuring accurate interpretation of temporary data.
4. The district will maintain the student's temporary record no longer than 5 years after the student has transferred, graduated, or permanently withdrawn from the district.

5. The district will maintain the student's permanent record for at least 60 years after the student has graduated, withdrawn, or transferred from the district.

Access to Student Records

The district shall grant access to student records as follows:

1. The district or any employee of the district shall not release, disclose or grant access to information found in any student record except under the conditions set forth in the Illinois School Student Records Act (ISSRA) and ISBE regulations.
2. The parent(s)/guardian(s) of a student under 18 or a designee of such shall be entitled to inspect and copy information in the student's school records. Where the parents are divorced or separated, both shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise. The district shall send copies to of correspondence and reports relevant to a student, initiated by the district, to the parents at either one's request, and to both parents, when the parents are divorced, unless a court order indicates otherwise. A student shall have the right to inspect and copy his or her permanent and temporary records. When the student reaches 18 years of age, or graduates from high school, marries, or enters military service all rights and privileges accorded to a parent become exclusively those of the student.

A request for access to the records shall be made in writing and directed to the Superintendent or a designee. Access to the records shall be granted within 15 days of the district's receipt of such a request. Access shall not be granted the parent(s)/guardian(s) or the student to confidential letters and recommendations concerning the admission to a post-secondary educational institution, applications for employment or the receipt of an honor or award which have been placed in the records prior to January 1, 1975, provided such letters and statements are not used for purposes other than those for which they were specifically intended. Access shall not be granted to such letters and statements entered into the record at any time if the student has waived his or her right of access after being advised of his or her right to obtain names of all persons making such confidential letters and statements.

Dissemination of Information Regarding Pupils

1. The district shall grant access to, or release information from, student records without parent/guardian consent or notification to: employees or officials of the district, Illinois State Board of Education, to any person for the purpose of research and statistical reporting or planning provided that the student cannot be identified from the information, pursuant to a court order, to the Superintendent or school official with similar responsibilities in the school which the student has enrolled or intends to enroll upon written request from such official. Particulars involving the release of the records are outlined in the *Roanoke-Benson Board Policy Manual*.
2. The district shall grant access to or release information from student records to any person possessing a written, dated consent, signed by the parent(s)/guardian(s) or eligible student with particularity to whom the records

may be released, the information or record to be released, and the reason for the release.

3. The district may release student records or information under certain emergency situations without parental consent if the knowledge of such information is necessary to protect the health and safety of the student or other persons. The Superintendent or a designee shall make this decision taking into consideration the nature of the emergency, the seriousness of the threat to the health or safety of the student or other persons, the need for such records to meet the emergency, and whether the persons to whom such records are released are in a position to deal with the emergency. The district shall notify the parent(s)/guardian(s) or eligible student as soon as possible of the information released, the date of the release, the person, agency or organization to whom the release was made, and the purpose of the release.

Records Custodians

The building Principal shall be responsible for the maintenance, retention or destruction of a student's permanent or temporary records in accordance with the District's procedure established by the Superintendent.

Camps, Institutes, etc.

1. The attendance of camps will not be a requirement for participation in extra-curricular activities in Unit #60.
2. District funds will not be provided to allow students to attend camp; however, activity account funds may be used provided:
 - a. Fund-raising activities were not conducted to aid students to attend camps, conventions, or institutes.
 - b. The organization account contributing funds to aid students must approve the expenditure through the manner normally prescribed by the organization or account for the expenditure of funds.
3. Roanoke-Benson Unit#60 will not provide transportation or supervision for students attending camps, institutes, or conventions unless such is provided by personnel under contract fulfilling their regular duties.
4. Roanoke-Benson will provide assistance to students attending camps by collecting money for registration fees and forwarding these funds to the camps in instances where this is required.
5. This policy in no way prevents adult groups, Booster Clubs, or service organizations from providing funds for student participation in these activities.

Travel

Roanoke-Benson Unit #60 will not participate in group travel programs for students or in any way be responsible for such programs, teachers choosing to work with travel programs or in conjunction with a travel agency for such services are to do so outside school time.

TEXTBOOKS/INSTRUCTIONAL MATERIALS

Textbooks and instructional materials shall be adopted consistent with provisions of **The Illinois School Code**.

Waiver of Student Fees

Students shall not be denied educational services or academic credit due to the inability of parent(s)/guardian(s) to pay fees and charges. Students whose parents are unable to afford student fees may receive a waiver of fees, including lock rental and physical education towel rental charges. However, these students are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment. Applications for fee waivers may be submitted by a student's parents(s)/guardian(s) who have been assessed a fee on an application form available from the Building Principal.

A student shall be eligible for a fee waiver when:

1. The student is currently eligible for free or reduced lunches or breakfasts pursuant to 105 ILSC 125/1 et seq.
2. The student or student's family is currently receiving aid under Article IV of The Illinois Public Aid Code. Additional consideration will be given to others who claim financial inability to pay for textbooks. The parent(s)/guardian(s) shall submit written evidence of eligibility for waiver of the student's fee. A separate application form shall be submitted for each fee assessed to each student.

State Free Loan Textbooks

Textbooks will be provided free to those students who have completed and filed an individual request in accordance with the provisions of the Illinois Textbook Loan Program Public Act 79-691. Textbook rental fees will be charged for textbooks, and/or related materials not covered under the Illinois Textbook Program.

Textbook Rental, Insurance, and Fees

Textbook rentals are to be paid at the beginning of the school terms.

School insurance is available for parents to purchase on a voluntary basis. Claim forms for school insurance are available in the school office.

Lock (at the Junior High and High School) may be purchased through the physical education department. A refund will be made at the end of the year if the locks are returned in good condition.

All athletes, cheerleaders, and pompon squad members must carry school insurance, or the parent must complete, date and sign a copy of the Roanoke-Benson Athletic Insurance Statement.

ATTENDANCE POLICIES

Regular attendance is one of the first requirements for doing successful school work. Attendance is the responsibility of the student and the parent. Irregular attendance leads to lack of interest and lack of achievement. Due to the importance placed on regular attendance, the following policies have been adopted. Failure to comply with these regulations will result in students receiving an unexcused absence.

Parent Notification of School about Absences

A daily log will be kept of the notification calls placed by parents following a student absence and the responses regarding each call. *If a student is absent from school, it is the parent's responsibility to call the school by 10:00 a.m. to notify the school authorities of the reason for the student's absence from school.* The elementary and junior high school offices will telephone and attempt to notify the parent or guardian of a child enrolled in grades Pre-K through 8 of that child's absence from school each day if the child is absent without valid cause. A valid excuse is an excuse that must be on file in advance for each circumstance of a child's absence, such as doctor appointment, parental decision, etc. This notification will be made, or repeated as necessary, within 2 hours of the beginning of school. Roanoke-Benson Unit #60 requires parents to give at least one telephone number to the school for notification purposes. Any notification must be made to an individual of at least ten years of age. Students who are absent from school for any reason must have a note ahead of time, telephone contact with an adult to the school office, or bring a note from a parent upon return to school. If parent contact has been made, a note upon return to school is not necessary.

Excused Absences

A child may be absent from school because of illness, observance of religious holiday, death in the immediate family, family emergency, situations beyond the control of the student as determined by the Board of Education, or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. Excused absences will be given for absences with valid causes.

Excessive Absences

Students must be in school everyday possible. If a student misses more than 10 days or displays a pattern of attendance problems a referral to the Regional Office of Education Truancy Case Worker will be submitted. In addition to the referral, after 10 days, absences will be classified as unexcused unless a doctor's note is given to school immediately upon their return to school. Administrative discretion will be used on a case-by-case basis for predetermined absences.

Students returning from extended absences may be required to submit a doctor's note upon their return to school.

Unexcused Tardies

Students who come late to school are missing out of valuable instructional time. After eight unexcused tardies a student will be given the same consequences as a student who has an unexcused absence.

Parental Decision

Absences for vacation with family, dental or doctor appointments, work at home, college visits will not be termed excused. However, they will be allowed. The excuse must be obtained in advance for approval of these absences. Admit slips will be marked P.D. indicating parental decision. College visits should be arranged through the guidance office.

Unexcused Absences

Unexcused absences shall be given for absences without valid cause. These absences will include, but are not limited to, truancy, car repairs, shopping, barber shop, beauty shop.

Attendance and Participation in Extra-Curricular Activities

In order for a student to participate in a scheduled extra-curricular practice or activity on a school afternoon or night, he/she must be in attendance at school by 10:30 a.m. The only exception will be by pre-arranged administrative approval.

ASBESTOS

In accordance with EPA regulations, the schools have been inspected for materials that contain asbestos. Friable asbestos-containing materials may cause health problems. Friable asbestos containing materials are present in all Roanoke-Benson Unit # 60 schools. This is to notify you that Roanoke-Benson CUSD #60 has submitted its management plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHED, 40 CFI 763) for the school facility or facilities. Copies of the management plan are available in the administrative office of the school district and in the administrative offices of each school building. These plans are available for your inspection during normal business hours of the office (Monday through Friday; 8AM to 4PM) and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangement, please contact Rohn Peterson, superintendent, 923-8921.

A record of inspection, a diagram of the location(s) of friable asbestos containing materials, and a copy of relevant EPA regulations are available in the superintendent's office, Roanoke-Benson High School. For further information interested persons should call 800-424-9065.

DISCRIMINATION COMPLAINTS

The procedures outlined hereafter refer to the handling of complaints alleging discrimination. In the event a student or an employee shall present his/her complaint in writing to his/her building principal. The following steps are to be followed.

1. Within one week (five working days) the building principal will respond in writing to the grievance and will forward copies of both the grievance and the decision to the superintendent. If the grievant is not satisfied with the decision of the building principal, the grievant may request that the coordinator respond to the grievance.
2. The coordinator shall review the grievance and the decision of the building principal and shall render a written decision within one week (five working days). Copies of the decision shall be given to the grievant, the building principal, and the Board of Education. If the coordinator's decision is not acceptable to the grievant, the decision may be appealed to the Board of Education.
3. Immediately upon receipt from the grievant of written notice of intent to appeal to the board, copies of the grievance and the decisions at each prior level of review shall be forwarded by the superintendent to the board. The board shall review all of the aforementioned documents at its next regularly scheduled meeting and shall render its written decision writing two weeks (10 working days) of the date on which the grievance was heard.
4. If the grievant is dissatisfied with the board's decision, appeal may be made first to the Regional Superintendent's office and, finally to the State Superintendent of schools.

There shall be no reprisal against any student or employee for filing a grievance or for utilizing the grievance procedure. The grievant is entitled to confidentiality and respect. For the purpose of maintaining confidentiality, grievances will not be filed in a student's file or any employee's personnel file. The grievance file will be kept in the office of the coordinator. The grievant has the same access to this file as he/she does his/her own personnel file.

Appeal decisions rendered at any of the levels of review within the district must be made within three weeks (15 working days) of their receipt; appeal outside the district should be made in a timely fashion. In all cases, the coordinator shall be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and the appeal of decisions.

The board of education appoints the superintendent coordination for non-discrimination, and the superintendent may be contacted at the Roanoke-Benson CUSD #60 High School.

SECTION II

SOWERS ELEMENTARY SCHOOL

Sowers Elementary School is located in Roanoke, Illinois, and contains Pre-K through grade 4. Rohn Peterson is the building principal and Marsha Vogel is the secretary. The phone number is 923-6241.

SOWERS ELEMENTARY SCHOOL MISSION STATEMENT

The faculty and staff of Sowers Elementary School are committed to excellence in teaching and learning for all students. Our role is to ensure that all students are empowered to become caring, competent, and contributing citizens in an integrated, changing and diverse society.

Bicycle Riding and Use of Bicycle Racks

Bicycle racks are located at the southeast corner of the playground. Students in grades 1-4 who plan to ride bicycles to school should know they must:

1. walk (not ride) bicycles on school property.
2. park the bicycles in the racks, and
3. observe all safety rules while riding to and from school.

Birthday Celebrations

Students celebrating birthdays may bring in a small treat to share with their classmates. Teachers should be consulted as to when the celebration would take place during the day. Students with summer birthdays may choose another school day to serve as their "unbirthday". Birthday invitations for private parties may **not** be distributed at school.

Bullying Policy

Bullying is when a student or group of students attempt to intimidate, upset, or create the risk to hurt another student either physically or psychologically on more than one occasion. Bullying can be direct physical threats, verbal attacks, or indirectly causing a student embarrassment or humiliation.

Any bullying witnessed at school will result in disciplinary action.

The disciplinary action may be but is not limited to: demerits, loss of privileges such as recesses or special events, suspension, or expulsion.

Car Traffic on School Grounds

Parents are reminded to observe all posted traffic and speed limit signs on village street and especially near the school grounds. Children may be dropped off on the sidewalk between Sowers and the High School from parents' cars that are pulled next to the curb. **Cars should NOT enter the staff parking lot south of the building to drop off or pick up students from school.** Parents who are in the building as school volunteers, who are bringing in or checking out students during the school day, or who are in the building conducting business may park in the staff lot for that period of time. Cars of parents

conducting school business are to enter the parking lot from the east and exit at the west end of the lot.

Classroom Discipline Plans

We firmly believe that no child should stop a teacher from teaching or another child from learning. Within the classroom and throughout the common areas of the school and its grounds, no child will engage in behavior that is not in his/her best interest or the best interests of others for any reason.

We clearly and firmly communicate our wants and needs to the students and are prepared to back up our words with actions. Our wants and needs are given in a limited number of rules to define in observable terms the behaviors we want (stay seated, raise hand, keep hands and feet to oneself, etc.). Consequences for both inappropriate and appropriate behaviors are set and consistently applied. If a student chooses to misbehave, he also chooses a consequence (staying in at recess, a call home to the parents, etc.). If a student chooses to behave properly, he also chooses a reward (verbal praise, extra library time, a happy-gram, etc.). Positive rewards are given both individually and cumulatively to the whole class.

Each teacher has developed a classroom discipline plan which is approved and supported by the principal. A school-wide discipline plan governs lunchroom/playground conduct as well. Central to both is parent notification and involvement in resolving the problem. Parents will receive a copy of the classroom discipline plan from their child's teacher.

Counseling of a student with disruptive behavior is recommended and necessary, but teachers will not disrupt or leave their classroom of students in order to tend to one student's behavioral needs. Teachers, supervisors, or administrators will provide private time when possible to counsel a student or respond to his/her grievance.

When individual classroom plans call for intervention by the principal, the principal (or designated person in absence of the principal) will assist with the behavioral concerns in a manner appropriate to the age of the child, grade level, and seriousness and frequency of the behaviors. Consequences may include but are not limited to, time-out, elimination of recess for a period of time, issuance of a detention (to be served before or after school), elimination of a special activity, in-school suspension, out-of-school suspension, recommendation for expulsion to the Board of Education or any other consequences that are deemed appropriate. As an alternative consequence, the student may be assigned to Saturday School.

Parents will be notified by the classroom teacher or principal when a visit has been made to the Principal's Office for chronic misbehavior or when a detention and/or demerit have been issued. A demerit may be issued for the following reasons, but are not limited to those listed: vandalism or attempted vandalism, disrespect to students, any school personnel or volunteers on behalf of the school, fighting, misconduct, minor theft, inappropriate language, any conduct forbidden by school personnel, violation of established building and/or classroom rules and policies, harassment, accumulation of

three (3) tardies, violation of bus rules or procedures, computer usage violation, lying, cheating, misbehavior, truancy, conduct that could result in physical or emotional injury or trauma to others, threats of aggression, sexual harassment. Repeated minor acts of misbehavior may be treated as gross misbehavior. Two demerits are earned for an in-school suspension. Three demerits are earned for an out-of-school suspension and four demerits for an expulsion. **The Principal may give a demerit as an alternative consequence for misbehavior. 7 demerits warrant missing school field trips or other events.**

Good behavior will be rewarded as well. One demerit will be removed for 30 consecutive days of school attendance without earning a demerit (for school attendance and truancy issues only). For misconduct, one or more demerits may be removed by “earning back” the privilege of attending special school functions when outlined by individual behavior plans or behavior contracts. The specifics of each plan will address the concerns and needs of individual students on a case-by-case basis in cooperation with the student, teacher(s), parents and the principal. In all cases, demerits must be removed prior to ordering tickets for the event, making reservations, or within 10 days of the field trip event.

Clothing and Footwear

Students are to be properly dressed for the current and impending weather conditions. Parents are to ensure that students are dressed properly for the season and for activities at school (physical education classes, recesses, field trips, etc.). Children will not be allowed to move about the building in stocking feet. Boots are to be worn in the winter and indoor shoes are to be available at school for classroom use. Tennis shoes are needed for physical education classes and, in grades 3 and 4, will be kept at school for exclusive use on the high school gymnasium floor. Good manners disallow the wearing of hats or headgear in the building. Exchanges of headgear are not permitted. For safety reasons, shoes worn on the playground must have a heel cover or a strap that keeps the shoes close to the heel. No flip-flop sandals or backless shoes may be worn for recesses or physical education classes. A second pair of shoes will be kept at school to change into if the parent chooses to let the child wear backless sandals to school, although we recommend these **not** be worn to school at all.

Students are not to wear clothing that is distracting or offensive to others. Please refer to the district section of this handbook for specifics concerning length of dresses, short, types of tops, etc. that are acceptable.

Computer Use

An Apple Laboratory is available for use by classes of Sowers students. Students will use the computers under the direction of a teacher or instructional aide. All software is District #60 property and cannot be taken home or copied for any reason. Students are not to bring software from home to install on school computers. Students may not compose or reproduce any material that is deemed offensive to school personnel or other students.

Early Dismissal Procedures

If it is necessary that school be closed early, the following procedures will go into effect:

- The staff of the school will be informed. Students will not be informed until a time designated by the administration.
- Room mothers will be called to start the phone tree listing of students. An attempt will be made to contact each parent at home. It is the responsibility of each parent to have a plan prepared in case school is closed early when the child's parent(s) is/are not home.
- Parents are discouraged from contacting the school for updated reports on school changes. The telephone lines need to be kept free for use by the staff as parents are being contacted. Television stations and radio stations will be kept updated and current with accurate information.

Entry and Dismissal

Students may not, except when under the direct supervision of a teacher or another adult, enter the building until 8:00 a.m. No students, except when under the direct supervision of a teacher or another adult, will be in the building after dismissal time (2:55 p.m. for walkers, car riders; 3:20 p.m. for bus riders). Any student who is to ride a bus other than his/her own on a special occasion must have a written note from home stating the destination for that occasion. The student must obtain a pass from the office by sending the parent note to the office the morning the pass is requested. The secretary will have the pass in the office at the end of the day for the student to pick up prior to boarding the bus. **Students and parents** shall enter and exit the building from the west doors by the office upon arrival to and dismissal from school. All other doors will be kept locked. The tardy bell rings at 8:17 a.m.

Parents must sign their child in and/or out of school when entering school late or when leaving early. A sign-out board is provided the office. Parents are **not** to go directly to a child's classroom without checking with the secretary or the principal.

All visitors must wear a **Visitor's Tag**.

Field Trips

Each grade level generally takes one educational/recreational field trip per year. In addition, individual grade levels may also take additional field trips as the grade level curriculum dictates (Hult Health Center, etc.). Parents will be asked to pay any fees assigned to the trips.

Field trips are intended to be educational, and all students are expected to participate. Due to the nature of these trips, students who have demonstrated their inability to hold to district standards for behavior will not be permitted to attend field trips. Students who earn 7 or more demerits will be excluded.

Room mothers and other parents may be asked to chaperone field trips. Due to the fact that there are responsibilities attached to this privilege, no other children (siblings or other children not enrolled in school) may attend the school field trip or ride the bus.

Grading

Report cards are issued each nine weeks. In grades Kindergarten through second, skill oriented reports are generated for parents. In grades three and four, letter grades are used to indicate the student's performance in a subject as compared to generally accepted standards for the grade level:

- 94-100 A - Superior performance at the grade level
- 86- 93 B - Excellent performance at the grade level
- 77- 85 C - Commendable performance at the grade level
- 70 - 76 D - Minimal performance at the grade level
- 0 - 69 F - Below acceptable performance levels

Students may need modifications within the classroom in order to work up to their capabilities. In such cases, modified report forms will be sent home at the end of each quarter with the report card indicating what type of modifications are being made. Report cards at grades three and four will also indicate the modifications being made.

Mid-term progress reports will be sent home in the middle of each quarter for those students receiving grades of D or F or for those who have received a grade lower than the previous quarter. In addition, many teachers send reports home for all students.

Harassment

Harassment includes, but is not limited to, repetitive teasing, bullying, threats, intimidation, ridicule, or gossip about or towards one or more students. Students may report harassment to the principal or any staff member orally or in writing. Consequences for harassment include, but are not limited to, warnings, detentions, suspensions, or expulsions.

Labels

Parents are asked to label everything that is brought to school in the beginning years. Clothing, book bags, coats, mittens, scarves, boots, and school supplies should indicate the student's full name and room number. Money that is brought to school should be placed in a sealed envelope and clearly marked with the student's name, room number, and purpose for the money.

Lockers

Lockers are furnished for students in third and fourth grades and second grade when classes dictate the need. No locks are to be used on the lockers in the Sowers building. Student lockers are school property and are subject to search if the best interests of the school so dictate.

Lost and Found

All articles found are to be taken to the office where the secretary will keep them on hand for the owner. All books should have the signature of the owner in the cover of the book

on the rental record for easy identification. An appropriate charge will be made for all lost or damaged school books.

Lunchroom/playground Regulations and Practices

Children are expected to behave in the school lunchroom and on the playground in the same courteous manner as they behave at home. They are to show respect for food and for each other.

1. When entering the lunchroom or when called to line up, students must be in alphabetical order and in a single file line.
2. Quiet talking is permitted while seated at the lunch tables.
3. Students will sit with eight (8) students on each side of the tables. The order will be the same as line order and supervised by the lunchroom aide.
4. Once seated at the lunch tables, all students are to remain seated until the table is dismissed for lunch recess.
5. Students are not to come back into the building during recess without permission of the supervisor.
6. All children are to play on the blacktop area and playground area of the school grounds. The supervisor will designate play areas as the weather dictates (if the sodded area is muddy, children must remain on the blacktop).
7. Toys or sporting goods from home should not appear on the playground during any recess or noon period.
8. Custodians will retrieve balls that are thrown on the roof. A student may retrieve a ball that has gone off the playground when instructed to do so by the playground supervisor.
9. Snow, stones, sticks and other such natural objects are not play equipment and are prohibited from being picked up or thrown.
10. Frequent injury and bad personal relations resulting from wrestling, tackling, scuffling, fighting, pushing, shoving, tripping, name calling, teasing, or use of foul language necessitate their being prohibited at school. Children are not to practice acrobatics at school.
11. Safety Practices:
 - Swings
 - a. Face the same direction when swinging.
 - b. Sit in the swing; do NOT stand.
 - c. When pushing someone on the swing, push from the back.
 - d. Do not run under the swings.
 - e. Do not climb up or sit on the swing supports.
 - f. Do not twist the swing chains.
 - Teeterboards
 - a. Only one pupil should be on each side.
 - b. Do not stand or walk or sit in the middle of the board.
 - c. Do not bounce up and down.
 - Merry-Go-Round
 - a. Sit, do not stand.
 - b. No pushing on other riders.
 - Slide
 - a. Walk up the steps; no tagging or running.

- b. Sit while going down the slide.
 - c. Only one person on the board at a time.
12. Under no circumstances are students eating lunch at school to leave the school grounds at noon, unless we have written permission from the parent. Students going home for lunch should also bring a written permission to the classroom teacher as appropriate.

Make-up Work

Parents are encouraged to have make-up work sent home if students are going to be absent from school for more than a day or two for illness. In the case of pre-planned absences due to parental discretion days (vacations, etc.), the students will be allowed to make up the work upon their return to school. Teachers will not be required to plan work in advance for this type of absence.

Parent Helpers

We are indebted to the many parent helpers who serve us in various capacities over the course of the year. Many parent helpers enroll via the PAC program (Parents Assisting Children). Others enlist as Room Mothers. All are welcome. We formally recognize our corps of parent helpers by issuing identification badges, and by offering training and informational sessions to guide their work and interactions with us. All parent helpers must sign in at the school office each and every time they are in the building so we may account for you in the event of an emergency.

Parent Visitation

Parents are welcome to visit their children's classrooms. Please call at least one day in advance and we will make the necessary arrangements. Parents will be welcome anytime other than during testing periods. We do ask that parents refrain from conversing with their own or other children while in the classroom.

Parent-teacher Communications

Our teachers welcome the involvement of parents in their children's education and are committed to the value of keeping parents apprised of student progress. Beyond quarterly report cards, teachers communicate via personal conferences, phone calls, informal notes, and evaluation of students' classwork.

Individual private conferences between teacher and parent are scheduled for all students in the fall. Spring conferences are scheduled only in those cases where the teacher feels a need or at the request of the parent. Evening times for such conferences may not be available. In addition, conferences between parents and teachers are encouraged at any time. Teachers are requested to contact the home whenever they find a pupil with a problem, be it academic, physical, social, or emotional. By the same token, parents are urged to contact the teacher at school any time they have a question regarding their child's progress in school.

Problem Solving Model for Addressing Student Concerns (FLEX-Flexible Service Delivery System)

The flex team is made up of the school counselor, psychologist, teachers, administrator, and parents. This team works with students who are struggling to set in place interventions to assist the students, monitor student progress, and to stay in regular education classrooms. A student who is involved with the Flex process is not automatically placed into special education. Parental involvement is essential for this process to be successful. Parent responsibilities may include agenda checks, tutoring, checking student homework, or other reinforcement of team decisions. As students participate in these interventions, documentation will be kept to monitor their progress. If students are unable to succeed with the interventions in place then the team will make a decision to look at special education entitlement.

Promotion/Retention

The goal of schooling is to provide successful learning experiences for all pupils so that progress toward learning objectives is continuous and positive. It is recognized that not all pupils learn at the same rate. Roanoke-Benson Unit #60 does not have a policy of automatic social promotion, but believes instead that matters of promotion/retention must be decided on the merits of each individual pupil situation.

At each grade level, Pre-K through 8, there will be pupils who are achieving below and above the median for that grade level. Teachers shall make every attempt to adjust curriculum to the needs of each pupil; however, it is recognized that the school cannot always effectively meet all needs of a pupil who consistently is achieving at a level far different from other pupils in the same classroom. In this situation, consideration of placement at another grade level is sometimes necessary.

It is also recognized that factors outside the school may play a part in determining the progress learners make toward school goals; for example, such conditions as attendance patterns might be considered in making recommendations for grade placement. Our goal is always to provide the most productive situation for pupils' growth--instructional, social, and emotional.

The following factors will be considered in determining promotion:

1. achievement of the student
2. pertinent test results
3. attitude of student and parents toward promotion or retention
4. chronological age of the student
5. physical size of student as correlated with age
6. social maturity and adjustment
7. what is best for the student in terms of future growth and welfare
8. what is best in terms of future growth and welfare of fellow students

The rationale at the center of the Unit #60 Promotion/Retention policy is that retention is one of a variety of learning experiences which can help a student to grow and achieve success. Retention allows yet another opportunity for the student to master skills necessary to be successful in the following years. Primary responsibility for a decision

regarding promotion remains with the school. All state laws applicable to promotion and retention will be followed.

Recesses

It is very healthy for children to be outside. Students at Sowers Elementary School will go outside for recess if the wind chill is about 10 degrees. Students will participate in one morning or afternoon recess supervised by a classroom teacher. Students will also participate in a recess following lunch supervised by a playground aide. Recesses will be scheduled indoors if the weather is deemed inclement by the administration and/or playground supervisor. Students may not remain indoors for any recess in an unsupervised situation. Parents requesting that students be excused from recess must receive approval from the administration prior to the recess in question. Parents must receive written permission for students to be excused from recess. As there is no extra space available to house excused students, permission will only be granted on an individual basis. If students are to be kept inside from recess for an extended period of time (more than two days) a doctor's note will be required. Due to the nature of physical education, students who are to be kept in from recess will also be excused from physical education until their ability to participate fully in physical activity.

Regular Monitoring of Student Attendance

Student attendance is regularly monitored by the Attendance Officer for the Regional Office of Education. The school principal and/or the Attendance Officer will contact the parent(s) of a child who exhibits excessive absences or tardies.

Sexual Harassment

Students will not make, or cause to be made, lewd, vulgar, obscene, or sexually suggestive messages or comments to other students, faculty or staff member, volunteer, by verbal, nonverbal, written, electronic, or any other means. Violators of this policy may receive verbal and/or written warnings, detentions, suspensions, or expulsions. Repeated violations will be considered gross misconduct.

Speech/Language Services

The Speech/Language Pathologist is responsible for screening all kindergarten, first grade students, and any teacher referrals. She/he will also consider referrals made by parents. Parents are notified if further evaluation or speech therapy is warranted.

Tardy

It is important for students to be in class and on time (8:17 a.m.). Students will receive one (1) demerit for every three tardies accumulated. Cumulative tardy records will be kept in the office and the office will issue tardy demerits.