

Lowpoint- Washburn K-3 Handbook 2019-2020

Mission Statement

Learning ...Where people care.

Board of Education

Mr. Ryan Damerell Mr. Brad Grebner
Mr. Brandon Henry Mrs. Dana White
Mr. Jim Knecht Mr. Jon Schumacher
Mrs. Willa Warnkes-Sipp

Administration

Mr. Duane Schupp, District Superintendent – 248-7522
K-3 Principal – 248-7221

Administrative Assistant

Mrs. Susan Laible, K-3 Secretary /Treasurer

Lowpoint Washburn C.U.S.D. #21

At Lowpoint Washburn CUSD #21...

Vision Statement:

Lowpoint-Washburn CUSD #21 is dedicated to instilling and nurturing a learning environment where a student's uniqueness is both valued and accepted. This vision empowers and fully equips students for success through a growth mindset where responsibility, respect, and excellence ensure opportunities for them as creative problem solvers in our ever-changing world.

CITIZENSHIP

Effective citizenship implies the ability to live within a system of order and to foster mutual respect and cooperation among fellow citizens. The purpose of the student conduct rules is to promote appropriate citizen behavior within the school and to provide an orderly and just approach for teaching students the essential qualities needed to become effective adult citizens.

NONDISCRIMINATION STATEMENT

The Lowpoint-Washburn C.U.S.D. #21 insures that equal educational opportunities are offered to students, regardless of race, color, national origin, age, sex, religion, or disability. Any questions regarding sex equity (Title IX), disability (section 504), and minorities (Title VI) education should be directed to the superintendent by calling (309) 248-7522 or writing to 508 East Walnut, Washburn, IL 61570.

HANDBOOK DISCLAIMER

The provisions in 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 rules, practices, and procedures as currently practiced and are subject to change without prior notification. Board policies are available to the public at the District Office.

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Lowpoint-Washburn C.U.S.D. # 21

508 E. Walnut
Washburn IL. 61570
Ph: (309) 248-7522 Fax: (309) 248-7518
Duane Schupp, Superintendent

Lowpoint-Washburn CUSD #21

2019-2020 School Calendar

August	(Thursday)	Teacher's Institute (No School)
August		SIP Early Dismissal (Dismiss at 2:00 PM)
September	(Monday)	Labor Day (No School)
October	(Thursday)	SIP Early Dismissal (Dismiss at 11:00 AM)
October	(Friday)	Teacher's Institute (No School)
October	(Monday)	Columbus Day (No School)
October	(Thursday)	End of 1 st Quarter
October	(Thursday)	Parent/Teacher Conf. 5:00-8:00 PM
October	(Friday)	No School P/T Conf. 8:00 AM-12:00 PM
	(W-FR)	Thanksgiving Vacation (No School)
December		High School First Semester Final Exams
December		Early Dismissal (Dismiss at 2:00 PM)
December		End of 2 nd Quarter
December		Christmas Vacation for Students
January	(Friday)	Teacher Institute (No School)
January	(Monday)	School resumes for students
January	(Monday)	MLK JR Day (No School)
February	(Thursday)	Parent/Teacher Conf. 5:00-8:00 PM
February	(Friday)	No School P/T Conf. 8:00 AM-12:00 PM
February	(Monday)	President's Day (No School)
March	(Wednesday)	End of 3 rd Quarter
March	(Friday)	Early Dismissal at 2:00 PM
March		Spring Break
April	(Monday)	School Resumes
May	(Friday)	8th Grade Promotion
May	(Sunday)	High School Graduation
May	(Wednesday)	Last Day for Students if no emergency days are used.
May	(Tuesday)	Teacher Institute if no emergency days are used.
May	(Monday)	Memorial Day (No School)
May		Emergency Days (If Needed)

SCHOOL DAY INFORMATION

HOURS

Grades K-3: 8:00 a.m. – 3:00 p.m.

Grades 4-6: 8:00 a.m. - 3:07 p.m.

ARRIVAL

- **Students are not to arrive at school earlier than 7:35 a.m.** There is no supervision at school prior to this time.
- K-3 students are to go directly to the gym.
- 4-6 students wait outside (weather permitting) or will be directed to a vacant classroom.
- Parents who wish to visit a classroom before school starts **MUST** sign in at the school office before doing so and sign out upon leaving.

DISMISSAL

- To ensure the safety of each child after school a notification by parents in the form of written note or phone call to the school must be received to change the after school routine for any reason.
- Students will be sent home by the regular method without proper and adequate notification.
- Parents must be able to rely on the school to know that their children are sent home on time and by proper method as well as the classroom teacher must know what proper procedures the parent expects on any particular day.
- **Parents are requested to remain outside of the school building until students have been dismissed.** Parents will not be allowed to wait outside of classroom doors prior to dismissal.
- When picking up students please leave the school's drive open to allow buses to load and unload.
- **At the Grade School after the busses have been dismissed all other students will be dismissed. Please remain in your cars and pull up as far as you can. Students will be brought to the cars.**
- **At the Middle School please do not park in the spots along the building. You will be blocked in by the busses and not allowed to leave until all the busses and students are gone.**

VISITORS

Parents are always welcome at Lowpoint-Washburn Elementary/Middle School. Appointments with teachers or to visit a class should be made through the school office.

- **All visitors are asked to report to the office upon entering the building to sign in and receive a visitor's pass. This pass MUST be worn at all times when in the building. This is for the student's safety.**
- All visitors must sign out in the office upon their leaving the building.
- Visitor passes will not be issued during testing and other circumstances at the administration's discretion.
- Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave.

PARENTAL INVOLVEMENT:

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

- Keep parent(s)/guardian(s) thoroughly informed about their child's school and education.
- Encourage involvement in their child's school and education.
- Establish effective two-way communication between all families and the Board of Education and District personnel.

- Seek the advice of parent(s)/guardian(s) on school governance issues and methods to fulfill the District's educational mission.
 - Inform parent(s)/guardian(s) on how they can assist in their children's learning.
- The Superintendent shall periodically report to the board on the implementation of this policy.
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ATTENDANCE

Success in school depends to a great extent on regular, punctual attendance, and good study habits. Students are expected to be in school the entire school day unless there is a justifiable reason for being absent. Parents/guardians are responsible for ensuring regular and punctual attendance. Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

REPORTING ABSENCES BY PARENT/GUARDIAN

When your child is absent:

- **A phone call to the school office prior to 9:00 a.m. is required.** Grade School: 248-7221 and Middle School: 248-7087. State law requires school contact with a parent/guardian prior to 10:00 a.m. each day a child is absent from school.
- If a student is absent and a phone call to the office has not been made, the student will be marked unexcused. If a note with the reason and signed by the parent/guardian is given to the office upon return the absence will be changed to excused.
- When at all possible, please schedule doctor and dentist appointments after school.
- **A student will be afforded seven (7) days of non-medical excuses per semester. Any absenteeism beyond seven (7) days for a semester will require a signed medical note to be excused, or absence will be counted as unexcused with discipline consequences assigned.**

Excused Absences:

Absences with parent or legal guardian notification in accord with the stated procedure because of illness, medical, dental, or eye appointments, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the student's control as determined by the Board of Education or building administration and such other circumstances which cause reasonable concern to the parent for the safety or health of the student will be considered excused absences. (Board Policy 7.70) Absences for other reasons are to be handled on an individual basis by the principal. **Excused, non-medical absences may not exceed seven (7) days per semester. All other absences will be considered unexcused and will require a doctor's documentation for admittance to classes.**

Students are reminded that a doctor's or dentist's note should be brought to the office when an appointment has been attended for attendance verification.

Planned Absence:

A planned absence will be subject to approval by the principal and/or superintendent. A pre-approved pass/form must be obtained from the office, signed by the parent or legal guardian and approved by the administration at least three (3) days in advance of the absence. Pre-excused absences may be granted for family trips, religious holiday, and others at the discretion of administration. When a student has a planned absence, he/she must get assignments ahead of time and have them completed when the student returns to school. A student who fails to arrange a planned absence must expect the absence to be classified as unexcused.

Unexcused Absences/Truancy

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

Attendance Policy:

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

Late Arrival to School:

ALL students who are tardy to school must be signed in to the office when they are arriving late to school by the parent, guardian, or adult bringing them. Late arrival (after the tardy bell rings) of a student will be excused by the office for the following reasons only:

- Late bus;
- Illness substantiated by a written excuse from a parent, legal guardian, doctor, or dentist;
- Official legal document;
- Circumstances approved by the principal;
- Students will not be marked tardy if they arrive late from a doctor's or dentist appointment.

Parents will be notified by letter after the 3rd unexcused tardy.

For every five (5) unexcused tardies, students will receive a 30 minute after school detention.

ACADEMIC INFORMATION

Homework:

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

- Work not completed at school
- Make-up work
- Special projects

- Daily Reading Logs
- Math facts
- Spelling

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

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

Make Up Work

A student has the number of days missed plus one to complete assignments and tests given while absent unless special arrangements are made with the teacher. **THE SCHOOL CANNOT BE RESPONSIBLE FOR WORK MISSED BECAUSE OF LATE ENTRANCE OR EXTENDED VACATIONS THAT DO NOT COINCIDE WITH THE REGULAR SCHOOL CALENDAR.**

Grades:

Grades are an evaluation of what a student has learned and become part of the student's permanent record. Report cards are issued every nine weeks. The report card shows grades, which are based on class participation, cooperation, homework, and test results.

Progress Reports:

Progress reports will be sent home to the parents of students having difficulties or for special recognition of outstanding work midway through each nine week period. Parents of students in grades 4-6 are able to check their student's grades online. Classroom teachers will provide information on this at the beginning of each school year.

Report Cards:

The school year is divided into four quarters. Report cards are issued at the end of each nine-week period. The parent should carefully examine report cards each quarter. Report cards will be sent home in special envelopes. Parents need to sign the envelope (a place for comments is provided) and immediately return it to the classroom teacher. The actual report card is for the student and parent. By immediately signing the report card envelope and returning it to the classroom teacher, we will know that the student's report card has reached the parent. It also provides an additional tool for the parents to communicate back with the school.

The letter grades on the academic achievement form of the report card have the following meaning for students:

- Students in fourth, fifth and sixth grade in the subjects of Physical Education and Music, will be evaluated using the grade school grading scale. Grades are based on performance not averaged grades or assessments.
- All work must be made up to be promoted. A student will not be promoted with an incomplete. As soon as the incomplete is made up, the student will be permitted to advance to the next grade.

Grading scale students in K-2nd

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

Grading scale for student in 3rd – 6th

A	93-100
B	85-92
C	77-84
D	70-76
F	69 or below

Honor Roll:

Honor Roll

- High Honor Roll = All A's
- Honor Roll = A/B

Building Administrator will decide the nine-week Honor Roll incentives.

"On A Roll"

Each quarter students are encouraged to improve their grades from the previous quarter. To help encourage these improvements, students will be rewarded for accomplishment in the "ON A ROLL" program. In order to be "ON A ROLL" students need to raise grades in Spelling, Reading, Math, Social Studies, or Science. Students cannot lower grades from the previous semester.

Bring up without lower original grades:

- 1 out of 5 grades: 10 Bobcat Bucks
- 2 out of 5 grades: 15 Bobcat Bucks
- 3 out of 5 grades: 20 Bobcat Bucks
- 4 out of 5 grades: 25 Bobcat Bucks
- 5 out of 5 grades: 30 Bobcat Bucks

Promotion Policy (Board Policy 6.280)

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

Retentions:

Administration and the classroom teacher will meet with the parents of a student when retention is being considered. If you have any questions about a grade, please feel free to call for a conference.

Response to Intervention:

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

GENERAL SCHOOL INFORMATION/POLICIES

Band:

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

K-6th Music Concerts:

Kindergarten through 6th grade students will participate in music concerts in December and the spring. Students in grades Kindergarten through 3rd grade will be bussed over to the 4th-12th building on the day of those concerts to practice for the performance. Information on these practice days will be given in advance.

Book Bags, Coats, Hats, & Sunglasses

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

Dress and Personal Appearance:

Being comfortable and feeling attractive to others is related to success. Individuals have their own methods for seeking comfort and their own preferences in selecting clothes and styles in grooming. However, personal preferences that are outside an acceptable standard are distracting, and sometimes offensive to others. Students are to follow this guideline for determining whether or not their appearance is considered acceptable:

- Shorts are acceptable dress. Discretion on the length of the shorts will be made by the teacher or principal.
- No flip flops for K-3 grade students. Shoes must have a strap for K-3 grade students.
- A garment may not expose the torso under any condition.
- No backless dresses, shirts, or midriff clothing are permitted
- The shoulder covering of shirts should be at least 2 fingers in width. At no time should undergarments be visible.
- No Spaghetti Strap or racer-back shirts should be worn.
- No garment may be worn that advertises or contains references to alcoholic beverages, tobacco, drugs or drug products, racial or ethnic discrimination, sex, satanic activity or other activity that is suggestive or derogatory in nature.
- Coats, hats, (including bandannas), stocking caps, hoods, or other head covering, sunglasses and belt or wallet chains are not to be worn in the school building. Coats may be worn with permission if the temperature in the building is low.
- Shoes must be worn at all times on school premises.
- Pajama clothing, including slippers, may not be worn at school. Special days will be planned and students will be allowed to wear these.

Field Trips:

- Classes may take field trips during the year. Student participation/attendance is a school privilege.
- Students who have displayed conduct during the school year, which would indicate their inability for proper control, may not be allowed to participate in field trips if the principal and teacher agree that they are a high risk.
- **A student may not be allowed to go if they receive an out-of-school suspension, eight (8) or more behavior referrals, or twelve or more unexcused tardies/absences.**
- Should a student not be allowed to participate in the field trip, an alternate educational plan will be put in place for that specified field trip date.
- Teachers schedule field trips to broaden the academic learning of our students. In an effort to keep costs to a minimum, teachers are encouraged to schedule field trips that are no-cost or that have a small monetary cost associated with them. Students and families will be notified of these expenditures well in advance of the field trip(s).
- Siblings and or children other than those who are members of the class group scheduled for the field trip are NOT allowed to attend.
- Teachers will ask parents to serve as assistants on field trips. The number of parents allowed is limited, only parents invited are allowed to attend. A parent who unexpectedly arrives to an event will pay the full cost of the event being attended.
- A signed permission slip will need to be turned in order for the student to attend.

In-District Field Trips/Assemblies:

Field Trips within district and special assemblies are held and students need to be transported between buildings. These will include but are not limited to: winter and spring music concert practice, special assemblies held at the High School or Elementary buildings. **Notice of these events will be placed in monthly school newsletters and weekly classroom newsletters as well.**

Leaving School Premises:

- Students wishing to leave the school premises during school time must be signed out in the office by a parent, guardian, or an authorized adult.

Library:

Students will visit the library on a weekly to check out books. They may be renewed as needed.

- If a book is lost by either a student, parent/guardian, or faculty member the book must be replaced with the exact same book.
- When in the library, be considerate of others, and keep the noise to a minimum. This is true especially when working with another individual or in a group.

Lockers:

Each student in grades K-6 will be issued a locker for his/her books and personal belongings. Lockers and their contents are considered the personal property of those students to whom they are assigned. Students are not to place stickers or other permanent marks on the lockers. Students shall care for the locker, keeping the locker clean. The administration will be responsible for periodically checking all locker interiors to determine if the lockers are being properly used. The administration may assign this task to a homeroom teacher.

Lost and Damaged Books:

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

Lost and Found:

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

Parties:

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

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

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

We also celebrate each child's birthday in a small way. You may wish to send a treat for your child's birthday, but there is no need to be elaborate. The Illinois Department of Public Health states that no food prepared at home can be served at school.

Party Invitations:

Please do not send party invitations to school. **Birthday invitations will not be distributed at school or on school premises**

Recreational Items:

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

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

Safety Drills:

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration.

Telephone Calls:

All calls made by students must be made before school, during noon time, or after school. The only exception to this is in the case of illness. Students and teachers will not be taken from their class to answer the telephone unless it is in a case of emergency.

Weather Conditions:

In case of inclement weather and there is doubt about having school, please listen to the following television stations: WEEK 25 & WHOI-19. During inclement weather, School Messenger will generate an automatic message notifying you of school cancellation. **PLEASE MAKE SURE YOUR PHONE NUMBERS ARE UPDATED IN THE SCHOOL OFFICE.** On some occasions school is dismissed early because of snow or excessive heat.

Weather and Dress for Recess:

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

GUIDELINES FOR DISCIPLINARY ACTION

DISCIPLINE Beliefs

Our Empowering Beliefs – The District believes that students:

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

DISCIPLINE POLICY

Students will be responsible for the following discipline policy during school, on the bus, and at all school related activities. When students do not follow class or school rules, they and their parents should expect appropriate disciplinary action to be taken. Please note that school rules apply at all school events and are not limited to:

- On or within sight of school grounds before, during, or after school hours;
- Off school grounds at a school sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
- Traveling to or from school or a school activity, function, or event.
- Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to conduct that may reasonably be considered to be a threat or an attempted intimidation of a staff member or endanger the health or safety of students, staff, or school property.

GENERAL DISCIPLINE

- Desirable discipline based upon the mutual respect of staff, parents, and pupils may be brought about by developing in the pupils the understanding of the rights of others and the necessity for rules and regulations.
- Proper and desirable attitudes toward the administration, the staff, the school, and other pupils should be fostered by giving the pupils opportunities to develop habits of self control, self discipline, cooperation, and loyalty, and occasions to develop a sense of responsibility and a respect for the human dignity of every individual.
- A pupil not meeting adequate standards will be held accountable and will be treated with kindness, wisdom, fairness, and firmness to aid in the development of standards of conduct which will bring him/her success, satisfaction, and pride in himself/herself as a self-controlled and worthwhile individual.

STUDENT-TEACHER RESPECT

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

- | | |
|--------------------------------|-------------------------------------|
| • Be prepared | * Respect property |
| • Respect authority | * Display a concern for learning |
| • Respect the rights of others | * Display appropriate social skills |

EXPECTATIONS

EXPECTATIONS

The following chart states the expectations for all students at Lowpoint Washburn Elementary.

Settings	Bathroom	Playground	Classroom
BE READY TO LEARN	<ul style="list-style-type: none"> • Return to class promptly 	<ul style="list-style-type: none"> • Learn rules of game and equipment 	<ul style="list-style-type: none"> • Have all materials ready • Follow directions
BE RESPECTFUL	<ul style="list-style-type: none"> • Use a quiet voice • Give people privacy • Keep hands and feet to yourself • Speak kindly to others 	<ul style="list-style-type: none"> • Play fairly • Include everyone • Share equipment • Keep hands and feet to yourself • Follow adult directions • Use kind words 	<ul style="list-style-type: none"> • Wait your turn to talk • Follow directions • Listen politely • Use kind words
BE SAFE	<ul style="list-style-type: none"> • Wash hands with soap and water • Keep area clean • Keep floor dry • Leave lights on 	<ul style="list-style-type: none"> • Stay in assigned area • Avoid play fighting • Report trouble 	<ul style="list-style-type: none"> • Sit in chair safely • Always walk • Keep hands and feet to self • Use furniture and supplies appropriately
Settings	Bathroom	Playground	Classroom
BE RESPONSIBLE	<ul style="list-style-type: none"> • Flush toilet when done • Throw paper towels in trash can • Report problems to teacher 	<ul style="list-style-type: none"> • Line up quickly • Put away equipment • Follow adult directions 	<ul style="list-style-type: none"> • Put things where they belong • Keep area clean • Help others • Complete work neatly and on time
Settings	Lunchroom	Hallway	Bus

BE READY TO LEARN	<ul style="list-style-type: none"> Return to class promptly and ready to learn 	<ul style="list-style-type: none"> Listen carefully 	<ul style="list-style-type: none"> Arrive and leave on time Bring all needed materials to and from school
BE RESPECTFUL	<ul style="list-style-type: none"> Use good table manners Use quiet voices Follow adult directions 	<ul style="list-style-type: none"> Walk quietly Follow adult directions Remove ball caps as you enter <ul style="list-style-type: none"> Keep hand off the walls and displays 	<ul style="list-style-type: none"> Speak kindly to others Obey bus drivers and adults on duty Stay in your own space
BE SAFE	<ul style="list-style-type: none"> Raise hand and wait to be excused Remain in seat Keep hands and feet to yourself Eat your own food Do not share food 	<ul style="list-style-type: none"> Walk facing forward Keep hand and feet to self Watch where you are going <ul style="list-style-type: none"> Walk on the right side of the hallway Walk in a single-file line 	<ul style="list-style-type: none"> Stay in seat until bus stops Keep hands and feet to self Walk on sidewalks and cross only at the crossing Speak quietly
BE RESPONSIBLE	<ul style="list-style-type: none"> Make good choices Clean up after yourself 	<ul style="list-style-type: none"> Get to where you need to be on time Use quiet voices Help others Keep area clean and lockers shut 	<ul style="list-style-type: none"> Keep track of your belongings Help others

PROHIBITED STUDENT CONDUCT

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - c. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - d. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.

- e. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
 - f. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.
 - g. Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.
4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
 5. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone. Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
 6. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop.
 7. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
 8. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, and bullying using a school computer or a school computer network or other comparable conduct.
 9. Engaging in any public display of affection, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
 10. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
 11. Entering school property or a school facility without proper authorization.
 12. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.
 13. Being absent without a recognized excuse.
 14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism, and hazing.
 15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
 16. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was

available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

- For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.
- Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.
- No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of medication to the student.

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

Classroom Environment

- Students enjoy school more and attain their objectives and goals in a classroom that is attractive, polite, and friendly. Such an environment allows teachers to be effective in providing instruction. It is expected that the general environment may be different in each classroom for many reasons; however, these general rules are to be followed without exception. Students will address their teachers using the appropriate titles, i.e., Mr., Mrs., Ms., Coach, or other appropriate titles, followed by their surname.
- Students will address other students using only those names which are acceptable.
- Students will demonstrate good manners common to ladies and gentlemen.
- Students will aid all school personnel in maintaining a clean and attractive school.
- Students whose manners do not meet an acceptable standard will be instructed they are denying other students their right to an environment conducive to learning.
- Failure to improve after a conference with the teacher will result in a conference with the principal and teacher.

Care of Property/Theft and Vandalism

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

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion

period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Health and Safety

A safe and healthy school is necessary to protect the rights of each individual to avoid needless pain and discomfort due to illness, or injury, and to avoid a loss of school time. If, in the judgment of the teacher, the student's unsafe practice is endangering the health and safety of persons in the classroom or activity and demands immediate removal, then the student will be directed to report directly to the principal's office.

CONSEQUENCES

Students will earn a variety of consequences depending on the severity of the infractions and number of infractions that the student has committed. A "tier system" approach will be utilized.

Possible consequences: Warning, detentions, Saturday detentions/suspensions, in-school isolation, out-of-school suspension, and recommendation for expulsion.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- After-school detention or Saturday detention provided the student's parent/guardian has been notified.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Detentions:

Faculty, staff or administration may use detentions. This may be done for behavioral or academic reasons. Detentions will fall into one of the following categories;

- Teacher supervised detentions
- Academic detentions
- Work detentions
- Saturday detentions

The administration and/or teacher will decide which category is applicable.

Suspensions:

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

Out-of-School Suspensions:

While a student is suspended from school, he/she will not be allowed to attend any school activity (home or away). Students with out-of-school suspensions will be given the opportunity to make up all work missed. Students are expected to make up missed work.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from a three (3) day or more out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student's ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Effect on Extracurricular Participation

Students receiving out of school suspensions totaling 6 or more days will be ineligible to represent Lowpoint-Washburn in any extracurricular activities for the remainder of the school year.

Saturday Detention/Suspensions

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

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

BUS GUIDELINES

Students are expected to follow all school rules when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

BULLYING

At Lowpoint Washburn Unit #21, bullying of any kind by any person, is unacceptable and will not be tolerated. All students should be free from worries about being bullied. Students who bully others must be taught other, appropriate ways of interacting with peers. Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. We will also investigate and take corrective actions for violations to this policy when proper reporting is given.

Further, retaliation against those who seek remedies under this policy is prohibited and will be appropriately disciplined according to policies outlined in the Student Handbook.

Bullying is defined as follows:

Bullying and cyberbullying means any ongoing severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. Examples of prohibited conduct include but are not limited to: taunts or challenges whether verbal or physical in nature, physical hitting, kicking, grabbing, spitting, pushing, intimidation, or other unwanted physical contact, name-calling, using derogatory slurs, put-downs, extortion, intimidation, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Reporting Procedures:

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment or any other prohibited conduct to any Teacher's Aide, Teacher, or Building Principal.

Parents can report claims or incidences of bullying, harassment, sexual harassment or any other prohibited conduct to their student(s) Building Principal in writing via email or written note.

School Staff Members will report any bullying or school violence to the Building Principal. They will also respond immediately and with compassion to a student who reports bullying or school violence.

Building Principal will conduct the investigation according to administrative guidelines/procedures finding factual information. Building Principal will also provide feedback to parents and teachers of students involved with the conclusion of the investigation.

To the fullest extent possible, confidentiality will be observed at all stages of the investigation and for any hearings that take place. Students who make good faith complaints will not be disciplined.

Disciplinary Action:

If the investigation concludes that a student has engaged in bullying/aggressive behavior prohibited by this policy, the student shall be subject to appropriate disciplinary actions as outlined in other sections of the Student Handbook. Students who engage in this type of behavior may also need to participate in appropriate counseling to prevent further incidents from occurring.

Bullying Education:

Throughout the school year students will be given education on bullying through and not limited to: classroom activities provided by the teacher, whole class lessons with the District Social Worker, and special assemblies focused on bullying.

All School Staff will receive training on District Policies for Bullying yearly.

INTERNET POLICY:

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

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

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

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

- a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any State or federal law;
- b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
- c. Downloading of copyrighted material for other than personal use;
- d. Using the network for private financial or commercial gain;
- e. Wastefully using resources, such as file space;

- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, that includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature including a photograph;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

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

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

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

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

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

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

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

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

- a. For each re-publication (on a website or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the web address of the original source.
- b. Students engaged in producing web pages must provide library media specialists with email or hard copy permissions before the web pages are published. Printed evidence of the status of "public domain" documents must be provided.

- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the website displaying the material may not be considered a source of permission.

Use of Email - The District's email system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The School District provides email to aid students as an education tool.

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

Internet/Photography/Name Policy:

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

FOOD PROGRAM

Cafeteria:

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

- Lunch tickets are to be purchased from the school secretary.
- K-6 student's money should be brought in an envelope with the student's name and purpose of the money.
- Tickets will be sold from 7:50 to 8:00 a.m. for all grades.
- Lunch tickets will be sold in the office.
- Lunch tickets are sold as a group of 5.
- A lunch ticket may be charged only in an emergency. It must be paid the following day.
- When purchasing a school lunch, milk is a required part of the lunch. However, if a student has a severe allergy to milk (not just a dislike for milk) a juice (if available) may

be purchased at lunch for an additional price if a **doctor request is on file with the school each school year.**

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

Breakfast Program:

The Breakfast Program is offered to students in Kindergarten through 6th grade at the elementary and middle school. Grade School: 7:35-7:50 a.m., Middle School: 7:35-7:55 a.m.

School Lunch cost - \$2.25

Milk cost - \$0.30

Breakfast Cost – \$1.50

HEALTH AND SAFETY

Medication:

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

Administration of Medications at School:

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

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

In order to promote optimal safety, medication must be delivered to the school health nurse, secretary, or the principal by an adult. **It should not be sent to school with a student.**

Health Examinations & Insurance:

- School physicals and mandated immunizations will be required before the student can attend in the fall. Transfer students have 30 days to get required physicals and immunizations before being excluded from school. Religious objections to this ruling may be made in writing to the school by the parent or legal guardian of the child and must be certified by the parents' minister or spiritual leader.
- **Students in grades K, 2, and 6 are required to have a dental exam on file prior to March 15.**

- It is the responsibility of the student to report to the teacher or the coach in charge at the time of the accident. Please have the names of any witnesses. A report of the accident must be filed with the insurance agent before 20 days have expired from the time of the accident of injury.
- The personnel in the principal's office will make out accident reports for accidents that happen in the halls, on the way to school, or when the students are not under direct supervision of other school personnel.
- Any medication for students during the school day must be first brought to the attention of the school secretary and then the classroom teacher.
- Sixth grade students wishing to participate in extra-curricular activities must have a physical examination prior to practicing.

SEE THE SCHOOL WEBSITE FOR SPECIFIC PHYSICAL, DENTAL, VISION, & IMMUNIZATION REQUIREMENTS FOR EACH GRADE LEVEL.

Medicaid:

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

STUDENT AND SCHOOL RIGHTS

Equal Educational Opportunity – Lowpoint-Washburn Community Unit School District #21 insures that equal educational opportunities are offered to students living within the district **between the ages of 5 and 21**, regardless of race, color, nationality, age, sex, sexual orientation, gender identity, ancestry, religion, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy. Any questions regarding sex equity (Title IX), disability (section 504), and minorities (Title VI) education should be directed to the superintendent. No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities. Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

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

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

Seizure of Property - If a search conducted in accordance with this policy produced evidence that the student has violated or is violating either the law or the district's rules, such evidence may

be seized and impounded by school authorities, and disciplinary action may be taken. If appropriate, such evidence may be transferred to law enforcement authorities.

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

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

Student Records Policy:

Maintenance of Student Records

- 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.
- 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).
- Permanent records may be available for inspection by a student and/or parent upon request. A student and/or parent may inspect temporary records with the assistance of appropriately trained professional personnel capable of assuring accurate interpretation of temporary data.
- 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.
- 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 Lowpoint-Washburn school district shall provide parents, guardians, or eligible students access to the education records of the students, including the following:
- The right to inspect and review the content of education records.
- The right to obtain at a minimal cost a copy of the education records.
- The right to a response from the school district to reasonable requests for explanation and interpretation of the education records.
- The right to an opportunity for a hearing to challenge the content of education records
- The right to bring a lawyer or parent advocates reviewing an education record.
- When the student reaches 18 years of age, graduates from high school, marries, or enters military service all rights and privileges accorded to a parent become exclusively those of the student.

Lowpoint-Washburn District #21 Administrative Procedures

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

- Anyone wishing to present an allegation of sex equity, disability, and/or minority discrimination shall contact the district coordinator (superintendent) for nondiscrimination.
- Within seven (7) calendar days of inquiry, the coordinator shall send a copy of the district's student grievance procedure to the inquiring individual(s).
- Upon receipt of a written grievance, the coordinator shall investigate the nature and validity of the grievance with the involvement of district personnel responsible for the program or activity cited by the grievant and others as necessary and appropriate. The coordinator may seek advice from related state agencies and/or legal counsel.
- Within thirty (30) calendar days of receiving the grievance, the coordinator shall render a written decision. Included with the decision will be a reminder of steps for further appeal. Copies of the written decision shall go to the complainant, the staff person responsible for the program or activity cited, specific individual charged (if any), and the superintendent.
- If either the complainant or the party charged is not satisfied with the decision rendered by the coordinator, the decision may be appealed within fifteen (15) calendar days by the school board by submitting a written request for a hearing before the board, addressed to the office of the superintendent. The superintendent shall forward copies of the grievance and the coordinator's decision to the school board. The school board shall review all of the aforementioned documents at its next regularly scheduled meeting and shall render its written decision within sixty (60) calendar days of the date on which the grievance was heard.
- If either the grievant or the party charged is dissatisfied with the school board's decision, an appeal may be made first to the superintendent or the educational service region, and finally to the state superintendent of schools. Appeals outside the district should be made in a timely fashion.

The coordinator shall be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and the appeal decisions.

Sexual Harassment Policy

Lowpoint-Washburn Elementary School believes that a school environment where sexual harassment is tolerated fosters disrespect and interferes with an individual's work-school performance, creating an intimidating, hostile, or offensive working environment.

PROCEDURE:

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

The complainant will receive a formal written summary of the investigation and the protective action taken by the school district on his/her behalf.

Sex offenders on School Property

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

- Is a parent or guardian of a student present in the building, on the grounds or in the conveyance; or
- Has permission to be present from the Superintendent, Building Principal, or the Board of Education.

At any time a person who is required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act, 730 ILCS 150/1, et seq., enters onto school property, he or she must first come to the appropriate Building Office of the Unit Office and identify himself or herself as such to the Principal or Superintendent. While on school property, the offender shall be escorted by a school representative or shall stay in a designated area as or in a conveyance where students other than his or her own child or children are present. If a child sex offender violates this policy, school officials shall immediately contact law enforcement.

Child Sex Offender and Murderer Community Notification Act

No employee, volunteer, or contractor's employee shall be on school property or any school event if he or she is a child sex offender, as defined in the Child Sex Offender and Murderer Community Notification Law unless prior permission is given by the Superintendent or his designee.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Child Sex Offender and Murderer Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of this law. Non-staff members, as well as staff members who are not designated as information recipients, shall be referred to the law enforcement agencies for information regarding child sex offenders.

District contractors shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.

Student Grievance Procedure

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

Grievant – Any student or group of students submitting a grievance on their own behalf.

Day – Refers to calendar days. May appeal 1 time to the grievance committee.

Due Process

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

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

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

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

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

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

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

Tobacco, Alcoholic Beverages, and/or Illegal Drugs

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

Consequences of Violations

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

2nd Violation – of a training regulation through the possession, distribution, or use of alcohol, tobacco or tobacco products, or drugs or drug paraphernalia shall be suspension from the actual competition and/or performance aspects of the program for one calendar year.

3rd Violation – of a training regulation through the possession, distribution, or use of alcohol, tobacco or tobacco products, or drugs or drug paraphernalia shall be suspension from the actual competition and/or performance aspects of the program for the remainder of the student's athletic career at Lowpoint-Washburn High School.

Explanation of Terms

- **Athlete** – once a student participates in the sport or activity, he/she is considered an athlete even when not participating in subsequent seasons.
- **Season** – a “season” means a total of one entire sports season. **Students will not be allowed to go out for a sport to complete a suspension without completing the entire season.**
- **Use** – physical use of a substance.
- **Possession** – in most instances, possession is defined as “on person”. In specific situations involving an automobile including the contents in the trunk are generally the responsibilities of the driver of the automobile. Other factors that enter into “possession” are awareness, proximity, and environment. ie. Being at a function where alcohol and/or drugs are present.
- **Distribution** – giving, providing, and/or selling a substance to another person(s).

Options to Reduce Consequences of Violations: There are no options to reduce the consequences of any violation of a training regulation.

Suspensions: Any type of suspension (in-school, out-of-school, or Saturday) will result in loss of one game/event per day of suspension.

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

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

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

The District will make every effort to provide transportation to and from all practices for its Coop sports teams (girl's basketball and boy's baseball (Roanoke) and football (Midland)). Parents will be responsible for transportation if the District is not able to provide transportation. The District will make every effort to provide transportation to either Roanoke or Midland for games. Parents are responsible for providing transportation from either Roanoke or Midland after games, both home and away. If the District is unable to provide transportation to practices or to games, students will be allowed to drive themselves over to the practice or game with administrative approval.

Additional Rules: Each coach/sponsor may enforce additional rules appropriate to the sport/event as he or she sees fit.

Physicals: All participants in athletics must have a physical turned into the office before being allowed to participate in the sport. A physical is valid for one year from the date on your physical card.

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

STUDENT'S NAME _____

GRADE IN SCHOOL K 1 2 3 4 5 6

LOWPOINT-WASHBURN ELEMENTARY SCHOOL

Please initial each line to signify your agreement and both student and parent sign the bottom of the page.

**ACKNOWLEDGEMENT THAT THE CURRENT STUDENT HANDBOOK
HAS BEEN RECEIVED/REVIEWED**

Parent

_____ I have received/reviewed the 2016-2017 Lowpoint-Washburn Elementary School Student/Parent Handbook. I realize that this contains the rules and expectations of the school, as well as the school's academic offerings and extra-curricular opportunities. I know that I am responsible for all the material in the handbook. I also understand that it is my responsibility to share this handbook with my parents/guardians. The handbook is found on the school website www.lwdistrict21.com Parents may request a printed copy.

FIELD TRIP PERMISSION

_____ My child has permission to participate in in-district field trips during the 2016-2017 school year as long as he/she is eligible to participate. I may choose to request that my child not be allowed to participate in individual field trips. The student will be issued information including dates, times and destination of the trip to inform parents of the trip. Notices of in-district field trips will be in the monthly newsletter and classroom weekly newsletter.

ACCEPTABLE USE POLICY

_____ I have read the Acceptable Use Policy and understand what is acceptable behavior and unacceptable behavior when any computer is being accessed while on school grounds. While my child is learning to use the computer and the Internet at school, I agree to monitor my child's use of the computer and his/her potential access to the worldwide Internet when at home, and will accept responsibility for supervision in that regard if and when my child's use is not in a school setting. If my child acts in a manner that is not acceptable whether at school or at home which brings harm to any computer on the school's network, its software, its files, or its accessories, I understand my child will be held accountable as described in the Acceptable Use Policy and Student Handbook and by Law. I understand that any violation by my child of the provisions stated in the policy may constitute suspension or revocation of computer/Internet access and related privileges, and could lead to school disciplinary action, criminal liability, and/or monetary reimbursement.

_____ I am giving my child permission to use a computer while at school.

_____ I am giving my child permission to access the Internet while at school.

_____ I am also giving my child's teacher permission to use class photos on the school's website.

STUDENT SIGNATURE

PARENT/LEGAL GUARDIAN SIGNATURE

DATE _____