



**2010 - 2011
STUDENT
HANDBOOK**

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WELCOME TO DAVENPORT ELEMENTARY SCHOOL

We at Davenport are very excited about the challenge and opportunities for learning and sharing new ideas that the upcoming school year brings. The staff and I look forward to working in harmony with you to make this **2010-2011** school year a fantastic and rewarding experience for your children.

Davenport Elementary School prides itself in having an excellent reputation for working with families and providing a very caring and nurturing environment for learning and growing.

Please feel free to stop in and visit any time, my door is always open and the coffee is on. I look forward to working with you.

Sincerely,

Trevor Steinbach
Principal

DAVENPORT STAFF LISTING:

DAVENPORT STAFF ROOMS 2010 - 2011

<u>Staff Member</u>	<u>Grade Level/Subject</u>
Mrs. Denise Behling	First Grade
Mrs. Barbara Benzinger	Kindergarten
Mrs. Marcy Billington	Kindergarten
Mrs. Patricia Braksick	Special Education
Mrs. Sylvia Bray	Speech
Mrs. Diane Calligan	First Grade
Mrs. Audrey Campbell	Kindergarten
Mrs. Kris Cooper	Music
Mr. Travis Frederick	Physical Education
Ms. Renee Giometti	Bilingual Room
Ms. Donna Kleveland	First Grade
Mrs. Brenda Lucca	First Grade
Mrs. Shannon Mansfield	District Social Worker
Mrs. Dodie Merritt	District Gifted Teacher
Mrs. Drinda Milinac	Special Education
Mrs. Lisa Miller	ESL
Mrs. Chris Pacheco	Kindergarten
Mrs. Deb Ridder	Early Childhood
Mrs. Sharon Simonson	Kindergarten
Mrs. Lori Stone	Library/Computer Lab
Mrs. Gretchen Tillett	First Grade
Mrs. Sandy Uecker	Kindergarten
Mrs. Emily Weil	Speech
Mrs. Pam Whittenhall	Title I

Office

Dr. Trevor Steinbach
Mrs. Sandy Tewksbury
Mrs. Mary Novak
Mr. Jim Sanford

Principal
Secretary
Nurse Aide
Custodian

Aides

Mrs. Pam Atkinson
Mrs. Barb Callahan
Mrs. Barbara Cravatta
Ms. Crystal Gonzalez
Ms. Patricia Mendoza

Mrs. Monique Muntner
Ms. Michelle Tansley
Ms. Mary Kay Wilson

MAP OF DAVENPORT GRADE SCHOOL:

SCHOOL HOURS

Regular School Day (Kindergarten & 1 st Grade)	8:10 a.m. - 2:50 p.m.
Half-Day Kindergarten	8:10 a.m. – 11:20 a.m.
Early Childhood	8:15 a.m. - 11:00 a.m. 12:00 p.m. - 2:50 p.m.

In the morning, the bell rings for students to line up at 8:10 a.m. The children enter the building at 8:11 a.m. This allows students four minutes to get to class; students will be considered tardy if not in class by 8:15 a.m.

STUDENTS NOT RIDING A BUS ARE NOT TO ARRIVE AT SCHOOL BEFORE 7:45 A.M. PLEASE ADJUST DEPARTURE TIME FROM HOME SO THEY DO NOT ARRIVE PRIOR TO 7:45 A.M. WE DO NOT HAVE STUDENT SUPERVISION PROVISION PRIOR TO 7:45 A.M.

STUDENT MORNING DROP-OFF, AFTERNOON PICK-UP FOR CAR RIDERS

Drop-off/Pick-up going Westbound on First Street ONLY (North side of street, Flagpole side of school). Students may be dropped off/picked up ONLY – NO PARKING WILL BE ALLOWED. If you need to talk to a teacher, please park your vehicle on the Eastbound side (South side of the street) and walk your child across the street.

Drop-off/Pick-up going Eastbound on Second Street ONLY (South Side of street, Playground side of school). Students can enter the Playground from this drop-off location. If you are dropping off on the North side of Second (Westbound lane) please park your car and walk your student across the street. This is the only safe way to drop-off students going Westbound on Second St.

CHANGES IN TRANSPORTATION

Davenport School requests that provide a written note indicating any changes in bus to walking, bus to car pick-up, change in bus stop for drop-off, or alternative person to pick child up at end of school day. If the child does not bring a note or the

parent/guardian has not called the office, the student will go home his/her “regular” way. An alternate person picking up a student will be asked to provide a valid Illinois Driver’s License or State of Illinois I.D. at the front desk if that person cannot positively be identified by office personnel. The above procedures are created for the safety of your child. Often students at this age level get confused on the correct days or times when changes are made. Therefore, we do not accept the child’s verbal communication of a change in the way home.

In an emergency situation, you may **contact the front office before 2:15** to change your child’s transportation, so we can ensure that your child gets home safely and according to your request.

Unavoidable Late Pick-Up

At times parents/guardians are unavoidably delayed in picking up their children. We, unfortunately, cannot watch your students in the office until you can arrive. We will request that you contact one of your emergency phone numbers to pick up your child in your place.

ABSENCE POLICY

If a child is going to be absent, Davenport requests that the parents/guardians call the school by **9:00 A.M.** When calling, please slowly tell us:

- Your name
- Your child’s name
- Their teacher’s name and grade level
- Reason for absence

THEN CALL TRANSPORTATION

Attendance Line:	815/784-2448
Transportation Line:	815/784-5271

If we do not receive a call from the parent/guardian of a child who is not at the school by 9:00 A.M. we will make every effort to contact you to confirm the absence using the contact numbers that we have been given. If we are unable to reach you by phone or you have not called the school, the absence will be considered “unexcused”.

ATTENDANCE

There is a high correlation between student attendance, success in school and

graduation rates. In fact, regular attendance is one of the most important factors in determining the success or failure of a student in school. A child who misses a great deal of school often finds it difficult to make up missed work and frequently misses out on many key lessons that are necessary for progressing to higher levels of understanding. Developing the habit of regular and punctual attendance while in elementary school is a quality that will follow a student throughout his/her school life and work life.

The Illinois School Code requires parents/guardians to ensure that their school-age children attend school. Parents will be notified in writing by the school upon absences of 5, 9 and 17 days. The DeKalb County Truancy Intervention Program will be notified at 9 days and 18 days of “unexcused” absence, as it is the school’s responsibility to report students who are continually absent to the county truancy officials. Students with more than 9 absences will be required to have a doctor’s excuse or the absence will be considered “unexcused”. (See the District Policy).

Absence from school for a valid reason will be considered “excused”. The Illinois School Code defines a valid reason in the following manner: “A valid cause for absence shall be illness, death in the immediate family, family emergency, observance of a religious holiday and shall include such other situations beyond the control of the student as determined by the Board of Education in each district, or such other circumstances which cause the parent and/or administration reasonable concern for the safety or health of the student.” Family vacations are excused for up to a total of five days. Additional days over five are considered “unexcused”. Please notify the office two days prior to a family trip.

Upon the 10th absence of any kind, a physician’s note stating specific medical reasons for the student’s absence will be required within 24 hours of the student’s return to school to excuse each absence. The medical note must state the specific date/s the child was excused from school. Students may also be brought to school to have the school nurse assess for symptoms of illness after 9 absences have been accumulated. If the parent/guardian chooses not to secure a medical excuse the absence will be considered “unexcused”.

TARDIES

If your child is tardy, (after 8:15 A.M.), please bring your child to the office before he/she goes to the classroom. Your child will pick up a “tardy” pass that he/she will take to the classroom teacher. The teacher will then be aware that the student has been

checked in at the front office. This will also prevent us from calling you regarding the student's attendance for that day.

ATTENDANCE AND PARTICIPATION

If a child does not feel well at home, he/she should not be sent to school. It is sometimes necessary for a child to have an extra day of rest in order to be sure that he/she is over an illness.

When a child returns from being absent, he /she should bring a note from home explaining the reason for the absence.

When a child returns to school after an illness, he/she should be well enough to participate in all activities.

In extreme cases, a child will be allowed to stay in from outdoor activities for a minimum of one day. A child who needs to be in for more than one day is not well enough to be in school. It is generally recognized that fresh air and outdoor activity are not detrimental to a child with a common cold. The only exception to this policy would be written directions by a doctor to keep a child indoors for more than one day.

Participation in Outdoor Recess or PE

Students with pre-existing injuries – Students with casts or sprains will not be allowed to participate in outdoor recess or PE while the student has a cast or wrapping. A doctor's note releasing them must be forwarded to the school nurse. Until a note is sent your student will not participate during recess or PE.

Parents will be notified in writing by the Davenport Elementary School office if your child has been tardy 9 times. If a child reaches 18 tardies, he/she may be referred to the DeKalb County Truancy Intervention Program for assistance. According to district policy, 2 tardies are considered to be equal to one unexcused absence.

VACATION/FAMILY TRIPS

Family trips/vacations will be excused for up to a total of five (5) days. More than five (5) days will be considered unexcused. Notification of family trips must be made to the office at least two (2) days in advance. Trip/vacation absences count towards the excused absence limitation of nine (9) days.

REMOVING A CHILD FROM SCHOOL EARLY

We would greatly appreciate your efforts in keeping your child in school for the full school day. Parents are asked to make every effort to arrange appointments for their child during non-school hours. If you occasionally need to remove your child from school during school hours, please come to the office where you will be asked to sign your child out. Please do not go to the lunchroom playground or classroom to take your child. We request that you limit the number of times that you pick up your child before the school day ends. Missing an average of 10 minutes per school day is equal to almost 30 hours of instruction in a school year.

If your child returns to school during school hours, please bring him/her to the office and sign them into school for the remainder of the day. Parents much accompany the child into the school. For the child's safety, please do not drop him/her off at the door.

Students leaving the school from an area other than the classroom, such as the health room, prior to the end of the school day must also be signed out in the office. This is for your child's protection and for us to be able to notify the teacher that your child has left the school.

Proper identification must be shown if school personnel cannot positively identify the person who is picking up the student. If someone other than the parent/guardian will be picking up a student, a note should be sent or a call made stating who will be coming for the child, the time and a phone number where the parent can be reached for confirmation. The child must be signed out on the school log.

Please be sure to notify the principal if you have any custody concerns or court situations of which we should be aware in regard to a child being picked up from school. This information will only be shared with the secretary and the child's teacher.

SICK CHILD PROCEDURES

Occasionally a child will become ill or injured during the school day. A brief rest or simple first aid will often allow the child to return to class. If it is the judgment of school personnel that the child's illness or injury warrants going home, the parents/guardian will be contacted so arrangements can be made. For this reason, it is crucial to keep the school office up to date with home, employer and emergency phone numbers. We understand that it may be an inconvenience to you because of your need to find childcare, but no child should be sent back to school until they have been fever-free or without vomiting. **MAKE SURE TO CALL TRANSPORTATION AT 815-784-5271 SINCE YOUR CHILD IS ABSENT.**

HEALTH EXAMS

All Kindergarten Students ARE REQUIRED to have up-to-date immunizations, physical and dental forms prior to the first day of school. Parents/guardians are responsible for having all forms in their child's Health File at Davenport School prior to the first day of school. Students **WILL** be excluded from school under Illinois State Law for not meeting the health requirements.

Students entering school during the school year will be given 30 days to have their health records up-to-date. Students will be excluded for incomplete health records under State of Illinois Law.

PINK-EYE, FEVERS, VOMITING & DIARRHEA & HEAD LICE

If a child has diagnosed PINK EYE, that child must remain home at least 24 HOURS after medication has started AND there must be NO MATTER OR DRAINAGE apparent in or around the eyes. Any child with medication that still has drainage or matter will be immediately sent home as they are still infectious and can spread PINK EYE to other classmates. This is per Illinois Department of Public Health. Students with a fever of 100.0 degrees F, who have vomited, or had diarrhea must remain out of school. Determination of head lice will be made by school nurse or health personnel. The need for removal from school will be determined at that time. **MAKE SURE TO CALL TRANSPORTATION AT 815-784-5271 SINCE YOUR CHILD IS ABSENT.**

MEDICATION IN SCHOOL

Ideally, all medications should be given at home. The School Code allows for medication to be dispensed at school only when there is no other way that the child

can receive proper treatment for medical needs. The following steps must be adhered to for any medication being given at school:

1. The medication must be prescribed by a licensed physician.
2. A medication permission form available at the school office must be signed by the parent and physician.
3. The medication must be in a labeled container with the child's name, the name of the medication, the dosage, time and duration medication is to be taken.

Non-prescription medication, e.g., aspirins, ointments, cold tablets, cannot be given at school. Should a child need these on a routine basis for a given medical problem, the same procedure must be followed as with prescription medication.

Under no circumstances, is a student to bring pills, cough drops or liquid medication to school for self-administration. If your child needs medication, parents are responsible for delivering the medication to the school nurse/nurse's aide. The parent/guardian may also bring medicine prescribed for the child or non-prescription medication (cough syrup, Tylenol) to school and administer to his/her child. The school district does retain the discretion to reject requests for administration of medication.

By law – NO prescription medication or non-prescription medication may be shared with a student other than the student whom it is intended.

MAKE UP WORK PROCEDURES

A student who is absent from school may have homework requested of the teacher with advance notice of the request. Please make phone requests by 9:00 A.M. for homework to be available for pick up after 3:00 P.M. Often the only time a teacher has available to gather work is during his/her planning time, before or after school. Usually, the classroom teacher will send the assignments to the front office for the parent to pick up. In the event of a vacation, most often the majority of the work will

be provided for the child following the trip. Please discuss this matter with your child's teacher prior to your trip.

MAKE UP WORK POLICY

The Davenport staff believes that work sent home without instruction often has little value. Students lack the opportunity for teacher assistance if needed. Additionally, students who are sick should be resting during this time. Therefore, students can make up work when they return to school. The make-up work policy is:

1. After three days absent from school, make up work will be sent home if requested by the student or parents/guardians.
2. Make up work will NOT be sent home for students who are absent less than three days. Students will be given the same amount of time to complete work as the days absent from school.
3. Make up work will not be sent with a student before a vacation or trip. Instead, the student will be given the same amount of time as the absence from school to complete the work when he/she returns to school.

HOMEWORK

In District 424, homework is considered a component of the district's mission of 'helping students to excel and contribute to their community'. The purposes of homework are to provide practice, preparation and extension of classroom learning. At Davenport Elementary, we strive to provide a developmentally appropriate amount and type of homework for our kindergarteners and first graders.

EARLY DISMISSAL OR SCHOOL CANCELLATION

In case of emergency dismissal, radio stations will be notified as soon as possible. Please have a plan for your child to follow in case of an emergency closing. The district currently has the Connect-Ed phone system in place to contact parents/guardians for emergencies. During periods of weather

changes/concerns, please be alerted to the possibility of an early dismissal.

It may occasionally be necessary to cancel school due to inclement weather (heat or snow), or some other emergency. If this occurs, the superintendent will notify the following radio stations:

WLBK	1360 AM	WNIU	89.5 FM	WZOK	97.5
WSQU	1560 AM	WGN	720	WNIJ	90.5
WBBM	780	WDKB	95 FM		

In addition, the following television stations will broadcast late starts and school cancellation:

WIFR	23	FOX	32	Channels 2, 5 and 7
WTVO	17	WGN	9	
WREX	13			

CHARACTER EDUCATION

At Davenport Elementary School, we encourage the use of good manners and polite words such as ‘thank you’, ‘please’ and ‘excuse me’. We also strive for students to take responsibility for poor choices and determine a better choice for a future situation.

During the year we will be focusing on the six pillars of character beginning with ‘trustworthiness’ in the fall. We will begin to implement activities from the CHARACTER COUNTS! program on the traits of traits of trustworthiness, respect, responsibility, fairness, caring and citizenship. This program will be infused into all the schools in District 424, as well as in our community. Throughout the school year, students will be learning about these different character traits through literature and discussions

LUNCH PROGRAM

Genoa-Kingston School District 424 uses an automated lunch program titled 'MealTime'. Parents will fund an account for food and milk purchases in the cafeteria. **Deposits for the MealTime accounts are preferably to be made on Mondays or the first day of the child's school week.** On-line payments may be made using a credit card through the district website.

There will be only one charge allowed using the "MealTime" system. If students do not have funds in their account and do not bring a sack lunch, they will be provided with a sandwich lunch.

Free School Lunches

Free and reduced-price lunches are provided to all public school children whose family incomes are at or below income levels set by the Federal Government. This program is partially funded by the state and federal governments. It is to our advantage to have as many families as possible identified for the free meal program. Our district receives federal funds for this program and various other programs based on the percentage of free families identified. Applications for free lunch programs are available to students at their respective school offices. Please fill out one of the free meal forms at the beginning of the year and any time during the year that your family income decreases. All information regarding free priced lunches is strictly confidential. Students who receive free price lunches are not identified in any way.

LUNCH SCHEDULE INCLUDING RECESS

Kindergarten	11:20-12:10
First Grade	11:55-12:45

FINANCIAL RESPONSIBILITIES

Registration Fees

Full-Day Kindergarten and First Grade	\$55.00
Half-Day Kindergarten	\$50.00

These fees are due by the first day of school.

Lunch and Milk Fees

Daily Hot Lunch	\$2.00
Weekly Hot Lunch	10.00
Carton of Milk (included with hot lunches, but available for cold lunch students)	.30

Students With No Lunch or Lunch Money

We will provide them with a sandwich and a carton of milk.

REGISTRATION FEES AND FORMS - Kindergarten & First Grade

Registration fees are due when registration forms are completed.

Registration packets are sent home with the students at the end of the school year. Mail in registration is due prior to August 1st. A ‘walk in’ registration day is held at all the buildings the first week of August in Genoa Kingston 424. Parents/guardians may register students from any building at one school site and paperwork will be sent to the correct building. It is very important that we have all emergency numbers and contact information completed on the registration forms. If there are changes in personal information during the school year, please notify the teacher AND the office as we always need to be able to reach you. Please notify the transportation office as soon as you are aware of any changes in bus transportation for your child.

Student Registration Fees are credited prior to Athletic/Extra-Curricular Fees being credited. Students need to pay both Registration Fees and Athletic/Extra-Curricular Fees (or make payment arrangements with the administration in writing) in order to participate in the extra-curricular activity.)

STUDENT DRESS

School clothing should not interfere with schoolwork or create a classroom or school disturbance. Jackets and jacket-type coats (outer wear) should not be worn during the school day under normal circumstances. School dress should be in accordance with present style trends and good taste with emphasis on cleanliness, good health and safety. Caps, hats, bandanas or sunglasses shall not be worn while in the building. As a result of our playground surface, we are requiring that all students wear tennis shoes. Heelies, sandals, clogs, flip-flops are not allowed in the school building or during recess.

BICYCLE FREE ZONE

Davenport is a bicycle free zone for Kindergarteners and First grade students. This policy was made in cooperation with the Genoa Police Department to reduce potential accidents between cars and bicycles. There are no bicycle racks at Davenport.

PERSONAL ITEMS

Students are not permitted to have **personal items** such as radios, earphones, cassette/CD players, collector items and cards (including Pokémon cards), toys or electronic games at school. If the bus driver allows the students to have earphones, CD players, etc. on the bus, the student should NOT take the items out of their backpacks at any time while at school. No computer software and/or disks brought from home will be allowed on school machines. The teacher will contact the parent in regards to the item brought to school and arrangements will be made for them to be picked up or sent home. **Absolutely no weapons, real, play or look-a-like are allowed on school grounds.** This includes any type of knife, gun or dangerous object.

If a child finds a dangerous object, he/she is to immediately notify an adult. Students should not display the object to other children. At times, teachers may request that students bring books, magazines, toys or specific objects for classroom use and/or school projects.

OUTDOOR RECESS REQUIREMENTS

Students at Davenport are required to wear jackets when the temperature is at or below 65°F. Students will have outdoor recess if the temperature is at or above 10°F, or if the combination of wind chill and temperature is at or above 10°F. On days that the temperature/wind chill prevents outdoor recess, a supervised indoor recess will be held.

An extra pair of pants and socks is suggested in case your child is wet after outdoor snow play.

SNACK BREAK

Many of our students seem to get hungry in the middle of the morning and need a “picker-upper”. Teachers will plan a snack break of 5 or 10 minutes when the children may eat fruit, fresh vegetables, cheese, popcorn, crackers, granola bars or nuts. Sugar treats such as candy bars or candy and sweet drinks are not permitted. It is best that the snack not require silverware. Teachers at each grade level will decide when students will have snack break. This may be scheduled when students are working or doing any other activity the teachers choose.

REMEMBER – ONLY fresh fruit, vegetables, cheese, popcorn, crackers, snack bars or nuts. We appreciate your guidance in what your child brings for a snack. Our goal is for the children to have something *healthy* to eat. If you have questions about specific snack items, feel free to contact your child’s teacher. If a teacher has on-going concerns about snack items that a child brings to school, he/she will contact the parent just to be sure you are aware of what the child is bringing to school. The final decision is up to the parent/guardian. **Students are allowed to bring water bottles throughout the school year.**

COMPUTER LAB

Students at Davenport will be using the computer lab on a weekly basis. The computer lab is in the Media Center. Students will use educational software selected and approved web sites that focus on Reading, Phonics, Social Studies, Math and Science.

Textbook and Equipment

Textbooks are issued to students upon payment of a rental fee. Teachers issue books at the beginning of a class and collect them at the end. Fines may be imposed to cover damage to books beyond normal use. Students will be charged for lost books. Any child carelessly destroying, damaging or losing school texts, library books or other school equipment will be assessed an appropriate amount to cover the cost of the damage or replacement. It would be advisable to supply your child with a book bag, a heavy plastic bag or something similar (waterproof) to protect books carried to and from school in bad weather.

REPORT CARDS

Report cards are sent home with students. They are tentatively scheduled to be distributed on the Thursday following the end of each nine weeks. For the last nine-week period, the report cards will be distributed on the last full day of attendance. If a student is absent the last day of

school, the report card will be held in the office.

RETENTION AND PROMOTION

At Davenport Elementary School students are promoted one grade each year. On rare occasion, it may be beneficial to retain a student in the same grade level or promote a student two grades based on the most appropriate academic program for that individual. The student's age, academic needs and social /emotional skills will also be considered. Students who do not meet the requirements for promotion may be required to attend summer school.

The Davenport Elementary staff will make every effort to help all children accomplish the grade level standards and achieve passing grades in each of the subjects throughout the school year. All appropriate personnel including teachers parents counselors and the Student Assistant Team may be consulted for assistance with interventions if a student is struggling with grade level work or would benefit from enrichment activities.

FIELD TRIPS

As per district policy, *the school must receive written parents/guardians permission* prior to that time for that particular field trip. If we have not received the written permission prior to that time, you child **WILL NOT** be allowed on the field trip and will remain at school.

PARENT VOLUNTEERS

Parents are appreciated and highly encouraged to volunteer for activities at Davenport, either in their child's classroom or in the building in general. Often there may be tasks that can be completed at home to assist teachers. Volunteers are requested to sign-in and sign-out of the office. All visitors will be requested to wear a visitor's sticker while in the building. We greatly appreciate your involvement at Davenport Elementary School.

PARTY INVITATIONS

Please do not send birthday invitations or other party invitations to school to be given to other children. It is a problem when some children in a class receive an invitation and others do not. Those children who do not receive an invitation often feel upset knowing they are not to be included. Please distribute party invitations outside of school, so as not to hurt the feelings of other students.

The only time that we will allow invitations to be given out at school is if every child in the class is to be invited. We will be distributing class lists, with addresses. This should allow you to readily mail any other invitations.

SCHOOL PARTIES

There will be three parties planned for the students during the school year. These will include Halloween, Winter/Christmas and Valentine's Day parties that will be held toward the end of the school day. Teachers may ask for parent volunteers to help in providing food or other items for class parties as well as planning games or activities.

Should you not wish your child to participate in any one or all of the parties, please send a note to your child's teacher several days prior to the party. School staff will be happy to provide non-holiday activities for any children not celebrating the holiday.

PUBLISHING STUDENT PICTURES

Students may occasionally appear in photographs and videotapes, (such as a school concert), taken by school staff members, other students or other individuals authorized by the building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper and school website. Student pictures may also be taken throughout the school year for publication in the local newspaper, or broadcast on TV for local news interest stories. Unless a parent/guardian specifies otherwise in writing on the District form, no consent or notice is needed before the school uses pictures of unnamed taken while they are at school or a school related activity.

MOVING

You should notify your child's school of the exact date you will be moving, the name and address of your child's new school and the date your child will enroll in the new school. Records will not be forwarded until our child has actually enrolled in the new school. Please make sure all textbooks, library books and school materials have been turned in to your child's teacher.

EMERGENCY NUMBERS

Make sure that your child's school has on file a number at which you can usually be reached in the event of an emergency (child's illness, accident, early school closing, etc.) It is important to list the number of a person who can be responsible for your child's care in case you cannot be reached. Notify the school office ***each*** time these numbers change.

LOST AND FOUND

We have several lost and found locations. The clothes lost and found is located outside the office, in the entryway, in a wood bench. Small personal items, including jewelry, glasses, small trinkets, etc. are kept in the office.

Please mark all of your child's clothing, materials, and other possessions with their name. Please check these locations if your child is missing an article.

SMOKING

It is unlawful for parents/guardians or other adults to smoke on school property. This includes the inside and outside of all buildings, parking lots and all school grounds.

ENROLLMENT PLACEMENT REQUEST

Students are placed in classes by a combination of well studied and thought out processes. Your input is carefully considered if it is relevant to your child's progress or success in school. Classroom placement is based on the following criteria; reading and math levels, male/female balance, student personality and emotional needs, special program schedules, teacher/student compatibility, physical handicaps, teacher input, learning style, social balance and academic balance. Please submit your information regarding placement in writing and forward it to the Building Principal by the designated date for the following school year.

It is most helpful to us to receive a description of the type of teacher traits that you feel would be most beneficial for your child's learning. Please feel free to list this information on the request instead of specifically naming teachers.

If you wish a specific teacher request to be considered, please be sure to list two teachers, as we may not always be able to honor your first request. It is also necessary to complete the entire form in order for us to make the best decision for your child. A copy of the request form is included in this packet.

TESTING

Both Kindergarten and First Grade students take part in standardized testing to assist in evaluating growth in the content areas as compared to national norms. The MAP Test is administered in the fall and spring of each year and assesses Math and Language Arts for all first grade students. In the spring, the Gates-McGinitie test is administered to determine growth in Reading. By analyzing these test results, we can focus on areas of strength and weakness. The Gates is also used to assist in placing students in our Title I reading program.

TEACHER CONFERENCE DAYS – STUDENT ATTENDANCE

November 4 & 5 **8:10 A.M. – 11:30 A.M.**

February 17 & 18 **8:10 A.M. – 11:30 A.M.**

Enrollment Placement Request

Genoa-Kingston CUSD #424

Grades K - 5

Students are placed in classes by a combination of well studied and thought out processes. Your input is considered if it is relevant to your child's progress or success in school. Please submit your information regarding the placement in writing and forward to the Building Principal.

Classroom placement is based on the following criteria:

1. Reading and Math Levels
2. Male/Female Balance
3. Student Personality and Emotional Needs
4. Special Program Schedules (Speech, Title I, Reading Improvement, I.E.P., Special Talents, Resource Assistance, etc.)
5. Teacher/Student Compatibility
6. Physical Handicaps
7. Teacher(s) Input
8. Learning Style
9. Social Balance
10. Academic Balance

Parents/guardian requests are given careful consideration and measured against the ten criteria mentioned; then and only then, will some parents/guardian's requests be granted if deemed in the best interest of the educational well being of the child.

For your request to be considered, complete the attached form and forward it to the Building Principal no later than 5 weeks prior to the last day of school. This request will be considered; however, there is no guarantee that the request will be honored. A second request for the same student for the same school year must be approved by the school board.

Enrollment Placement Request

Genoa-Kingston CUSD #424

This form must be fully completed in order for the request to be considered

Child(s) Name: _____

Current Grade: _____ Current Teacher: _____

Teachers Requested: _____ or : _____

Basis for Request

_____ Physical

_____ Social/Behavior

_____ Medical

_____ Academic

_____ Learning Style

_____ Other

1. Academic strengths and weaknesses:

2. Learning style:

3. Work habits/behavior:

4. Special needs:

5. Peer relationships:

Other information about your child as a learner :



THE FOLLOWING SECTION OF THE DAVENPORT ELEMENTARY SCHOOL HANDBOOK HAS INFORMATION THAT APPLIES TO STUDENTS IN KINDERGARTEN THROUGH 12TH GRADE. NOT ALL ITEMS APPLY TO STUDENTS IN KINDERGARTEN AND FIRST GRADE.

THE AGE AND GRADE LEVEL OF DAVENPORT ELEMENTARY STUDENTS WILL BE TAKEN INTO CONSIDERATION IN THIS SECTION.

I. ACADEMIC

Homework:

GENOA-KINGSTON DISTRICT 424 HOMEWORK PHILOSOPHY

Each student should leave Genoa-Kingston District 424 with a firm foundation for pursuing knowledge and developing skills on an independent basis. Homework is a component of the district's mission helping students to excel and contribute to the community.

Purposes of Homework

To Provide Practice – Requires students to practice newly acquired skills. (i.e. multiplication tables, spelling words, writing samples)

To Provide Preparation – Requires student to use sources and read background information to prepare them for future lessons in a subject (i.e. reading an article for future discussion)

To Provide Extension – Requires students to complete long term projects that parallel classroom work (i.e. use previous learning to complete the long term science project, history project, term paper)

Group Expectations for Homework

Student Expectations for Homework

- Complete in accordance with directions
- Complete in a timely fashion
- Complete independently at home or at school
- Complete to best of ability

Teacher Expectations for Homework

- Explain the objective of the homework
- Provide a timeline for homework completion
- Provide materials unique to specific assignments for homework

- Encourage students to monitor their own assignments
- Provide for Differentiation (Individual needs & learning styles)
- Provide reasonable time allotted for assignment completion
- Monitor major assignments/tests in other classes
- Limit assignments over school vacations
- Provide communication with parent/guardian for excessive missing assignments
- Parents/guardians Suggestions for Homework
- Establish a specific homework time
- Allow ample time for homework completion
- Provide a suitable study area
- Maintain home/school connection through calls & conferences
- Use technology to monitor your student's grades
- Help your student balance their outside activities and academics

Field Trips:

During the school year, teachers may take their classes on educational trips to various places of interest. A field trip offers the students opportunities to secure additional knowledge from firsthand experience and information on topics that the class is studying. These trips are planned carefully by the teacher. Pre-teaching prepares the students for what they will see, and follow-up projects reinforce the learning experience. Parents/guardians must sign the permission slip their child brings home before each field trip.

Progress Reports and Deficiency Notes:

Beginning in the 4th grade, progress and deficiency notices may be sent at the mid-point of the quarter or at any other time at the discretion of the teacher.

Testing Program:

The testing program in the Genoa-Kingston school district varies by grade level. Results are used to aid school personnel with placement of students, advisement, and future planning for individual needs. Parents/guardians are welcome and encouraged to view test scores at any time.

II. ATTENDANCE

The District #424 Attendance Policy is available in its entirety for anyone to review at each school building in the district and in the district office. The following is an abbreviated version of that policy.

Illinois School Code requires parents/guardians to insure that their school-age children attend school. To assist in this process, parents/guardians are asked to call the school before 9:00 A.M. to make notification of an absence. Upon enrollment, parents/guardians must provide contact numbers to the school office. If a student is, absent without prior authorization/phone call from parent/guardian, the principal/designee shall make a reasonable effort to contact the parent/guardian using the contact numbers given.

Written Communication with Parents/Guardians

Parents/guardians will be notified in writing upon absences of 5, 9, and 17 days. The DeKalb County Truancy

Intervention Program will be notified at 9 days and 18 days of unexcused absence.

Excused Absence Limitation

All students are limited to nine days of excused absences per year. For each absence, proper notification must be given to the office by the student's parent/guardian as stated above. Absences that are excused for a portion of a day, such as dentist or doctor appointments will contribute to the nine-day limit.

Medical Excuse

Upon the tenth (10) absence, a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of the student's return to school to excuse each absence. Students can also be brought to school to have the school nurse assess for symptoms of illness after 9 absences have been accumulated. If the parents/guardians/guardians choose not to secure a medical excuse, the absence will be considered unexcused. Medical notes must state specific days that a student was excused from school.

Excused Absences According to the Illinois School Code

The Illinois School Code and District #424 consider the following circumstances as valid causes for student absence:

- Significant illness
- Family emergency
- Observance of a religious holiday
- Death in the immediate family
- Circumstances that cause the parents/guardian and/or administrator concern for the safety or health of a child

The school principal has the right to determine what constitutes an excused/extended absence.

Tardy Policy

18 tardies to school may result in a referral to the DeKalb County Truancy Intervention Program for assistance. Letters will be sent home to families at 9 tardies. At the secondary level, tardies will be counted per individual class period. An unexcused absence will be recorded in the attendance record for every two tardies a student receives in their 1st attendance period.

Vacation/Family Trips

Family trips/vacations will be excused for up to a total of five (5) days. More than five (5) days will be considered unexcused. Notification of family trips must be made to the office at least two (2) days in advance. Trip/vacation absences count towards the excused absence limitation of nine (9) days.

III. BEHAVIORAL MANAGEMENT PLAN

The policies and regulations contained in this handbook are in effect for all school areas, buses, bus stops and all school related activities, either at home or away. Examples of school related activities include, but are not

limited to: dances, field trips, concerts or athletic events, and transportation to and from school-sponsored activities or events. (Whether or not transportation is provided by the district).

All discipline will be administered age appropriately, (i.e. K - 3 students will be granted more lenience.)

The Behavioral Management Plan of the Genoa-Kingston School District is designed to define and clarify the behavioral expectations for which our students are ultimately responsible for: not to inhibit or affect academic performance. It is not the intent of this Behavioral Management Plan to address academic performance. The plan outlines the structure and procedures to be followed by the staff and administration in cases where these expectations are not met. The school administrators will do everything possible to keep a child in a learning environment during the disciplinary process. With mutual cooperation between students, staff and administration, this plan can assist in making the Genoa-Kingston School District an environment where each student has the opportunity to earn a quality education.

This is the Discipline Plan utilized by District #424. Students who exhibit chronic misbehavior may be required to have a meeting with their parents/guardians, counselor and administration.

The Genoa-Kingston school district maintains an open agreement with local law enforcement agencies to conduct searches on district property. Searches may include the use of canine units.

LEVEL I - MINOR OFFENSES may include, but are not limited to:

Level I acts of misconduct impede the orderly operation of the classroom, halls, lunch room, bus, bus stops and other general areas of the school, school sponsored events and during transportation to and from school sponsored events (whether or not transportation is provided by the district). **Such misbehaviors should be handled by a staff member at the time of the occurrence.**

Level I misbehaviors include (but are not limited to) the following:

- a. inappropriate behavior
- b. dishonesty and cheating
- c. failure to carry out directions
- d. tardiness
- e. littering
- f. inappropriate dress (determined by the administration-see dress in the student handbook).
- g. public display of affection
- h. in hallways without permission
- i. failure to return any paper requiring parents/guardians signature
- j. class disruption
- k. inappropriate use of language
- l. bus misconduct (see bus policy)
- m. dangerous acts

Disciplinary Response: There is immediate intervention by the staff member who is supervising the student or who observes misbehavior.

Disciplinary Options: Level I disciplinary options may include one or more of the following (in no specific order):

- conference with student
- withdrawal of privileges
- counseling (intervention regarding specific & immediate occurrence as related to discipline)
- communication with parents/guardians (letter, phone or in person)
- after school detention
- Saturday detention
- In school separation

LEVEL II - MAJOR OFFENSES may include, but are not limited to:

Level II acts of misconduct are misbehaviors whose frequency or seriousness disrupts the orderly operation of any school activity. Those infractions which are a continuation of Level I misbehavior require the intervention of personnel on the administrative level because the execution of Level I disciplinary options have failed to correct the situation. Included in this level are misbehaviors which may not represent a direct threat to the health, safety or welfare of others, but whose educational consequences are serious enough to require corrective action on the part of administrative personnel. Level II misbehaviors include the following:

- a. continuation of Level I acts of misconduct (see Level I offenses)
- b. possession or use of tobacco products on school property
(1st offense = automatic 1 day suspension / separation)
- c.* truancy (any unexcused absence)
- d. forgery (the use of forged notes or falsified phone calls)
- e.* * gross disrespect/insubordination/misconduct
- f. misrepresentation (i.e. lying, extortion, cheating, etc.)
- g. loitering
- h. gambling
- i bus misconduct
- j. verbal abuse
- k. swearing at a teacher or staff personnel
- l. cutting class(es)
- m. stealing (minor acts)
- n.* * *fighting
- o. unauthorized or reckless driving
- p. student's removal from class by staff personnel due to student's misbehavior
- q. refusal to identify oneself
- r. gang involvement
- s. leaving class or school property without permission
- t. verbal, written, and/or physical harassment, including on the basis of race, sex, disability, national origin, or ethnicity
- u.****unauthorized / inappropriate use of beepers, cellular phones or other electronic communication devices. This would include sexting.
- v. dangerous acts
- w. intimidation, harassment or threatening others (bullying)
- x computer tampering/use of unauthorized disks, programs, or sites
- * possibly referred to Truancy Officer
- ** making derogatory comments about the person, ignoring or resisting directions, refusing to identify oneself when requested to do so, etc.
- *** when a fight occurs, if it is not possible to ascertain the first cause, all participants in

a fight will be disciplined equally.

*** student possession of a cellular phone is absolutely prohibited in classrooms, restrooms & locker rooms while school is in session. Students are not to use cellular phones during the school day unless given permission by the administration. Cell phones are to be turned off and kept in the student's locker during school hours.

Disciplinary Response: The student is referred to the administration for appropriate disciplinary action. A disciplinary referral will be completed as soon as possible. The administrator meets with the student and/or teacher and affects the most appropriate response. A proper and accurate record of the offense and disciplinary action is maintained by the administrator.

Disciplinary Options: Level II disciplinary options may include one or more of the following (in no specific order).

- conference with student
- withdrawal of privileges
- completion of a behavior plan/contract
- parent/guardian conference (by phone or in person)
- referral to an outside agency or school district support services
- suspension of bus privileges
- extended detention
- Saturday detention
- in-school separation room
- out of school suspension (not to exceed ten school days)
- possible law enforcement intervention
- financial restitution (in cases where damage or loss is incurred)

LEVEL III - SERIOUS OFFENSES may include, but are not limited to:

Level III involves acts directed against persons or property, but whose consequences may not seriously endanger the health, safety or welfare of others in the school. Level III acts of misconduct can usually be handled by the disciplinary mechanism in the school. The corrective measures which the school district uses will be determined by the extent of the resources available for remediating the situation in the best interest of maintaining the educational environment.

These acts include the following.

- a. continuation of Level I or Level II acts of misconduct (see Level I and Level II (offenses)
- b. possession or use of tobacco products on school property.
- c.** possession of or under the influence of alcohol, cannabis, or a controlled substance on school property
- d.** possession of look alike drugs, drug paraphernalia, cannabis, or a controlled substance
- e. vandalism
- f. extortion (to obtain by force or improper pressure)
- g. trespassing in unauthorized areas
- h. computer tampering/use of unauthorized disks, programs, or sites
- i. gross misconduct/insubordination/disrespect
- j.*** fighting
- k. intimidation, harassment or threatening others (bullying) or (cyber bullying)

- l. students may be disciplined for off campus activities when such conduct is detrimental to the orderly function of the school.
- m. dangerous acts
- n. possession of incendiary devices
- o. gang involvement (see gang policy)
- p. verbal, written, and/or physical harassment, including on the basis of race, sex, disability, national origin, or ethnicity

* Second offense = automatic 3 day suspension/separation.

Third offense = automatic 5 day suspension/separation.

** First offense for violations of c and/or d above will be subject to a minimum 5 day to a maximum 10-day suspension/separation and referral to law enforcement authorities. Student may be recommended for expulsion.

*** When a fight occurs, if it is not possible to ascertain the first cause, all participants in a fight will be disciplined equally.

Disciplinary Response: The student is referred to the administrator for appropriate disciplinary action. A disciplinary referral will be completed as soon as possible. The administrator initiates disciplinary action by investigating the infraction and conferring with the staff, the student, and the student's parents/guardians about the misconduct and subsequent disciplinary actions to be taken. A proper and accurate record of the offenses and disciplinary actions is maintained by the administrator.

Disciplinary Options: Level III disciplinary options may include one or more of the following (in no specific order).

- Saturday detention
- in-school separation room
- out of school suspension
- expulsion
- suspension of bus privileges
- referral to outside agency or school support services
- financial restitution (in cases where damage or loss is incurred)
- referral to appropriate law enforcement agency

LEVEL IV -VERY SERIOUS OFFENSES may include, but are not limited to:

Level IV acts involve actions, which are so serious that they always require administrative action, which results in at least temporary removal or separation of the student from the learning environment. Level IV acts of misconduct may involve the intervention of law enforcement authorities and/or actions by the Board of Education.

- a. continuation of Level III acts of misconduct (see level III offenses)
- b. furnishing or selling alcohol, cannabis, controlled substances, or look alike drugs
- c.* soliciting a weapon, purchasing a weapon, possession and/or use of a weapon
- d. bomb threats
- e. arson
- f. setting false alarms (i.e. dialing 911, activating fire alarms, etc.)
- g. stealing (major)

- h. possession or sale of stolen property (whether or not the property was stolen on school grounds)
- i. computer tampering/use of unauthorized disks, programs, or sites
- j. gang involvement
- k. gross misconduct/insubordination/disrespect
- l. other acts of misconduct which are seriously disruptive and/or create a safety hazard to students, staff and/or school property.
- m. acts of physical violence towards student(s) or staff
- n. speech or action clearly inciting violence
- o. use/possession of incendiary materials or devices
- p. possession and/or use of fireworks
- q. dangerous acts
- r. hazing (see policy)
- s. sexual harassment

* A weapon includes any object which may be construed as a weapon, i.e. knives, razors, handguns or any type of gun, metal knuckles, broken glass, ice pick, jewelry etc. This offense will carry a minimum five day, to a maximum ten day, Out of School suspension. The student may be recommended for expulsion.

Disciplinary Response: The administrator verifies the offense and confers with staff member(s) and/or individuals involved and meets with the student. The student will be removed from the classroom environment immediately. After parent/guardian notification, the student may be removed from the school environment. School officials will contact law enforcement officials, if and when appropriate. A complete and accurate report is submitted to the Superintendent and Hearing Officer when applicable.

Disciplinary Option: Level IV disciplinary options may include one or more of the following (no specific order).

- in-school separation room
- out of school suspension
- expulsion
- referral to appropriate law enforcement agency

DEFINITIONS OF DISCIPLINARY OPTIONS:

DETENTION: Students may be assigned a detention by any member of the school staff. A detention is served by the student for 30 minutes within three school days following the issuance of the detention. The detention will be served in the classroom of the teacher assigning the detention or in a central location to be decided at each building. The starting and ending times of the 30 minute detention will be decided by each building.

EXTENDED DETENTION: Extended detentions will be issued on the authority of the administrative staff. Students at Genoa Elementary School will serve a one hour extended detention. Students at the Middle School and the High School will serve a two hour extended detention.

SATURDAY DETENTION: This involves only Middle School and High School students. The Saturday detention will be assigned by the administrative staff of each school, but it will be served at the High School. Only in extreme emergencies will a Saturday detention be rescheduled.

IN SCHOOL SEPARATION ROOM: This is the final step before an out of school suspension. Assignment to the in-school separation room requires a student to study in an isolated area under close supervision with no communication with other students. K- 8 students may be assigned to a separation area within their respective schools for serious misbehavior.

OUT OF SCHOOL SUSPENSION: During the time of the suspension the student is not to be on school property or to attend school functions elsewhere in which Genoa-Kingston students are participants. Students have the option of obtaining their homework assignments from teachers, completing this homework and giving it to the proper teacher for a grade. This is entirely the student's responsibility. The time frame for returning this homework follows the policy for homework assigned during an excused absence. Communication between the school administrator and a parent/guardian is required before a suspended student may return to school. If the student does not come back to school after the suspension has been fulfilled, any days missed will be considered willful absence and therefore, the student will be considered truant. At that point, the student will be referred to the proper agency for truancy.

Short of expulsion, the Genoa-Kingston School District considers the out of school suspension as the most severe form of discipline. Parents/guardians please note: While your child is serving an out of school suspension, it is the parents/guardian's responsibility for his/her supervision. It is the parents/guardian's responsibility to fill his/her time with a learning experience or worthwhile activity.

Students receiving more than 13 days of out of school suspension in any school year may be recommended for expulsion.

EXPULSION: Permanent dismissal of a student after a hearing by the school board. An expulsion may be for up to two calendar years. After an expulsion, the child's education is totally the parents/guardian's responsibility. The child may seek continuing education at the parents/guardian's expense through another school district or through private education.

MISCELLANEOUS REGULATIONS

Student Dress:

Student dress that is lewd or offensive will not be permitted. Each student is expected to present an appearance that does not disrupt the educational environment or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming that is not in accordance with reasonable standards of health, safety, modesty, and decency will be considered inappropriate. Halters, midriffs, transparent blouses without adequate undergarments, hats, and bare feet are examples of inappropriate dress. Pants are to be worn at an appropriate level as determined by the building principal or their designee.

- a. Reasonable dress and grooming standards will be required for classes and school sponsored activities.
- b. All students shall be clean in personal grooming and attire and wear clothing in the manner and purpose for which it was designed.
- c. T-shirts and other items of apparel that carry pictures or wording that violates the dictates of good taste will not be allowed.
- d. Dark glasses are not to be worn in school unless they are prescribed by a physician.

- e. Coats and jackets are not to be worn during school unless conditions warrant. Clothing such as sweaters should be worn to stay warm.
- f. Hats, caps, and hoods are not to be worn in school.

Any deviation from the above mentioned expectations may result in the summoning of the student's parents/guardians to remove the student from school or remedy the situation. Each student has the right to attend school in an environment that is safe, free of disruptive influence, conducive to learning, and which provides ample opportunity to acquire knowledge and skills commensurate with his/her maturity, interest, and abilities. School personnel, parents/guardians, and students have the responsibility to develop and maintain an atmosphere that is compatible with this right.

Use of School Phone:

School telephone use, out of necessity, must be limited to school business and emergency use only. Students are discouraged from using the telephone for non-essential personal matters.

Items brought to School:

Items shall not be brought to school which will interfere with the educational environment of the building and/or which may jeopardize the safety and welfare of the students and building staff.

RULES AND RESPONSIBILITIES

The key to good behavior is self-discipline, self-respect, and respect toward others and their property. Appropriate behavior is expected while going to and from school, in the classrooms and hallways, and at all school-sponsored events and activities, on or off school property.

Rules and regulations concerning student behavior are included under specific headings in the handbook.

Responsibilities of the Board:

Section 10-20.5 of the School Code states that one of the Board's duties is "to adopt and enforce all necessary rules for the management and government of the public schools of their district". The following rules applying to the area of pupil conduct are to be reviewed and observed by school personnel, students, and parents/guardians.

Responsibilities of the Pupil:

A pupil is required by state law to attend school until he is 17 years of age provided he is physically and mentally able to profit by attendance. In school, she/he has an obligation to:

- Be regular and punctual in attendance.
- Make a sincere effort to do satisfactory school work within his/her ability.
- Conduct himself/herself in a proper manner on his/her way to and from school.
- Respect and obey the authority of all teachers.
- Maintain habits of appropriate dress and personal cleanliness.

- Accept the responsibility of being a good school citizen.
- Respect the rights and property of others.
- Refrain from willfully damaging, defacing, or destroying school property, and from illegally entering school buildings.
- Avoid having in his/her possession clubs, knives, or other dangerous objects.
- Cooperate with other pupils who have been given responsibilities.
- Refrain from any form of extortion, intimidation, assault, or hazing.
- Abstain from immorality and profanity.
- Avoid any activity, such as running, pushing, throwing of objects, which may endanger the health and safety of others.
- Comply with all school rules and regulations.

Responsibilities of Parents/Guardians:

The development of responsibility in young people is not a task for schools alone; it must be shared by the home, the churches, and all the youth-serving agencies of the community. Parents/guardians who fail to assign responsibilities to their children and to supervise the performance of these duties are not adequately fulfilling their obligation. Parents/guardians can cooperate with the school in maintaining standards of acceptable behavior if they will:

- Become acquainted with school rules and cooperate with the school in enforcement.
- Demand prompt and regular attendance and comply with school requests for a written explanation for absences or tardiness.
- Give personal attention to their child's cleanliness, grooming, and appropriate dress.
- Be interested in and informed about their child's progress at school.
- Recognize their child's achievements and limitations, and encourage him/her at all times.
- Help their child with her/his personal problems.
- Teach her/him respect for law and authority, and support the school in matters of discipline.
- Take part in conferences with teachers.
- Discuss with their child her/his progress in school.
- Share information which will help the school with its work with their child.
- Attend school functions which are presented for parents/guardians.

Responsibilities of Teachers:

The primary responsibility of the classroom teacher is to instruct boys and girls and to serve their educational needs. The teacher has the obligation to:

- Conduct an effective program of instruction designed to enable each pupil to achieve his potential.
- Assist pupils in learning to control their behavior and to understand that the best possible means of achieving desired goals as individuals and as participating citizens in a free society is through absolute self-development.

- Maintain high personal standards of courtesy, fairness, and ethics in all relationships with pupils, parents/guardians, and colleagues.
- Inform parents/guardians through telephone conversations, e-mail, notes, conferences, and report cards about the academic progress, school citizenship, and general deportment of their children.
- Assume responsibility for and authority over pupils not under the immediate control of another teacher, in the hallways, rest rooms, or any other school area.
- Initiate, put into writing, review with students, and enforce classroom rules to insure for all pupils an environment conducive to effective learning.
- Refer to the principal any pupil whose conduct is persistently detrimental to the work of the classroom.
- Initiate referrals, in cooperation with the principal, to the Special Services available for assistance with pupils having serious adjustment problems.
- Request help from the principal immediately when any pupil defies authority, behaves immorally, uses profane language, or becomes physically abusive.

Responsibilities of Administrators:

The school administrators shall provide leadership that will establish and encourage good teaching and effective learning. They are responsible for implementing the policies of the Board of Education, and they must interpret Board policies in the light of conditions which they find in their own particular school. They are expected to:

- Establish school rules for all areas of school operation, put them in writing, review them with their staff, publicize them in school handbooks and otherwise as may be necessary, and enforce them to promote effective learning and good citizenship.
- Encourage exchange of suggestions, opinions, and recommendations in the best interest of children.
- Support the staff in carrying out adopted policies and regulations.
- Hold pupils to a strict accountability for any disorderly conduct on their way to or from school.
- Counsel with teachers concerning the disposition of disciplinary cases.
- Confer with parents/guardians concerning unacceptable behavior and advise them where help can be secured in the community if needed.
- Invoke reasonable disciplinary measures on those pupils who interfere with an orderly instructional program.
- Request assistance from special services available in matters concerning serious instructional, behavioral, emotional, health, or attendance problems.
- Follow carefully legal requirements in suspension and expulsion proceedings.
- Whenever possible, notify parents/guardians when they feel that the pattern of behavior of their son or daughter may lead to suspension or expulsion.
- Whenever feasible, provide that at least the first suspension shall be in-school rather than out-of-school.
- Periodically evaluate all school rules and regulations pertaining to pupil behavior.

Bus Behavior, Rules, and Disciplinary Actions

School bus riders, while on the bus or in transit, are under the jurisdiction of the bus driver unless the local board designates some adult to supervise the riders.

All rules and regulations also apply to students during the time they are going directly to or from, and while waiting at, any designated bus stop.

It is recommended that all riders, parents/guardians of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders.

Any behavior which endangers the safety of any student, adult, or bus driver will not be tolerated. Interpretation of misconduct is the responsibility of the bus driver or supervisory personnel.

- a. Riders must be prepared to board 5 minutes prior to their scheduled stop.
- b. No fighting, pushing, tripping, throwing objects, or harm to others will be tolerated while waiting for, riding on, or leaving the school bus.
- c. Loud talking, unnecessary noise, swearing, and obscene language or gestures will not be tolerated. It diverts the driver's attention and could result in a serious accident.
- d. Older students should help look after the safety and comfort of smaller children.
- e. No unauthorized stops are allowed and the driver should not be asked to stop at places other than regular bus stops. He/she is not permitted to do this except by proper authorization from a school official.
- f. Any change from regular procedure must be requested by the parents/guardians only and pre-approved by the Transportation director or their designee.
- g. Riders are not to leave their seats while the bus is in motion.
- h. Students are to be absolutely quiet when approaching a railroad crossing stop.
- i. Students are to stay off the road at all times while waiting for the bus to stop.
- j. Riders are to keep hands and heads inside the bus at all times.
- k. Students are to remain in the bus in the event of a road emergency until instructions are given by the driver.
- l. Items illegal at school, including weapons, alcohol, tobacco products, look-a-like drug and drug paraphernalia and explosive devices will not be allowed on the bus.
- m. No food or drink will be consumed on the bus at any time.
- n. Personal items such as electronics, trading cards or toys should be kept in back packs and not be used while on the bus.
- o. Only students and appropriate personnel may be transported on district buses all other animals, insects, spiders, etc are not allowed on buses.
- p. No balloons are allowed on buses.

Riders shall observe safety precautions at the discharge point. When it is necessary to cross the highway, riders shall proceed to a point at least ten (10) feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. The student shall wait for a signal from the bus driver permitting them to cross.

VIOLATIONS OF THESE RULES WILL BE SUBJECT TO DISCIPLINARY ACTIONS SET FORTH BY THE GENOA-KINGSTON SCHOOL ADMINISTRATION AND ON FILE AT EACH SCHOOL OFFICE.

Gang Policy

It is the school's responsibility to maintain a safe and disruption-free environment. The School Code of Illinois (Ill. Rev. Stat., Chapter 122, Par. 31-1 through 31-4) provides that "any public school fraternity, sorority, or secret society is inimical to the public good". This Board of Education is aware that gangs and gang-related activities can cause substantial disruption or material interferences with school and school-related activities. A "gang" as used in this policy is any group of two or more persons whose purposes include the commission of illegal acts.

The penalties for violation of this policy are as follows:

1st Occurrence: A warning and a request to refrain from the use of inappropriate language or gestures. In the case of symbols or emblems, the student will be asked to remove the unauthorized symbol or emblems from such items as, but not limited to, wearing apparel and notebooks. A student who wears a particular color combination or clothing/jewelry worn in a manner known to represent a gang, for the intent of displaying gang membership, will be warned and advised that future displays will not be tolerated and that disciplinary action will follow. Parents/guardians will be notified. Appropriate law enforcement agencies will also be contacted.

2nd Occurrence: Out-of-school suspension for up to ten (10) days. Parents/guardians will be notified. Appropriate law enforcement agencies will also be contacted.

3rd Occurrence: May result in recommendation for expulsion. Appropriate law enforcement agencies will also be contacted.

Sexual Harassment Policy - Students

The School Board will neither condone nor tolerate sexual harassment of students by district employees. The Board espouses the belief that a student has the right to be free from the harm perpetuated by anti-social acts while the student is attending school.

For purposes of this policy, the term sexual harassment is defined as follows:

Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by an employee or agent of a recipient that denies, limits, provides different, or conditions the provision of aid, benefits, services, or protection under Title IX.

The School Board interprets the definition of sexual harassment to include, but not be limited to, the following behavior:

Unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student movements, pulling at clothes, attempted rape, rape; a student in a predominantly single-sex class subjected to sexual remarks by teachers who regard the comments as joking and part of the usual class environment; impeding a girl's progress in classes, such as industrial arts, by hiding her tools or questioning her ability to handle the work or suggesting she is somehow "abnormal" for enrolling in such a class; purposefully limiting or denying a student's access to educational tools, such as computers; teasing a male student about his enrollment in a home economics class.

According to Illinois law, a District employee who has reasonable cause to suspect that a student may be an abused or neglected child shall report such a case to the Illinois Department of Children and Family Services. In such a situation, the employee shall notify the Superintendent or Building Principal that a report has been made.

The Superintendent shall interview the employee or agent of the District as soon as possible after an allegation of sexual harassment was made against the employee or agent. The Superintendent is responsible for investigating allegations of sexual harassment, and will keep the School Board informed of all developments.

The employee may be suspended pending an investigation, and, if the allegations are substantiated, the employee may be subjected to disciplinary measures, including suspension and dismissal. District action shall be in accordance with Illinois law.

An allegation of sexual harassment by one student against another student shall be handled by the Complaint Manager. The Complaint Manager shall proceed with the investigation immediately, adhering to the District's procedures and notifying the Building Principal. Each complaint shall be handled with appropriate confidentiality.

In a case of suspected sexual abuse of a student by a District employee, the Superintendent or the Superintendent's designee shall serve as the District's representative with legal authorities, the media, the community, other District employees, and students. The Superintendent will call upon the counseling resources of the School District to attend to the needs of school and community persons.

The Superintendent shall direct the administrators in the writing and distributing of procedures to process complaints of sexual harassment, investigate allegations of sexual harassment, inform employees, students, and the community of the School District's policy, educate students about sexual harassment, and any other matters which relate to the prevention of sexual harassment of students.

Administrative Procedures: Student Welfare - Sexual Harassment Policy

The following administrative procedures shall be disseminated to all employees and students. The administrative procedures assist and are an integral component to the policies addressing student sexual harassment. Distribution of the District's policy:

1. A copy of the Student Sexual Harassment policy and accompanying procedures shall be distributed annually in the Student Handbook and the Staff Handbook.
2. A copy of the Student Sexual Harassment policy and accompanying procedures shall be given annually to the Community Chamber of Commerce and the Public Library.
3. Copies of the Student Sexual Harassment policy may be distributed in other ways as deemed appropriate by the District's administration.

The District's educational program:

1. The health education program for grades K-12 shall include age appropriate instruction, which leads to the students' understanding of sexual abuse and harassment.
2. A committee of administrators, teachers, parents/guardians, and community resource persons shall assist in the development and planning of an age appropriate instructional program designed to provide students with an understanding of sexual abuse and harassment.

3. Student counselors and health teachers shall obtain and disseminate available informational materials concerning the issue of student sexual abuse and harassment. Dissemination of these materials will be on an age appropriate basis.

Staff appointments:

1. The Superintendent shall appoint two Complaint Managers, one male and one female.
2. The Complaint Managers shall be members of the staff who are sensitive to the issue of student abuse and sexual harassment.
3. The names of the Complaint Managers shall be announced annually to staff, students, parents/guardians, and community persons.
4. The Complaint Managers shall inform the Superintendent of every allegation and/or rumor of improper employee-student relationships.

The Student complaint process:

1. Every student shall have access to a Complaint Manager of the same sex during the school day. The student may schedule an appointment with the Complaint Manager.
2. The meeting and subsequent conversation between the student and the Complaint Manager shall be deemed confidential. The student shall be advised that the Complaint Manager will report their conversation to the Superintendent only.
3. Within 24 hours following the student's announcement of a complaint to the Complaint Manager, the Complaint Manager shall notify the Superintendent and the student's parents/guardians. The parents/guardians shall be given notice of their right to attend an interview of their child in a non-intimidating environment in order to elicit truthful, full disclosure of the student's allegations. The meeting shall be scheduled within 5 school days from the first meeting between the Complaint Manager and the student. If the parents/guardians are unable or decline to attend the interview, the Complaint Manager and the student shall agree mutually on an adult who will attend the interview and serve as the student's advocate.
4. Following the interview session, the student will be asked to sign a written statement. A copy of the statement will be kept in the Complaint Manager's file and a copy will be given to the Superintendent.
5. The Complaint Manager will make every effort to impress upon the student and the student's parents/guardians or the student's advocate the confidential nature of the complaint process.
6. The Complaint Manager will keep the student's parent(s)/guardian(s) informed of the progress of the investigation.
7. If, in the Complaint Manager's judgment, counseling for the student and the student's parents/guardians is appropriate, the Complaint Manager will make necessary arrangements.

The District's Investigation process:

1. The Superintendent shall seek specific legal advice from the District's attorney on how to proceed with each case of alleged sexual harassment.
2. The Superintendent shall confer with the Complaint Manager on each report of alleged sexual harassment.
3. The Superintendent shall be in full compliance with the Child Abuse Reporting Laws.
4. As soon as reasonably possible after receiving notice of alleged student sexual harassment, the

Superintendent shall arrange a meeting with the accused employee, an attempt will be made to provide the employee with a written notice of the nature of the meeting and the employee's right to representation by union or counsel.

5. If the prosecuting attorney files formal charges and the School Board takes formal action of suspension, the Superintendent shall prepare a brief statement describing the action and the employee's status for the School Board and the media.
6. The Superintendent shall provide specific measures to give emotional support to the District's employees, students and the accused.
7. The Superintendent shall be available to meet with the accusing student's parents/guardians
8. The Superintendent shall maintain contact with the local police officials and social workers providing support to the student.

Complaint Manager's responsibilities:

1. The Complaint Manager shall provide the Superintendent with a complete written report of each sexual harassment complaint. This report shall be submitted as soon as reasonably possible from the date the complaint was first filed with the Complaint Manager. Such reports shall include at a minimum:
 - . the date of receipt of the complaint;
 - . identification of the complainant;
 - . identification of the party or parties and the action complained of, including all relevant background facts and circumstances;
 - . a statement detailing the scope of the investigation that was undertaken and the result thereof;
 - . a statement of corrective measures pursued, the date such measures were taken, and the results achieved;
 - . a written statement signed by the complainant detailing the offending conduct.

Release of information about a former employee:

1. The Superintendent shall handle all inquiries from prospective employers regarding a former employee who was charged with sexual impropriety.
2. All responses to inquiries regarding a former employee shall be accurate to the best of the Superintendent's knowledge and conform with any applicable agreements and/or laws in order to avoid potential liability. The Superintendent may ask for a release signed by the former employee authorizing the Superintendent to discuss the former employee.

Anti-Hazing

Students who participate in the district's co-curricular or extra-curricular activity programs shall function within the framework of the district's policies, administrative procedures, and each individual school's rules.

No administrator, faculty member, or employee of the district shall encourage, permit, condone, or tolerate hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing.

Hazing is defined as:

An intentional, knowing, or reckless act directed against a student, by one person or acting with others, that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, holding office in or maintaining membership in any student organization.

Students who commit the following acts violate District policy and, therefore, are subject to District discipline and possible criminal prosecution:

- Engaging in hazing.
- Soliciting, encouraging, directing, aiding or attempting to aid another engaged in hazing.
- Intentionally, knowingly, or recklessly permitting hazing.
- Having knowledge of the planning or occurrence of a specific hazing activity and failing to report it to the Building Principal, Superintendent, or other school employee.

Sexual Harassment Policy – Students:

The School Board will neither condone nor tolerate sexual harassment of students by students or district employees. The Board espouses the belief that a student has the right to be free from the harm perpetuated by anti-social acts while the student is attending school.

For purposes of this policy, the term sexual harassment is defined as follows:

Verbal or physical conduct of a sexual nature imposed on the basis of sex, by a student, an employee, or agent of a recipient that denies, limits, provides different or conditions the provision of aid, benefits, services, or protection under Title IX.

The School Board interprets the definition of sexual harassment to include, but not limited to, the following behavior:

unwanted sexual behavior, such as touching, verbal comments, sexual name calling, spreading sexual rumors, gestures, jokes, pictures, leers, overly personal conversation, cornering or blocking student movements, pulling at clothes.

IV. CERTIFICATE OF BIRTH FOR NEW STUDENTS

STATE LAW requires that all students enrolling in a school district for the first time (transfer or beginning school) must provide the school with a certified copy of their birth certificate. Parents/guardians have 30 days from the date of enrollment to furnish this certificate. If the certificate is unavailable, parents/guardians may provide the student's identity and age along with an affidavit explaining the inability to furnish the birth certificate.

Local and state law enforcement agencies will be notified if parents/guardians do not comply with this law. THIS MUST BE AN OFFICIAL BIRTH CERTIFICATE, NOT A COPY.

V. EMERGENCIES

Emergency Drills:

Fire, tornado, and bus evacuation drills are conducted periodically, at which time students are instructed in the procedure to be followed.

Emergency Early Dismissal:

In case of an emergency early dismissal, the Connect Ed automated informational system will be initiated by the district to contact parents and guardians concerning the dismissal. Radio stations will also be notified as early as possible.

Every child must know exactly where he/she should go in case of an unscheduled early dismissal. It is especially important that the younger children know exactly what they should do because they often become upset if they are not sure.

School Cancellation:

It may occasionally be necessary to cancel school due to severe weather or some other emergency. If this occurs, the Superintendent will use the Connect Ed automated informational system to contact parents and guardians concerning the cancellation. The radio stations listed below will also be notified:

<i>Radio Stations</i>	<i>Television Stations</i>	<i>Chicago Television Stations</i>
WLBK 1360 AM	WQRF FOX 39	Ch 2
WZOK 97.5 FM WIFR	Ch 23 FOX	32
WXXQ 98.5 FM	WTVO Ch 17	CLTV News
WKMQ 96.7 FM	WREX Ch 13	WGN Ch 9
WROK 1440 AM		Ch 5
WDKB 99.5 FM		Ch 7
WSQR 1180 AM		
WNIU 89.5 FM		
WNIF 90.5 FM		
WGN 720 AM		
WBBM 780 AM		

Decisions are generally reached and announced by 6:30 A.M. With the use of the Connect Ed system to give closing information it is imperative that the district have accurate contact information for parents and guardians. During severe weather, please listen carefully to one of the above radio stations or check the District web page at www.gkschools.org

Contacting Students:

Parents/guardians may contact their children during school hours only in cases of emergencies and only through the office. Parents/guardians must contact the school in time to communicate emergency instructions to students at least **30 minutes** prior to the end of their school day.

Changes in Transportation:

Parents/guardians changing transportation must contact the school **30 minutes** prior to the end of the school day.

VI. MEDICAL

General Guidelines

Students should not attend school if they have experienced the following:

- Vomiting 2 or more times in the previous 24 hours.
- Fever of 100° or higher in the previous 24 hours.
- Diarrhea within the past 24 hours.

Health Requirements and Health Exam:

Physical examinations must be completed and recorded on the approved Certificate of Child Health Examination. These may be performed either by advance practice nurses (APNs), physician assistants (PAs) or physicians. Be sure your child's form is signed and dated.

A student's parent/guardian shall present proof that the student was examined by a licensed physician and received the immunizations against, and screenings for, preventable communicable diseases, as required by the Department of Public Health rules:

1. Within one year before entering kindergarten or the first grade;
2. Upon entering the sixth and ninth grades; and
3. Whenever a student first enrolls in a District school, regardless of the student's grade.

Failure to comply with the above requirements by the first day of school of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. If for medical reasons one or more of the required immunizations must be given after the first day of school, then the student must present by the first day of school, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations.

Parents/guardians of children between the ages of 6 months and 6 years may be required to provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning in accordance with State law.

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

Immunizations:

Illinois Department of Public Health (IDPH) guidelines for school entry require all students entering Kindergarten, sixth and Ninth grades to have a current physical on file and to show proof of all current immunizations. **Genoa-Kingston Community Unit School District adopted a first day exclusion policy in 1997, meaning students not in compliance with these requirements on the first day of school will be sent home and unable attend school until the health requirements have been met.** Students transferring into the District from out of state will be given 30 calendar days from enrollment to complete their physical. Students found to be not in good standing (not in compliance with health requirements at the previous school of attendance) upon transfer will be excluded from school until IDPH health requirements have been met.

1. Information must be on the state form: State of Illinois Department of Human Services Certificate of Child Health Examination form.
2. Exam must be clearly **dated** near the bottom and be **no earlier** than one year prior to the entrance date.
3. Personal **signature of the examining physician** must be included on the bottom of the form.
4. The **Health History** on the upper portion of page 2 **must be completed and signed by the parent/guardian.**
5. Approval to participate in **Physical Education and Interscholastic Sports** near the bottom of the page must be checked by the physician. Modifications, if indicated, must be specified. The physician/health care provider must calculate the BMI and Diabetes Screening; this includes determining whether the student is at risk or not. Any incomplete physical will be considered not in compliance and excludable.
6. **Immunization History** must include specific dates, intervals, and the number of doses noted below:
 - A. **Diphtheria, Pertussis, Tetanus (DPT, DtaP, or DT)** - requires a minimum of four doses, four weeks (28 days) apart. The last dose must be given on or after the fourth birthday and be received no earlier than six months after the former dose. A booster is required every 10 years, usually prior to high school entry.
 - B. **Polio** - three or more doses of the same type of Polio vaccine (**either OPV or IPV**) given four weeks (28 days) apart. The last dose must be given on or after the fourth birthday. If a **combination** of OPV and IPV are administered a minimum of 4 doses must be given, four weeks (28 days) apart with the last dose given on or after the fourth birthday.
 - C. **Measles** - requires two doses, the first after 12months of age and the second at least four weeks later. Physician certification of having had the disease or laboratory evidence of an antibody titre of 1:16 or greater is also acceptable.
 - D. **Mumps** - requires immunization on or after the first birthday, physician certification of having had the disease or laboratory titre.
 - E. **Rubella** - requires immunization on or after the first birthday or laboratory antibody titre of 1:16 or greater. Disease history is NOT acceptable proof of immunity.

- F. **Hepatitis B** - a series of three vaccinations is required for students entering early childhood, middle and high school. The interval between the first and third dose must be at least 4 months, with the interval between the 2nd and 3rd doses no less than 2 months.
- G. **Chicken Pox** - all students entering early childhood, Kindergarten through fifth grade must show proof of having received one dose of Varicella on or after the first birthday or show proof of the disease by the health care provider. The school nurse may accept a parent/guardian description of the disease.

Immunizations and physical exams are available by appointment at:
DeKalb County Health Department
2550 N. Annie Glidden
DeKalb, IL 60115
(815) 758-6673

Exclusion Policy:

Examination forms and complete records of immunizations should be turned in at the time of registration or by the first day of school. Students who do not have the required physical or immunizations on file at the school the first day will be excluded from school in accordance with the School Code. Absences due to exclusion will be considered unexcused.

Transfer Students:

1. Transfer students are allowed 30 days for their health records to be received by this district.
2. If the health records are not received within 30days, then the parents/guardians will be notified. The parents/guardians will then be required to obtain a physical exam and the necessary immunizations for their child. They will be granted an additional 30 days to do this. At the end of this second 30-day period, a physical exam must be completed and on file, and the immunizations started or the child will be excluded from school.

Dental:

A dental exam is required by state law for grades kindergarten, second and sixth grades and that an examination is on record with the school. Forms are available in each school office.

Eye Examinations

All Illinois children upon starting kindergarten or first entry into school are required to have an eye examination. The examination needs to be conducted by a licensed optometrist or medical doctor that performs eye exams. After completion of the examination an Eye Examination Report must be filed with the school by October 15th.

Medication in Schools:

Medication is defined as: Prescription and non-prescription (over the counter) drugs.

District policy states that students should not take medication during school hours or during school related activities, unless it is mandatory for the student's health and well-being. When the students licensed health care provider and parents/guardians believe that it necessary for a student to take medications during school hours, the following guidelines must be followed:

The licensed healthcare provider must sign and date the Authorization for the Administration of Medication.

A parent/guardian must also sign and date the Authorization for the Administration of Medication Prescription medication must come to school in the original, labeled container from the pharmacy or health care provider. This label must contain the name of the student, name of the medication, directions for use and date.

Only medications approved by the FDA will be administered at school.

An adult must transport controlled substances such as Ritalin, Adderall and Concerta to school.

Annual renewal of authorization is mandatory, and all medication changes must be in writing.

MEDICATIONS CANNOT BE ADMINISTERED UNLESS THESE REQUIREMENTS ARE MET

In compliance with changes in the Illinois School Code, students with may carry inhalers asthma and epipens for anaphylactic reactions during school hours and school related activities. Like any other medication, written authorization from both a physician and parents/guardians are an annual requirement. Additionally, a waiver must be signed releasing the District from any liability as a result of self-administration. It is also recommended that an additional inhaler be kept at school as an emergency measure in the event that a child loses or forgets his/her inhaler. Please contact the health room in the building your child attends for consent forms, if this option is appropriate for your student.

No Nit Policy

Genoa Kingston Schools have a No Nit Policy. This means that students may not attend school unless all nits have been removed. Please bring your child to the health room at your child's school following treatment, and their hair will be checked for nits. At that time it will be determined whether the student may return to school. Upon returning to school students will be checked weekly for at least one month.

Mass classroom screenings will not be conducted should and incidence of head lice occur in a school, Instead, parents are urged to assume the responsibility of periodically checking their child's hair for the presence of insects or eggs.

VII. MISCELLANEOUS

Emergency Information:

Parents/guardians are required to fill out new EMERGENCY INFO each year for each child entering school at registration time. **IT IS IMPERATIVE THAT THE EMERGENCY DATA BE UPDATED REGULARLY.** If any of the following changes are made during the school year, please notify the school office at once.

1. Allergies

2. Medications
3. Medical problems
4. Telephone numbers
5. Parents/guardian change of employment
6. Change of babysitter or day care arrangements
7. Emergency person to call in case a parents/guardian cannot be reached and can pick up the student

Computer/Internet Acceptable Use Policy:

Every student and staff member is required to have a signed Computer/Internet Acceptable Use form on file at the school in order to have access to use the computers/Internet. If this form is not on file, access will be denied.

Lockers:

Students may use the lockers with the permission of the Board of Education only. All lockers are the property of the Board of Education, and not the student, and the Board reserves the right to search lockers, at any time, with or without cause.

Parking Lots:

The parking lot is property owned and controlled by the Board of Education. The Board reserves the right to use sniffer dogs to detect the presence of contraband, drugs, or alcohol in student's vehicles while on Board of Education property or parked in Board of Education parking lots.

Money, Valuables, and Personal Property:

Students are encouraged to leave all valuables and excess money at home. The school cannot be responsible for lost or stolen money or items.

Lost and Found:

Clothing and other articles should be marked to help insure against loss. Students should check the lost and found section periodically and claim their belongings.

Staying After School:

There are occasions when a student may need to stay after school. If this occurs, the student or school personnel will be responsible to notify the parents/guardian and give the reason. This may be arranged ahead of time or a call home may be made that day.

Student Records/Transfers:

When a student is transferring out of the district, parents/guardians should notify the school at least three days in advance.

One of the following requirements must be fulfilled before the school can transfer a student's records:

Either a parent/guardian is required to sign an "Authorization for Release of Information" form, which is available at each school office, or the school must receive a written request for the student's records from the school district to which the student is transferring.

It is not the policy of the district to allow records to be hand-carried by the student or the student's family members to the new attendance center.

Special Education:

The Genoa-Kingston District provides for special education programs and services in many areas. These services include an early childhood class, intensive classrooms, resource teachers, and speech and language teachers.

For those students receiving special services, these therapy and diagnostic services are partially reimbursable through Medicaid, which is a source of federal funds approved by Congress to help school districts maintain and improve special education services.

Support Services:

The Genoa-Kingston School District provides for the services of social workers, counselors and certified nurses.

The Genoa-Kingston Schools will cooperate, whenever possible as well as when required by law, with the police, the Department of Children and Family Services, the Rescue Squad, the Fire Department, and all social agencies.

DISTRICT/STATE TESTING PROGRAMS

Genoa-Kingston District testing is used by the teachers and administration to understand where students' skills are currently (individual student growth), provide additional assistance to students, or provide differentiation when a student excels. These tests include, but are not limited to, the following:

- K Illinois Snapshot of Early Learning
- K-5 Gates Reading Test
- K-3 Dibels Reading Assessment
- 1- 8 MAP TEST (Measures of Academic Progress)
- 9-10 Pre-ACT College Board Tests
- 10-12 Advance Placement Tests for College Credit (Optional)

Students are required by the State of Illinois Board of Education and the Illinois State Legislature to take a series of annual tests known as the ISAT, ACCESS, and Prairie State Achievement Exam (PSAE). They are required in various subject areas in the following grades:

- 3-8 ISAT
- K-12 ACCESS (Bilingual Students)
- 11 Prairie State Achievement Exam (ACT Test Included)

Participation in State of Illinois grant programs such as Title 1 or the Reading Improvement Program may require additional testing over and above those already listed. Parents/guardians are welcome and encouraged to view test scores at any time.

Inspection of Instructional Materials:

Parents or guardians of any student may inspect any instructional materials used in the schools. Call the principal's office for an appointment if you wish to view any of these items.

Surveys of Private Information:

In accordance with federal law (Public Law 103-227), students who participate in federally-funded programs (e.g. Title 1 remedial reading) are not required to divulge in a survey, analysis or evaluation any of the following without the prior written consent of their parents or guardians: (1) political affiliations; (2) embarrassing mental or psychological problems; (3) sex behavior and attitudes; (4) illegal, anti-social, self-incriminating and demeaning behavior; (5) critical appraisals of family members; (6) privileged relationships such as those involving lawyers, physicians and clergy; and (7) income (other than as required to determine eligibility for participation in a program or for financial assistance).

* Note that this provision is limited to those students participating in programs which are funded in whole or in part by grants administered by the federal government.

Conduct on School Property:

In addition to prohibitions in other District policies, no person on school property shall:

1. Injure or threaten to injure another person.
2. Damage another's property or that of the School District.
3. Violate any provision of the criminal law of the State of Illinois or town or county ordinance.
4. Smoke or otherwise use tobacco products while within a school building or school-owned vehicle.
5. Consume, possess, or distribute alcoholic beverages, illegal drugs, look-a-like drugs, and drug paraphernalia or possess dangerous weapons at any time;
6. Impede, delay, or otherwise interfere with the orderly conduct of the District's educational program or any other activity occurring on school property;
7. Willfully violate other District rules and regulations.

As circumstances warrant, appropriate action will be taken by the District's administrators.

Removing Students from School:

Students may be removed from school only by a parent or guardian. All parents/guardians must report to the principal's office and show proper identification before removing their child. Individuals other than parents or guardians will not be allowed to remove students from school unless prior written and/or verbal arrangements have been made.

VIII. PARENTS/GUARDIAN INFORMATION

Arriving Early:

Students who walk to school or are dropped off, should not arrive earlier than they are allowed to enter the building to start the school day. Problems of safety are concerns during this time.

Parents/Guardian Visitation:

The Genoa-Kingston Schools welcome parents/guardian visitors and feel that much can be gained from visits to the classroom. Parents/guardians are encouraged to visit their child's room while class is in session. To assure a profitable visit, it is required that the Principal must be contacted in advance, since some days are set aside by the school for testing and special activities. Visitors must report to the office before going to a classroom. All visitors must report to the principal's office to sign in and sign out when leaving. All visitors are required to wear a visitor badge/sticker.

Parents/guardian Conferences:

Parents/guardians will be invited to a conference at the end of the first or second grading period. Conferences may be held at the end of the other grading periods at the request of the teacher and/or parents/guardians. Also, parents/guardians or teachers may request a conference at anytime. Conferences are set up by prior arrangement.

Translators:

If you need a translator, please call the school when you receive a request from the school or school personnel to attend a meeting. Please ask for translation assistance at least three (3) days before the meeting date so that we have time to find a translator to assist us. If the school is not informed three days in advance, the meeting may be rescheduled in order for a translator to be identified. If you have questions, please contact the principal at your child's school.

Chain of Command:

It is strongly recommended that any parents/guardian who is concerned about the education of a child feel welcome to communicate with school personnel for help.

If a parent/guardian has a question or concern about a classroom situation, they should first discuss the matter with the classroom teacher. If the parents/guardian still has a concern after discussing the matter with the teacher, then the parents/guardian should discuss the matter with the building principal. If a concern still remains, the parent/guardian then has the right to discuss the matter with the Superintendent of Schools. Any problems or concerns still remaining after discussing the matter with the Superintendent may be brought to the Board of Education.

The teachers and principals are concerned for all students. As a parent/guardian, your child does not need to have a problem for you to have a conference with the teacher or principal. In some instances, a discussion may help eliminate problems for you or others in the school.

IX. ELASTIC CLAUSE

In order to promote the effective functioning of the school, the Board of Education gives the authority to create additional or amend the rules and obligations stated in this handbook to the building principal or their designee.

X. PROMOTION AND RETENTION POLICY

The school district reserves the right to assign students to the grade level that is most educationally appropriate for the student. Promotion and retention of students shall be determined by school district officials. In a situation where student retention may occur, school officials will communicate with parents/guardians as soon as possible.

XI. STUDENT PERMANENT RECORDS

Parents/guardians have the right to inspect and/or copy the records the school has on their children and may challenge the contents of said records. Student records will be forwarded to other school districts upon their request when the child moves from District #424.

Parents/guardians of children moving from District #424 are then, hereby, notified of their right to inspect, copy, and/or challenge the contents of their child's records prior to release of said records. All requests are to be directed to the school principal.

High School transcripts cannot be sent to employers, colleges, or technical schools unless a "release" form is completed by the parents/guardians or the child if he is 18 years old or older.

XII. PROOF OF RESIDENCY

The Genoa Kingston schools district has initiated procedures for parents and guardians to establish proof of residency when registering students. Residency documents can be obtained from each school or from the unit office. **Appropriate proof of residency must be established prior to allowing an incoming student to enroll in any of the Genoa Kingston schools.**

Public Pesticide Notice

Genoa-Kingston CUSD 424 Student Handbook:

Please be advised that the Genoa-Kingston CUSD # 424 periodically uses pesticides for the control of weed growth on our property.

Notice is hereby given in accordance with the Illinois Compiled Statutes Acts 415 ILCS 65/3, 225 ILCS 235/103, 415 ILCS 65/39fO, and ILCS 60/11; 60/11.1; 60/12. Genoa-Kingston CUSD # 424 will be using the following lawn care products district wide as follows.

All Buildings:

Approximate month of application	Location(s) being treated	Product applied
April	Fence lines, Curbs, & Foundations	Sahara
April	Planting beds	Snapshot
June	Common areas	Speedzone
October	Common areas (as needed)	Speedzone

High School:

Approximate month of application	Location(s) being treated	Product applied
June	Soccer fields, Football fields, Baseball & Softball fields	Speedzone
October	All fields as needed	Speedzone

Middle School:

Approximate month of application	Location(s) being treated	Product applied
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June	Football fields, and Baseball fields	Speedzone
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Lawn markers with a contact person's information will be placed at the point(s) of entry and removed 24 hours after the application. For your safety we ask that you avoid these areas until lawn markers have been removed.

Only School District personnel that are certified pesticide operators thru the Illinois Department of Agriculture will be applying product under the supervision of a certified pesticide applicator.

If there are any questions please direct them to Ernie Nelson Director of Building and Grounds at 815-784-6222.

MON	TUES	WED	THURS	FRI	ATT DAYS	INST DAYS	
August 2010							
TI	TI	1/2 Day	19	20			16-17 Teachers' Institute - No School
23	24	25	26	27			18 1/2 Day of School -11:30 Dismissal
30	31				10	2	
September 2010							
		1	2	3			6 LSH - Labor Day - NO School
LSH	7	8	9	10			
13	14	15	16	17			22 Early Release Staff Development 1:45 pm
20	21	ERSD	23	24			
27	28	29	30		21	0	
October 2010							
				1			8 Teacher Institute
4	5	6	7	TI			11 LSH - Columbus Day
LSH	12	13	14	15			
18	19	20	21	22			
25	26	27	28	29	19	1	
November 2010							
							4 Early Release-11:30 am Parent/Teacher Conf
1	2	3	P/T	P/T (TI)			5 Parent/Teacher Conference(Teacher Institute)
8	9	10	11	12			17 Early Release Staff Development 1:45 pm
15	16	ERSD	18	19			24 Early Release 1:45 pm
22	23	ER	LSH	NIA			25 LSH - Thanksgiving
29	30				19	1	26 Non-Attendance Day
December 2010							
		1	2	3			8 Early Release Staff Development 1:45 pm
6	7	ERSD	9	10			
13	14	15	16	ER			17 Early Release 1:45 pm
NIA	NIA	NIA	NIA	NIA			20-31 Winter Break
NIA	NIA	NIA	NIA	NIA	13	0	
January 2011							
3	4	5	6	7			3 Classes Resume
10	11	12	13	14			17 LSH-Martin Luther King Day
LSH	18	19	20	21			26 Early Release Staff Development 1:45 pm
24	25	ERSD	27	28			
31					20	0	
February 2011							
	1	2	3	4			17-18 Early Release 11:30 am Parent/Teacher Conf.
7	8	9	10	11			21 LSH - Presidents' Day
14	15	16	P/T	P/T			
LSH	22	23	24	25			
28					19	0	
March 2011							
	1	2	3	4			16 Early Release Staff Development 1:45 pm
7	8	9	10	11			21-25 Spring Break
14	15	ERSD	17	18			
NIA	NIA	NIA	NIA	NIA			
28	29	30	31		18	0	
April 2011							
				1			20 Early Release Staff Development 1:45 pm
4	5	6	7	8			in 22-
11	12	13	14	15			25 Not Attendance
18	19	ERSD	21	NIA			
NIA	26	27	28	29	19	0	
May 2011							
2	3	4	5	TI			6 Teacher Institute
9	10	11	12	13			26 Last Day of School (if no emergency days)
16	17	18	19	20			27 Emergency Snow Days
23	24	25	26	27			30 LSH - Memorial Day
							31 Emergency Snow Days

<p>Genoa-Kingston CUSD #424 District Office Dr. Scott E. Wakeley Superintendent 980 Park Avenue Genoa IL 60135 815/784-6222 815/784-6059 Fax</p>	<p>Genoa-Kingston High School Grades 9-12 Don Billington, Principal William McCarty, Asst. Principal Jim Hughes, Athletic Director 980 Park Avenue Genoa IL 60135 815/784-5111 815/784-3124 Fax 815/784-5113 Attendance</p>
<p>Genoa-Kingston Middle School Grades 6-8 Angelo Lekkas, Principal 941 W. Main Street Genoa IL 60135 815/784-5222 815/784-4323 Fax</p>	<p>Genoa Elementary School Grades 4-5 John Francis, Principal 602 E. Hill Street Genoa IL 60135 815/784-3742 815/784-3731 Fax</p>
<p>Kingston Elementary School Grades 2-3 Debbie Dudley, Principal PO Box 37 100 School Street Kingston IL 60145 815/784-5246 815/784-9049 Fax</p>	<p>Davenport Elementary School Grades Pre-K-1 Dr. Trevor Steinbach, Principal 123 W. First Street Genoa IL 60135 815/784-2448 815/784-3175 Fax</p>

Transportation Department, Gerald Stoffregen-Transportation Director	784-5271
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SUMMARY OF NOTES FOR 2010-2011 SCHOOL CALENDAR

August 16 & 17	Teacher Institute
August 18	First Day of Student Attendance – Half Day of School
August 18 & 19	<i>Kindergarten Orientation – <u>NO Kindergarten Attendance</u></i>
August 19	Full Day of School – Regular Dismissal Times
August 20	<i>½ Day of School for Kindergarten</i>
August 23	<i>First FULL DAY of Kindergarten</i>

REGULAR DISMISSAL TIMES

Davenport	8:10 – 2:50
Kingston	8:05 – 2:45
Genoa	8:10 – 2:50
Middle School	7:55 – 2:55
High School	7:50 – 2:50

EARLY RELEASE TIMES

1:45
1:45
1:45
1:45
1:45

PARENT/TEACHER CONFERENCES 11:30 EARLY RELEASE

November 4 & 5, 2010	February 17 & 18, 2011
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Lunes	Martes	Miercoles	Jueves	Viernes		
Agosto 2010						
TI	TI	1/2 Dia	19	20	16 & 17 Junta de Maestros (No Hay Clases) 18 1/2 Día para los Estudiantes, Salida 11:45	
23	24	25	26	27		
30	31					
Septiembre 2010						
		1	2	3	0.6 Día del Trabajo (No Hay Clases) 22 Salida Temprano 1:45 p.m.	
No Clases	7	8	9	10		
13	14	15	16	17		
20	21	Sal. Temp	23	24		
27	28	29	30			
Octubre 2010						
				1	8 Junta de Maestros (No Hay Clases) 11 Día de Cristobal Colón (No Hay Clases)	
4	5	6	7	No Clases		
No Clases	12	13	14	15		
18	19	20	21	22		
25	26	27	28	29		
Noviembre 2010						
1	2	3	P/M	P/M (JM)		1/2 Día Conferencias entre Padres y Maestros 4 Maestros 5 Conferencias entre P y M / No Hay Clases 17 Salida Temprano 1:45 p.m. 24 Salida Temprano 1:45 p.m. 25 Día de Acción de Gracias (No Hay Clases) 26 (No Hay Clases)
8	9	10	11	12		
15	16	Sal. Temp	18	19		
22	23	Sal. Temp	No Clases	No Clases		
29	30					
Diciembre 2010						
		1	2	3	8 Salida Temprano 1:45 p.m. 17 Salida Temprano 1:45 p.m. 20-31 Vacaciones de Invierno (No Hay Clases)	
6	7	Sal. Temp	9	10		
13	14	15	16	Sal. Temp		
No Clases	No Clases	No Clases	No Clases	No Clases		
No Clases	No Clases	No Clases	No Clases	No Clases		
Enero 2011						
3	4	5	6	7	1 Vacaciones de Invierno (No Hay Clases) 3 Clases resumen 17 Día de Martín Luther King (No Hay Clases) 26 Salida Temprano 1:45 p.m.	
10	11	12	13	14		
No Clases	18	19	20	21		
24	25	Sal. Temp	27	28		
31						
Febrero 2011						
	1	2	3	4	17-18 1/2 Día Conferencias entre Padres y Maestros Salida Temprano 11:30am 21 Día de Los Presidentes (No Hay Clases)	
7	8	9	10	11		
14	15	16	P/M	P/M		
No Clases	22	23	24	25		
28						
Marzo 2011						
	1	2	3	4	16 Salida Temprano 1:45 p.m. 21-25 Descanso de Primavera	
7	8	9	10	11		
14	15	Sal. Temp	17	18		
No Clases	No Clases	No Clases	No Clases	No Clases		
28	29	30	31			
Abril 2011						
				1	20 Salida Temprano 1:45 p.m. 22-25 No Hay Clases	
4	5	6	7	8		
11	12	13	14	15		
18	19	Sal. Temp	21	No Clases		

Direcciones y Números de Teléfono de las Escuelas

<p><u>Genoa-Kingston CUSD #424</u> Oficina del Distrito Super Intendente Dr. Scott E. Wakeley 980 Park Avenue Genoa IL 60135 815/ 784-6222 815/ 784-6059 Fax</p>	<p><u>Genoa-Kingston High School</u> Grados 9-12 Director, Don Billington Asst. Director, William McCarty Director Atlético Jim Hughes 980 Park Avenue Genoa IL 60135 815/ 784-5111 815/ 784-3124 Fax 815/ 784-5113 Oficina de Asistencia</p>
<p><u>Genoa-Kingston Middle School</u> Grados 6-8 Director Angelo Lekkas 941 W. Main Street Genoa IL 60135 815/ 784-5222 815/ 784-4323 Fax</p>	<p><u>Genoa Elementary School</u> Grados 4-5 Director, John Francis 602 E. Hill Street Genoa IL 60135 815/ 784-3742 815/ 784-3741 Fax</p>
<p><u>Kingston Elementary School</u> Grados 2-3 Directora, Debbie Dudley PO Box 37 100 School Street Kingston IL 60145 815/ 784-5246 815/ 784-9049 Fax</p>	<p><u>Davenport Elementary School</u> Grados Pre-K – 1 Director, Dr. Trevor Steinbach 123 W. First Street Genoa IL 60135 815/ 784-2448 815/ 784-3175 Fax</p>

Departamento de Transporte, Gerald Stoffregen – Director de Transporte	815-784-5271
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CALENDARIO ESCOLAR 2010-2011

Agosto 16 & 17 Junta de Maestros
 Agosto 18 Primer Día de Clases - Medio día de Clases
 Agosto 18 & 19 **Orientación para Kindergarten- NO hay clases para Kinder.**
 Agosto 19 **Primer Día de Clases (horario regular)–Solamente Primer Año**
 Agosto 20 **de escuela para kindergarten. 8:10 a.m. – 11:30 a.m**
 Agosto 23 **Primer Día de Clases (horario regular) Kindergarten.**

1/2

HORARIO REGULAR

HORARIO DE SALIDAS TEMPRANO

Davenport	8:10 – 2:50	1:45
Kingston	8:10 – 2:50	1:45
Genoa	8:10 – 2:50	1:45
Middle School	8:10 – 2:50	1:45
High School	7:50 – 2:50	1:45

CONFERENCIAS ENTRE PADRES Y MAESTROS—11:30 Salida Temprano

Noviembre 4 & 5, 2010 Febrero 17 & 18, 2011

