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PBIS BEHAVIOR EXPECTATIONS			
Expectations	Classroom	Specials	Playground
BE RESPECTFUL	*Personal space *Use positive words & actions *Good body language	*Respect equipment *Use positive words *Personal space	*Remember others feelings, share *Use equipment properly *Line up quickly & quietly
BE RESPONSIBLE	*On time and prepared to learn *Follow directions *Stay on task *Do neat work	*Participate *Do your best *Follow Directions	*Dress for the weather *Play safely *Inform staff if there is a problem
Show Good Character	*Honest *Help others *Be kind	*Help others *Follow directions *Be a good audience *Be a good sport	*Honesty *Help others *Good sportsmanship *Swear free zone
Expectations	Library	Computer Lab	Assemblies / Fieldtrips
BE RESPECTFUL	*Respect materials	*Respect school property *Use 6 inch voices	*Actively listen and participate *Respect others property *Ask appropriate questions
BE RESPONSIBLE	*Return books on time *Ask for help when needed	*Follow directions *Use only approved sites *Stay on task *Ask teacher before you print	*Stay with your group *Be safe
Show Good Character	*Use 6 inch voices *Sit quietly	*Food and drink free zone *Help your peers	*Set a good example *Follow directions *Show gratitude

Inside Recess		Bathroom	Hallway
<ul style="list-style-type: none"> *Follow directions *Be respectful of equipment *Line up quickly and quietly 		<ul style="list-style-type: none"> *Respect others privacy *Take turns 	<ul style="list-style-type: none"> *Respect all property *Respect personal space *Quiet
<ul style="list-style-type: none"> *Play safely *Take turns *Inform staff if there's a problem *Walk 		<ul style="list-style-type: none"> *Keep clean *Wash hands *Use quiet voices *Timely manner 	<ul style="list-style-type: none"> *Be safe *Walk on the right *Stay with your class
<ul style="list-style-type: none"> *Good sportsmanship *Swear free zone *Honesty * Help others 		<ul style="list-style-type: none"> *Wait patiently *Tell an adult if there is a problem 	<ul style="list-style-type: none"> *Keep the area clean and put your belongings away when you come to school
Emergency		Walking to / from School	Line Behavior
<ul style="list-style-type: none"> *Remain calm *Listen and follow directions, move quickly and quietly *Keep hands and feet to yourself 		<ul style="list-style-type: none"> *Keep your hands and feet to yourself *Use kind words *Listen to adults *Respect others property 	<ul style="list-style-type: none"> *Respect others space and belongings
<ul style="list-style-type: none"> *Stay with your teacher in designated area 		<ul style="list-style-type: none"> *Stay on the sidewalk *Wait for crossing guard *Go directly to destination 	<ul style="list-style-type: none"> *Move quickly and quietly
<ul style="list-style-type: none"> *Help each other 		<ul style="list-style-type: none"> *Help others *Make good choices *Be a good citizen *Swear free zone 	<ul style="list-style-type: none"> *Listen to directions

SCHOOL HOURS

Regular School Day 8:10 a.m. – 2:50 p.m.
Doors Secured 8:15 a.m.

ARRIVAL AND DISMISSAL

In the morning, the bell rings for students to line up on the playground at 8:05 a.m. The children enter the building immediately following the bell. This allows students approximately five minutes to get to class. Students are considered tardy if they have arrived in the classroom after 8:15 a.m. Please make every effort to arrive on time.

Walkers and car riders should not arrive at school before 7:45 a.m. as supervision is not available prior to that time. Please adjust the departure time from home for your child so he/she does not arrive at school before 7:45 a.m.

It is important that your child dresses appropriately for the weather. Students will be required to go out for recess before school unless weather prohibits us from going outside. If there is a medical reason why your child needs to remain inside, please send the required note from the child's doctor.

All students walking home from school should leave the school grounds immediately at 2:50 p.m. as there will not be supervision. Please remind your child to walk straight home and not play along the way. All students being picked up after school should be picked up promptly at 2:50 p.m. Students are to be picked up on Hill Street before the entrance to the school parking lot. Parents must send a note or call the front office if there is a change in the plans for after school transportation home. Without a note or call, students will go home according to their regular plan. We will not accept a verbal statement from a student for a change in the way home.

Please be sure that any calls with changes of way home are made before 2:15 pm so that we can deliver the information. Should you be unavoidably delayed in picking up your child after school your emergency contact information will be used to locate someone to pick up your child.

EARLY DISMISSAL OR SCHOOL CANCELLATION

In case of emergency dismissal, the districts Connect Ed system will be initiated, radio stations will also be notified as soon as possible. Please have a plan for your child to follow in case of an emergency closing. Please be aware of the possibility of an early dismissal should weather related emergencies occur.

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 activate the Connect Ed system and notify the following radio stations:

WLBK	1360AM
WNIU	89.5FM
WZOK	97.5
WSQR	1560AM
WGN	720
WNIJ	90.5
WBBM	780
WDKB	FM95

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

WIFR	23
FOX	32
CBS 2, NBC 5 and ABC 7	
WTVO	17
WGN	9
WREX	13

BUS CONDUCT

It is the intention of Genoa Kingston District 424 to operate a safe and efficient transportation system for all eligible riders. This goal can best be achieved through consistent expectations for appropriate behavior and a consistent discipline plan. Bus riders are expected to remain seated throughout their ride and to follow the directions given by the bus driver. At times, it may be in the best interest of the children to be assigned a seat. This is at the discretion of each bus driver. Bus rules and consequences are created in order to provide a safe ride to and from school. Twice during the school year, bus safety drills are conducted with all students.

Misconduct on the bus is reported to the Director of Transportation and the school principal. Should a student receive a written bus conduct report, the principal or Director of Transportation will share this report with the student/s and discuss how the problem could be solved. Inappropriate behaviors may result in a bus suspension. Students may be suspended from riding the bus if harming others, not remaining in their seats, causing a disruption that distracts the driver or not following the directions given by the driver. Multiple conduct reports may result in an increased number of days of bus suspension.

Students are not allowed to have balloons on the bus or very large items that do not fit in their laps. Only students and appropriate personnel are allowed on buses, all other types animals, insects, or arachnids etc, are not allowed.

CONFERENCE DAYS

November 4 ½ Day Student Attendance
November 5 No School
February 17 & 18 ½ Day Student Attendance (each day)

We highly encourage your participation in parent-teacher conferences.

Our school goal is to have 100% of parents or guardians attend the fall conferences. This is such an important time to discuss the academic and social growth of your child. The teachers will contact parents throughout the year to discuss your child's progress. Parents may also request a conference at any time during the school year.

LUNCH SCHEDULE

4th Grade Lunch and recess
10:55 a.m. – 11:40 a.m.
5th Grade Lunch and recess
12:10 p.m. – 12:55 p.m.

Parents are welcome to have lunch with their child at school. Please be sure to notify the front office prior to 8:30 a.m. if you would like to join your child for lunch as we submit our lunch numbers at that time. It would also be helpful if you could send a note to the child's teacher so that he/she is expecting your visit.

REGISTRATION FEES & FORMS

4th & 5th Grade \$55.00

Registration fees are due upon registration

Registration forms can be accessed on line through the Genoa Kingston web site, www.gkschools.org. Mail in registration is due on August 2nd. A 'walk in' registration day is held at all the buildings the first week of August in Genoa Kingston 424. Parents/guardians of K-5 students may register at one school site and the 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 will be 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.

LUNCH AND MILK FEES

Daily Hot Lunch	\$2.00
Weekly Hot Lunch Ticket	\$10.00
Carton of Milk	\$.30

(Milk is included without lunches and is available for cold lunch students to purchase.)

Genoa Kingston School District 424 has implemented an automated lunch program titled 'Mealtime'. Parents will fund an account enabling a child to purchase school lunches automatically. Mealtime accounts should be updated preferably 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.

The district has implemented the MealTime program in order to increase the amount of time students have to eat lunch, by reducing the time it takes to handle cash in the cafeteria line and to make details of student lunch selections available to parents. There will be 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 cheese sandwich and a carton of milk.

Free and reduced meal applications are available in the school office anytime throughout the school year. The information on these forms is strictly confidential. Please be aware that new applications must be completed each year. Prior to receiving a Free or Reduced status, parents are responsible for providing a sack lunch or paying for their child's lunch.

TARDIES

If your child is tardy, (after 8:15 a.m.) please

ABSENCE

If a child is going to be absent, please call the school at (815) 784-3742 prior to 9:00 a.m. You may call prior to office hours and leave a message on the answering machine. When calling, please slowly leave the following information:

- Your name
- Your child's name
- Grade level
- Reason for the absence

If your child is a bus rider, you should then call the transportation office at (815)-784-5271. If we do not receive a call from the parent/guardian of a child who is not at 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. Any full or partial day absence that is not called in by a parent by 10:00 am (or if we are unable to reach you by phone) for the reasons identified as 'excused absences' in the district handbook 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 indicating that the student was seen in the office by a physician and 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 that day.

Parents will be notified in writing by the Genoa Elementary School office if your child has been tardy 9 times. An unexcused absence will be recorded in the attendance record for every two tardies a student receives to their 1st attendance period. If a child reaches 18 tardies, he/she may be referred to the DeKalb County Truancy Intervention Program for assistance.

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.

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 must 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. School personnel will make a decision to the best of their abilities determining if the child's illness or injury warrants going home. If this is necessary, the parent/guardian will be contacted so arrangements can be made to pick the child up from school. For this reason, it is very important that you keep the school office up to date with home, employer and emergency phone numbers.

If a child has been diagnosed, by a doctor, as having PINK EYE, the 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 sent

home, as they are still infectious and can spread PINK EYE to other classmates. This requirement is per the Illinois Department of Public Health.

The district maintains a no NIT policy regarding head lice. The determination of this condition will be made by appropriate school personnel. A child must be NIT free in order to return to school.

Students with a fever of 100.0 degrees or who have vomited 2 times or had diarrhea must remain out of school at least 24 hours after the last incident.

PHYSICAL EDUCATION MEDICAL EXCUSES

The teacher will handle daily excuses for P.E. on an individual basis. Students may be excused for up to two days with a parent's note. If a student may not participate for more than two days, a note from a doctor will be required to be exempt from P.E. class. The P.E. teacher will consider cases in which a student does not feel his/her best on an individual basis and may adapt the P.E. activities accordingly.

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:

- The medication must be prescribed by a licensed physician.
- A medication permission form available at the school office must be signed by the parent and physician.

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 it 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 for whom it is intended.

MAKE-UP WORK PROCEDURE

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. 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.

HOMEWORK

In District 424, homework is considered a component of the district's mission of 'helping students to excel and contribute to the community'. The purposes of homework are to provide practice, preparation and extension of classroom learning. At Genoa Elementary, we strive to provide a developmentally appropriate amount and type of homework for our students. For 4th graders, approximately 40 minutes of focused homework time is considered appropriate and 50 minutes of focused homework time is considered appropriate for fifth graders on a regular basis. If you find that your child is often spending considerably more time on homework than these guidelines suggest, please make the child's teacher aware of the situation.

Students are expected to: complete their homework in accordance with the directions, do the work independently (with parent support) and to complete the work to the best of their abilities. Teachers are expected to: explain the objective of the homework, provide a time frame for homework completion, provide differentiation of assignments, monitor assignments and provide materials unique to specific assignments. Parent suggestions for assisting with homework include: establishing a routine homework time, providing a study area, maintaining communication with the classroom teacher regarding homework concerns, helping the child to balance academics with other activities and monitoring the child's grades. Large projects or research papers should be worked on in segments to prevent students from rushing through the project.

CHANGES IN TRANSPORTATION

Parents need to provide a written note or call the front office indicating any changes in transportation for their child. 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.

If your child will be going home a different way, please be sure to have sent a note or contacted the front office before 2:15 so we can ensure that your child gets home safely and according to your request. 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 departure.

STUDENT BEHAVIOR

It is our expectation that students behave responsibly and respectfully toward adults and other children. Students are expected to comply promptly and courteously with requests from any faculty/staff member (including staff at other buildings while waiting for a bus) or during a school activity. When a student is on school property or off the school grounds on a school related activity, he/she is considered under the supervision and authority of school staff. Disrespect toward an adult will result in an appropriate disciplinary action.

Any student's conduct that jeopardizes the safety, welfare, and learning of other students is considered unacceptable. At Genoa Elementary School, students are expected to be respectful at all times and follow school rules. Difficulties with respect, following directions, physical harm or bullying may result in a referral to the

principal, loss of privileges, detention or suspension.

GENERAL SCHOOL RULES

The following is a list of Genoa Elementary general school-wide rules.

Students are expected to:

- Show respectful attitudes and behaviors toward self, other students, adults and the property of others.
- Follow the directions given by the teachers and other staff.
- Leave toys, games, playground equipment, trading cards, electronic games, I Pods, and other personal items at home. Often these items are lost or damaged and the child becomes very upset. Items observed by the teacher or staff member will be held until arrangements can be made for the items to be picked up by a parent or guardian. **Cell phones should remain in backpacks and are to be turned off during the school day.**
- Dress appropriately for elementary school as based on District Policy. Students will be asked to remove hats and caps when entering the building. Undergarments should not be visible.
- Arrive at school by 8:10 a.m. but no earlier than 7:45 a.m. (unless riding a bus)

BULLYING

Students will not be subject to bullying, aggressive behaviors (hitting, kicking, throwing rocks, etc.) or any type of violence.

As well, students will not be permitted to bully, use aggressive behaviors or any type of violence at Genoa Elementary School, on a school bus or at any school-sponsored event.

CHARACTER EDUCATION & PBIS

At Genoa Elementary School, we encourage students to make and use proper manners. We also strive students to take responsibility for poor choices and to determine a better choice in future situations. We will hold monthly activities from the CHARACTER COUNTS program on the traits of trustworthiness, respect, responsibility, fairness, caring and citizenship. This program will be infused into all of 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.

Through the use of our Positive Behavior Interventions and Supports (PBIS) program we will teach students school wide expectations for behavior.

PLAYGROUND RULES

Be Respectful

Take turns and share equipment
Use equipment properly
Line up quickly and quietly

Be Responsible

Follow directions given by adults inform the staff if there is a problem.

- Stay on the playground at all times
- Wear playground clothes for the weather
 - a. Boots, snow pants, hat, gloves and winter coat to play in snow
 - b. Wear a jacket if the temperature is below 60 degrees

Show Good Character

Be Helpful
Use Good Sportsmanship
Honesty Always

Students will not be allowed to leave the playground (this includes going through the fence to get a ball) unless they have permission. Toys and playground equipment are not to be brought from home. Throwing rocks, stones, or snow will not be allowed. Spitting, skidding, sliding on icy blacktop, pulling or throwing other students' clothing is not permitted. Teasing, bullying, harassing and name-calling are not acceptable. No fighting of any kind, pretend or otherwise, will be permitted.

Playground equipment, such as soccer balls, basketballs and playground balls are to be returned at the end of recess. We encourage our students to take care of the playground equipment.

LUNCHROOM RULES

- Students will be encouraged to use appropriate voices and good table manners.
- For safety purposes, running or cutting in the lunch line will not be allowed.
- Students must ask permission to leave the table.

MealTime accounts should be updated preferably on Mondays. Lunch for a full week will be \$10.00. One carton of milk is served with each hot lunch. Additional cartons may be purchased separately for \$.30.

There will be only one **Lunch Charge** with our MealTime system.

- Students will be asked to help in picking up their napkins, milk cartons, wrappers etc. before leaving the lunchroom.

BUILDING RULES

- Walk in the building at all times.
- Treat others the way you would like to be treated.
- Follow the directions given by teachers and adults.

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. Shorts and skirts should be a reasonable length. Clothing containing wording or drawings that could be considered offensive, containing inappropriate double meanings, or advertising alcohol, drinking establishments, tobacco or drugs is prohibited.

Students are expected to wear tennis shoes on the days they have PE. Heelies are not allowed in the school building or during *recess*. As we do have mulch on the playground, parents may want to consider tennis shoes or closed toes shoes for school. Parents may be called to bring appropriate clothing for the child or the child may be removed from class until a parent can be reached. Judgment of questionable dress will be made on an individual basis by the principal. (See District Policy.)

BICYCLES

The students at Genoa Elementary School are allowed to ride their bicycles to school. With the traffic around the school building

before and after school hours we ask that students be extremely cautious while riding their bikes.

PERSONAL ITEMS

Students are not permitted to have **personal items** such as electronics, collector items and cards, or toys 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. At times, teachers may request that students bring books, magazines, toys or specific objects for classroom use and/or school projects.

Absolutely no weapons, real or play, 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 tell an adult about it. Under no circumstances should a child ever pickup a dangerous object should such an object be found on school grounds.

OUTDOOR RECESS

Students at Genoa Elementary will have a recess prior to the start of school and after eating lunch. If the temperature is below 60 degrees students are required to wear a jacket, sweatshirt or a sweater at recess. Students will have outdoor recess if the temperature is above 10 degrees or if the combination of wind chill and temperature is above 10 degrees. On days that the temperature/wind chill prevents outdoor recess, a supervised indoor recess will be held. Please make sure that your child is dressed appropriately for the weather.

USING THE SCHOOL PHONES

Students will only be allowed to use the phone for emergencies and special situations with permission from their teacher and/or the principal or secretary.

SNACK BREAK

Many of our students seem to get hungry in the middle of the morning. 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 bring appropriate snacks, 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.**

MEDIA CENTER

We encourage our students to read daily. Library books will be checked out through the media specialist for a two-week period, however, books may be returned prior to the two-week period and new books may be checked out. There may be times when students also wish to renew a book for an additional two weeks. Fines are charged

for overdue books, so please encourage your child to be responsible in returning books to the Media Center. Students are expected to pay for damaged or lost books. Encyclopedias are only used in the Media Center and may not be checked out of the building.

COMPUTER LAB

GES students may have sessions in the computer lab. Students will use educational software that focuses on reading, phonics, social studies, math and science, as well as using internet sites to gather research data for reports and projects. We will continue to build technology skills such as keyboarding, using the internet and creating Power Point presentations in 4th and 5th grade.

TEXTBOOKS

Textbooks are issued to students at the beginning of the school year. Fines will be charged to cover the cost of books that are damaged beyond normal use. Students will be charged replacement cost for lost or destroyed books.

GRADING

Students in the 4th grade are evaluated using a standards based report card.

Letter grades are determined using the following scale:

A	=	100-90
B	=	89-80
C	=	79-70
D	=	69-60

Students are expected to have work completed and ready to turn in at the assigned time. Late assignments may result in lower grades. If a student is absent, it is his/her responsibility to arrange for missed work. Deadlines for make-up work are at the discretion of the teacher, but usually equal the number of

days missed. For example, if the child missed two days, he/she would have two days to complete the work.

Report cards are sent home with the students. The envelope must be signed by a parent/guardian and returned to school as soon as possible.

RETENTION AND PROMOTION

At Genoa Elementary School students are promoted one grade each year. On rare occasions, it may be beneficial to retain a student in the same grade 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 GES 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

During the school year, teachers take their classes on educational trips that reinforce learning the grade level standards. 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 teachers. **Parents must sign the permission slip their child brings home before each field trip, even if the trip is local.** Students who have demonstrated **appropriate** behavior at school will attend special programs, events, and educational field trips. **Students who fail to comply**

may be prohibited from attending such events, but are expected to attend school and do assigned work. Failure to do so will result in an unexcused absence and a score of zero for any uncompleted assignments.

STUDENT VISITORS

Student visitors are not permitted at Genoa Elementary School

PARENT VOLUNTEERS

Parents are appreciated and highly encouraged to volunteer for activities at GES 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 GES!

SCHOOL PARTIES & BIRTHDAYS

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. Birthdays are important events in the lives of most children. You are welcome to send a birthday treat for the members of your child's class for his/her birthday. Usually,

the treats will be shared at lunch or at the end of the school day to reduce the loss of instructional time. For those parents wishing to send birthday treats, please:

- Send individual treats that can be eaten with little mess, without the need for kitchen utensils and in a short period of time.
- Notify the teacher at least a day in advance so that he/she can limit the number of treats brought on one school day.
- Deliver treats to the front office and the office staff will deliver them to the classroom to reduce interruptions to the learning environment.

Birthdays are also a special time to have lunch with your child. Please notify the office no later than 8:30 a.m. if you would like to have lunch with your child.

Please do not send birthday invitations to be given out at school unless the entire class is being invited. We ask that you do so in consideration of the feelings of those students who are not invited.

PUBLISHING STUDENT PICTURES

Students may occasionally appear in photographs and videotapes taken by the school staff, other students or 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 local newspapers or broadcast on TV for local news interest stories. Unless a parent specifies otherwise, in writing on the District form, no consent or notice is needed before the school uses

pictures of unnamed students taken while they are at school or a school related activity.

SMOKING

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

SPECIAL GENOA ELEMENTARY SCHOOL EVENTS

Information/reminders will be sent home regarding the following events closer to the actual dates. Additional activities may also take place throughout the school year by class, grade level or the whole school.

OPEN HOUSE AND ORIENTATION

There will be an evening open house on **Thursday, September 9th**, from **6:30-7:45 p.m.** Parents, family members and children are welcome to attend. This is a time for you to visit your child's classroom and tour Genoa Elementary School. You will be able to see displays of student work and materials that your child uses during his/her school day. Please save personal discussions regarding your child's academic/social progress for Parent /Teacher conferences.

FALL/SPRING CONCERT

The students in **4TH Grade** will perform a **Fall Concert** and the students in **5th Grade** will perform a choral and band **Spring Concert**. The performances will be held at the Genoa-Kingston High School auditorium. All parents, friends, and relatives are invited.

FIELD DAY

Field day will be planned for GES students in May near the end of the school year. Students will participate in a number of individual and team events. Parent volunteers will be invited to assist with the day's activities.

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 **April 22nd** 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 make the best decision for your child. A copy of the request form may be picked up in the office.

MUSIC AND PE

Students at GES receive Music or PE for a total of five 40 minutes sessions each week with special teachers. These programs alternate based on our A / B schedule.

The programs are based on the standards in Music and PE and stress cooperation, teamwork and social skills, as well as building an interest in both areas.

ART

Classroom teachers provide regular art activities for the students that coordinate with units of instruction or holidays/seasons.

TESTING

Both 4th and 5th grade students take part in standardized testing to assist in evaluating growth in the content areas as compared to national norms. The MAP test (Measures of Academic Progress is administered twice each year and assesses Math and Language Arts. By analyzing these test results, we can focus on areas of strength and weakness. The MAP test is also used to assist in placing students in our Title I reading program. The ISAT test is taken each spring. This test is based on the Illinois standards and provides scores in Reading, Math and science. Students fall into scores ranges placing them at different levels- Academic Warning, Below Standards, and Meets or Exceeds Standards.

