

# Germantown Elementary 2018-19

## **PARENT-STUDENT HANDBOOK**



*Learning comes from everyone and everything around us.*

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## **Welcome to Germantown Elementary School**

Telephone Number: 618-523-4253

Fax number: 618-523-7879

Website: [www.germantownbulldogs.org](http://www.germantownbulldogs.org)

Facebook Page: Germantown Elementary SD #60

Twitter Feed: GES Bulldog Country

This handbook may be amended at any time. The Board Policy Handbook is the final authority and is available for review by parents and may contain other policies pertinent to the operations of the school.

### **MISSION STATEMENT**

The mission of Germantown Elementary School District #60 is to educate all children to the best of their abilities through the cooperation of school, home, and community.

### **PURPOSE**

Germantown S.D. #60 exists for the purpose of educating all the children within its assigned boundaries. To be effective and successful in this effort, ample and consistent communication between school and family is necessary.

### **PHILOSOPHY CORE VALUES**

The school district, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop a strong self-esteem and to become responsible learners and decision-makers. The school district is committed to developing and using a visionary and innovative curriculum empowered by its knowledgeable and dedicated staff. The expectation for all who are a part of the Germantown Elementary experience is respect for others.

### **ENGAGED LEARNING**

Germantown School District #60 seeks opportunities to continually develop curriculum which is challenging to students and utilizes the rich technology environment in our school. Engaged learning approaches involve students in challenging work through group study, choices in topics, creation of special projects and on-line research. The design of engaged learning activities for students is to **teach them how to be problem-solvers and critical thinkers while strengthening their twenty-first century skills.**

## **BOARD OF EDUCATION**

The Board of Education of School District #60 is directed by law to serve a two-fold service as elected officials of the State of Illinois and local representatives of taxpayers within the district.

Matt Korte, President  
2013-2021

Charlene Hemker, Vice President  
2009-2021

Jennifer Arentsen  
2017-2021

Amy Hemker  
2015-2019

Angie Jansen  
2015-2019

Shannon Kampwerth  
2015-2019

Mark Kohlen  
2011-2019

The Germantown Board of Education meets in the school cafeteria on the second Wednesday of each month at 8:00 p.m. in June and July, and at 7:00 p.m. August through May. **The 2018-19 meeting dates are as follows:**

<b>*July 18, 2018</b>	<b>August 8, 2018</b>	<b>September 12, 2018</b>
<b>October 10, 2018</b>	<b>November 14, 2018</b>	<b>December 12, 2018</b>
<b>January 9, 2019</b>	<b>February 13, 2019</b>	<b>March 13, 2019</b>
<b>April 10, 2019</b>	<b>May 8, 2019</b>	<b>* June 19, 2019</b>

**\* This meeting is the third Wednesday of the month.**

The meetings are open to the public and patrons of our school are cordially invited to attend. If you desire time on the agenda, please call Robin M. Becker, Superintendent, at 523-4253.

## GERMANTOWN ELEMENTARY SCHOOL STAFF

### Administration

Mrs. Robin Becker, Superintendent

### Teachers

Ms. Trisha Clark

Mrs. Leslie Eversgerd

Mr. Danny Glynn

Ms. Brandy Hempen

Mrs. Pat Henrichs

Mrs. Becky Hitpas

Ms. Kelsey Johnson

Ms. Merideth Kloeckner

Mrs. Margie Koopmann

Mrs. Cheri Markwell

Mr. Tony Parr

Mr. Chad Rakers

**Ms. Hillary Schuette**

Mrs. Kris Shubert

**Mr. Martin Son**

Mrs. Dawn Strake

Ms. Jordan Stuhlsatz

Mrs. Heather Yancy

### Bookkeeper/BOE Secretary

Leigh Ann Arentsen

### Treasurer

Ms. Darlene Beer

### School Secretary

Mrs. Michelle Finan

### Athletic Director

Mr. Randy Gerling

### Social Worker

Ms. Kris Fulkerson

### Aides

Mrs. Betty Budde

Mrs. Kelli Buschmann

Mrs. LaDawn Gebke

Ms. Angie Krebs

Mrs. Lisa Rathmann

Mrs. April Tolan

### Cooks

Mrs. Anita Schomaker – Head Cook

Mrs. Jamie Wilburn – Assistant Cook

Mrs. Diane Schniers – Dishwasher

### Maintenance Supervisor

Mr. Carl Diesen

### Technology Intern

Mr. Jacob Cygan

### Custodial Staff

Mrs. April Tolan

Mr. Alex Huegen

### Bus Maintenance Supervisor

Mr. Randy Gerling

### Bus Drivers

Mr. Gerard Albers

Mr. Mark Albers

Mr. Denis Lakenburges

Mr. Bill Rathmann

Mr. Frank Schroeder

## **Section I – General Information**

### **Enrollment**

A child may be enrolled in kindergarten if he/she is five on or before September 1; first grade if he/she is six on or before September 1. State school law requires that parents/legal guardians prove a child's age by presenting an original birth certificate by the first day of school. If no birth certificate is submitted, a child will be refused admittance to school until such a time as it is received.

**The District maintains a full-day kindergarten with an instructional program that fulfills the District's curriculum goals and objectives and the requirements of the State law. The District also offers a half-day kindergarten for those parents/guardians who request a half-day program.**

**All persons within the district between the ages of 5 - 21 are accorded the right and opportunity to a free and equal education.**

### **Education of Homeless Children**

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youth, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State Law. The superintendent shall act as or appoint a liaison for Homeless Children to coordinate this policy's implementation. The Homeless Liaison at Germantown Elementary School District #60 is Michelle Finan.

A homeless child may attend the district school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in any district school's attendance area may attend that school.

If at any time a family is homeless, contact Michelle Finan, liaison, for additional resources and services.

### **School Term**

Illinois State School Law requires a minimum school calendar of 185 days including teacher meetings and snow days approved by the Regional Superintendent of Schools in order to qualify for state school aid. A legal school day, which may be counted toward state school aid, is a minimum of five clock hours in class. At Germantown SD #60, the school day begins at 8:30 and concludes at 3:05.

### **Registration Fee**

A registration fee of \$100 will be required for each student and is due at registration. If payment cannot be made all at once, office personnel will work with families to arrange for a payment plan. All fees must be paid in full or all payments must be made as scheduled in order for a student to attend field trips. Checks should be made payable to GERMANTOWN ELEMENTARY SCHOOL DISTRICT #60.



## **Activity Fees**

All activity fees and school registration fees must be paid before a student may participate in an extra-curricular activity. The fees are as follows:

- Scholar Bowl \$30.00
- 5th-8th Boys/Girls Basketball and 5<sup>th</sup> – 8<sup>th</sup> Volleyball \$50.00
- Track \$40.00
- Chorus \$30.00
- Band \$50.00
- Cheerleading \$50.00

If fourth grade student athletes are needed to complete a roster, the participation fee will be determined by administration and fairly assessed based on the circumstances surrounding the sport.

## **Immunization and Health Examination Requirements**

A medical examination signed by the family physician that is less than six months old and immunizations should be presented on registration day by all pre-school, kindergarten, sixth grade, and transfer students. Students enrolling from another state are required by law to have a new physical examination. These must be signed and dated by a physician in Illinois.

Requirements:

- PreK-Physical
- Kindergarten-Physical, Dental Exam, Eye Exam, Chicken Pox Vaccination (2 Doses Required or Proof of Disease)
- 2<sup>nd</sup> Grade-Dental Exam
- 6<sup>th</sup> Grade-Physical, Dental Exam, Tdap Vaccination, Chicken Pox Vaccination (2 Doses Required or Proof of Disease), Meningitis Vaccination

If a student does not comply by the first day of school with the requirements on health examinations and immunizations, the student will be excluded from school. The time absent from school will be considered an unexcused absence. When proof of compliance regarding health examination and/or immunizations is presented to the school office, the student will be readmitted.

**Contact the Illinois State Board of Education at (217)782-4321 for immunization data submitted annually by the school district.**

Students who intend to participate in athletics are required to undergo annual health examinations prior to participation. Medical examination forms may be obtained from the school office or on the school's website at any time.

## **Student Insurance**

Student insurance is provided by the school district for every student. In the event of an accident, insurance claims should be submitted directly to the insurance carrier. Information is available at the office.

## Textbooks

When the teachers issue textbooks, their condition is noted. Upon returning textbooks to the teacher, excessive wear, abuse, and careless handling are noted. A replacement fee will be assessed for any damaged or lost textbooks.

## Vision/Hearing/Speech Testing

Vision testing is done annually at school in the fall for all first grade students, special needs students, and any new student. Hearing and speech testing is also done annually for kindergarten, first through third grades, special needs students, and all new students. The school will also have any other child tested by written request of the parent/legal guardian prior to the testing date.

## Class Parties/Birthday Parties

Pre-K through fourth grade students may bring treats for the entire class in recognition of their birthday. The treats are distributed during snack time. Please contact your child's teacher prior to sending in treats. Private birthday party invitations cannot be distributed at school unless the entire class or all children of the same gender in the class are invited. Pre-packaged treats with ingredient labels are required due to the number of students with allergies.

## Lunch Program

Germantown Elementary School District #60 will follow policy guidelines set forth by the U.S. Department of Agriculture to provide Traditional Meal Pattern lunches which include milk, one serving of meat/meat alternate, two or more servings of vegetable/fruit, and one serving of grains/breads. **Hot lunch is available for students in grades K-8. A salad bar is available for students in grades 1-8.** A student lunch costs \$2.85. The District also offers an ala carte option for students in grades 5-8 at an additional cost of \$1.50. Students in grades K-4 have a milk/juice break in the morning. The cost of milk is 35¢. Each Friday, a copy of the menu for the following week will be sent home. Monthly menus are posted on the district website.

Free and reduced price lunch information is available for students who qualify. Information concerning the cost and payment procedures for the lunch program is available at registration or in the school office.

Students requiring a replacement lunch card will be charged \$1.00.

Families will have access to lunch account balance information on-line. A student's lunch account status will be emailed to the family when an account balance nears depletion. An emergency lunch will be provided to a student when notification is provided and payment has not been received.

The students will have access to a "Share Table" in the lunchroom. With permission from a lunchroom supervisor, the students may place unopened items, such as milk, fruit cups, applesauce, and packages of crackers on the "Share Table" for other students to eat. In order for a student to take something off the table, they must have already eaten or drank whatever they are wanting seconds of. For example, if a student wants another carton of milk, the student must have already drank the milk provided with their lunch. The purpose of the "Share Table" is to reduce waste while also giving

students an increased opportunity to satisfy their hunger or thirst.

We will continue the Offer vs. Serve Program for the **2018-19** school year. By law, schools must always offer all five of the following food components in at least the minimum required quantities: meats/meat alternates, grains, fruits, vegetables, and fluid milk. Under Offer vs. Serve, a student must take at least three components in the required quantities with one of the selections being from either the fruits or vegetables component but does not have to take all five components. The intent behind this program is to cut down on food waste.

### **Meal Charge Policy**

**At Germantown Elementary SD #60 the following Meal Charge Policy guidelines will be followed:**

- **Students unable to pay for their meal at the time of the meal service will be permitted to charge a meal to their account.**
- **When a student charges a meal, they will be permitted to have a reimbursable meal. There will not be any limitations.**
- **E-mails will be generated daily to families whose child has a low account balance.**
- **When an account reaches a negative balance of (\$20), a letter will be sent via USPS to the family.**
- **Families will be given the option to be placed on a payment plan to pay off their child(ren)'s meal debt.**
- **If payment is not rendered within a week of the letter being sent to a family via USPS, the superintendent will call the family to talk about how the district can help them with their child(ren)'s meal debt.**
- **For assistance with applying for free or reduced prices, families are encouraged to contact Michelle Finan at the school office, 523-4253.**

### **School Closings**

Information on the closing of school due to bad weather or unforeseen circumstances will be given on the following TV stations: Channel 4 (KMOX TV) and Channel 5 (KSDK TV). We are included under the general listing of "Clinton County Consortium Schools". School closings will also be posted to the district webpage and Facebook page. A mass text message will be sent to individuals signed up for the free Remind 101 service. Please do not call school staff regarding school closings. It is a countywide decision and will be announced via the media listed above. The same will apply in the event that it would be necessary to close school early. All parents/legal guardians and students should have an emergency plan in the event of an unexpected school closing during the day.

### **Remind 101**

All parents/guardians are encouraged to sign up for the free Remind 101 service. This service allows the school district to send mass text messages to all registered users. Remind 101 will be used to notify families of unplanned school closings as well as other important school announcements. To receive school messages via Remind 101, text @189cd3 to 81010.



## **Bus Evacuation, Fire and Disaster Drills**

Bus evacuation, fire, and disaster drills are the responsibility of the superintendent of the school. After preliminary walk-through exercises, a minimum of six drills are held during the school year. A student should know the proper safety exits on the bus or from any location in the building.

## **Student Teachers**

Germantown SD #60 partners with local colleges and universities to provide aspiring teachers with opportunities to learn the art of teaching. All student teaching candidates are required to have a Criminal Background Check prior to being placed in the classroom. The district works collaboratively with the school of higher education to arrange for placement in a classroom that will provide for adequate supervising and mentoring so that everyone involved benefits from the experience.

Illinois now requires a performance assessment to insure student teachers have the necessary knowledge, skills, and dispositions to be effective educators before teaching licenses are issued. As part of this Teacher Performance Assessment, pre-service teachers must video their performances and the impact their instruction is having on student learning. Students and their voices must be recorded and student work samples scanned as evidence that learning is occurring. To protect their identity, students' last names are not used on the recording or on any documents submitted to the team of evaluators of the teaching performances. Parents, who do not want their children recorded or their children's work samples scanned, should contact the superintendent in writing annually.

## **Section II – Attendance and Records**

### **School Day/Hours of Operation**

The school buses begin their runs at about 6:45 a.m. A schedule of bus routes is made available at registration.

The school building opens to the public at 7:00 each weekday. Before school programming not affiliated with the school district is offered from 7:30-8:30. Upon their arrival to school, the students not enrolled in before school programming will meet in the cafeteria. **Before school supervision in the cafeteria starts at 8:00 a.m.** Regular classes begin at 8:30 a.m. Students not present at 8:30 a.m. are considered tardy. Classes are dismissed at 3:05 p.m.

## **Attendance**

Illinois State Law requires parents/legal guardians to have school age children in school in regular attendance. The student's progress in school requires regular attendance as each day's activities are planned on the previous day's discoveries and experiences. Also, state aid is calculated on the average daily attendance; therefore, the student should be in regular attendance while in good health. If his/her health or his/her classmates' health would be endangered, the student should be at home and possibly under a doctor's care. If a communicable disease has caused absences, then a doctor's written statement should accompany the student's return to school.

Parents/legal guardians should call the school office before 8:30 a.m. giving the student's name, grade and cause of absence. Voicemail for the school secretary is available before and after office hours. The school will make an effort to telephone and notify parents/legal guardians that their children are absent from school if the reason for the absence is unknown to school officials. The school will make notification to parents/legal guardians within two hours of the beginning of the school day. Notification should be made to the office prior to early dismissal of your child.

If a student is tardy, or returns for the afternoon, he/she should report to the office with a written excuse, signed by a parent/legal guardian, stating the reason for the tardiness or absence. If a student must leave school early for any reason, a written excuse, signed by the parent/legal guardian, stating the reason, should be presented to the office. Parents/Legal guardians must sign students in and out.

Students who are absent and return during the school day must be present the last 150 minutes of instructional time, by 12:30p.m., to be eligible to participate or attend any extra-curricular activities. Exceptions to this rule are school related activities, doctor or dentist appointments with a note, funerals with a parent note, and other reasons approved by the superintendent or designee.

## **Attendance Policy**

*Absences:* Students missing five (5) days without valid excuse will be considered eligible for truancy interventions made available through the Regional Office of Education.

*Prearranged Absences:* Germantown Elementary School strongly discourages parents or guardians from removing students from school while it is in session, except for health or family emergency reasons. In the event it is necessary to remove a student from school for reasons other than health or family emergency, a prearranged absence form must be filled out and signed by the parent/guardian. The prearranged absence form may be obtained in the office and must be on file in the office in advance. It is the student's responsibility to make up any missed assignments, homework, quizzes, tests, reports, etc. Parents may request homework to be emailed to them at the end of each day of a pre-arranged student absence. If a request to email homework is not made, teachers will provide the student with the opportunity to make up the work upon their return to school. Make up work will not be provided in advance of the prearranged absence. It is understood that a student may likely suffer academically because of absence from regular classroom instruction.

*Excused Absences:* Students will be granted excused absences only if a parent/legal guardian calls the office and informs the school that his/her child will be absent and why. Acceptable Reasons for excused absences include: 1) personal illness, 2) death in the family, 3) serious family illness, 4) serious home emergencies (5) medical and/or dental appointments which cannot be scheduled outside

of school hours. Excuses for any other reasons must be approved by the superintendent. Students should be fever free and vomit free for 24 hours prior to returning to school. Complete make up privileges for schoolwork are allowed with an excused absence. A doctor's note is required after four consecutive days of absence due to illness.

*Unexcused Absences:* An unexcused absence will be issued if the school is not notified by parent/guardian of a student absence, no reason is provided, or the reason for the absence is deemed unacceptable by administration. The school district uses the resources of the ROE for chronically unexcused absences.

*Excused Tardies:* If a student is late to school because of an appointment, illness, or other reason deemed appropriate by administration, the tardy will be excused. The parent/guardian should escort the student to the office and sign in the student. The student will be given a pass for class by office personnel. It is the parent/guardian's responsibility to inform the office of the reason for the tardy.

*Unexcused Tardies:* If a student is late to school without a valid reason, the tardy will be unexcused. The parent/guardian should escort the student to the office and sign in the student. The student will be given a pass for class by office personnel.

It is imperative that students arrive on time each day. Excessive tardies, whether excused or unexcused, impede with a student's ability to learn at their fullest potential.

*Homework:* Students will be given the number of day's equal to absent days to make up all homework and tests given during an excused absence. Parents are encouraged to submit homework requests to the office when a child is absent from school. To do so, the parent must simply contact the school prior to 10 a.m. to request their child's assignments. Assignments can be picked up from 3:00-4:00 p.m. in the window outside the secretary's office. If a parent has a problem obtaining homework information, he/she should contact their child's teacher first followed by the superintendent if needed.

## **Transfers**

If a student is moving to another school, parents should notify the school at least two days before the student leaves the school. Parents/legal guardians are asked to come to the school office to sign a slip giving permission to release the records to the next school and also to receive the state Student Transfer Form that is required before admittance into any other Illinois school.

## **Student Records**

The building superintendent shall be the custodian of all student records. Student records shall be retained in accordance with the rules and regulations of the Illinois Local Records Commission. A parent/legal guardian or their designated representative shall have the right to copy and to inspect a student's permanent and temporary record. A student shall have the right to copy and inspect the temporary record. Either the school or the parent/legal guardian may request, at his/her own expense, the presence of a qualified professional to assist in the interpretation of a temporary record.

Requests for inspection shall be granted with a reasonable length of time but in no case less than 15 days. A charge may be incurred for the copies. Confidential letters of recommendation shall not be subject to review.

No student record shall be released to any person other than the parent/legal guardian of the student except as provided by law. Any person who receives a student record for the purpose of research, statistical reporting, or planning as provided by law shall sign an affidavit agreeing to comply with all applicable statutes and rules pertaining to student records. The record custodian shall maintain a record of each release of student record information.

Parents/legal guardians shall have the right to challenge the accuracy, relevance, or propriety of any student record except grades in accordance with the rules and regulations of the State Board of Education and shall have the right to insert a statement of reasonable length setting forth their position on any disputed information.

Information such as name, address, gender, grade level, date and place of birth, telephone number, parent/legal guardian names and address, period of attendance, and height and weight of athletic team members, may be deemed directory information. This information is subject to release to the general public unless a parent/legal guardian requests otherwise.

### **Student Records/Retention**

All records of the school district shall be retained and shall be subject to disposition in accordance with the rules and regulations of the Illinois Local Records Commission.

Student permanent records shall consist of student's name, birth date, address, grades and grade level, parent/legal guardian names and addresses, attendance records, accident reports, health records, record release forms, and such other entries as the State Board of Education may require or authorize. Permanent records shall be retained for a period not less than 60 years after a student has transferred, graduated, or otherwise permanently withdrawn from the school.

Student temporary records shall consist of all information contained in a student record but not contained in the permanent record. This includes family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations, and other information of clear relevance to the education of the student subject to the regulations of the State Board of Education. In addition, the temporary records shall include information of serious disciplinary infractions, infractions involving drugs, weapons, or bodily harm to another that resulted in expulsion, suspension, or the imposition of punishment or sanction. Student temporary records shall be maintained for not less than five years after the student has transferred, graduated, or otherwise withdrawn from school. However, student records shall not include records of law enforcement officers working at the school.

All records required for substantiation of State Aid claims shall be retained for at least three years.

### **Student Records/Destruction**

Permanent school student records may be destroyed after 60 years and temporary school student records may be destroyed after 5 years in accordance with the Local Records Act and the School Student Records Act. Before any school student record is destroyed, the parent/legal guardian, or student, after the student reaches 18 years of age, shall be given prior notice in accordance with the rules and regulations of the Illinois State Board of Education.

## **Student Records/Non-Custodial Parent Access**

In the absence of a court order to the contrary, upon the request of either parent, reports of student academic progress or other records including ordinary notices of school activities and events shall be provided to both parents. Custodial parents are responsible for providing the school superintendent a copy of any court order restricting the access of a non-custodial parent to a student's school records. Custodial parents shall be responsible for providing written notification of any restriction of non-custodial parent's physical access to children.

School officials will not be responsible for resolving any disputes between parents as to access for children and any such dispute will be referred to law enforcement officials for resolution. Custodial parents must look to the courts and law enforcement agencies for the enforcement of restrictions on physical access.

## **Section III- School Rules**

### **Bullying**

The board is committed to providing a positive and productive learning and working environment. Forms of bullying include, but are not limited to the following: physical, verbal, emotional, sexual, and cyber. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Counseling services may also be recommended. Staff and third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board. Individuals may also be referred to law enforcement officials.

Definition of Bullying – Any intentional gesture or any intentional written, verbal, or physical act or threat that is sufficiently severe, persistent, or pervasive that creates an intimidating, threatening, or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

1. Harming student or staff member, whether physically or mentally;
2. Damaging a student's or staff member's property;
3. Placing a student or staff member in reasonable fear or harm to the student or staff member's property.

The major goal of this policy is to ensure that everybody enjoys our school equally, feels safe and secure and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and nationality. We encourage any and all incidents of bullying to be reported immediately to a staff member or administrator. If a child feels threatened either they or a parent should do one of the following:

1. Speak with a teacher/administrator.
2. Submit a written concern to the FYI box located in various areas throughout the school.
3. Contact a Care Team Member (refer to page 28).
4. Refer to bullying page on district website for resources.

Below is a brief synopsis of situations where school officials want individuals to bring forth information identifying a threat or situation of concern to the administration. Once identified, the



administration will determine whether a threat exists and whether to engage in further investigation. Any situation or student of concern should be brought forward. Threat assessment is a valuable component of a comprehensive approach to preventing targeted school violence. The identification of threats is everyone's responsibility: our students, parents, staff, and community members.

#### What is a Threat?

A threat is an expression of intent to harm someone that may be spoken, written, or expressed in some other way, such as through gestures. Threats may be direct (I'm going to beat you up or I'm going to blow this place up!) or indirect (Come and watch what I am going to do to him/her.) A threat can be vague (I'm going to hurt him) or implied (You better watch out). Any possession of a weapon or mention of one is a possible threat. Sometimes students make threats that are in fun or may be "just kidding" but sometimes a threat is very serious and/or criminal. Regardless of the situation, the responsible thing to do is to report it.

#### What can staff and parents do?

Educate students about what a threat is, encourage students not to make threats in the first place, and reiterate that seeking help to prevent someone from getting hurt or hurting another is appropriate.

#### Cyber-Bullying

Cyber-bullying is defined as bullying via the use of the Internet, interactive and digital technologies, such as computers, PDA's, mobile telephones, etc. The use of any computer or electronic device for the purpose of cyber-bullying is strictly prohibited. Cellular telephones, cameras, or any electronic devices used to harass or bully students or school personnel will result in disciplinary action. Cyber-bullying using home-based or off-campus devices that result in any disruption to the school and/or are a true threat will constitute grounds for investigation as to whether or not the use violates applicable law or school rules. Should misuse be determined, the student may receive disciplinary consequences appropriate for the frequency and severity of the violation.

### **Dress Code**

Clothing should be appropriate for the time of year and for the situation. The dress and grooming of students attending Germantown Elementary School are the responsibilities of the students and of their parents/legal guardians. Modesty, moderation, cleanliness, neatness, and appropriateness should serve as a guideline for making choices regarding dress and appearance. Inappropriate clothing disrupts the educational process and will not be accepted. In order to promote a clear understanding of the school's expectations regarding dress and appearance, the following guidelines are provided:

#### Head

- A. Hats and other headgear are not to be worn to school.

#### Feet

- B. Shoes should have a non-marking sole and should be appropriate for participation in the PE program.
- C. No open-toed shoes are allowed.
- D. An additional pair of tennis shoes is required to be kept at school for use in the GYM ONLY during periods of inclement weather.

### Clothing-Upper Garments

Shirts without collars are allowed, however they must meet the following guidelines:

- E. Students cannot wear spaghetti straps or tank tops that are skinny enough such that an undergarment would be or is exposed. Shirts must be at a minimum three fingers wide on the shoulder. The straps must fit correctly so that they do not continually fall off the shoulder.
- F. Racerback style shirts are permitted as long as undergarments are not exposed.
- G. No low-cut shirts or blouses are allowed.
- H. Midriffs and backs are to be covered when sitting or standing.
- I. Body suits are not recommended above grade 4.
- J. Clothing made of see through material and/or clothing which exposes the student's midriff should not be worn unless appropriate attire is worn over/under this type of clothing.

### Clothing-Lower Garments

- K. Pants with large rips or holes, or with rips or holes above the knees, will not be permitted.
- L. Sagging pants that expose underwear are prohibited.
- M. Leggings or any type of other clinging pants may only be worn with a shirt/top that covers the buttocks.
- N. Students are encouraged to wear shorts under dresses and skirts.
- O. Shorts may be worn by students during hot weather from March 15<sup>th</sup> through November 15<sup>th</sup>. When shorts are allowed, they must be within the following guidelines:
  - Shorts must be to the length of the fingertips when measured standing with the arms hanging at their sides.
  - Spandex or biker's shorts are not permitted, nor any shorts that are considered to be too tight fitting by the superintendent.
  - No slits or cuts in areas of the upper leg or above will be allowed in the shorts or pants.

### Miscellaneous

No clothing will be allowed with immoral, offensive, or suggestive prints or wording. This includes clothing that advertises tobacco, alcohol or drugs, contains profanity, or has ethnic or sexual connotations.

Students arriving at school wearing clothing that does not meet the above guidelines as judged by the superintendent, will be asked to do one of the following:

- a. If the clothing violation is not deemed extremely serious, the student will be notified not to wear the identified article of clothing again.
- b. If the clothing violation is in the opinion of the superintendent, a serious violation, or if this is the second violation, the student will be asked to put on their p.e. uniform or a parent/guardian will be contacted to arrange for a different set of clothes to be brought to school.

### **Electronic Devices**

Students may bring electronic devices such as e-readers, kindles, and cell phones to school; however, the following guidelines apply:

- A. In the classroom setting, personal electronic devices can only be used as it relates to the curriculum and teacher directed activities.
- B. These devices may not be used on WiFi or cellular networks to access the Internet unless granted permission by a teacher or administration.
- C. These devices should not be used to capture video, audio, or photos of other people at school unless used under the guidance of a teacher and related to curriculum objectives.
- D. Personal electronic devices are not to be used for recreational activities at school including but not limited to social networking, gaming, harmful or inappropriate websites, and gambling.
- E. These devices may not be used to bully, harass, or tease another person.
- F. Possession, distribution, and/or the attempt to obtain inappropriate content such as pornography is prohibited. If a confiscated electronic device reveals inappropriate contents, such as pornography, this matter will be dealt with in accordance with the Department of Children and Family Services and law enforcement guidelines.
- G. When not in use, personal electronic devices must be placed in the “OFF MODE” and stored in a locker during the course of a regular school day.
- H. District 60 accepts no responsibility or liability for the safe keeping of personal electronic devices while on school grounds or at school sponsored activities, events, and programs.

These guidelines apply during the school day and while on school grounds before and after school and on school buses. Failure to adhere to the above guidelines may result in the personal electronic devices being confiscated, possible loss of privileges, and returned to the parent in addition to consequences based on our discipline code.

A minimum screen size of 5x7 inches for electronic devices is recommended.

### **School Rules**

*General Rule - Students should:*

1. Be respectful at all times.
2. Keep hands and feet to self.
3. Refrain from chewing gum.
4. Choose proper language – no vulgar or profane language is allowed.
5. Remain on the school grounds at all times until released to an adult who has signed off at the office.
6. Avoid using tobacco, alcohol, and drugs on school grounds.
7. Use good manners and observe fair play.
8. Remain quiet during emergency drills, passing in hallways, and loading buses.
9. Walk in the building at all times.
10. Report immediately any occurrence of guns, knives, explosives, or dangerous items brought to school by anyone.
11. Refrain from bringing soda and sugary drinks to school.

### *Cheating*

Cheating, including plagiarizing is prohibited. Students found cheating or helping another student cheat will be subject to a grade reduction on the assignment and a misconduct report.

*Cafeteria Rules – Students should:*

1. Obey the cafeteria supervisors.
2. Talk in a conversational tone without yelling.
3. Clean the area at the table after eating.
4. Stay seated until dismissed.
5. Refrain from sharing food.
6. Exit the cafeteria quietly on the way to the playground, gym, or classroom.

*Classroom Rules – Students should:*

1. Follow the rules posted in classrooms.
2. Follow instructions.
3. Be on time to class and have the necessary books and materials.
4. Respect the person and property of others.
5. Submit schoolwork on time.
6. Be honest.

*Junior High Discipline*

A program called ClassDoJo is used to document student behavior during the school day. On ClassDoJo, the students can earn positive points for the following:

Effort 110%	1 Point
Respect	1 Point
You're Awesome	1 Point
Positive Leadership	2 Points

Students can earn negative points for the following:

Not Following Directions	-1 Point
Not Participating	-1 Point
Poor Choice	-1 Point
Unexcused Tardy for Class	-1 Point
Unprepared	-1 Point
Wasting Time	-1 Point
Disrespect	-2 Points

During the end of day homeroom, any student with a positive point total earns a raffle ticket that will be entered in a drawing. The drawing for prizes is held during the Friday 'Tell Me Something Good' segment in the cafeteria. Any student with a negative point total at the end of the school day loses one of their Bulldog tickets.

Each student in 5<sup>th</sup>-8<sup>th</sup> grade will receive a set of Bulldog tickets at the beginning of each quarter: 1<sup>st</sup> quarter – 12 tickets; 2<sup>nd</sup> quarter – 10 tickets; 3<sup>rd</sup> quarter – 8 tickets; 4<sup>th</sup> quarter – 6 tickets. Students will have to forfeit a Bulldog ticket to a staff member if they end the day in the negative on ClassDoJo. A Bulldog ticket can also be taken for more serious infractions.

When all Bulldog tickets have been forfeited **in a given quarter**, a student receives a step for any ensuing infractions.

For more serious infractions, such as gross disrespect, cheating, plagiarism, lying, inappropriate language, or bullying, a Misconduct Report can be immediately issued.

4 Bulldog tickets lost in one quarter for no homework or disrespect will result in a Misconduct Report. Any further violations for late homework or disrespect will result in a Misconduct Report.

Steps that are issued have the following consequences:

Step 1: Student meeting with administration, phone call home, and after school detention on the scheduled detention night.

Step 2: Saturday Detention

Step 3: Parent and Student Meeting with CARE Team

Step 4: **All Day** in-School Detention

Step 5: **Two Full Day** in-School Detentions

Students must not have received a Misconduct Report in order to qualify for the end of the quarter reward. Because receiving a Misconduct Report is considered a serious offense, any student that has received a Misconduct Report, even though they still have tickets remaining, will not be eligible for the quarterly reward. **ALL TICKETS MUST REMAIN IN THE STUDENTS' POSSESSION.** The school reserves the right to issue detentions for infractions regardless of the step number.

#### *Playground Rules – Students Should*

1. Students should go out to the playground in an orderly manner at the beginning of recess.
2. Be respectful of the playground supervisors.
3. Pass quietly through the halls after entering the building following recess.
4. Play in the assigned area.
5. Keep hands, feet, and all other body parts to self.
6. Respect Church property – stay away from the rectory, off the fence, and away from shrubs.
7. Report injuries immediately to the playground supervisor.
8. Refrain from throwing hard objects, rocks, snow, ice, or any item found on the playground.
9. Remain on school property at all times. Students may not leave the playground without a supervisor's permission. A student who received permission must use the pedestrian crosswalk or a safeguarded area to retrieve a ball.

#### *Field Trips – Students should:*

1. Stay with the group and chaperone assigned by the teacher.
2. Obey rules and seat assignments.
3. Follow the driver's instructions, maintain low noise, and observe the safety rules.
4. Treat chaperones with respect and comply with their requests.

#### *Field Trips – Chaperones should:*

1. Park along Walnut Street or Westfall Street upon arriving at school. The school parking lot must remain free of parked cars for recess and PE.
2. Maintain contact with all students in the assigned group.
3. Sit throughout the bus to maintain safety and order. The main priority is to monitor behavior at all times.
4. Follow the teacher's itinerary.

5. Report students not following rules to the teacher in charge.
6. See that the students are obeying the rules. These rules should be enforced consistently.
7. Refrain from drinking alcohol or smoking.

Students are required to ride the bus to the field trip. Parents/legal guardians must make prior arrangements and sign out their child with the teacher to take their child home from a field trip.

*Bus Rules – Students should:*

1. Treat everyone with respect.
2. Refrain from using profanity.
3. Avoid eating and drinking on the bus; keep the bus clean.
4. Remain seated. No kneeling or standing on the seats. Standing is only permitted when the bus comes to a full stop.
5. Refrain from throwing items on the bus.
6. Do not tamper with bus equipment.
7. Keep hands and head inside the bus.
8. Keep hands and feet to self.
9. Respect property.
10. Avoid distracting the driver through misbehavior.

The bus rules apply for all trips under school sponsorship.

The bus driver reserves the right to assign seats.

The buses are equipped with video surveillance equipment. Bus video is monitored by administration on a weekly basis. Any incidents of misbehavior captured on video will be addressed accordingly.

Misbehavior on the bus will result in disciplinary action. Disciplinary consequences will be based upon the seriousness of the offense. This may include removal from the bus for a specified number of days. Consequences for misbehavior are determined by the building administration.

If a student chooses to disobey the bus rules, a bus write-up will be issued. The following consequences will be issued for bus write-ups:

- 1st Write-Up- Written warning
- 2nd Write-Up- Written warning and phone call home
- 3rd Write-Up- Parent and student meeting with CARE Team
- 4th Write-Up- Up to five school days removal from the bus
- 5<sup>th</sup> Write-Up- Up to ten school days removal from the bus

Bus write-ups accumulate throughout the school year. For severe misbehaviors, a student will be immediately removed from the bus and referred to the CARE Team.

## Section IV - Discipline Program

### Authority to Maintain Discipline

Chapter 105, 1998 Illinois School Code, Section 24-24 empowers the Germantown Elementary District #60 Board of Education to establish reasonable rules for maintenance of student discipline. Section 24-24, states as follows:

Teachers and any other person, certified or non-certified, shall maintain discipline in the schools, including school grounds, which are owned or leased by the board and used for school purposes and activities. In all matters relating to the discipline in and conduct of the schools and the school children, they stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians. Nothing in this section affects the power of the board to establish rules with respect to discipline. The board may make and enforce reasonable rules of conduct and sportsmanship for athletic and extracurricular school activities. Teachers will inform parents and students of the rules for their classrooms at the beginning of the school year.

### Definitions, Rules, and Regulations for the Detention, Suspension, and Expulsion of Students

*Students make choices about their behavior. Our school encourages good choices and following the rules established to promote these choices and positive behavior. Students who make good choices have full privileges for participation in academic and extracurricular activities. The school discipline system is set forth to inform students and parents of the consequences for making choices which do not conform to expectations. The goal of this system is to reinforce good decision-making and challenge poor choices. The expectation that students will learn to make good choices is clear, and the focus is to correct behavior that is unacceptable.*

#### *General Warning:*

Students are given warnings in class or during activities by teachers, assistants, secretaries, cooks, drivers, custodians, and adults employed by the school. Students are expected to show respect and follow directions. In most cases, the warning will correct unacceptable behavior.

#### *Referral to Administration:*

Students who do not correct behavior when warnings are given, or have severe misbehavior, are sent to the superintendent. The superintendent will call parents when the behavior warrants such notification. The mutual understanding of parents, teachers, and the superintendent is necessary to provide students with clear expectations of choices and behavior that is acceptable at school and home. The superintendent will assign necessary punishment to correct the behavior.

#### *After School Detention:*

Students who do not correct behavior when warnings are given or severely break rules will be assigned detention. The student stays after school from 3:05 - 4:00 on the assigned detention night. Parents/legal guardians will be made aware of students attending detention and provide for their transportation home. Detentions shall take precedence over all other student activities.

#### *Saturday Detention*

Students who continue to engage in inappropriate behavior after serving an after school detention or

severely break rules will be assigned a Saturday detention. Saturday detention will be held at school in the morning for two hours. The superintendent will arrange the Saturday detention details with the parents/guardians. The parent(s)/guardian(s) will be responsible for transportation to and from Saturday detention.

*Parent and Student Meeting with CARE Team*

Students who continue to engage in inappropriate behavior after serving a Saturday detention or severely break rules will be required to attend a CARE Team meeting accompanied by a parent or guardian. CARE Team meetings are held on Wednesday mornings at 8:00. The superintendent will work out the meeting details with the parent(s)/guardian(s). The purpose of the meeting will be to come up with a behavior plan that will assist the student in making better choices at school.

*In-School Detention:*

Students who continue to engage in inappropriate behavior after meeting with the CARE Team or severely break rules will be issued an In-School Detention. **On a day when a student is serving an all-day in school detention, the student is not permitted to participate in school sponsored activities before or after school. This includes practices and games.**

*In-School Suspension:*

An in-school suspension is an exclusion of a student from participating in classroom activities with their peers for a period not to exceed ten (10) school days. During the in-school suspension, the student completes their work in a separate area on-site under the supervision of a school district employee. **On a day when a student is serving an in-school suspension, the student is not permitted to participate in school sponsored activities before or after school. This includes practices and games.**

*Out of School Suspension:*

An out of school suspension is an exclusion of a student from school and denial of educational services to which the student would otherwise be entitled for a period not to exceed ten (10) school days. Suspension of a student is considered to be a culmination of attempts to correct gross misconduct. However, this is not meant to preclude the possibility of a sudden show of reprehensible behavior that might be sufficient to justify suspension.

Suspension shall be executed in compliance with the Illinois School Code, Sec. 10-22.6 and with applicable rules and regulations of the Illinois State Board of Education and the Board of Education of Germantown Elementary School District #60.

The following shall occur if a student is suspended:

1. Parents are notified and asked to come to school to understand the nature of the situation.
2. Police are notified based on the severity and nature of the offense.
3. Any student earning a suspension is removed from all extra-curricular activities and practice for the duration of the suspension.
4. Missed work is handled as if the student was absent and shall be due upon their return to the classroom.
5. If a student is absent on a scheduled in-school suspension day, the in-school suspension is served on the next day of student attendance.
6. If a student is uncooperative during an in-school suspension, further disciplinary action is taken.



7. While serving an out-of-school suspension, the student is not to be in the proximity of the school.
8. If the student is found around school during an out-of-school suspension, further disciplinary action is taken.

*Behavior Management Plans:*

Behavior Management Plans will be developed for those students whom the school feels other means of disciplinary methods have not been effective. This plan will be developed jointly with classroom teacher(s), administration, a student advocate, parents/legal guardians, and the student.

**Detainment/Suspension Authority**

The superintendent of the school district has the responsibility to detain or suspend a student for gross disobedience or misconduct except in cases where behavior results from a handicapping condition as determined by a multidisciplinary team.

*Due Process Procedures/Suspension*

1. Except as set forth in subparagraph (2) below, prior to the imposition of suspension, the following procedures shall be observed.
  - a. The suspending school official shall give the student oral or written notice of the charges and the evidence to support the charges.
  - b. If the student denies the charges, an opportunity shall be given to the student to present an explanation in a conference with the suspending school official.
  - c. The suspending school official shall make a decision and then inform the student, if the suspension is to be imposed.
2. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. In such the requirements of notice and hearing will follow as soon as possible, not to exceed three (3) school days.
3. Immediately upon imposition of suspension, the student and his/her parent/guardian or the student shall receive written notice of the following:
  - a. The reasons for the suspension, including a copy of the specific rules and regulations allegedly violated by the student.
  - b. The beginning date and total number of days of the suspension.
  - c. The right to review the suspension as set forth below. A request for a review hearing shall be submitted in writing within ten (10) school days after receipt of the suspension notice. The review hearing shall take place within ten (10) school days of the receipt of the request or on a date that is mutually convenient to the parties involved.

**Expulsion Authority**

The Board of Education may expel students for gross disobedience or misconduct. Such expulsion shall take place only after a review hearing by the board of education or the board has taken action upon findings submitted by a hearing officer appointed by the board.

*Due Process Procedures/Expulsions:*

1. The student and parent/guardian of the student shall be notified by registered mail or certified mail of the following:

- a. The reasons for the expulsion, including a copy of the specific rules and regulations allegedly violated.
  - b. The time, place, and date of the hearing.
  - c. The review hearing procedures set forth below.
2. The hearing shall be held at a time and date that is mutually convenient to the parties involved.

### **Review Hearing Procedures**

1. The hearing shall be held in executive session at the request of the parent(s)/legal guardian(s), or school administration.
2. The student shall be afforded the following:
  - a. The right to be represented by council at the expense of the student or parent/guardian.
  - b. The right to present evidence and witnesses.
3. A written decision shall be issued to the student and the parent(s)/guardian(s) within ten (10) school days after a review hearing conducted by the board of education. It shall contain a statement of facts and the basis for the decision.
4. In the written decision, the parents/legal guardians and the student shall be notified that an appeal of the decision lies with the Regional Office of Education and then with the State Superintendent of Education as outlined in Illinois Statutes, Chapter 105, Sections 5/2-38 and as further outlined in Procedures adopted by the State Board of Education or the General Assembly.
5. If the board of education finds in a hearing on the suspension of a student that the suspension was unjustified or unreasonable, the following procedures will be followed:
  - a. The student's record shall be expunged of all notations or remarks in regard to the suspension.
  - b. The student's absence(s) shall be recorded as excused.
  - c. All educational opportunities and services missed by the student shall be afforded.

#### *Expulsion:*

An expulsion is an exclusion of a student from school and a denial of educational services to which the student would otherwise be entitled, for a period of more than ten (10) school days. A student shall be expelled from school only by action of the Board of Education with all necessary requirements of the Illinois School Code, sec. 10-22.6 and the applicable rules and regulations of the Illinois State Board of Education and the Board of Education of Germantown Elementary School District #60.

#### *Gross Disobedience and Misconduct:*

1. Behavior, which is injurious to person or property.
2. Behavior, which substantially and materially disrupts the educational process or school discipline.
3. Repeated minor incidents of misbehavior, which other disciplinary measures have failed to deter.
4. Gross disrespect to include, but not limited to:
  - a. Use of vile or profane language.
  - b. Damage or defacing school property or the property of others.
  - c. Leaving school grounds for any reason without a note from parents or approval from administration.
  - d. Possession of drugs, alcoholic beverages, tobacco, or matches on school premises.
  - e. Tampering with or use of other's bicycles or automobiles.
  - f. The transportation and possession of weapons as defined in the district's policy.

NOTE: The above rules apply at school, on field trips, summer school, evening school activities, clubs using school facilities, and on buses going to/from school or school activities.

*Students with Disabilities:*

Suspensions and expulsions of students with disabilities shall be handled in accordance with the Reauthorized (IDEA) Individuals with Disabilities Act of 2006 as interpreted by the Kaskaskia Special Education Cooperative and the Illinois State Board of Education.

**Student/Property Searches**

School premises are public property. Students, who use any school facilities including lockers, classrooms, hallways, locker rooms, etc., are subject to the school district's right to ensure cleanliness, safety, lawful use, and absence of drugs, alcohol, tobacco, weapons, stolen, and/or other prohibited materials in such areas. Student lockers, backpacks, and storage areas are not private from school officials, and law enforcement agencies may search without notice. Searches may be conducted in any manner deemed appropriate by school officials. Searches may include dogs trained to smell contraband and controlled substances. Vehicles parked on school parking areas shall be subject to authorized searches.

**Section V – Student Grades**

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores,
- A technical error in assigning a particular grade or score,
- The teacher agrees to allow the student to do extra work that may impact the grade,
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

**On-Line Grades**

On-line access to student grades is provided to families via TeacherEase at [www.teacherease.com](http://www.teacherease.com). A welcome email will be sent to families at the beginning of the school year. That email will provide guidance on how to access on-line grades. We encourage families to involve their child(ren) in checking grades regularly using this program.

Because families have access to student grades around the clock, we will only send paper copies of grades home with the students at the end of each quarter. For any family without regular access to the Internet, requests for paper copies to be sent home at the midpoint of each quarter will be accepted and should be forwarded to the office.

## **Report Cards**

Report Cards will be sent home in: October, January, March, and the last day of school. Report cards are used to indicate the student's progress in school academically, behaviorally, and socially. Most teachers employ a variety of methods of parent/legal guardian notifications in addition to report cards: parent/legal guardian signature on tests/assignment books, etc. Continual communication between parents/legal guardians and teachers is essential throughout the student's school experience. Germantown School District adheres to an open door policy. Any parent/legal guardian may and should request a conference at any time they feel it necessary. Fall Parent Teacher Conferences are scheduled in October.

## **High Honor Roll and Honor Roll**

The Germantown School Board and faculty in an effort to strengthen all academic subjects have initiated an Honor Roll program for all students in the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grades for each academic quarter. Honor Roll is calculated based on GPA in the core subjects. Those subjects include: math, science, social studies, language arts, and literature.

For a student to be placed on the High Honor Roll the student must have a grade point average of 3.76 to 4.0 on all academic work in the core subjects.

For a student to be placed on the Honor Roll the student must have a grade point average of 3.5- 3.75 on all academic work and no grade lower than a B- in the core subjects.

### Grading Scale

99 - 100 = A+	91 - 92 = B +	83 - 84 = C+	74 - 75 = D+	60 - 67 = F
95 - 98 = A	87 - 90 = B	78 - 82 = C	70 - 73 = D	
93 - 94 = A-	85 - 86 = B-	76 - 77 = C-	68 - 69 = D-	

Each letter grade equates to a point value when calculating GPA. (i.e. A+=12, A=11, A-=10).

## **Academic Honors**

Student academic excellence is recognized each quarter as grade cards are sent home to parents. Teachers are responsible for all awards, certificates, and recognition for academic and behavior honors. The school lists all students in grade 5-8 for Honor Roll and High Honor Roll each grade period.

The following academic honors are awarded to students in association with 8th Grade Graduation:

**Honor Roll All Four Quarter:** Students who earn a place on Honor Roll or High Honor Roll all four quarters of their eighth grade year qualify for this award.

**Straight A's All Four Quarters:** Students who earn straight A's all four quarters of their eighth grade year in language arts, literature, math, social studies, and/or science qualify for this award.

**Best In Award:** The junior high teachers collectively decide on the recipients of the Best In Award for language arts, literature, math, social studies, and science based on classroom performance, attitude,

effort, and leadership.

**Presidential Scholar Award: The Presidential Scholar Silver Award is presented to those students who earned an overall GPA of 3.6 or higher and met or exceeded on the PARCC ELA and math test. The Presidential Scholar Gold Award is presented to those students who earned an overall GPA of 3.8 or higher and exceeded on the PARCC ELA and math test.**

**Best Achiever Award:** The junior high teachers collectively decide on the recipients of The Best Achiever Award. It is typically given to one female and one male student who are conscientious of their grades, work hard, and never give up even when the material is difficult.

**Highest Average Award:** This award is given to the student(s) with the highest GPA. Grades earned during the students' sixth, seventh, and eighth grade years will be used to determine the recipient(s) of this award.

### **Student Retention Policy**

In grades K, 1, 2, and 3, any student whose yearly grade average is failing in either reading or math, shall be considered for retention. In grades 4-8, any student who has received a failing grade in two or more subjects for two or more quarters during a school year shall be considered for retention. In evaluation of a student for retention, due consideration shall be given to the following: previous retention, current and past academic performance, effort and attitude, intellectual ability, age, physical size, social development, and certified physical, mental, or emotional disabilities. A parent's/legal guardian's input shall also be sought and given consideration. In any event, a student will not be "socially promoted" or promoted solely for reasons other than academic performance. Promotion or retention of a student shall be made jointly by the teachers who are actively involved in that student's instruction and the administration.

Seventh graders must also pass a test on the Federal and State Constitution and other related topics.

## **Section VI - Programs**

### **Physical Education**

All students are required by law to take an active part in a physical education program. P.E. uniforms are required for grades 5-8. Uniforms are available for purchase at registration. Proper shoes should be worn for participation in P.E. In case of inclement weather, all students should have a pair of tennis shoes available at school to be worn in the GYM ONLY. No aerosol cans may be brought to school. Sweatpants may be worn over P.E. shorts.

**Participation:** All students are expected to participate fully in the assigned activities for the day. A doctor's note is required if students are not participating for more than one day. A parent note will excuse a student for one class period and no longer. If a doctor's note is given, a written release from the same doctor is required to participate in class again. Failure to fully participate or unacceptable participation could result in a lower grade.

## **Bulldog Buddy Program**

The Bulldog Buddy Program involves every student at our school as each student is paired with another student in a different grade level. At least once per quarter, a day is set aside for “Buddy Time”. During “Buddy Time”, the students meet with their buddy and participate in organized activities under the supervision of the classroom teachers. The “buddies” work on various projects that promote a positive atmosphere within our school. For the 2018-19 school year, the classes will be paired as follows:

**PreK/4                      K/6                      1/5                      2/8                      3/7**

“Buddy Time” will begin in September with activities being held at various times throughout the school year. Through this program, it is our ultimate goal to develop a culture of mutual respect within our school.

## **Testing Program**

**The Illinois Science Assessment will be administered to students in fifth and eighth grades. The testing window for the Illinois Science Assessment is March 1 through April 30. Once testing dates have been finalized by the school district, parents/guardians will be notified.**

## **CARE Team**

The CARE team consists of designated teachers who assist students with academic, social, or behavioral needs on a referral basis. The members of the CARE team include: Margie Koopmann, Merideth Kloeckner, Kelsey Johnson, Kris Shubert, Tony Parr, Chad Rakers, Leslie Eversgerd, and Robin Becker.

## **Response to Intervention (RtI)**

Through the Response to Intervention Program at Germantown Elementary, all students are monitored three times per year for progress in math and reading. Those children who are struggling with academic success in the core curriculum areas are provided research based interventions to meet their needs. Students who fail to make adequate progress may be referred for special education services.

## **Section VII – Student Activities Information**

### **Student Activities**

Students’ grades will be checked every two weeks on the first Friday after the first full week of practice for each sport. The grades used for eligibility checks are those grades that fall in the same quarter as the eligibility check. Students shall maintain a 76% or higher average in each core subject area with no failing grades from any class in order to be eligible to participate in extra-curricular activities. Each subject area must have a minimum of four grades for the grading period checked. An ineligible student may not attend practice during the ineligibility period. If agreed upon by the coach and the parent(s)/guardian(s), the student may attend athletic contests but must sit with the team in street clothes. Notification of ineligibility will be given in the form of a letter mailed to the parent/guardian.

After the initial two-week period, the student's academic progress will be re-evaluated. If the student still has not met the above requirement for eligibility, an additional two-week suspension from all extra-curricular activities will take place. A third suspension for academic ineligibility will result in suspension from the team for the remainder of that season.

\*Subject areas included in the determination of extra-curricular eligibility will be only those which are offered for more than one consecutive grading period.

\*\*Extra-curricular activities are those that require practice outside of the school day and have no direct relationship to the student's grades.

**Student Council:** Students in grades 6-8 are eligible to petition for membership on the Student Council. Teacher approval is required for membership in Student Council.

**Band:** Students may begin band in grade 4 and continue until graduation. Band is offered as a credit course and meets daily during the regular school day. The band performs in area parades and in special school music presentations. Each band student will be required to pay a \$50 fee per year to participate.

**Chorus:** Students may begin chorus in grade 5 and continue until graduation. Each chorus student will be required to pay a \$30 fee per year to participate.

**Scholar Bowl Team:** Students in grades 7-8 are eligible to apply for membership on the school Scholar Bowl Team. Scholar Bowl is an academic quiz competition. The team competes in matches with area schools. Each team member will be required to pay a \$30 fee per year to participate.

**Math Team:** Students in grades 7 and 8 are selected for membership on the math team. The Math Team competes at the Central Math Contest every spring.

**Cafeteria Workers:** Students in grades 5-8 are required to help serve lunch. They are expected to be courteous, helpful, and follow health and sanitation guidelines. Parent requests for students to be removed from the cafeteria worker list should be forwarded to the superintendent for consideration. Cafeteria workers are responsible for making up missed work. They are prohibited from changing the work schedule unless approved by the classroom teacher(s) the change will affect.

**Cheerleaders:** Students from grades 6-8 are eligible. If there are insufficient numbers of 6<sup>th</sup>-8<sup>th</sup> graders, 5<sup>th</sup> graders may be invited to participate. The school will provide the uniform and the pom-poms. The students are required to purchase shoes, socks, bodysuit, and tights. Participants must complete a yearly physical exam and adhere to the rules in the athletic handbook. Each cheerleader will be required to pay a \$50 fee per year to participate.

**Athletic Teams:** Students in grades 5-8 are eligible to participate on athletic teams. If fourth grade student athletes are needed to complete a roster, administration has the authority to approve their participation. Participants must complete a yearly physical exam and adhere to the rules in the athletic handbook. Refer to page 7/8 of this document for the activity fee schedule.

### **School Events**

We encourage the students and parents/legal guardians to support school events, whether academic, athletic, musical, or dramatic. However, students below the fifth grade should not be present at any

extracurricular activities without an adult. All students shall remain seated in the venue during the events. Germantown fans are expected to set an example and display good sportsmanship at all times.

## **Section VIII – Medical Information**

### **First Aid**

The school will take care of minor cuts and scratches. Parents/guardians will be called for any other medical concerns.

### **Dispensing of Medicine**

Germantown Elementary School will not dispense medication to students unless the parent/legal guardian has completed the “Dispensing of Medication” form and filed it with the school office. Only those medications that are necessary to maintain the student in school and/or must be given during school hours shall be administered and shall be kept in the school office, or in acute cases, with the teacher. **An ADULT must bring all medicines to school.** The same form must also be on file for students with conditions requiring the use of epi-pens or similar situations.

### **Emergency Treatment**

If in our opinion an injury or illness is serious, the school will first attempt to contact the parents/legal guardians. If they are not available, the school will attempt to contact the doctor listed on the Emergency Medical Procedure Card. Emergency medical attention will be obtained for all injuries. These cards are updated annually. It is of the **utmost importance** that the information on these cards is complete with phone numbers, etc. and signed by both parents/legal guardians. Emergency Medical Card information is confidential material. Parents of student athletes are given the choice of providing a copy of their child’s medical information to coaches and sponsors.

### **Lice**

Students at Germantown Elementary will have their head checked for lice on an as needed basis. In the event of nits or lice being found on a child, the child will be sent home immediately. Upon returning to school, the child will be checked again. A child must be nit and lice free in order to return to school. If nits or lice are found on a student, every parent/guardian in the affected classroom will be notified via email correspondence and a note home. If parent volunteers are coming into the classroom and nits or lice have been found that day, the parent volunteers will be notified before entering the classroom. The school will clean the classroom that has been infected with lice thoroughly after the students leave for the day. Each desk will be wiped down and the room will be sprayed.

### **Health Tips**

A child who is hungry has difficulty concentrating on his/her work. A good breakfast is essential for a child’s health and success in school. Children need a good night’s sleep in order to be alert for effective learning in school. Children should be dressed warmly enough so that they can go out for recess if weather permits. If your child wakes up with a fever, **DO NOT** send them to school. Children should be fever free and vomit free for 24 hours before returning to school.



## Section IX - Volunteers

### Parent-Teacher Association

The Parent-Teacher Association was formed to encourage cooperation between school and home. The meetings serve as a forum for the exchange of ideas and information and are held on the first Thursday of each month at 8:00 in the school cafeteria. All parents/guardians of Germantown Elementary students are welcome to attend the meetings. Through the organization, parents offer assistance to the school in a variety of programs.

This organization is a vital link of communication between parents, community, and school. The school strongly urges parental participation to help realize its own purpose and mission statement.

The president shall preside at all meetings of the association and shall act as the official representative of the organization and shall inform the administration of all activities. He/She shall also appoint any assistant or committee necessary to promote activities of the organization.

#### **2018-19 PTA Board Members include:**

**President: Rochelle Biggs**

Treasurer: Brandy Rolfigsmeyer

**Spiritwear Chair: Janae Korte**

Fundraising Chair: Sara Hemker

**Vice President: Laura Diesen**

**Secretary: Fran Holtmann**

**Special Events Chair: Tammy Beer**

### Parent/Grandparent/Community Volunteers

Parents, grandparents, and community members who wish to volunteer at school are welcome. The teacher makes such decisions based on need and appropriateness. Volunteers have been used in a variety of ways: helping at special occasions, supervising lunchroom, making cards, activities, games, and reading with students, etc. Volunteers are subject to a background check at the discretion and expense of the district.

## Section X – Safety Adherence

### Asbestos Notice/Materials Safety Data Sheet

A management plan in accordance with the Asbestos Hazard Emergency Response Act (AHERA) is on file in the school office along with all appropriate Materials Safety Data Sheets.

### Criminal Offenders

A child sex offender is prohibited from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present unless specifically permitted by statute (720 ILCS 5/11-9.3). Information concerning criminal offenders can be found at the following websites:

Statewide Sex Offender Database: [www.isp.state.il.us/sor/](http://www.isp.state.il.us/sor/)

Statewide Murderer/Violent Offender Against Youth Database: [www.isp.state.il.us/cmvo/](http://www.isp.state.il.us/cmvo/)

## **Sexual Harassment**

The practice of sexual harassment is contrary to law and the policy of the school district. Students who believe themselves to be subjected to sexual harassment may file a complaint with any employee of the district who will refer the complaint to administration for investigation.

## **Teen Dating Violence**

**Engaging in teen dating violence that takes place at school, on school property, at school sponsored activities, or in vehicles used for school provided transportation is prohibited. For purpose of this policy, the term teen dating violence occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.**

**Anyone with information about incidents of teen dating violence should report them to any school staff member including, but not limited to teachers, support staff, and/or district administration. School staff shall respond to incidents of teen dating violence by following the district's established procedures for the prevention, identification, investigation, and response to bullying and school violence.**

## **Audio Taping/Videotaping/Photographing**

For quality assurance, safety observation, and educational purposes, audio taping, videotaping, and photographing may be conducted during class time or school activities. Any parent/legal guardian who objects to this must contact the school office in writing by the first day of school or upon enrollment.

A video monitoring system is in place in public areas of the school building. This system has been installed to protect students, staff, visitors, and school property. If a discipline problem is captured on video, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel. All visitors to our school will be recorded by our security cameras.

## **Internet Usage**

Germantown Elementary Students are provided the opportunity to use the Internet for instructional purposes at school. Before a student is allowed to use the Internet; he/she must have an acceptable use form on file signed by their parents/legal guardians. Signed forms must be submitted yearly and be on file prior to student use of school computers. Students are not permitted to make changes of any kind to the computers.

**NO USE OF STUDENT EMAIL FOR PERSONAL REASONS IS PERMITTED.** All students and their parents will be required to sign an agreement stating that they are aware of the policy that the use of email for personal reasons is strictly prohibited at school. If a violation of this rule occurs, appropriate disciplinary action will be taken. This includes but is not limited to personal email, chat rooms, Facebook, Instagram, Snapchat, and all Instant Messaging programs.

Students must be granted permission by their classroom teacher to play Internet games. Internet games are not to be downloaded by students on school computers. If a violation of this rule occurs, appropriate disciplinary action will be taken.

## **Web Page**

Germantown School District #60 maintains a web page at [germantownbulldogs.org](http://germantownbulldogs.org). At the beginning of the school year, a form will be sent home requesting parent/legal guardian permission for student work and/or pictures to be posted on the web throughout the school year. Please visit our website at [www.germantownbulldogs.org](http://www.germantownbulldogs.org).

## **Facebook Page**

Germantown Elementary SD #60 welcomes the community's contributions to our Facebook page. However, community-contributed content on this page is the opinion of the specific author and does not represent District #60. District #60 is not responsible or liable for the content of any separate Facebook pages related in any way to District 60, such as a club page, or parent group's page. District #60 asks that people making comments on the page show respect for their fellow users by ensuring the discussion remains civil, especially since Facebook allows children as young as 13 to join.

District #60 abides by Facebook's Statement of Rights and Responsibilities, and the District asks its Facebook fans to do the same. In particular, please do not post unauthorized commercial solicitations such as SPAM; bully, intimidate, or harass any user; post content that is hateful, threatening, pornographic, or that contains nudity or graphic or gratuitous violence; or do anything unlawful, misleading, malicious, or discriminatory on District #60's Facebook page.

Once posted, the District reserves the right, but is not obligated, to block fans or remove their comments on our Facebook page that: contain vulgar language, including masked words (\*\*\*) , acronyms and/or abbreviations; constitute a personal attack of any kind; are chain letters, pyramid schemes or fraudulent or deceptive messages; contain factually erroneous or libelous statements; are clearly off-topic and/or disruptive; promote particular services, products, or political organizations or campaigns; infringe on copyrights or trademarks; advocate illegal activity; target or disparage any ethnic, racial, or religions group; violate any Germantown Elementary SD #60 policies; or otherwise violate Facebook's Statement of Rights and Responsibilities.

The District welcomes a healthy two-way dialogue with the District #60 community. However, personal insults against any individual—whether the individual is an employee, student, parent, board member, or other person—are strictly prohibited. We strongly encourage all comments to be phrased respectfully, factually, and constructively.

If you have any questions about the District #60 Facebook page, please e-mail Robin Becker at [rbecker@germantownbulldogs.org](mailto:rbecker@germantownbulldogs.org).

## **Twitter**

Germantown Elementary SD #60 maintains a Twitter account. Follow us at GES Bulldog Country to stay up to date on current happenings in the school district.

## **Section XI – State and Federal Mandates**

### **Federally Funded Programs – Stevens Amendment Requirements**

The Germantown School District #60 may receive federal grants. Any questions concerning federal grants may be addressed to administration at 618-523-4253.

### **Title IX**

The school provides equal educational opportunities regardless of color, race, nationality, religion, sex, sexual orientation, ancestry, age, marital status, or physical or mental handicap or status of being homeless. Procedures have been established to correct bonafide inequities.

### **Section 504**

Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C., Section 794, protects disabled persons from discrimination based on their disabled status. It is the intent of Germantown School District #60 to ensure that students who are disabled within the definition of Section 504 are identified, evaluated, and provided with appropriate educational services. The coordinator for Section 504 is the superintendent.

### **Student and Family Privacy Rights**

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

School officials and staff members shall not request, nor disclose, the identity of any student who completes any survey or evaluation (created by any person or entity, including the District) containing information as identified in Policy 7:15.

A student's parent(s)/guardian(s) may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request.

No school official or staff member shall subject a student to a non-emergency, invasive physical examination or screening as a condition of school attendance.

No school official or staff member shall market or sell personal information concerning students (or otherwise provide that information to others for that purpose).

See Policy 7:15 located under the Board of Education link on the district website, [www.germantownbulldogs.org](http://www.germantownbulldogs.org), for full text of the Student and Family Privacy Rights policy.

### **The Right to Privacy in the School Setting Act**

If a student has an account on a social networking account, e.g., Facebook, Instagram, Twitter, etc., State law requires school authorities to notify the parents/guardians that a student may be asked to provide his or her password for these accounts to school officials in certain circumstances. Social

networking website means an Internet-based service that allows students to: (1) construct a public or semi-public profile within a bounded system created by the service; (2) create a list of other users with whom they share a connection within the system; and (3) view and navigate their list of connections and those made by others within the system.

School authorities may require a student or his or her parent/guardian to provide a password or other related account information in order to gain access to his/her account or profile on a social networking website if school authorities have reasonable cause to believe that a student's account on a social networking website contains evidence that a student has violated a school disciplinary rule or procedure.

See Policy 7:140-E located under the Board of Education link on the district website, [www.germantownbulldogs.org](http://www.germantownbulldogs.org), for full text of the Right to Privacy in the School Setting Act.

## Germantown Elementary School Calendar 2018-2019

19-Jul Student Registration-11:00-6:00  
15-Aug Institute Day - No Student Attendance  
15-Aug Open House 6:00 p.m.  
16-Aug First Attendance Day - Dismissal at 1:40  
31-Aug School Improvement Planning Activities - 11:40 Dismissal  
31-Aug K-8 Grandparents Day Activities, 8:30  
3-Sep Labor Day - No School  
5-Sep School Picture Day  
14-Sep Mid-term First Quarter  
5-Oct School Improvement Planning Activities - 11:40 Dismissal  
8-Oct Columbus Day - No School  
19-Oct End of First Quarter  
24-Oct Report Card Day  
24-Oct Parent/Teacher Conferences in Evening  
25-Oct Parent/Teacher Conferences in Evening  
26-Oct Teacher Institute-No Student Attendance  
9-Nov Veteran's Day Program - 8:30  
12-Nov Veteran's Day Observed - No School  
20-Nov Mid-term Second Quarter  
November 21-23 Thanksgiving Vacation-No Student Attendance  
11-Dec Christmas Program (PK-4), 2:00, 7:00  
13-Dec Winter Program (Band/Chorus), 7:00  
21-Dec Early Dismissal (1:40) for Winter Break  
21-Dec End of Second Quarter  
22-Dec Winter Break  
3-Jan Teacher Institute  
4-Jan School Resumes for Students  
9-Jan Report Card Day  
21-Jan Martin Luther King, Jr. Holiday - No School  
1-Feb School Improvement Planning Activities - 11:40 Dismissal  
8-Feb Mid Term Third Quarter  
15-Feb Teacher Institute Day - No Student Attendance  
18-Feb President's Day - No School  
1-Mar School Improvement Planning Activities - 11:40 Dismissal  
4-Mar Pulaski Day - No School  
8-Mar End of Third Quarter  
13-Mar Report Card Day  
12-Apr Mid-term Fourth Quarter  
17-Apr Early Dismissal (1:40) for Spring Break  
April 18-22 Spring Break-No School  
TBD County Music Festival  
3-May School Improvement Planning Activities - 11:40 Dismissal  
7-May Spring Concert, 7:00  
9-May Athletic Banquet, 6:00  
20-May End of Fourth Quarter (If no emergency days)  
20-May Report Card Day (if no emergency days)  
20-May Last Day of Student Attendance - Dismissal at 1:40 (if no emergency days used)  
27-May Memorial Day  
30-May Last Day (if all emergency days used)

*If excessive snow days are taken, the district will consider amending the calendar to attend school on Casimir Pulaski Day and the Thursday of Spring Break.*