

MILLEDGEVILLE
ELEMENTARY
SCHOOL



2016-17
HANDBOOK

225-7141

www.dist399.net

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INTRODUCTION

The faculty and staff of the Milledgeville Elementary School hope you have enjoyed your summer and are anticipating, as we are, the challenges and rewards of a new school year. We will be available throughout the school year to provide quality instruction, which together with the interest and assistance of the parents will help our students become the best they can be.

This handbook has been prepared to assist and guide students and parents throughout the school year. Additional school information and news will be presented through an insert in the Prairie Advocate newspaper on the last Wednesday of each month. Much of our school news is also available on the District web site: www.dist399.net. We hope you will contact us if you have any questions, concerns, or suggestions. The office phone number is 225-7141.

We wish to remind parents that the school buildings are not open for students to enter before 8:15 a.m., at which time school employees will enable students to enter through the various doors. Students arriving after 8:15 a.m. need to enter through the following unlocked doors:

Chadwick School – West front main entrance on School Street

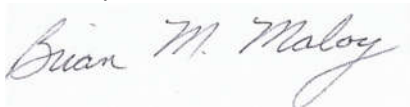
Milledgeville School – North rear main entrance from the parking lot (bus platform entrance)

After 8:30 a.m. all exterior doors at each building are locked from the outside on a permanent basis during the school day to enhance safety and security. Students and visitors must go to the school through the north rear main entrance from the parking lot (bus platform entrance) to be admitted.

All visitors (those who are not students or school employees) need to report to the school office to state their business and receive a visitor badge. Upon the completion of their business, the visitor will return the badge to the office. Alternate arrangements may be made by parents who pick up their pre-school students on a daily basis by contacting the student's teacher directly.

We hope you find this school year to be fun and rewarding.

Sincerely,



Brian Maloy
Principal

**CHADWICK-MILLEDGEVILLE
COMMUNITY UNIT SCHOOL DISTRICT #399**

BOARD OF EDUCATION

Mrs. Baylor-Schmidt, President
Mr. Wagenknecht Vice-President
Mrs. Eubanks, Secretary

Mrs. Alexander Mr. Smith
Mr. Urish Mrs. Kappes

ADMINISTRATION

Superintendent and Chadwick JH/Elementary Principal

Mr. Schurman ext. 223 tschurman@dist399.net

Milledgeville High School and Elementary Principal

Mr. Maloy ext. 224 bmaloy@dist399.net

PRE-K – 3 FACULTY

NAME	POSITION	PHONE EXT	EMAIL ADDRESS
Mrs. Miner	Pre-K	249	azell@dist399.net
Mrs. Bates	Kindergarten.....	251	sbates@dist399.net
Mrs. Skoog	Kindergarten/Reading Recovery	250	kskoog@dist399.net
Mrs. Frank.....	Reading Recovery/Title I	228	cfrank@dist399.net
Mrs. Patterson	1 st Grade	248	lpatterson@dist399.net
Miss Degelau.....	1 st Grade.....	255.....	mdegelau@dist399.net
Mrs. Mickelson	2 nd Grade	252.....	smickelson@dist399.net
Mrs. Parks	2 nd Grade	253.....	sparks@dist399.net
Mrs. Hurt	3 rd Grade.....	254.....	hwright@dist399.net
Mrs. Engelkens	3 rd Grade.....	256.....	jengelkens@dist399.net
Mrs. Weber.....	Vocal Music	258.....	mweber@dist399.net
Ms. Merdian	Special Education	227.....	jmerdian@dist399.net
Mrs. Readdy.....	Art.....	261.....	lreaddy@dist399.net
Mr. Kelly.....	PE.....	GYM.....	tkelly@dist399.net
Mr. Nesemeier.....	PE.....	262.....	jnesemeier@dist399.net
Mrs. Osborne	Speech Therapy	268.....	aosborne@dist399.net

STAFF

<u>NAME</u>	<u>POSITION</u>	<u>PHONE EXT.</u>	<u>EMAIL ADDRESS</u>
Mrs. Carter.....	Nurse	226	scarter@dist399.net
Mrs. Ebersole.....	Cafeteria	246	none
Mr. Geary.....	Custodian.....	267	none
Mrs. Zuidema.....	Cafeteria Manager.....	246	kzuidema@dist399.net
Mr. Baldwin	Custodian.....	none.....	none
Mr. Hernandez.....	Technology Coordinator.....	239	ehernandez@dist399.net
Mrs. Tarbill.....	Secretary.....	221	atarbill@dist399.net
Mrs. Leech	Cafeteria	246	none
Mrs. Meador	Cafeteria	246	none
Mrs. Pauley	Clerical/Cafeteria.....	223	tpauley@dist399.net
Mrs. Pidde.....	Custodian.....	none.....	none

K-3 DAILY SCHEDULE

Students should arrive at school no earlier than 7:45 a.m. unless special arrangements are made with the teacher. Children do not enter the building until 7:45 a.m. unless the weather is bad.

Classes for K-3 students begin at 8:15 a.m. and dismiss at 3:15 p.m. Some days are scheduled for 11:30 a.m. or 2:00 p.m. dismissal and are listed in the school calendar located at the end of this handbook.

CLASS DISMISSAL AND BUS TRANSPORTATION TIMES

11:30 AM EARLY DISMISSAL

On days listed as 11:30 AM dismissal, the students will be dismissed as follows:

Junior High and High School at 11:10 AM.

Grades K-5 students:

- a. who ride shuttle buses will be dismissed at 11:10 AM. Their shuttle buses depart at
- b. 11:15 AM, arriving at the other school at 11:30 AM. Bus students will then leave on their regular route buses at 11:35 AM.
- c. who walk home will be dismissed at 11:15 AM.
- d. who ride regular route buses home will be dismissed at 11:30 AM and their buses will leave at 11:35 AM.

2:00 PM EARLY DISMISSAL

On days listed for 2:00 PM dismissal, the students will be dismissed as follows:

Junior High and High School at 1:40 PM.

Grades K-5 students:

- a. who ride shuttle buses will be dismissed at 1:40 PM. Their shuttle buses depart at 1:45 PM, arriving at the other school at 2:00 PM. Bus students will then leave on their regular route buses at 2:05 PM.
- b. who walk home will be dismissed at 1:45 PM.
- c. who ride regular route buses home will be dismissed at 2:00 PM and their buses will leave at 2:05 PM.

REGULAR SCHOOL DAY DISMISSAL

On regular school days the students will be dismissed as follows:

Junior High and High School at 3:10 PM.

Grades K-5 students:

- a. who ride shuttle buses will be dismissed at 3:10 PM. Their shuttle buses depart at 3:15 PM, arriving at the other school at 3:30 PM. Bus students will then leave on their regular route buses at 3:35 PM.
- b. who walk home will be dismissed at 3:15 PM.
- c. who ride regular route buses home will be dismissed at 3:30 PM and their buses will leave at 3:35 PM.

REGULAR ROUTE AND BUS TIMES

Regular route AM buses will drop off their students at either school at 8:05 AM and then shuttle to the other school, arriving at 8:20 AM.

PM shuttles will leave each school at 3:15 PM, arriving at the other school at 3:30 PM.

SAFETY FOR STUDENTS RIDING BUSES HOME

Students who ride buses home from school may be dropped off at home/babysitter as much as 15-20 minutes earlier than the normal time when one or more students who live in outlying areas are not riding home. We are asking that the following measures be taken to help ensure the safety of the students:

1. Please plan on being home (or have your babysitter be at home) when school is dismissed rather than at the time the bus normally drops off your student(s).
2. Establish and review emergency procedures with your student(s) so they know what to do if no one is home, the door is locked, and so on.
3. If you live in an especially isolated area and feel the need to discuss special safety precautions in which the bus driver can be of assistance, please phone the building principal.

ATTENDANCE POLICY

The process of education requires participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The school cannot reach or teach students who are not present. If the student is absent, the benefit of regular classroom instruction is lost and cannot be entirely regained.

Students must be in attendance a full day on the day of the activity to be eligible to attend extra-curricular events that evening, unless prior consent is given by the principal.

PROCEDURES

1. Parents are requested to call the office between 7:45 and 8:30 a.m. to report the reason that their son or daughter is unable to attend school that day. The phone number is 225-7141 or 225-7143. The school will contact the parent at home or at work if the parent has not notified the school of the student's absence that day.
2. The student must bring a written statement signed by the parent stating the date and reason for the absence, unless parent contact has been made by phone.

EXCUSED ABSENCES

1. Student illness
2. Serious illness in immediate family
3. Death in family
4. Medical, dental, or legal appointments which cannot be arranged outside of school time.
5. Emergency situations or other reasonable parental requests, as determined by the principal.
6. Observance of religious holiday.

Students absent 3 or more days may be required to submit a doctor's release form to the school.

PRE-ARRANGED ABSENCES (EXCUSED)

If it is known in advance that the student will be absent for any length of time and for any reason, the parent is to contact the principal prior to the absence.

Reasonable parental requests will be approved by the Principal. Lengthy pre-arranged absences are discouraged, especially during the first and last months of school.

UNEXCUSED ABSENCES

The following are examples of unexcused absences.

1. Suspension
2. Truancy
3. Leaving school without notifying the office
4. Shopping
5. Working
6. Hair appointments
7. Oversleeping
8. Babysitting
9. Hunting
10. Any other absence not covered in the excused absences section.

TRUANCY

Chadwick-Milledgeville CUSD #399 considers students truant after two (2) unexcused absences or any absences that exceed 10% of the school year. If a student reaches either the R.O.E will be notified and Truancy Protocol will be initiated.

Carroll County Truancy Protocol

Introduction: In the State of Illinois, minors between the ages of seven (7) years and seventeen (17) years of age are subject to compulsory school attendance. Therefore, all children of these ages in the State of Illinois shall attend a public school within the district wherein the child resides the entire time that school is in regular session. (105 ILCS 5/26-1). There are three primary entities which are responsible for enforcing the compulsory education law and for addressing the issue of truancy in this State. Those three entities are 1) the individual school districts, 2) the Regional Office of Education, and 3) the Juvenile Court. The purpose of this protocol is to ensure that each of those entities understands its responsibilities, as well as those of the other entities, in order to achieve the best possible outcomes in addressing truancy in Carroll County.

PART A: SCHOOL DISTRICT RESPONSIBILITIES

- A. School districts are mandated by statute to adopt policies consistent with rules developed by the State Board of Education to address the issue of truancy within their district (105 ILCS 5/26-13).
- B. School officers and teachers must assist the truancy officer or truancy specialist in gathering information regarding the student and his/her attendance. (105 ILCS 5/26-9).
- C. Definitions of: a) "truant" - a child subject to compulsory school attendance who is absent without valid cause; b) "valid cause" for absence-illness, observance of religious holiday, death of immediate family member, family emergency, and other such situations beyond the control of the student or family as determined by the Board of Education or such other circumstances
- D. related to the safety or health of the child; c) "chronic or habitual truant" - a child subject to compulsory school attendance who is absent without valid cause from such attendance for 10% or more of the previous 180 regular attendance days; d) "truant minor" - a chronic truant to whom supportive services, including prevention, diagnostic, intervention and remedial services, alternative programs and other school and community resources have been offered and refused, (105 ILCS 5/26-2a).
- E. The school district is responsible for making a good faith effort to notify the parent/custodian of a student who is absent without valid cause. (105 ILCS 5/26-3b).
- F. A report of non-attendance shall also go to the Regional Superintendent of Schools who shall notify the truant officer or truancy specialist of the situation.
- G. No punitive action, including out of school suspensions, expulsions, or court action, shall be taken against chronic truants unless available supportive services such as tutoring, counseling, testing for special education, a referral to the TAP program, or other remedial resources have been provided to the student.

PART B: REGIONAL OFFICE OF EDUCATION/TRUANCY OFFICER RESPONSIBILITIES

After notice given to the truancy officer or truancy specialist by the Regional Superintendent, the truancy officer or truancy specialist shall begin an investigation into all truancy or non-attendance cases. (105 ILCS 5/26-5)

- A. At two (2) unexcused absences, the truancy officer or truancy specialist shall begin the intervention process with the student and family.
- B. If the intervention is unsuccessful, at three (3) unexcused absences, the student and family shall be given the Notice of non-compliance. Said notice shall state the following:
 - 1. The date that attendance at school must commence; and
 - 2. That said attendance must be continuous in the school district during the remainder of the school year. The teacher or principal of said child shall be notified that the statutory notice has been given

and shall advise the truancy officer or truancy specialist of non-compliance. (105 ILCS 5/26-7).

- C. After the notice outlined in paragraph 3 above has been given, the Regional Superintendent of Schools or his/her designee shall determine compliance with said notice. If three (3) compliance notices have been given and the parent/custodian has knowingly and willfully allowed the truant behavior to continue, the Regional Superintendent of Schools or his/her designee shall conduct a truancy hearing. (105 ILCS 5/26-8). However, if one such Notice has been given to the parent of a child who is 11 years old or younger and the child has one more unexcused absence after the Notice has been served upon the parent, the ROE shall notify the State's Attorney's Office and provide documentation of having served the Notice upon the parent and of the child's unexcused absences. The State will consider filing a complaint against the parent of the child (or person having control of the child) for Permitting a Child to be Truant, in violation of 105 ILCS 5/26-10, which is a Class C misdemeanor. Initial sanctions should be geared toward gaining the parent's compliance, which could include placing the parent on conditional discharge and requiring the parent to report in to the attendance office with the child at the beginning of each school day.
- D. If, as a result of said hearing, the Regional Superintendent of Schools or his/her designee determines that the minor is truant, he or she shall, if the student is age appropriate, require the student to perform 20 to 40 hours of community service hours over a ninety (90) day period. If the truant behavior persists after the imposition of community service, the Regional Superintendent of Schools or his/her designee shall a) make complaint against the persons having custody or control to the State's Attorney where such person resides or b) conduct truancy mediation and encourage the student to enroll in a graduation incentives program (105 ILCS 5/26-16) and or other district support services, such as credit recovery, and counseling services through a comprehensive community based youth service agency. In the event that the truant behavior has continued after the notice outlined in paragraph 3 above and the child is beyond the control of the parents, guardians, or custodians, a truancy petition shall be filed (105 ILCS 5/26-8.)
- E. In the case of a minor who is on probation, the Probation Department shall be immediately notified of all unexcused absences and the Probation Department, in conjunction with the State's Attorney's Office, shall decide on a case-by-case basis whether a petition alleging violation of probation shall be filed with the Court.

PART C: JUVENILE COURT RESPONSIBILITIES

- A. After the school district and Regional Superintendent have exhausted all statutory requirements and possible remedies, a petition shall be filed in Juvenile Court by the State's Attorney. If the minor child who is subject of the petition is under the age of 13 years, a petition alleging educational neglect shall be filed. If the minor child is 13 years of age and older, a truancy petition shall be filed. In either case, said petition shall provide the following information:
 - 1. the names and addresses of parents, guardians or custodians of the student;
 - 2. the dates of the truant behavior;
 - 3. the dates and nature of contacts or conferences with the student and the parents, guardians of custodians of the student;

4. the nature of the proffered supportive services;
 5. the alternative programs and other school resources that the district provided to the student in an effort to correct the truant behavior (105 ILCS 26-8a).
- B. Adjudicatory hearing must be held within ten (10) days and a finding must be acted upon within thirty (30) days. (105 ILCS 5/26-8b).
- C. Possible dispositions upon a finding of either educational neglect or truant minor in need of supervision include but are not limited to the following;
1. the minor may be committed to the Regional Superintendent for a multidisciplinary case staffing, individualized educational plan or service plan, or referred to a comprehensive community-based youth services;
 2. the minor may be required to comply with an individualized educational plan or service plan as specifically provided by the appropriate Regional superintendent;
 3. the minor may be ordered to obtain counseling or other supportive services;
 4. if the Court makes an express written finding that a truancy prevention program previously has been offered to the minor, he/she may be fined in an amount in excess of \$5.00 but not more than \$100.00 per day for each day of an unexcused school absence, required to perform some reasonable public service work such as picking up litter or maintenance of a public facility, and/or subject to having his or her driver's license or driving privileges suspended up to age 18. (705 ILCS 405/3-33b).
- D. In the event that the parent, guardian or custodian of the minor has been non-compliant, and he/she has been given notice of the State's intent to pursue sanctions, and the Court finds that the parent, guardian custodian has knowingly and willfully permitted the child to persist in his/her truancy within the school year, he/she shall be guilty of a Class C misdemeanor and shall be subject to not more than thirty (30) days imprisonment and/or fine of up to \$500.00. (105 ILCS 5/27-10).
- E. Any person who is found to have induced or attempted to induce a child to be absent from school unlawfully, or to knowingly employ or harbor, while school is in session, any child unlawfully absent from school for three (3) consecutive days is guilty of a Class C misdemeanor. (105 ILCS 5/26-11)

P.E. EXCUSES

1. If a student is to be excused from P.E., the student must bring a note signed by the parent, stating the reason and date.
2. If a student must be excused from P.E. for more than 1 day at a time, a note, signed by the doctor, may be required.

TARDINESS

If you know in advance that the student will be tardy, please call us.

Students must report to the office if they are tardy and inform the secretary of their late arrival.

SIGN-OUT PROCEDURE

A student is not to leave the building during the school day unless he/she has a note from home, phone call from home or receives permission from the office to leave. The parent must pick up the student at the classroom or office door.

STUDENT CONDUCT

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the whole educational structure. It is training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.

SCHOOL-WIDE BEHAVIOR GUIDELINES

1. Children will be quiet when in areas such as halls, restrooms, and library.
2. Children will walk (not run) when traveling in classrooms and throughout the school.
3. Children will turn off and put away any electronic game or device once they enter the building. Students will not be allowed to use electronic games or devices during the school day.
4. No one will chew gum or eat candy (unless special arrangements are made by a teacher).
5. Children will act in a respectful manner toward each other and all staff members.
6. Children will use all equipment and materials with proper care to protect such from unnecessary damage.
7. Children will leave the playground immediately after dismissal.
8. Students will not disrupt the educational process within the classroom.

CONSEQUENCES FOR VIOLATIONS

Disciplinary action appropriate to age and grade level will be taken by school authorities and parents will be notified whenever it is considered necessary.

Violations of the district discipline policy may result in one of the following consequences:

1. Disciplinary Conference
2. Withholding of Privileges
3. Seizure of Contraband
4. Notifying Parents/Guardians
5. Disciplinary Consequences Including Suspension/Expulsion from School
6. Detention - Detentions that are issued for "Minor" offenses will be served in the detention hall.
7. Office Referral - Teachers will refer students to the office and/or remove students from the classroom in cases of significant disruptions to the educational process.
8. Suspension (Out-of-School) - Suspension is the temporary exclusion of a student from school, from a class or classes, and/or other school functions, for a period of time not to exceed ten consecutive days. Homework will be assigned during the time of the suspension. Upon his/her return to school, the student is responsible for all on-going schoolwork, including taking all quizzes and tests, and will be given credit for said work. Any work obtained during the absence is due upon the students' return to school. Parents of a child who has been suspended must return to school with the student for a conference with the building principal prior to the return of the student to school.
9. Bus Suspension - Bus suspension is the temporary exclusion of a student from bus riding privileges.
10. Notifying Juvenile Authorities - Conduct will be reported to law enforcement authorities if it involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons and may be reported for other conduct which also may constitute a criminal act.

11. Expulsion - Expulsion is the exclusion of a student from school for a definite period of time not to exceed two calendar years, as determined on a case by case basis. A student who is determined to have brought a "weapon" to school, any school sponsored event or activity, or any activity or event which bears a reasonable relationship to school shall be expelled for a period of not less than one year, except that the expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case by case basis. A student may only be expelled by the Board of Education.

RE-ADMISSION AFTER SUSPENSION

The purpose of the re-admission policy is to help students understand the poor choice they made, factors that led to it, and how they can handle the situation differently in the future. Upon the completion of the following activities, the student will reintegrate with their classmates.

Procedure:

1. On the date the student returns to school from a suspension they will meet with the building principal or their designee. All efforts will be made for this to occur prior to school beginning on the day the suspension ends.
2. The meeting with the building principal or designee will consist of a discussion around three areas:
 - a. The completion and explanation of expectations of a discipline contract signed by the student and principal or their designee.
 - b. A student completed reflection sheet.
 - c. Discussion of grades and facilitate a schedule for completion of assessments missed due to suspension.
3. Student will meet with the school counselor to discuss reintegration to class and any applicable coping skills, resources, or supports needed to make the reintegration successful.

STUDENT DUE PROCESS

Prior to a suspension, a student has the right to due process.

Due process is:

1. Verbal or written notice to the student of the infraction.
2. Verbal or written notice of possible consequences.
3. The student's opportunity to respond.

Disciplinary Appeal:

If parents elect to have a review hearing, following the suspension of their child, the Superintendent will inform the hearing officer. The hearing officer will contact the parent(s) to establish a time convenient for parents, administrators, and others directly concerned. The hearing officer will preside over the hearing which shall be held in a closed session. Either party may record the proceedings at his own expense. The school administration will proceed first, explaining the evidence and reasons for the suspension. The student may then respond. Either party has the right to call a reasonable number of witnesses who are subject to inquiry by both parties. The hearing officer will prepare a report which shall be submitted to the Board for review.

In the event the Board does not uphold the suspension: The suspension shall be removed from the student's record; the student's absence shall be "excused" and all educational opportunities missed by the student shall, if possible, be afforded him/her, including the makeup of any tests.

SEXUAL HARASSMENT

The School Board shall not tolerate sexual harassment of students and/or employees of the District.

Sexual harassment as defined in the Illinois Human Rights Act means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when “such conduct has the purpose or effect of substantially interfering with an individual’s school performance or creating an intimidating, hostile or offensive school environment.”

When there is evidence of violation of this policy or violation of provisions of Title VII and/or Title IX as they apply to sex discrimination, the administration shall take appropriate action including warning and/or disciplinary action as warranted.

BULLYING

School Board policy prohibits a student or group of students from using aggressive behavior while at school or at school events that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct.

Cyberbullying, which is sometimes referred to as online social cruelty or electronic bullying is defined as threats or other offensive behavior sent online to a victim or sent or posted online about the victim for others to see. In general, cyberbullying is bullying or harassing that happens online.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent(s)/guardian(s) of a student who engages in aggressive behavior are notified of the incident. The failure to provide such notification does not limit the Board’s authority to impose discipline, including suspension or expulsion, for such behavior.

GENERAL PLAYGROUND RULES

ALL TEACHERS AND SUPERVISORS ARE REQUESTED TO ENFORCE THE FOLLOWING RULES AND REGULATIONS:

1. Students are not to return to the building without permission from the teacher or supervisor.
2. Students must sit on slides.
3. Standing on or jumping from swings is not permitted.
4. Walking or standing on teeter-totters is not allowed.
5. Rough play, tackle football, wrestling and “smear the queer” are not allowed.
6. Students are not to play around the parked cars.
7. Softball is to be played on the ball diamonds only and with close supervision. Hard balls are not to be used.
8. Play guns, sticks, etc. are banned.
9. Students are not to climb fences.
10. Ropes are to be used only for jumping rope.
11. When snow is on the ground:
 - a. students without boots must stay on the blacktop
 - b. only saucers and plastic sleds are allowed
 - c. ramps are not to be built on the inclines
 - d. students are to leave ample room so that they do not run into each other

- e. standing on sleds is not permitted
- f. students are not to play “King of the Mountain” on the piles of snow
- g. snowballs are not to be made or thrown
- h. students should have boots and snow pants to play in the bowl.

STUDENTS, WHO VIOLATE THESE RULES, AFTER WARNINGS, WILL BE SENT TO THE OFFICE.

GENERAL INFORMATION

GRADES AND PROGRESS REPORTS

Our school operates on a 9-week system. Grades are given at the end of each nine weeks. Report cards will be sent home on the dates listed on the calendar which appears at the end of this Handbook. The marking system is:

<u>Grades 1-3</u>	<u>Art, Physical Education, Music</u>
A 93-100	E Excellent
B 85-92	S Satisfactory
C 77-84	U Unsatisfactory
D 70-76	
F 69 and below	

Mid-term progress reports will be sent if the teacher feels it is necessary. Parent-Teacher Conferences are held in early November for all students. Conferences will be held again in late March if the teacher or parent deems it necessary. Please feel free to schedule other conferences as they are needed.

PROMOTION AND RETENTION

Since the lessons learned in school are sequential it is necessary to be successful at one grade level to be successful at the next. If a child is not doing satisfactory work the following steps will be taken.

1. At the end of the first semester students who show potential need for retention will be identified to the principal by the teachers.
2. Parents will be contacted for a conference with the teacher and principal. At this meeting the following will be discussed.
3. Present social and emotional maturity of the child
4. Present academic standing of the child
5. Goals for growth for the child for the second semester
6. During the fourth quarter parents will again be contacted for conferencing as in step 2.
7. Parents are encouraged to contact the classroom teacher or the principal at any time with any concerns or needs.
8. The decision for retention or promotion shall be made by the teacher and principal before the end of the school term.
9. Parents will be informed of the decision.

RESPONSE TO INTERVENTION (RtI)

Response to Intervention (RTI) is the practice of providing high-quality instruction and intervention(s) matched to student need, monitoring progress frequently to make decisions about change in instruction and goals, and applying the student’s response data to important educational decisions. The primary focus of RTI is to maximize student achievement and to reduce behavior problems, thus preventing long-term academic failure. Chadwick-Milledgeville School District is committed to the use of this model in an effort to address both academic and behavioral concerns. Successful implementation may require that the schedules of students involved be changed in order to accommodate necessary interventions.

SPECIAL EDUCATION

Chadwick - Milledgeville Community Unit School District #399 provides special education evaluation, identification, and placement services to students suspected or identified as handicapped. These services are at no cost to parents and are consistent with the provision to provide a free, appropriate public education to handicapped students. If you suspect your child has a handicap, or would like more information regarding the provision of these services, you may contact the school or the Bi-County Special Education Cooperative, 506 W. 4th St., Suite B, Sterling, IL 61081 or call (815) 622-0858.

A speech and language pathologist is available at the school for regular sessions with students identified in need of speech and language development.

A resource room is maintained in the building. The specially trained teacher works with students with specific identified learning disabilities on a regular basis.

PERFECT ATTENDANCE HONOR ROLL

In order to receive this honor, students must have perfect attendance during the grading period.

FIELD TRIPS

Field trips are often taken by elementary classes. These will vary in length from a walk to the grocery store to a bus trip. Field trips are not automatically taken every year by every teacher. Whether or not a class takes a field trip is at the discretion of the teacher with approval by the Principal. Such a decision will be based on the educational value of the trip, the educational progress made by the class and the behavior of the class.

It should be noted that going on a field trip is a privilege earned by the class as a whole and by each individual student. Those students who do not complete their work or who have excessive disciplinary problems may be omitted from the trip at the discretion of the teacher and principal.

DRESS

While there is no formal dress code, students are expected to be clean and neat and to wear clothes and shoes that are not distracting (i.e., halter or midriff tops, mesh t-shirts, cut off t-shirts, short-shorts, and so on). Students are not to wear hats in the building. T-shirts must be long enough so they may be tucked in pants or jeans. Obscene or suggestive labels or patches (i.e., alcoholic beverages, controlled substances, sexual connotations, etc.) are not allowed.

Students will be sent home to make necessary changes. A parent conference may be requested if a student's appearance is continuously unacceptable.

Wearing shoes in school is required by State law.

RECESS

Recess is a break for those students who have been working. If a student doesn't have his/her work completed the teacher may direct the student to stay in the classroom to study. Homework may not be done on the playground. In case of inclement weather, recess will be held inside. Notes from parents asking to keep a child inside during recess will be honored at the discretion of the teacher. If your child is ill he/she should be kept at home or have a Doctor's excuse to stay in at recess.

REQUESTING MAKE-UP WORK

When you call the school to inform us that your child will be absent, you may make arrangements to pick up homework after school or have a brother or sister pick it up.

A homework request made late in the day can cause disruption of teaching and is not fair to the other students or the teacher. If you do not request homework before noon your child will need to make up his/her work upon return to school.

PARTY INVITATIONS

Party invitations may not be distributed at school unless everyone in the class section has been invited.

VISITORS

All visitors will report to the school office to sign in and receive a visitor's badge. Visitors will return the badge and sign out before leaving the school.

BUS TRANSPORTATION

School bus transportation is provided for students who live more than 1 ½ miles from school, and to those students living within the 1 ½ mile limit when safety conditions dictate. Buses are also used in transporting teams and groups to various activities.

Safety dictates that students obey the following rules, as well as all rules established by the bus driver.

1. Bus students are permitted to converse quietly with persons sitting near them.
2. All students must be seated and are not permitted to change seats when the bus is in motion or annoy other riders on the bus.
3. Students must not, under any circumstances, put their head or arms out of the windows and windows must not be lowered below the mark shown on the bus. This is a state regulation.
4. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
5. In the case of a road emergency, remain in the bus until instructions are given by the driver.
6. The use of profane or abusive language will not be tolerated on the bus.
7. Smoking or striking matches is not permitted on the bus.
8. Drivers are not permitted, except by proper authorization by a school official, to stop at places other than the regular bus stop. If special arrangements are required, please contact the principal.
9. Do not push or crowd when loading or unloading, be courteous to fellow passengers, allowing front row students to disembark first.
10. Unload only by the front door. Rear door is for emergency only.
11. The throwing of any articles on the bus or out of the windows will not be tolerated.

All students going on the bus to school-sponsored activities must return on the same bus. If a student wants to return home with his/her parents, one of the parents must either see the person in charge and ask permission or send a signed note of approval to the bus driver prior to departure from the school.

If any student is reported by the bus driver for misconduct, that student may be suspended from riding the bus to or from school until the matter has been resolved.

BICYCLES

Students may ride bicycles to school if the parent feels the child is responsible enough to handle this situation. Bikes and scooters must be parked at the bike rack as soon as the child arrives and may not be ridden again until school is dismissed. Bike racks are located so that it is unnecessary for bikes to ever be on the playground. Parents are encouraged to provide locks for both bikes and scooters. Riding bikes and scooters will be curtailed for those students who do not follow these rules. Skateboards are not permitted on school grounds.

LUNCH ARRANGEMENTS

We have a good hot lunch program. Menus are posted in your child's classroom and are also published in the insert from the Prairie Advocate.

Hot lunch tickets are to be purchased on Monday or the first school day of the week.

If your child wishes to bring a sack lunch, milk tokens may be purchased on Mondays.

LUNCHROOM RULES

The lunchroom is to be a relaxed environment in which children are to enjoy their meal. It will not be a stressful place in which a few students believe they have the right to be loud and overactive. The playground is the proper place to exercise one's body (and vocal cords). These rules will be enforced for the benefit of the majority.

1. Courteous manners will be followed in lining up and picking up food. Generally accepted table manners will be used by the children when eating.
2. Children eating a hot lunch must assume the responsibility for having purchased a lunch ticket.
3. Children will talk in a normal conversation voice.
4. Children will remain seated at their tables until directed to line up to leave the lunchroom. They will raise their hand if they need assistance.
5. Children will help to tidy their eating space when they are finished eating.
6. Children will walk, not run, when moving to pick up food, going to a table, disposing of food trays and going out of the lunchroom.
7. Children will be expected to eat the lunch which has been provided by their parents or guardian, either a sack lunch or a hot lunch. Healthy eating habits will be encouraged.
8. Food will not be taken out of the cafeteria.

What are the disciplinary actions if these rules are broken?

First offense: The child is warned by the lunchroom supervisor.

Other offenses: Disciplinary action appropriate to age/grade level will be taken by the lunchroom supervisor. The principal and the parents will be notified as needed.

Weather permitting, students are to go outside after eating. Do not loiter in the halls, restrooms, or outside classes in session. During inclement weather, go to the classrooms after eating.

Students are not allowed in or around the cars in the parking lot during the lunch period.

HEALTH EXAMINATIONS, INOCULATIONS AND DENTAL EXAMINATIONS

All health requirements set by the State of Illinois for kindergarten pupils must be met by the first day of school, or the student will not be allowed to attend. Any child not meeting these requirements by this date may be

reinstated by the administration upon the receipt of evidence of the completion of all requirements or upon notification of the day, time, physician or dentist, and location of an appointment for the completion of all requirements. Dental examinations are required for students entering Kindergarten and 2nd grade.

MEDICAL SERVICES

If it is necessary for a student to receive prescription or non-prescription medication during school hours, the following information must be sent by the physician with the medication:

1. Student's name and birth date
2. Physician's name, signature and phone number
3. Name of medication, including dosage, route of administration, frequency and time of administration
4. Beginning and ending dates of prescription/order
5. Diagnosis requiring medication and intended effect
6. Other medications the student is receiving
7. Time interval for re-evaluation

The medication, whether prescription or non-prescription, must be brought to the school in the original package. Medication must be left in the school office. No medication is to be kept in a student's possession.

In addition to the physician's written order, the school must receive a written request, signed by the parent/guardian, that the medication be given during school hours. The request must include the parent's/guardian's name and phone number in case of emergency.

In the event of illness or accident, school personnel will give emergency care only. Parents will be contacted immediately and are responsible for any additional care needed.

ILLNESS

Any student who becomes ill while at school should go to the office. School personnel will contact the parent by phone before the student is allowed to leave school. A cot is available for student use when it is unnecessary or impossible for the student to go home. As required by the health department, students who are sent home from school because of fever or vomiting may not return to school for 24 hours.

BACK TO SCHOOL GUIDELINES FOR COMMON CHILDHOOD ILLNESSES

- **CHICKEN POX:** Cases must be excluded from school for not less than five days after the eruption of the last vesicles (blisters) even if the case is very light or until all vesicles are dry in more severe cases.
- **PINK EYE:** May return to school 24 hours after treatment with proper antibiotics.
- **STREP THROAT:** May return to school 24 hours after the start of treatment with antibiotics.
- **FEVER:** May return when temperature has been normal for at least 24 hours without the use of fever reducing medications such as Tylenol.
- **VOMITING OR DIARRHEA:** May return when symptoms have been gone for 24 hours.
- **HEAD LICE:** May return after treatment with proper pediculicide shampoo. Proper washing and drying of all clothing, coats, hats and bedding are necessary. After treatment, students must be checked by the school nurse prior to returning to class. More information is available from the school nurse.
- **SCABIES:** May return 24 hours after the start of treatment.
- **IMPETIGO:** May return 24 hours after the child has been treated with proper medication.
- **OPEN WOUNDS:** All open wounds must be covered.

- **RASHES:** Undiagnosed rashes may require a physician’s note.

ACCIDENTS

Any accident in the school building, on the school grounds, or at any school-sponsored activity must be reported immediately to the person in charge or to the school office.

Proper medical referrals will be made when necessary.

It is the responsibility of the students and parent to fill out “emergency cards” each year and to keep them up to date. Student insurance claims must be filed within 90 days.

SCHOOL REACH

We have a notification service which will call your home phone and/or cell phone when our schools are closed or dismissing early due to emergency conditions. The notification system could rarely be affected by weather conditions and the message is intended to supplement notifications made via radio and TV, not to replace them.

SCHOOL CLOSINGS

When snowstorms, bad roads, or other emergencies make it necessary to close school for a day or more, students and parents will be notified via radio as soon as a decision has been reached to close school. Hopefully, this decision will be made no later than 6:30 a.m. The following radio/TV stations will be given this information:

WSDR	Sterling	1240 AM
WFRL	Freeport	1570 AM or 98.5 FM
WCCI.....	Savanna	100.3 FM
KROS.....	Clinton	1340 AM
WLLT	Dixon	107.7 FM
KWQC TV.....	Davenport	Channel 6
WQAD TV	Moline	Channel 8
WREX TV	Rockford	Channel 13

In case school is dismissed early or it is necessary to delay the running of buses due to inclement weather, the information will also be broadcast over the same stations. Regardless of the official action to close or not to close, students and parents are urged always to use discretion in deciding whether or not to travel to school.

DISASTER PROCEDURES

When the disaster alarm, which is announced over the intercom, is sounded, students will move to the following areas immediately, and sit on the floor, back to the wall, in a bent position, with their knees and arms protecting their heads.

An announcement will be made over the intercom when students may safely return to the classrooms.

Room	Assigned area
101	West wall outside classroom door
102	East wall to North of classroom door
103	East wall to South and North of classroom
104	West wall across from Room 103
105	South wall to East of classroom door
106	North wall to West of classroom door

107	North wall to West of classroom door
108	South wall to East of classroom door
109	South wall to East of classroom door
111	South wall to East of classroom door
201 & 202	Go down Northeast stairs and line up along East wall to North of classroom 102
203	Go down Southeast stairs and proceed to regular hallway location for your class
204 & Speech Room	Go down Southeast stairs and line up along South wall to the East of classroom
105	Go down Southeast stairs and proceed to regular hallway location for your class

Windows, doors, window shades and lights are to be left as they are. All teachers are to be in the lower hall to help supervise.

FIRE PROCEDURES

When the fire alarm is sounded, students should walk quickly and quietly to a distance of at least 75 feet from the building.

Students will be notified by school personnel when it is safe to return to the building.

Fire Exit Routes

Room	Exit
101 Patterson	Northeast Exit
102 Meiner	Northeast Exit
103 Skoog	East Back Exit
104 Bates	East Back Exit
105 Mickelson	Southeast Exit
106 Parks	Northeast Exit
107 Hurt	Northeast Exit
108 Degelau	Southeast Exit
109 Engelkens	Front Main Exit
110 Weber	Front Main Exit
201 Merdian	Northeast Exit
202 Frank	Northeast Exit
203 Elem Computer Lab	Northeast Exit
Speech	South Exit
206 Elem Library	South Exit

Windows, doors, window shades and lights are to be left as they are. The first priority is to exit the building safely.

STUDENT/PARENT NOTIFICATION OF RIGHTS

Milledgeville Elementary School is in compliance with the following legislative directives.

FEDERAL RIGHTS AND PRIVACY ACT

1. Students/Parents have the right to:
 - a. Inspect and copy any information contained in either the permanent or temporary record
 - b. Challenge the contents of either record
 - c. Receive copies of either record

Students or parents who wish to view their permanent/temporary records must contact the principal or guidance counselor to make the necessary arrangements.

Parents and students are hereby notified that the district will maintain permanent student records for a minimum of 60 years and temporary records for a maximum of 5 years from the time a student graduates, transfers or permanently withdraws from the school district. Parents/students have the right to request copies of such records at any time prior to their destruction.

2. The following is public information unless the student/parent requests that it not be released.
 - a. Student's name and address, grade level, birthdate, and birthplace.
 - b. Parents' names and addresses.
 - c. Record of school activities and athletics.
 - d. Period of attendance.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of Chadwick-Milledgeville Community Unit School District #399 the equal opportunities in educational programs, extra-curricular activities, employment practices and general services and benefits are offered without regard to sex, race, color, national origin, religion, handicap or age.

GRIEVANCE PROCEDURE

Student and parent complaints should be directed to the following people until the complaint is resolved:

1. The faculty or staff member directly involved.
2. The Principal
3. The Superintendent
4. The Board of Education

ASBESTOS CONTAINING MATERIALS NOTIFICATION

The Chadwick - Milledgeville CUSD #399 conducts surveillance inspections for asbestos containing materials every six months. You are hereby notified that major asbestos abatement projects were completed at the Milledgeville School during the summer of 1990, and at the Chadwick School during the summer of 1993. All friable asbestos was removed under the direction of C & W Bradley, P.C., of Rockford. Only some very minor amounts of non-friable asbestos containing materials, i.e., floor tile and ceiling tile, remain in the structures.

The Asbestos Management Plans and Inspection Reports may be examined at the individual school offices and at the Superintendent's office. Questions regarding any asbestos concerns may be answered by contacting the Superintendent at (815) 225-7141.

PARENT AND STUDENT RESPONSIBILITIES AND RIGHTS

Parents have the responsibility to:

1. Assume responsibility for the student's prompt and regular compliance with attendance rules and procedures.
2. Work with the school in fulfilling recommendations made in carrying out disciplinary actions taken in the best interests of the student.
3. Plan the time and place for homework assignments and provide necessary supervision.
4. Assume the responsibility to talk with the student about school activities and expected behavior.

5. Recognize that in the school the teacher stands in the relation of parent and guardian to the student.
6. Instill in the student respect for the law, including the rights of others.

Parents have the right to:

1. An explanation of the basis for any conduct mark given by the teacher.
2. Request and be granted a conference with the teacher and/or the principal.
3. Know that the disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth.
4. Be granted reasonable access to all school records pertaining to their child subject to the statutes of the State of Illinois.
5. Share in their child's right to due process procedure in matters of disciplinary actions.
6. Be notified of their child's serious or repeated violation of school rules and regulations.

Students have the responsibility to:

1. Know and obey school rules.
2. Obey city, state, and federal laws.
3. Respect the individual rights and property of fellow students and school personnel.
4. Avoid abusive language, verbal or written.
5. Dress appropriately and practice habits of personal cleanliness.
6. Be punctual and attend school regularly.
7. Not disrupt the educational process.
8. Respect authority both in school and at school-sponsored activities.
9. Respect school and community property.
10. Be responsible for their own actions and assist in providing a good learning climate.
11. Make every effort to improve their performance upon notification of unsatisfactory progress.
12. Not have items that violate laws, policies, or procedures or that detract from the educational process.

Students have the right to:

1. A written discipline policy
2. An explanation of the basis for any conduct marks given.
3. Be disciplined in a humane and appropriate manner.
4. Dress and groom themselves according to their (or their parents') personal taste as long as such dress and grooming do not present health or safety hazards or substantially disrupt the educational process.
5. Due process in matters of disciplinary action.
6. A formal due process hearing before a hearing officer when being considered for suspension and expulsion.
7. Privacy in their personal possessions, subject to the right of school officials to conduct searches when there are reasonable grounds to suspect that a student has violated or is violating either the law or school rules.