

Litchfield Elementary Schools



***LITCHFIELD COMMUNITY UNIT
DISTRICT # 12***

ELEMENTARY SCHOOL HANDBOOK

2015-2016

Litchfield Elementary Schools

www.litchfieldpanthers.org

School Mascot: Panther

School Colors: Purple and White

Adam Favre, Principal-Sihler (Pre-K)

601 S. State

Litchfield, IL 62056

Phone: 217-324-3652

Fax: 217-324-2129

afavre@litchfieldpanthers.org

Adam Favre, Principal-Madison Park (K and 1st Grade)

800 N. Chestnut

Litchfield, IL 62056

Phone: 217-324-2851

Fax: 217-324-5562

afavre@litchfieldpanthers.org

Andrea Lee, Principal-Colt Elementary (2nd and 3rd Grade)

615 E. Tyler

Litchfield, IL 62056

Phone: 217-324-3565

Fax: 217-324-3703

alee@litchfieldpanthers.org

Andrea Lee, Principal-Russell Elementary (4th and 5th Grade)

705 North Jefferson

Litchfield, IL 62056

Phone: 217-324-4034

Fax: 217-324-3977

alee@litchfieldpanthers.org

ELEMENTARY STAFF DIRECTORY

SIHLER SCHOOL (Pre Kindergarten)

Beth Martin	Pre K	bmartin@litchfieldpanthers.org
Trish Fenton	Pre K	pfenton@litchfieldpanthers.org
Cheryl Frerichs	Pre K	cfrerichs@litchfieldpanthers.org
Patti Waggoner	Special Education Teacher	pwaggoner@litchfieldpanthers.org
Lynnette Milner	Speech Pathologist	lmilner@litchfieldpanthers.org
Leandra Schaff	Pre K Aide	lschaff@litchfieldpanthers.org
Cathy Shepherd	Pre K Aide	cshepherd@litchfieldpanthers.org
Patricia Anglin	Pre K Aide	pangolin@litchfieldpanthers.org
Gena Elliott	Pre K Spec Ed Aide	gelliott@litchfieldpanthers.org
Vickie Jones	Pre K Spec Ed Aide	vjones@litchfieldpanthers.org
Ali Lockett	Nurse - ALL Elementary	alockett@litchfieldpanthers.org
Cheryl Bishop	Pre K Secretary	cbishop@litchfieldpanthers.org
Adam Favre	Principal / Pre K Director	afavre@litchfieldpanthers.org

MADISON PARK ELEMENTARY (Kindergarten, First Grade)

Nancy Flack	Kindergarten	nflack@litchfieldpanthers.org
Penny Niemann	Kindergarten	kniemann@litchfieldpanthers.org
Patty Peters	Kindergarten	ppeters@litchfieldpanthers.org
Katie Savage	Kindergarten	ksavage@litchfieldpanthers.org
Lisa Wright	Kindergarten	lwright@litchfieldpanthers.org
Leslie Farrar	1 st Grade	lfarrar@litchfieldpanthers.org
Lindsey Knes	1 st Grade	lknes@litchfieldpanthers.org
Claire Perfetti	1 st Grade	kperfetti@litchfieldpanthers.org
Becky Texier	1 st Grade	btexier@litchfieldpanthers.org
Nikki Warchol	1 st Grade	nwarchol@litchfieldpanthers.org
Abi Grado	Title I Teacher	agrado@litchfieldpanthers.org
Corey Waltz	P.E. Teacher	cwaltz@litchfieldpanthers.org
Sharon Melcher	Special Education Teacher	smelcher@litchfieldpanthers.org
Courtney Long	Special Education Teacher	clong@litchfieldpanthers.org
Heather Metz	Speech Pathologist	hmetz@litchfieldpanthers.org
Patrice Corso	Music-MP, Colt, Russell	pcorso@litchfieldpanthers.org
Angee Bloome	Teacher Aide	abloome@litchfieldpanthers.org
Lisa Boden	Teacher Aide	lboden@litchfieldpanthers.org
Lori Caveny	Teacher Aide	lcaveny@litchfieldpanthers.org
Mary Beth Tiek	Teacher Aide	mtiek@litchfieldpanthers.org
Melanie Treece	Teacher Aide	mtreece@litchfieldpanthers.org
Tonya Johnson	Special Education Aide	tjohnson@litchfieldpanthers.org
Carol Ulrich	Special Education Aide	culrich@litchfieldpanthers.org
Dawn Walch	Interventionist MP & Colt	dwalch@litchfieldpanthers.org
Ali Lockett	Nurse - ALL Elementary	alockett@litchfieldpanthers.org
Kris Jones	MP Secretary	kjones@litchfieldpanthers.org
Carol Armstrong	MP/Colt Secretary	carmstrong@litchfieldpanthers.org
Adam Favre	Principal / Pre K Director	afavre@litchfieldpanthers.org

J.D. COLT ELEMENTARY (2ND and 3RD Grade)

Lisa Evans	2 nd Grade	levans@litchfieldpanthers.org
Heather Fuchs	2 nd Grade	hfuchs@litchfieldpanthers.org
Karen Rentz	2 nd Grade	krentz@litchfieldpanthers.org
Pam Senjan	2 nd Grade	psenjan@litchfieldpanthers.org
Linda Smith	2 nd Grade	lsmith@litchfieldpanthers.org
Tracy Favre	3 rd Grade	tfavre@litchfieldpanthers.org
Kerri Frensko	3 rd Grade	kfrensko@litchfieldpanthers.org
Whitney McSperitt	3 rd Grade	wmcsperritt@litchfieldpanthers.org
Kaylie Ripley	3 rd Grade	kripley@litchfieldpanthers.org
Jenna Stewart	3 rd Grade	jstewart@litchfieldpanthers.org
Shadow Collins	2 nd Grade Special Ed	scollins@litchfieldpanthers.org
Maria Bergman	3 rd Grade Special Ed	mbergman@litchfieldpanthers.org
Cathy Brubaker	Title I	cbrubaker@litchfieldpanthers.org
Patrice Corso	Music-MP, Colt, Russell	pcorso@litchfieldpanthers.org
Danielle Barton	Instructional Tutor/Colt	dbarton@litchfieldpanthers.org
Jessica Ball	PE- Colt Only	jbball@litchfieldpanthers.org
Dawn Walch	Interventionist MP & Colt	dwalch@litchfieldpanthers.org
Sam Barton	PE-Colt and Russell	sbarton@litchfieldpanthers.org
Ali Lockett	Nurse - ALL Elementary	alockett@litchfieldpanthers.org
Shelley Schmidt	Colt Secretary	sschmidt@litchfieldpanthers.org
Carol Armstrong	MP/Colt Secretary	carmstrong@litchfieldpanthers.org
Andrea Lee	Principal	alee@litchfieldpanthers.org

IDA J RUSSELL ELEMENTARY (4TH and 5TH Grade)

Janis Bitter	4 th Grade-Science/Math	jbitter@litchfieldpanthers.org
Amber Brookshire	4 th Grade-ELA	abrookshire@litchfieldpanthers.org
Ann Pattillo	4 th Grade-ELA/Math	apattillo@litchfieldpanthers.org
Keira Scheldt	4 th Grade-ELA/Science	kscheldt@litchfieldpanthers.org
Rhonda Reener	4 th Grade- Science/Math	reener@litchfieldpanthers.org
Joyce Braasch	5 th Grade-ELA	jbraasch@litchfieldpanthers.org
Carol Frailey	5 th Grade-Science/Math	cfrailey@litchfieldpanthers.org
Amy Newkirk	5 th Grade-ELA	anewkirk@litchfieldpanthers.org
Mary Schmidt	5 th Grade-Science/Math	mschmidt@litchfieldpanthers.org
Mary Taylor	4 th Grade Special Ed	mtaylor@litchfieldpanthers.org
Megan Becker	5 th Grade Special Ed	mbecker@litchfieldpanthers.org
Shannon Billington	Lifeskills Classroom	sbillington@litchfieldpanthers.org
Arrietta Lemon	Instructional Tutor/Russell	alemon@litchfieldpanthers.org
Sam Barton	PE-Colt and Russell	sbarton@litchfieldpanthers.org
Patrice Corso	Music-MP, Colt, Russell	pcorso@litchfieldpanthers.org
Candie Hart	Russell Secretary	chart@litchfieldpanthers.org
Jan Jenkins	Russell Secretary	jjenkins@litchfieldpanthers.org
Ali Lockett	School Nurse	alockett@litchfieldpanthers.org
Andrea Lee	Principal	alee@litchfieldpanthers.org

Expected Behavior in Litchfield Elementary Schools

	Be Respectful	Be Responsible	Be Safe
--	----------------------	-----------------------	----------------

	To teachers, staff and students	For your actions and words	For yourself and others
Classrooms	<ul style="list-style-type: none"> • Listen when others talk • Use kind words • Take turns and share • Take care of all materials • Voice Level-0-2 	<ul style="list-style-type: none"> • Bring needed supplies to class • Put things where they belong • Complete all assignments on time • Give your best effort • Be an active participant • Accept consequences 	<ul style="list-style-type: none"> • Walk • Keep hands, feet, and other objects to yourself (KHFOOTY) • Keep all chair legs on the floor • Keep supplies in your area • Use materials correctly
Hallways	<ul style="list-style-type: none"> • Keep hands by your body • Voice Level (0-1) 	<ul style="list-style-type: none"> • Keep the hall clean • Keep track of your belongings • Stay together with your group • Make it a quick trip 	<ul style="list-style-type: none"> • Walk • Stay on the right hand side in line • KHFOOTY • Carry supplies with both hands in front of you
Cafeteria	<ul style="list-style-type: none"> • Use manners • Only touch your own food • Raise your hand if you need help • Listen to directions from adults • Voice Level-0-2 	<ul style="list-style-type: none"> • Clean up after yourself • Keep your tray neat • Get in the correct lunch line 	<ul style="list-style-type: none"> • Walk • KHFOOTY • Stay in line • Eat only your food • Once seated, stay seated
Restroom	<ul style="list-style-type: none"> • Flush • Give people privacy • Voice Level-0 	<ul style="list-style-type: none"> • Be quick 	<ul style="list-style-type: none"> • Use the doors the right way • Wash your hands
Playground	<ul style="list-style-type: none"> • Take turns/share • Listen to adults • Use kind words • Voice Level-0-3 	<ul style="list-style-type: none"> • Follow signals for coming in • Make an activity choice • Follow activity rules 	<ul style="list-style-type: none"> • Use equipment correctly • KHFOOTY
Bus	<ul style="list-style-type: none"> • Polite/Kind words • Follow directions • KHFOOTY 	<ul style="list-style-type: none"> • Report problems if needed • Be on time • Pick up after yourself 	<ul style="list-style-type: none"> • Stay seated until you arrive • While you wait, stay back 5 big steps • Clothes: dress for weather, watch your ties/straps • No food • Keep your body in the bus • Voice level-0-2
Morning Opening/ Assemblies	<ul style="list-style-type: none"> • Follow instructions the first time • Listen • Remember the importance of the flag • Voice level-0-2 	<ul style="list-style-type: none"> • Participate • Clean up your space • Keep your belongings with you • Keep toys and electronics turned off and in bag • Eat breakfast ASAP 	<ul style="list-style-type: none"> • Stay in your area • KHFOOTY
Arrival/ Dismissal	<ul style="list-style-type: none"> • Wait to be dismissed • Be polite • Voice Level-0-1 	<ul style="list-style-type: none"> • Come and leave on time • Know your plan 	<ul style="list-style-type: none"> • Look before you walk • Walk bikes across intersections • Use crosswalks • Stay in your correct line

SCHOOL HOURS

School is in session from 8:00 until 3:00. Students should not be on the grounds before 8:00 unless they are bus riders. Morning MAKEIT is provided in the event your child needs supervision prior to 8:00. Shuttle bus students should arrive at school buildings **no earlier than 7:45**. Shuttles depart promptly at 8:00.

Pre – Kindergarten @ Sihler	Cheryl Bishop, Secretary	324-3652	324-2129 (Fax)
Madison Park Grades K, 1	Kris Jones, Secretary	324-2851	324-5562 (Fax)
J.D. Colt Grades 2,3	Shelley Schmidt, Secretary	324-3565	324-3703 (Fax)
Ida J. Russell Grades 4,5	Candie Hart, Secretary	324-4034	324-3977 (Fax)

ATTENDANCE/TRUANCY

Compulsory School Attendance

This policy applies to individuals who have custody or control of a child: (a) whose age meets the compulsory attendance age listed in State law, or (b) who is enrolled in any of grades, kindergarten through 12, in the public school regardless of age. Unless a student has already graduated from high school, compulsory attendance ages are as follows:

1. Before the 2014-2015 school year, students between the ages of 7 and 17 years.
2. Beginning with the 2014-2015 school year, students between the ages of 6 (on or before September 1) and 17 years.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day, and (6) any child 16 years of age or older who is employed and is enrolled in a graduation incentives program.

The parent/guardian of a student who is enrolled must authorize all absences from school and notify the school in advance or at the time of the student's absence. A valid cause for absence includes illness, observance of a religious holiday, death in the immediate family, family emergency, other situations beyond the control of the student, other circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the Superintendent or designee.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

Truancy and Absence Notification

The Montgomery County Truancy and C.A.R.E. (Consistent Attendance Results in Excellence) officers may be notified of your child's attendance patterns for the following reasons: excessive absences for the current school year, previous year's poor attendance, excessive tardies to school (5 or more), poor attendance patterns of siblings in other buildings.

ATTENDANCE - ABSENCES

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian

explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

By Doctor's Note: If a student is absent due to a medical or dental appointment, he/she should return to school with a written excuse that includes the date and time of the appointment and the time the student left the office. If the note excuses an absence due to illness or injury, it must include the reason for the absence and the specific dates the student is excused from school.

Appointments: Parents/guardians are encouraged to make appointments after school hours or during breaks from school. However, it may be necessary to make an appointment during the school day. Students will be excused for the time necessary for the appointment. Students with mid-morning, late morning, or afternoon appointments should be in attendance until it is time to leave school for the appointment and return as soon as possible.

School Nurse Excused Absences: There may be times when the school nurse may elect to send a child home during the school day for the following reasons:

- Vomiting
- Diarrhea
- Fever over 100.4 degrees
- Head lice
- Or other symptoms specific to illness

EXCUSED ABSENCES

In order for an absence to be excused, parents/guardians must make either written or verbal contact with the school office. **Nine** (9) days TOTAL for the entire school year of parent/guardian excused absences are allowed. Any absence past nine (9) days will require a note from a doctor.

A student who is too ill to attend school is also considered too ill to:

- Go shopping
- Attend extra-curricular school activities that same day
- Take part in any similar activity that same day
- Be on or near school grounds

Any of the above activities may result in the absence from school being changed to unexcused.

PRE-ARRANGED ABSENCES

A pre-arranged absence is an absence that is arranged ahead of time by a parent/guardian. Pre-arranged absences may be granted for the following reasons:

- Required court appearance
- Surgery or medical procedures
- Funerals
- Family trips (see section on family trips)
- Other absences as determined by administration

FAMILY TRIPS

A family trip is an absence from school in which a student takes a trip with a parent/guardian. Receiving a family trip is a privilege and is granted at the discretion of the school administrator. It is encouraged that family trips not be scheduled immediately before or after school breaks and two (2) weeks at the beginning and end of the school year. No more than three (3) family trip days will be approved in a school year. Homework requirements are the same as those of a pre-arranged absence. The following criteria are considered by administration when excusing a family trip:

- Trip is pre-arranged
- Student will be accompanied by a parent/guardian
- Student attendance including truancy, tardies, and unexcused absences
- Student grades
- Major or pending discipline issues

PRE-ARRANGED ABSENCE PROCEDURES

1. A written and signed request by the parent/guardian or parent/guardian phone call describing and discussing the need for a pre-arranged absence must be provided no less than one (1) school day before the absence. Failure to do so, may result in the absence being considered unexcused.
2. Upon approval of the pre-arranged absence the student will be given a pre-arranged form.
3. The student will have their teacher/teachers sign it and turn it into the classroom teacher. The classroom teacher will determine when the make-up work is to be turned in.

Please note: a pre-arranged absence will count toward the total number of allowable days when figuring excessive absences.

UNEXCUSED ABSENCES

Any absence that does not follow the definition of an excused absence will be considered unexcused. Also, any absences that exceed the allowed nine (9) days of excused absences are considered unexcused. Parents/guardians must notify the school of their child's absence before the end of the day that the child returns to school.

MAKE-UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. **Missed work and materials will be available from 3:00-4:00 in the buildings.** Students who are unexcused from school may not be allowed to make up missed work without making prior arrangements with the classroom teacher and building principal. There may also be a penalty assessed to the late work.

SCHOOL DRESS CODE / STUDENT APPEARANCE

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be an appropriate length for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject discipline.

STUDENT DISCIPLINE

Prohibited Student Conduct

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

- Using, possessing, distributing, purchasing, or selling tobacco materials.
- Using, possessing, distributing, purchasing, or selling alcoholic beverages.

Using, possessing, distributing, purchasing, or selling:

- a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).

- b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision.
- c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed.
- d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system.
- e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.
- f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm.

Using or possessing an electronic devices (cell phone, pagers, laptops, gaming systems, music players). □ Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly knowing as "sexting".

Cell Phones

Cell phones can be a major disruption to the educational process. With the various new functions cell phones have, students are able to communicate rather discretely. The expectation is that students will completely turn off cell phones and put them away until school is over. Any student who uses the camera or video function of their phone to take inappropriate pictures on school grounds may be subject to suspension or expulsion. Parents, as always, will be able to contact their student through the office. Cell phones that are out or being used during the school day will be confiscated and turned in to the office. The offenses for cell phone usage in school are as follows:

- 1st offense:** Student may pick up the phone at the end of the day.
- 2nd offense:** Student must have a parent pick up the phone.
- 3rd offense:** Parent will be contacted and a suggestion will be made that the phone stays at home.
If the phone is going to continue to be brought to school, the student must check it in the office first thing in the morning and check it out at the end of the day.

DISCIPLINARY MEASURES

We believe that all of our students can behave appropriately. It is important that everyone follows the expectations so that all students can learn. If a student demonstrates inappropriate behavior, he or she is dealt with fairly and according to our school discipline plan. The discipline for offenses will be progressive in nature and will depend on the severity of the offense. We involve parents as much as possible.

Discipline may include but not limited to:

1. Disciplinary conference with student
2. Conference with parents
3. Withholding privileges
4. Temporary removal from the classroom
5. Suspension from bus riding privileges
6. In-school suspension for a period not to exceed 5 school days
7. After school study or Saturday study provided the student's parent/guardian has been notified
8. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited

- from being on school grounds
9. Notifying juvenile authorities or other law enforcement whenever conduct involves illegal drugs (controlled substances), "look alikes", alcohol, or weapons

**Colt and Russell Elementary schools will use a minor and major referral system to document discipline. The discipline may be tracked through Family Access and may also be sent home with the student.

Suspension

Students may be suspended from school or classes not exceeding ten (10) days for each infraction. The following are generally accepted reasons for suspension: (a) misconduct; (b) insubordination; (c) conduct which interferes with the learning of other students; (d) behavior or dress disruptive to the conduct or functions of the school and the school district; or (e) destruction of property.

-A student may request a hearing in regard to his/her suspension.

-No suspended student will be permitted readmission to the school without a conference between the parents and the building principal. In a due process hearing, the superintendent will be the hearing officer.

SEARCH AND SEIZURE

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there. This paragraph applies to student vehicles parked on school property. In addition, Building Principals shall require each high school student, in return for the privilege of parking on school property, to consent in writing to school searches of his or her vehicle, and personal effects therein, without notice and without suspicion of wrongdoing.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

If a search produces evidence that the student has violated or is violating either the law or the District's policies or rules, such evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, such evidence may be transferred to law enforcement authorities.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

State law requires the District to notify students and their parents/guardians that school officials may request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. This request may be made only if there

is reasonable cause to believe that the student's account contains evidence that he or she violated a school disciplinary rule or Board policy.

EXPECTED BEHAVIORS AT SCHOOL EVENTS

Students will remain seated in the bleachers during the Varsity, JV, and Freshman athletic events. They may be out walking around at half time, to go from the bleachers to the concession stand and back, or to go to the restroom. If students are running, playing ball, or engaged in other activities that could cause disturbances, they will receive a warning. On the second infraction, students will be removed from the area. Any student in violation of this policy will be subject to disciplinary action and may be reported to civil authorities.

Field Trips

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

PREVENTING BULLYING, INTIMIDATION and HARASSMENT

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term *bullying* means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

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

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. For purposes of this policy, the term *bullying* includes harassment, intimidation, retaliation, and school violence.

A student who is being bullied is encouraged to immediately report it orally or in writing to the District Complaint Manager or any staff member with whom the student is comfortable speaking. Anyone who has information about actual or threatened bullying is encouraged to report it to the District Complaint Manager or any staff member. The District will not punish anyone because he or she made a complaint or report, supplied information, or otherwise participated in an investigation or proceeding, provided the individual did not make a knowingly false accusation or provide knowingly false information.

The Superintendent or designee shall develop and maintain a program that:

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably. After an investigation, the Complaint Manager shall file a written report of his or her findings with the Superintendent for his or her action. The student may appeal any decision to the Board.
 - b. 6:235, *Access to Electronic Networks*. This policy states that the use of the District's electronic networks is limited to: (1) support of education and/or research, or (2) a legitimate business use. It subjects any individual to the loss of privileges, disciplinary action, and/or appropriate legal actions for violating the District's *Authorization of Electronic Network Access*.
 - c. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on an actual or perceived characteristic that is identified in the policy. Those characteristics are also identified in the second paragraph of 7:180, *Preventing Bullying, Intimidation, and Harassment*.
 - d. 7:185, *Teen Dating Violence Prohibited*. This policy prohibits teen dating violence on school property, at school sponsored activities, and in vehicles used for school-provided transportation. It encourages anyone with information about an incident of teen dating violence to report it to any school staff member.
 - e. 7:190, *Student Discipline*. This policy prohibits students from engaging in hazing, bullying, or any kind of aggressive behavior that does physical or psychological harm to another or any urging of other students to engage in such conduct; prohibited conduct includes any use of violence, force, noise, coercion, threats, intimidation, fear, harassment, or other comparable conduct.
 - f. 7:310, *Restrictions on Publications*. This policy prohibits students from: (1) accessing and/or distributing at school any written, printed, or electronic material, including material from the Internet, that will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities, and (2) creating and/or distributing written, printed, or electronic material, including photographs and Internet material and blogs, that causes substantial disruption to school operations or interferes with the rights of other students or staff members.

Full implementation of the above policies includes: (1) conducting a prompt and thorough investigation of alleged incidents of bullying, (2) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (3) protecting students against retaliation for reporting bullying.
2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 - c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.

6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

Nondiscrimination Coordinator:

Mrs. Jennifer Thompson

217-324-4668

Complaint Managers:

High School Principal 217-324-3955

Mr. Adam Favre

217-324-2851

Mrs. Andrea Lee 217-324-4034

Mrs. Jennifer Thompson

217-324-4668

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal or district transportation director

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation director and include the building principal when appropriate.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle. Driver may also assign seats.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.

Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.

10. Do not open windows.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus
18. Parents will be liable for any defacing or damage students do to the bus.
19. Animals will not be transported on the bus
20. Weapons of any kind will not be transported.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact: Mark Hunt, Director of Student Services -324-2157

Bus Discipline Plan

Discipline for infractions on the bus will be handled by the transportation director in conjunction with the building principal.

Use of Video Cameras on School Buses

See *Video and Audio Monitoring Systems* elsewhere in the handbook.

GRADING AND PROMOTION

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

Starting in 2015 K-3rd grade will receive standards based report cards and 4th and 5th grade will start standards based the following school year. Please look for additional information regarding standards based grading.

The following grading scale is used to determine letter grades for 4th and 5th grade:

A	94 – 100	D	70 - 76
B	86 – 93	F	Below 70
C	77 - 85		

Academic Dishonesty/Cheating

Whenever a student is guilty of cheating, the teacher shall collect the student's paper immediately. The teacher has the right to mark a **zero** for the work or allow students to complete a comparable assignment, redo the work or any other option the teacher views as appropriate and fair. Full credit does not have to be given for a second chance at the work. The teacher will contact the parent on the first offense and notify the office of the action taken. The parent shall be notified that a second offense will bring an automatic office referral and consequence from the principal.

Homework

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.¹

STUDENT RECORDS

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

CAFETERIA

- Replacement ID cards may be purchased for \$5.00
- All negative balances will be expected to be paid in full. Lunch notices and automated calls will go out weekly and payments must be made promptly on all accounts.
- Account balances can be checked on Family Access.

Breakfast and lunch (which includes one milk) will be provided by the unit cafeteria. The cost of these will be provided at the beginning of each school year. If for some reason a child cannot eat lunch in the cafeteria or at home, we do provide a place to eat sack lunches at school.

Checks written for cafeteria will be for the purpose of purchasing food only. No excess money will be given to students. If the amount of the check leaves a balance, the student will be given a credit for future food purchase.

Milk

Milk is provided for all children who desire it in addition to or instead of breakfast. The cost and any regulations concerning the purchase of milk will be provided at the beginning of each school year.

HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.
5. It is important for students to be treated and return to school promptly. For this reason, **absences exceeding 2 (two) consecutive days will be considered unexcused.**

ADMINISTRATION OF MEDICINE

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to administer to any student, or supervise a student's self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student's parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

Teachers and other non-administrative school employees, except certified school nurses, shall not be required to administer medication to students. Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well being of the student. Parent(s)/guardian(s) may authorize their children to self-administer a medication according to the District's procedures for student self-administration of medication.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

LEGAL REF: 105 ILCS 5/10-20.14b and 5/10-22.21b.

All medications dispensed in the schools shall be prescribed by an Illinois licensed prescriber. Students who require medication during the school day may bring the medication to school following these guidelines.

A. A written order for the medication must be obtained from the student's licensed prescriber. The order shall include possible side effects and other information recommended by the Illinois Department of Public

Health and the Illinois State Board of Education.

- B. Medication must be brought to the school in the original package or appropriately labeled container.
1. Prescription drugs shall display:
 - Student's name
 - Prescription number
 - Medication name/dosage
 - Administration route or other direction
 - Date and refill
 - Licensed prescriber's name
 - Pharmacy name, address and phone number
 - Name or initials of pharmacist
 2. Non-prescription drugs shall be brought to school and stored with the manufacturer's original label indicating the ingredients and the student's name affixed to the container.
- C. The parent(s)/guardian(s) will be responsible at the end of the treatment regimen for removing from the school any unused medication which was prescribed for their child. If the parent(s)/guardian(s) do not pick up the medication by the end of the school year, the school nurse will discard the medication in the presence of a witness.

Student Medical Authorization

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

VISION SCREENING

Certain grade levels and students are required to have vision screens. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an exam has been administered within the previous 12 months.

INSURANCE

You may choose from two plans:

1. FULL TIME COVERAGE protects your child 24 hours a day for all covered accidents all year (until the end of the policy year) at home, at camp, and on vacations.
2. SCHOOL TIME COVERAGE protects your child the entire school day during school session; during supervised church or religious services while school is in session; and while participating in other school sponsored activities requiring the attendance of the student (not as a spectator). This coverage protects your student while traveling directly to or from the student's home premises and school; or, to attend or participate in any of the above activities. Forms are available at each school.

PHYSICAL EDUCATION

All students in grades K-5 are expected to wear gym shoes for P.E. class. All students will be expected to participate in P.E. except those who have a written doctor's excuse and/or a note from the nurse. Notes from a parent will be handled on a case by case basis. A note from a parent may be accepted for no more than 2 consecutive days. After 2 days a note from a physician is mandatory. An excuse for P.E. applies to recess as well.

GUIDANCE AND COUNSELING

The elementary schools do not have a current counselor of their own. In emergency situations, the middle school and high school counselor may be contacted.

VISITORS

All visitors, including parents and siblings, are required to enter through the front door of the building where they will need to press the call button to be admitted. Due to building needs, secretaries may not be immediately available to open doors, so there may be times where a short wait will occur. Visitors should verbally identify themselves (if able) and inform office personnel of their reason for being at school. Visitors may also be asked to stand where they are visible to the camera.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

FINES, FEES, CHARGES; WAIVER OF STUDENT FEES

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. As student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

PUBLIC NOTIFICATION – Asbestos

This notice is to inform building occupants of the potential hazard and locations of asbestos containing materials. It has been determined by the Illinois Department of Public Health and the United States Environmental Protection Agency that asbestos is a potential health hazard and precautions should be taken to avoid disturbing any asbestos containing materials. Materials containing asbestos have been found in the following school buildings: Madison Park J.D. Colt School Ida J. Russell

Any evidence of disturbance or change in condition will be documented in the Management Plan as required by law.

Cleaning and maintenance personnel who recognize the danger of asbestos are taking special precautions during their work to properly guard against disturbance of the asbestos containing materials. All asbestos containing material is inspected and evaluated periodically and additional measures will be taken when needed to protect the health of building occupants.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact: Della Witter, Unit Office Secretary 217-324-2157

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

DIRECTORY INFORMATION – Publishing Student Pictures

See Student Records Pg. 15

VIDEO AND AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, 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.

AUTHORIZATION FOR ELECTRONIC NETWORK ACCESS **(Acceptable Use Policy)**

Each teacher must sign this Authorization as a condition for using the District's electronic network connection. Each student and his or her parent(s)/guardian(s) must sign the Authorization before being granted unsupervised access. School Board members and administrators are treated like teachers for the purposes of this authorization. Please refer to the School Board Policy Manual (Policy: 6:235-32) for more information.

OTHER CONSIDERATIONS

This handbook reflects the current policies and practices of the Litchfield elementary schools. The administration reserves the right and obligation to change or amend this handbook and the policies contained within when needed.

It is impossible to list every possible infraction that could occur during a school year, but a good attempt has been made to inform students and parents of the do's and don'ts relating to school policy. Violations that occur which are not specifically listed in the handbook will be handled individually and fairly. Every effort will be made to use similar discipline for comparable offenses listed in the handbook.

CHARACTER EDUCATION

There are many teachable moments in elementary education and opportunities to focus on positive characteristics. Each building in the Litchfield School District will use the 6 Pillars of Character from Character Counts:

Trustworthiness

Be honest • Don't deceive, cheat, or steal • Be reliable — do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal — stand by your family, friends, and country

Respect

Treat others with respect; follow the Golden Rule • Be tolerant and accepting of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults, and disagreements

Responsibility

Do what you are supposed to do • Plan ahead • Persevere: keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act — consider the consequences • Be accountable for your words, actions, and attitudes • Set a good example for others

Fairness

Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly • Treat all people fairly

Caring

Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

Citizenship

Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment • Volunteer

PAW CELEBRATIONS **Colt and Russell ONLY**

It is our belief that students perform better at school if there are established expectations that are communicated regularly. Our expectations of Be Respectful, Be Responsible, and Be Safe are the overall guidelines for students to follow. These three expectations should be followed in every setting. When students follow the expectations they are given the opportunity to celebrate that success in the school Paw Party Celebrations at the end of each quarter. Qualifications for these celebrations are determined based on Being Respectful, Being Responsible and Being Safe. The qualifications for each quarter are as follows:

1st Quarter: No office referrals allowed, No more than 3 minors

2nd Quarter: No office referrals allowed, No more than 2 minors

3rd Quarter: No office referrals allowed, No more than 2 minors

4th Quarter: No office referrals allowed, No more than 2 minors

In addition to the referrals, students may not have more than 1 unexcused absence for the quarter or be on the excessive tardy or absence list to participate.

Parents and students will be notified if their child is not able to participate in the activity. If any money is collected for the Paw Celebration it will be refunded to these students. Students not participating are expected to attend school and will complete reflection activities and/or other activities with a teacher.

POSITIVE BEHAVIOR CARD REWARDS **Madison Park ONLY**

Younger children and Kindergarten and First grade have shorter attention spans than older students and need more immediate reinforcement. To address this need, the building utilizes positive behavior cards. Each classroom teacher utilizes it to recognize positive behavior by providing a "punch" on the card when positive behavior is displayed when the teacher is assessing for this purpose. Once a student receives 10 punches on the behavior card, it is then sent to the principal and the student is allowed to select a price during morning opening celebrations from the "treasure chest." Some students need reinforcement more often than others and the classroom teachers work through this process based on the dynamics of each classroom community.