

Colona
Grade School

Student/Parent
Handbook



2010-2011

**COLONA GRADE SCHOOL DISTRICT #190
BOARD OF EDUCATION**

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James Legare

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MISSION STATEMENT

The mission of the Colona School District is to build a safe, positive, learning community in which all students may become lifelong learners.

BELIEF STATEMENT

We at the Colona Grade School Believe:

- * Student learning is the primary goal of our school.
- * All students can learn.
- * Student self-esteem and achievement are enhanced by positive relationships and mutual respect.
- * A safe, physically comfortable environment promotes learning.
- * All school staff, parents, and community members share the responsibility for advancing the school's mission.
- * Commitment to our school's continued improvement is necessary to enable students to become independent lifelong learners.

ADMINISTRATORS

SUPERINTENDENT – Kyle Ganson
PRINCIPAL – Dan Jecks

HANDBOOK DISCLAIMER

This handbook is not intended to create a contractual responsibility with the student. Rather, it is intended to describe the school; its current practices, procedures, rules, and regulations (or code of conduct). Items in this handbook are subject to change by the administration or School Board.

SCHOOL OFFICE HOURS

The office is open from 7:30 a.m. until 4:00 p.m.

WEBSITE

www.csd190.com

TELEPHONE NUMBER

Office / Principal / Superintendent
(309) 792-1232

Extension	0	Operator
	4	Principal's Office/School Secretary/Report Absence
	6	Bookkeeper
	5	Nurse
	2	Superintendent's Secretary / Assistant Bookkeeper
	8	Cafeteria Manager

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SCHOOL DAY

Colona Junior High Students (Grades 6-8) have school from 8:20-2:55 on full days and 8:20 – 11:20 on half days and Colona Elementary Students (Grades K-5) have school from 8:25 – 3:00 on full days and 8:25 – 11:25 on half days.

SUPPLIES AND MATERIALS FEES

Fees are to be paid by the first day of school. Make checks payable to **Colona Grade School**. Fees will be as follows:

K-8 \$35.00 Early Childhood Education, Pre-Kindergarten Free

All fees must be paid prior to the end of the school year. Final report cards will be withheld and participation in school sponsored events with admission charges, class field trips or graduation ceremonies may be denied until paid.

A parent or guardian who wishes to have school fees waived may apply at registration or at any time during the school year.

BIRTH CERTIFICATE REQUIREMENTS

A governmentally issued birth certificate must be shown to school officials as proof of age at the time of registration for all new students. If you do not have a legal birth certificate for your child, we suggest that you request one immediately.

HOMELESS CHILDREN

Homeless children may attend District schools when: (a) they reside in the District's attendance area when permanently housed or last enrolled in school; or (b) they are currently living within the District's attendance area. A homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. For further information, please contact the Superintendent.

TEXTBOOKS

Students are responsible for the care of any books issued to them by their teachers or checked out from the library and must pay for damaged or lost books. If books are misplaced, students should check in each of their classrooms and the lost-and-found.

In order that a student who loses a textbook may continue with his or her classwork, the student may obtain a temporary replacement (one time only) for a **non-refundable** fee of \$2.00. However, both textbooks must be returned in good condition by the end of the school year or the full replacement cost will be assessed for any text not returned. Should textbooks need rebinding because of abuse; a \$10.00 fee will be assessed for rebinding costs. All fees are paid in the superintendent's office.

ASSIGNMENT BOOKS

Students in grades 2-8 are required to have a Colona Grade School Assignment Notebook. The cost of the notebook is \$3.00 and can be purchased at registration. The book includes their required hall passes.

LOCK RENTAL

Locks are highly recommended for grades 5 through 8. Individual classes will be called to the office soon after school starts for the lock rentals. **Only locks that are issued by the office may be used on the lockers.** No refunds or exchanges will be made during the school year. Students are responsible for their own valuables. Students can rent locks for \$4.50 in the superintendent's office. A refund of \$3.50 will be returned the last week of school if the lock is returned in good condition. The school is not responsible for valuables stolen from a student's locker.

LOCKERS

School lockers are the property of Colona School and are provided for the convenience of students. Periodic general inspection of lockers may be conducted by school authorities for any reason at any time, without notice, without student consent, and without a search warrant. Lockers should be maintained in an orderly manner so the door may be closed gently with all belongings inside.

ARRIVAL AND DEPARTURE FROM SCHOOL PROPERTY

Students in grades PK-5 should not be on school grounds prior to 8:10 unless they are going straight to breakfast in the cafeteria. Students in grades 6-8 should not be on the school grounds until 8:05 unless they are going straight to breakfast. Breakfast is served from 7:50-8:15 am. Staff will be present outside to supervise elementary students at 8:10 and junior high students at 8:05 am. Staff will also be supervising 10 minutes following student dismissal (2:55 for JH and 3:00 for elementary).

All students will leave the school and school grounds immediately after dismissal unless directed to remain after school by a school staff member. Parents are urged to call the school if children are late in arriving home, to learn if the child has been kept after school.

LOCKING OF DOORS

For security purposes, all doors will be kept locked during the school day.

- ◆ The main entrance is equipped with a buzzer that must be pressed to alert the office that you wish to enter. Upon entering, you must come into the office and check in.
- ◆ Entrance into the building can only be through the main entrance of the school.
- ◆ Doors will be unlocked for after-school activities.

PARKING ON SCHOOL GROUNDS

When dropping off and picking up students at school, please observe the following safety restrictions: according to the Police, the highway (Route 84) is a No Parking area on both sides. There is also no parking along the streets.

The **South** parking lot is for Faculty and Staff Parking *only*.

The main entrance parking lot on both the north and south sides is designated as parent and visitor parking. Signs are posted in these areas. Faculty and staff parking is designated from the *Reserved* signs north toward the large parking lot.

The two north lots are for parking and for student pick-up and drop-off. There is a *one way* traffic flow from Route 84. Please be alert for cars stopping near the building to drop off or pick up students. Also,

there is a right lane turning only on Route 84 between 7:30-8:30 am and from 3:00 to 3:30 pm. This will minimize congestion at this point during busy hours.

Please note and respect handicapped parking spaces.

CLOSED CAMPUS

Colona School has a closed campus. This means that students are required to stay at school once they arrive on school property. Leaving school grounds without permission will be considered truancy. **All students are to eat lunch at school. Students will not be permitted to go home for lunch.** *Students are not permitted to leave the building during school hours until a parent or guardian comes to the school office to sign them out and to accompany them from school. When returning a student to school, such as after a medical or dental appointment, the parent or guardian must sign the student in.*

VISITORS

Parents and visitors are required to come to the Principal's office to sign in and obtain a visitor's pass.

If a parent wishes to speak to a teacher, a call to the school to arrange a time is best for all concerned. Unscheduled visits and interruption of classes are not in the best interest of your child, the teacher, or the other students in the class. Forgotten items may be brought to the office and will be delivered at the most appropriate time. Non-Colona Grade School student visitors are not permitted in the building during school hours.

SCHOOL VISITATION RIGHTS

The Illinois Department of Labor, in cooperation with the State Superintendent of Education, has prepared a Verification of Attendance form for employers, available from the school on request. It is for parents or guardians who attend a school meeting or conference during the work day under the terms of the School Visitation Rights Act 820 ILCS 147/1 and whose employer requires verification of the attendance.

DISABILITY ACCOMMODATION



The District does not discriminate on the basis of disability in the provision of or access to any of its programs or services by student, parents or community members. If you require accommodation to attend or participate in any board meeting, parent-teacher meeting or other district activity or event, please contact the Superintendent. If you feel that you have been discriminated against on the basis of disability in the District's provision of programs or services, please contact the District's Non-Discrimination Coordinator.

CHILD CUSTODY

The Colona School District wishes to cooperate in every way possible with parents. In cases where one parent has custody, the District will do all possible to insure that the child is not taken by the other parent. Accordingly, the following procedure will be followed:

1. The parent having custody of the child is requested to provide the school with a copy of the custody papers.
2. The staff (teachers) will be advised as to who has custody of the child.

3. Custodial parents must send advance written permission to the principal for non-custodial parents or older siblings to visit school or pick children up.
4. When the child leaves the school's property, then he/she becomes the parent's responsibility.
5. A parent not having custody of a child may request copies of all school information, which is sent to the parent having custody. Please fill out a Non-Custodial Parent form in the office.
6. Any child not living with his parents or legal guardian will require board action as to whether they pay tuition. The law of the State of Illinois states that tuition must be per capita cost.

STUDENT RECORDS-NOTIFICATION OF RIGHTS OF PARENTS AND STUDENTS

COLLECTION OF INFORMATION

Only information about the students, which is pertinent to the objectives and tasks of the school, will be collected. In compliance with state and federal law, the District shall maintain two sets of student records. The permanent record shall include basic identifying information, academic transcripts, attendance record, accident/health reports, information pertaining to release of this record, and may include honors/awards and activities/athletics. No other information shall be placed in the permanent record. The temporary record may include family background, intelligence/aptitude scores, achievement test results, psychological reports, honors/awards, athletics/activities, disciplinary information, teacher anecdotal records, special education files, information pertaining to release of this record, and/or other relevant information not required to be in the permanent record. Information in this record shall reference authorship and date.

MAINTENANCE OF STUDENT RECORDS

The Superintendent shall designate a records custodian who shall maintain student permanent and temporary records. A student's permanent record shall be maintained for at least sixty (60) years after the student has graduated, withdrawn, or transferred from the District. The temporary record shall be maintained for at least five (5) years after the student has graduated, withdrawn or transferred from the District. In addition, every four (4) years or upon a student's change in attendance centers (whichever occurs first), the student's temporary record shall be reviewed by the Principal or his/her designee for verification of entries and elimination or correction of inaccurate, misleading, unnecessary or irrelevant information.

Upon graduation, transfer or permanent withdrawal of a student from school, the school shall notify the parents/guardians and student of the destruction schedule for the student's permanent and temporary records. Upon request, parents/guardians or students may obtain a copy of the records and information proposed to be expunged or destroyed prior to destruction.

ACCESS TO STUDENT RECORDS

1. Parents/Guardians and Students
The parents/guardians or their designee has the right to inspect and copy information in the student's school records, and a student has the right to inspect and copy information in his or her permanent school record. The District may charge the actual cost, and in no case more than \$0.35 per page, of making copies of the student's records. In cases of parental divorce or separation, both parents shall be permitted to inspect and copy the student's school records unless a court order indicates otherwise.
2. Persons Authorized by State and Federal Law

Information can be released without parent consent or notice to (1) educational officials with a current demonstrable educational or administrative interest in the students, in furtherance of that interest; (2) persons for the purpose of research, statistical reporting or planning provided no student or parent can be identified from the information released and the person to whom the information is released signs an affidavit agreeing to comply with all applicable statutes and rules pertaining to school student records; (3) to juvenile authorities as provided in the Illinois School Student Records Act; and (4) to a governmental agent or social service agency contracted by a governmental agent in furtherance of an investigation of the student's attendance pursuant to the compulsory attendance laws of the State.

Information can be released without parent consent provided notice of the release is given to the parent as soon as possible (1) in an emergency when information in the student records is necessary to protect the health or safety of the student or others; and (2) pursuant to a court order.

Information can be released without parent consent provided prior written notice is given to the parent to (1) the official records custodian of another school in which the student has enrolled or intends to enroll, upon the request of such official or student; and (2) any person as specifically required by State or federal law.

3. Parents/guardians have a right to a hearing to challenge any entry in their student's school record, except that parents/guardians cannot challenge (1) a student's grades or (2) references to expulsions or out-of-school suspensions when the challenge is made at the time the student's records are being forwarded to another school to which the student is transferring. A challenge may be based on accuracy, relevance or propriety of records. Requests for a hearing shall be submitted in writing to the superintendent or his/her designee, and shall contain notice of the specific entry or entries challenged.

Within fifteen (15) school days of receipt of the request, an informal conference with the parents and a District representative will be convened. If the complaint is not resolved at the informal level, a formal hearing will be held before an impartial hearing officer and consistent with State law. The decision of the hearing officer may be appealed to the Regional Superintendent.

DIRECTORY INFORMATION

The District may release personally identifiable directory information regarding students to the general public, including the local media, and publish such information in a school directory. Directory information may include identifying information such as name, address, telephone number, gender, grade level, birth date and place, and parents' names and addresses, as well as information relating to academic honors, degrees, school-related activities and athletics and period of attendance in the District. Parents/guardians will be given the opportunity to object to the release of directory information prior to its release.

MEDIA ACCESS TO STUDENTS

Pictures or video images taken by parents or the media in classrooms or school hallways will be permitted ONLY for the purpose of recognizing student success. Permission for taking pictures must be granted by the school administrator or his/her designee. Through registration, Colona Grade School will maintain a parent permission form to photograph for educational purposes only.

THIRD-PARTY STUDENT SURVEY/QUESTIONNAIRES

Third party student surveys and questionnaires are those that are created by a person or entity other than a District official, staff member, or student. Third party student surveys and questionnaires shall be administered at the direction of the Superintendent and only when they serve to advance the District's educational objectives. Notice will be provided to parents prior to the administration of third party surveys or questionnaires and parents will, upon their request, be permitted to inspect the survey or questionnaire within a reasonable time of their request.

SURVEYS REQUESTING PERSONAL INFORMATION

No student shall be required, as part of any applicable program, to submit to a District or third-party survey, analysis or evaluation that reveals the following information without prior written consent of his/her parent/guardian:

- *Political affiliations or beliefs of the student or his/her parent/guardian;*
- *Mental or psychological problems of a student or his/her family;*
- *Behavior or attitudes about sex;*
- *Illegal, anti-social, self-incriminating, or demeaning behavior;*
- *Critical appraisals of other individuals with whom students have close family relationships;*
- *Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers;*
- *Religious practices, affiliations or beliefs of the student or his/her parents/guardians; or*
- *Income (other than required to determine eligibility for participation in a program or for receiving financial assistance under such program)*

School staff shall not disclose the identity of any student who, upon written consent of the parent/guardian, completes any survey or evaluation regarding the above items. Notice will be provided to parents prior to the administration of surveys or questionnaires concerning the above information and parents, upon their request, will be permitted to inspect the survey or questionnaire within a reasonable time of their request.

LAWS AND REGULATIONS

Full and complete copies of the laws, rules and regulations on student records are available from the school records custodian of each school and the superintendent.

HEALTH

STUDENT ACCIDENT INSURANCE:

Insurance coverage for school hours or for 24 hours is available. All boys and girls participating in any of the sports programs offered must be covered by school or family accident insurance. Extended dental accident insurance is available if you choose the school day policy. There is a charge for insurance.

PHYSICAL/DENTAL EXAMINATIONS AND IMMUNIZATIONS:

The School Code of the State of Illinois requires all students entering pre-school, kindergarten, and 5th grades to have a physical examination and up to date childhood immunizations. *This requirement is necessary for all children coming into the Colona School District from out of state, regardless of grade or date of registration. A dental exam is required for kindergarten, 2nd and 6th graders.*

The physical and immunizations must be presented by September 1st or your child will be excluded

from school.

Students in 5th through 8th grade, who intend to participate in interscholastic sports, must have a physical on file. The physical is good for one year from the date the physical is completed. This is required for each year of participation.

VISION SCREENING

Illinois law requires that proof of an eye examination by an optometrist or physician who provides complete eye examinations be submitted to the school no later than October 15th of the year the child is first enrolled or as required by the school for other children. The examination must be completed within one year prior to the child's enrollment. Vision screening will be done as mandated for the following children: annually for all pre-school, kindergarten, 2nd, 8th graders, and special education students. It will also be done for any teacher referrals and students transferring into school who have not been previously screened.

As time allows, other children may be tested. Vision screening will be done throughout the school year for different grades. 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 examination has been administered within the previous 12 months, and that evaluation is on file at the school. Vision screening is not optional, if a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

MEDICATION AT SCHOOL

Any child who must take medication, ***including aspirin, Tylenol, cough drops and other over-the-counter medication***, is required to have the proper written authorization signed by the physician and the parent. This must be on file with the School Nurse prior to any medication being given. Forms are available in the nurse's office. All medication must be provided by the parent/guardian, including over-the-counter medication.

All medications sent to the school must be in the proper prescription bottle, clearly marked with the student's name, and the dosage. The student is responsible for coming to the office to take the medication at the designated time. Most medicines can be given at home with slight adjustments in schedule. All medication must be brought to the nurse's office by the parent/guardian. Children are not allowed to carry medication at school. The only exception to students carrying medication is inhalers. Students may carry inhalers once proper paperwork is filled out in the nurse's office.

ILLNESS AT SCHOOL

If a student becomes ill or injured during the day, he or she must tell the teacher. If the student is sent to the School Nurse, he or she will explain the problem to her. The student is not permitted to go home or use the telephone unless directed to do so by the School Nurse, the School Secretary, or the Principal. **Up-to-date telephone numbers, including an emergency number, are necessary for school records.**

It is the responsibility of the parent or guardian to keep the student indoors on days when he or she is excused from school for medical reasons. If a student is hurt or injured at home, please address this before the next school day. Notify the School Nurse of any injuries that need attention at school.

HEAD LICE POLICY

Upon initial identification of head lice (live bugs or any nit egg), the student will be removed from class. The parent/guardian will be notified to pick up the student from school. Appropriate instructions for treatment will be given at that time. For the child to be readmitted to class, he/she will need to be accompanied by the parent/guardian for recheck by the nurse in the school office. The student will need to be totally nit free and louse free for re-admittance into the classroom. The nurse will notify all appropriate school personnel. School personnel will make sure proper procedures are taken within the school setting. Parents of affected classrooms will be notified of a “classroom alert” if several students are found to be affected in a single classroom. The entire school will be notified if several classrooms are affected. This notice will be at the discretion of the building principal. After the student is readmitted, following all signs of head lice are gone; the student will be rechecked by the school nurse in two weeks or as needed.

If it is necessary for a child to be sent home due to head lice, the first two absences will be considered excused. Any subsequent absences due to head lice may be considered unexcused and a referral will be made to the Henry County Truant Officer if deemed necessary.

ATTENDANCE

Regular, daily, on-time attendance at school is extremely important. It is assumed that missed work can always be made up. This is only partly true. The paperwork can be done, but the most important part of class—the instruction and activities—cannot be duplicated. This is why regular attendance is so important to a child's success in school. Attending classes regularly, doing the assigned work and contributing in class are directly related to success in school. Only when a student is present in the classroom is the student's mental growth going to be enriched by the contribution of fellow classmates' ideas, teachers' explanations of assignments and the introduction of supplementary materials. There is really no way to fully duplicate the classroom experience after a student has been absent. Excessive absences may result in a report to the Truant Officer.

Students who are absent (for any reason) 10% or more days from school in a single school year will be considered for retention. This is 18 days in a complete year. Each tardy to school will count as 1/3 of a school day for tabulating consideration for truancy. Any combination of tardies and absences totaling 10% will require a team of the student's parent, teachers, and the Principal to consider the student's academic performance in light of all of the days missed. If it is determined that the student would benefit from repeating, the student will be retained and the parent will be notified.

Illinois School Code Section 26-1 states, “Whoever has custody or control of any child between the ages of 7 and 17 shall cause such child to attend some public school in the district wherein the child resides the entire time it is in session during the regular school term.” It is the responsibility of the parent to see that a student is in regular attendance. The law is specific and parents must cooperate with the school to insure that regular attendance is enforced.

ABSENCE REQUESTS

As stated earlier, regular attendance is extremely important for academic success. Arrangements may be made, however, for special situations or circumstances that will require a student to be absent from school. The parent must submit a written request to the Principal's Office at least one week prior to the absence.

WHAT TO DO IF ABSENT

Attendance phonelines are open 24 hours a day. Parents are expected to report the student's absence to the school office by phone no later than 9:00 a.m. on each day of absence. If a student is absent without prior authorization by the parent or guardian, the building secretary or a designee, shall make a reasonable effort to notify the parent or guardian of their child's absence within 2 hours after the first class by telephoning the numbers given.

Excused Absences

An Absence may be excused for the following reasons if phoned in by 9:00 a.m.:

- **Illness**
- **Death in the immediate family**
- **Family emergency**

Unexcused Absences

Unexcused absences are given for any absences not covered above; including but not limited to:

- **No parent call or late parent call**
- **10 or more absences without a doctor's note in a semester**
- **Suspensions**
- **Leaving school without permission from nurse or administration**
- **Oversleeping**
- **Court appearances**
- **No transportation**
- **Car trouble/traffic**

Beginning at 5 unexcused absences, students will be turned in to the truancy office. Whether a student's absences are excused or unexcused, a referral can be made to the Henry County Truancy Office. Any person who has custody or control of a child subject to compulsory attendance who knowingly or willfully permits the child to persist in truancy, if convicted, is guilty of a Class C misdemeanor and may be subject to up to 30 days imprisonment and/or fine up to \$1,500.

Tardy

Students in grades PK-5 should be in their classroom by 8:25 am and students in grades 6-8 should be in their classroom by 8:20 am each day.

LEAVING SCHOOL DURING THE SCHOOL DAY

No one is to leave school without permission from the nurse or an administrator. **All students must be signed out in the office by a parent/guardian, listing the reason, before leaving school. The absence at that time will be considered excused or unexcused.**

MAKEUP WORK POLICY

Students with absences will be allowed to make up work assigned during their absences for full credit. Students will be given a day to make up work for every day missed, starting with the first day the student returns. No homework will be given to a student until he/she returns to school. Teachers are not required to assign academic assignments until the student returns to school. *It is the responsibility of the student and or parent, not the teachers, to get the assignments, complete them and turn them in, and to arrange a*

time with the teacher to make up any missed tests. Incomplete work or failure to do the work in a timely manner may result in a lowering of grades.

PERFECT ATTENDANCE

Only those students who have NO absences or tardies, *excused or unexcused*, will be eligible for a Perfect Attendance Award.

NO CHILD LEFT BEHIND

In accordance with the requirements set forth by the No Child Left Behind Act, the District employs highly qualified teachers. Teachers are generally considered to be highly qualified if they: (a) have a bachelor's degree; (b) have a full State certification according to criteria adapted by the Illinois State Board of Education (ISBE); and (c) have demonstrated subject matter competence in the area(s) taught according to criteria adopted by ISBE. Upon request, parents may obtain information about their child's teacher's certification and other qualifications, as well as information regarding the teacher's baccalaureate degree and major field of study, and any additional certifications or degrees.

GRADING

The official grading scale for Colona School is as follows:

90%-100% - A	60%-69% - D
80%-89% - B	59% and Below - F
70%-79% - C	(failing)

In grades 1, 2, 3, and 4, the following grades are also used:

S+	Above Average
S	Average
S-	Below Average
N	Needs Improvement
U	Unsatisfactory

Grades at Colona School are based on any or all of the following:

Tests, quizzes, daily work, homework, class participation, projects, oral reports, completing work on time, extra credit and late credit work, being prepared for class, attitude, ability.

A student's grade will reflect his/her understanding of the concepts taught to master the Illinois State Standards.

All Students in grades 6, 7, and 8 will be eligible for Honor Roll. Details regarding the computing of grade point averages may be obtained from the Principal's office or the home room teacher.

ANNUAL TESTING

Each year the Colona School District #190 is required to give a mandated state test called the Illinois Standards Achievement Test (ISAT).

ACADEMIC PROGRESS REPORT

Parents can make appointments with teachers to discuss their child's grades. Parents will be notified if their child is experiencing Academic problems at the mid-term of each quarter.

INCOMPLETE OR LATE WORK

Student assigned work must be completed within the time determined by the classroom teacher. If the work is not completed, a grade of zero will be recorded in the teacher's record. A student has one day per day missed to turn in missed work due to an absence. An *incomplete* or *late* assignment can be accepted upon review by the teacher and principal on an individual basis.

STUDENT RECOGNITION

The staff of Colona School recognizes and rewards students for achievement in a variety of ways within each classroom. In grades 6, 7, and 8 students are recognized for academic achievement each quarter by earning a place on the Honor Roll. There are three levels of awards: Special Honors, Honor Roll, and Honorable Mention. An end-of-year Awards Assembly recognizes many students in all areas of school activity for accomplishments throughout the school year.

PARENTAL INVOLVEMENT POLICIES AND ACTIVITIES UNDER TITLE I

The District shall maintain programs, activities and procedures for the involvement of parents/guardians of students receiving Title I services. Please contact the Superintendent for more information.

SPECIAL EDUCATION

Colona Grade School District #190, in accordance with state and federal mandates, provides special education services to students with specific disabilities. These services are free of charge to parents. Colona Grade School District #190 is required to identify and provide appropriate educational programs for students with disabilities who reside in District #190 and who require such services.

ENGLISH LANGUAGE LEARNERS (ELL)

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. For further information, please contact the Superintendent.

PHYSICAL EDUCATION

Regular physical activity during the school day is important for students' well-being and the ability to concentrate on studies. The following are guidelines for participation in physical education classes:

- ◆ All students are required to take P.E.
- ◆ Grades are given in grades 4 through 8.
- ◆ Clean gym shoes, with non-markable soles, are required for all students. Names must be on the outside of both shoes.
- ◆ Students in grades 6, 7, and 8 must wear a P.E. Uniform, which can be purchased at registration.
- ◆ To be excused from P.E., a note from home will be accepted for 3 days; a doctor's note is required for more than three days.



USE OF TECHNOLOGY

The Colona Board of Education has adopted a policy regarding the use of technology at Colona School, specifically computer technology. This policy may be reviewed in its entirety in the Superintendent's office. Included here in the Student/Parent Handbook is a summary of information contained in the policy for parents and students of Colona School.

Through technology, the District provides access for students and staff to resources from around the world. Expanding technologies take students and staff beyond the confines of the classroom, provide tremendous opportunities for enhancing, extending, and rethinking the learning process and assist in preparing each student to be a productive citizen. This new capability requires guidance for students and staff.

Users will:

- Adhere to the rules of copyright and assume that any software that they did not create is copyrighted (unless it is labeled 'freeware' or 'public domain').
- Adhere to the licensing agreements governing the use of shareware.
- Note that e-mail is not guaranteed to be private. People who operate the system do have authorized access to mail: others may have access.
- Be responsible at all times for the proper use of their access privileges and for avoiding impersonations, anonymity, or unauthorized sharing of security measures.
- Take responsibility for any activities using technology that is borrowed by them or under their account or password.
- Maintain the integrity of technological resources from potentially damaging messages, physical abuse or viruses.
- Respect the right of others to use equipment and therefore not use it for non-school activities.
- Abide by the policies and procedures of networks and systems linked by technology.
- Protect the privacy of other users and the integrity of the system by avoiding misuse of passwords, others' files, equipment and programs.
- Follow all procedures and directives established by the technical supervisor for operating both hardware and software in the computer lab.

Users will not:

- Use offensive, obscene, inflammatory or defamatory speech
- Harass other users
- Use the account of another user
- Misrepresent themselves or others
- Violate the rights of others, including their privacy
- Access, download, and/or create pornographic or obscene material
- Use the network for personal business or financial gain
- Vandalize data, programs, and/or networks
- Degrade or disrupt systems and/or equipment
- Damage technology hardware and/or software
- Spread computer viruses
- Gain unauthorized access to resources or entities
- Violate copyright laws
- Use technology for illegal activities
- Reveal personal address or phone number or those of other users

Failure to comply with this policy and any administrative regulations and guidelines governing the use of technology will result in disciplinary action by staff, administration and/or the Board of Education.

STUDENT CODE OF CONDUCT

Students are responsible for their behavior and are expected to conduct themselves according to the Trojan Traits. Students are expected to be RESPECTFUL, RESPONSIBLE, COOPERATIVE, and PREPARED in all school settings. The **Trojan Traits** apply to all school functions on and off school grounds. This includes, but is not limited to, traveling to and from the school and participation in or attendance at athletic functions held at other schools.

Two principles govern all rules at Colona Grade School:

1. Conduct that is disruptive of the educational process is prohibited.
2. Conduct that infringes upon the rights of others is prohibited.

The action of a student committing any infractions listed below will not be tolerated and may result in the student being suspended from classes or school. Repeated offenses may result in more severe consequences, up to and including expulsion.

Any out-of-school suspended student or expelled student is banned from participation in or attendance at any school-sponsored activity and is not permitted on Colona Grade School grounds. Suspension may range from one to ten days. Actions that are major offenses and that may lead to suspensions are:

1. **Inappropriate language, gestures, and materials.** A student, while on school property, school busses or at any school-sponsored activity, shall not use obscene, suggestive or highly disrespectful language or gestures; shall not use racial or ethnic slurs; shall not possess or distribute profane, obscene or suggestive materials or clothing; and shall not possess clothing or material, use gestures or graffiti or otherwise represent cults, gangs or related activities.
2. **Insubordination.** A student, while on school property, school busses or at any school-sponsored activity, shall not defy or refuse to obey reasonable instructions given by a school employee, a bus driver or other authorized school personnel. Students are expected to identify themselves when requested by school personnel. Failure to do so will be considered insubordination.
3. **Fighting.** No Student shall engage in fighting or incite a fight while on school property, school busses or at any school-sponsored activity. School officials reserve the right to arrest any student who participates in a fight.
4. **Full-day truancy.** Truancy is the absence from class or school without authorized permission by school officials or parents. A student who is considered truant is allowed to make up work assigned during the absence. However, assigned work is due when the student returns to class. Full-day truancy will result in a referral to the administrative office and the notification of parents by phone, mail or email.
5. **Classroom misbehavior.** Students should be on their best behavior in classes. Minor misbehavior will be handled by the teacher while major misbehavior will be referred to the principal.
6. **Tobacco/Alcohol.** *Colona Grade School is a drug-free zone.* Any use of or possession of smoking materials, chewing tobacco, snuff, and/or alcohol are not permitted on school property and will be confiscated from students by any school employee. In addition, City Ordinance Regulations may be enforced.

7. **Controlled Substances.** *Sell, possess, distribute, participate in the consumption of, or be under the influence of any controlled substances (alcohol, narcotics, and marijuana) or look-alike drugs.*
8. **Cheating/Plagiarism.** Cheating in any form or manner will result in the offending student losing credit for the assignment. Any repeated offense of cheating may result in further discipline actions.
9. **Student sexual harassment.** Any student who abuses another student through sexually harassing conduct or communications shall have violated the policy whether such conduct occurs on school grounds, at school events or on the school bus.
10. **Sexual Harrassment.** Unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex-based nature by anyone including students, imposed on the basis of sex, that has the purpose or effect of substantially interfering with a student's educational environment and creates an intimidating, hostile, or offensive educational environment is prohibited. *If you feel you have been a victim of sexual harassment or have witnessed sexual harassment, the District encourages you to report the matter to the District's Non-Discrimination Coordinator or building principal. For any complaints of discrimination or sexual harassment, please contact the District's Non-Discrimination Coordinator. The Complainant shall not be required to file a complaint with a particular Non-Discrimination coordinator and may request a coordinator of the same sex.*

Kyle Ganson-Superintendent
Non-Discrimination Coordinator
 Colona Grade School District #190
 700 1st Street
 Colona, IL 61241

Becky Kurt
Non-Discrimination Coordinator
 Colona Grade School District #190
 700 1st Street
 Colona, IL 61241

11. **Communication devices.** The use of communication devices, such as radios, CD or MP3 players, pagers, cellular telephones, PDA's or other electronic devices are prohibited at school. Students are not allowed to use these items in the school building during school hours. A first violation will result in the confiscation of the device and a warning. A second offense will require a parent contact before the device is returned. Third and subsequent offenses will result in detention or suspension.
12. **Internet.** Improper use of the Internet will result in a cancellation of that privilege and may result in an in-school or out-of-school suspension. Details of the acceptable use policy are contained in the "USE OF TECHNOLOGY" section of this handbook.
13. **Missed disciplinary actions.** Students who miss disciplinary consequences may face additional, more severe consequences.
14. **Vandalism.** Willfully damaging or destroying personal or school property will result in consequences determined by administration.
15. **Cafeteria.** Students have responsibilities in the cafeteria for good table manners. Each student is responsible for disposing of his/her own trash in immediate seating area, even under the table. Students may be assigned clean-up duty at the discretion of supervisory personnel.
16. **Behavior at events.** Courteous, polite, sportsmanlike behavior is an expectation for all students at any school events involving Colona Grade School.
17. **Dress and Grooming.** Students' attire and grooming should not be offensive, obscene, disruptive to the school, represent satanic activities, that constitutes lewd, indecent or vulgar speech including, but not limited to, representations of killing or sacrificing animals or humans, pentagrams, upside-down

crosses, or the number 666. The wearing of clothing, jewelry, or any articles which indicate an affiliation with street gangs are prohibited. The wearing of clothing, jewelry, or any articles which relate to any tobacco or alcohol are prohibited. No bare midriffs tops, spaghetti straps or skin-tight clothing are permitted, all shirts or tops must contain modest coverage of the upper arms, no revealing neckline and must extend past the waist. All shorts and skirts if worn must be of appropriate length. The rule will be when your arms are at your side, your shorts and skirts can be no shorter than where your finger tips touch your leg. Jackets and headgear (hats, bandannas, sunglasses, etc.) will not be worn during the school day. Shoes must be worn at all times. Shoes with wheels are prohibited. Additional restrictions may apply if conditions are deemed disruptive or unsafe. Students identified as breaking the above policy will be given a chance to change. Repeated violations or failure to comply will result in a major referral. **Exceptions to the dress code may be authorized by the building principal for special events days.

18. **Public displays of affection.** Unnecessary physical contact and public displays of affection are not acceptable on school grounds.
19. **Bullying and/or intimidation.** Bullying and/or intimidation (which include gang involvement and/or hazing) are strictly prohibited by the Board of Education of Colona School District #190. The term “bullying” encompasses behaviors which include, but are not limited to, any aggressive or negative gesture or written, verbal or physical act that places another student in reasonable fear of harm to his or her person or property or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school’s educational mission or the education of any student. Such behavior may include, but is not limited to, pushing, hitting, threatening, name-calling or other physical or verbal conduct of a belittling or browbeating nature. The parents/guardians will be notified when their students commit any act of bullying. The school district is committed to early intervention and prevention of bullying behavior.

Guidelines for Student Discipline

The District believes that positive behavioral interventions should be used to the maximum extent possible and are preferable to the use of aversive or restrictive interventions. The use of restrictive interventions should maintain respect for the individual student’s dignity and adhere to professionally accepted educational practices. All of the procedural safeguards available to students with disabilities and their parents/guardians under the Individuals with Disabilities Education Act (IDEA), including notice and rights to appeal, must be observed when developing and/or implementing behavioral interventions. For more information, please contact the Superintendent.

Teachers will be responsible for establishing and maintaining uniform rules of conduct and developing procedures for classroom order so as to provide an appropriate educational atmosphere. All teachers have the right to remove disruptive students by sending them to the administration office.

Violations of the guidelines for student discipline may result in restricted lunch, detention, in-school suspension, out-of-school suspension or expulsion. Other consequences may be established at the discretion of the administration.

Parents will be notified for the reason of the suspension and will be given a chance to appeal the suspension to administration if they so desire. Parents should contact the principal for further information regarding the appeal process.

Teachers and/or staff may use reasonable force as needed to maintain safety for the student, other students and themselves.

Disciplinary Actions: May Include but not limited to:

- **Loss of Recess**
- **Restricted Lunch**

TEC Lunch procedures will include students going directly to the TEC room for their lunch and recess period. Students who do not bring a sack lunch from home will be provided a sack lunch from the cafeteria (the charge will be taken from the student's lunch account). Students will not be allowed to leave TEC lunches unless there is an emergency. Students who leave for emergencies will have to redo their TEC lunch in its entirety the next school day.
- **Detention**

Detentions are assigned Monday through Thursday from 3:05 p.m. to 4:05 p.m. Students may be assigned 30 minutes to 60 minutes depending on the behavior and circumstances involved. Students are required to report to the TEC Room no later than 3:05. Failure to serve an assigned detention without prior arrangements will result in a major referral.
- **In-School Suspension (ISS)**

Students are required to report to the TEC Room either by period or all day and are expected to complete their school assignments.
- **Out-of-School Suspension (OSS)**

Students are removed from school for a specific number of days. During this period of suspension, students are not allowed on school grounds nor are they allowed to attend any school functions. A violation of these restrictions may result in the student's arrest.
- **Expulsion**

The Colona School Board of Education may expel students from school.

Ongoing Misbehavior

Students who have five minor referrals in the fall or spring semester will earn an "Ongoing Misbehavior Consequence" worth one day of In-School-Suspension and a parent meeting will be scheduled. After 10 minor referrals earned by the same student in a semester, another "Ongoing Misbehavior Consequence" consequence worth 2 days of ISS will be assessed and another parents meeting will be scheduled. After 15 minor referrals in a semester, the student will be moved to classroom that focuses on teaching appropriate behavior. Students in this room are not able to participate in school athletics.

Major Misbehavior in the same semester will result in the following MINIMUM consequences:

- 1st Major = TEC Lunches and/or After School Detentions & parent notification
- 2nd Major = TEC Lunches and/or After School Detention & parent notification
- 3rd Major = 1 Day ISS and parent meeting
- 4th Major = 2 Days ISS and parent meeting
- 5th Major = Placement in a classroom that focuses on teaching appropriate behavior; students may not participate in school sports while placed in this classroom.
- 6th + Major = Students may receive consequences including consideration for expulsion. Expelled students are usually removed from school for a year and are retained.

*Administration reserves the right to give an increased consequence in cases where the severity of the behavior is taken into account.

Critical Incidents/Expellable Offenses

According to Illinois law, the school board may expel a student for a definite period of time not to exceed two calendar years. (105 ILCS 5/10-22.6d). Students of Colona Grade School are subject to expulsion by the Board of Education may included but are not limited to the following offenses:

- Sell, possess, distribute, participate in the consumption of, or be under the influence of any controlled substances (alcohol, narcotics, and marijuana) or look-alike drugs.
- Intimidate, threaten, bribe, strike or physically assault (which includes gang involvement and/or hazing) a school employee, a member of the Board of Education, a student or school visitor.
- Damage, cause to be damaged, or vandalize property of the school district or a school employee, a member of the Board of Education, a student or a school visitor or any company with whom the district contracts for services.
- Steal and/or possess stolen property of the school district, a school employee, a member of the Board of Education, a student, a school visitor or any company with whom the district contracts for services.
- Activate a school fire alarm without appropriate cause.
- Make a bomb threat.
- Set a fire within a school building, to other school property, to the property of a school employee, a member of the Board of Education, a student or a school visitor.
- Possess or set off fireworks or other explosive substances.
- Possess or cause to be brought to school or to any school-sponsored activity firearms, knives, lethal weapons of any kind, potentially dangerous objects or substances or look-alike weapons. **Students in violation of this clause may be arrested under Illinois statute for the unlawful use of weapons or unauthorized possession of weapons.**
- Any third incident of a serious offense including, but not limited to the following could result in expulsion:
 - a) Gang related activities (which includes wearing of “colors” and the possession of gang related graffiti)
 - b) Fighting
 - c) Insubordination

Violation of any school rule or policy will be reviewed by the administration and may lead to suspension or expulsion. The seriousness of the conduct, the frequency of the problem and other factors will be considered in any administrative decision. The administration will have the authority to contact the proper authorities.