

Caledonia Elementary School



*Student/Parent Handbook
Addendum to District Handbook
2016-2017
Mrs. Kelly Cotter (Principal)
kcotter@district100.com*

815-547-1977

Caledonia Elementary School Staff

Mrs. Cotter	Principal	Mrs. Lucca	Early Childhood
Mrs. Barber	Secretary	Mrs. Zickert	Reading Teacher
Mrs. Ribando	Part Time Secretary	Mr. DeVries	Physical Education
Mrs. Conklin	Nurse	Mr. Sattelberg	Physical Education
Mr. Pfaffinger	Head Custodian	Mrs. Blair-Cascio	Art
Mrs. Ernest	Kindergarten	Mrs. Soloman	Music
Mrs. McGuire	Kindergarten	Mrs. Wagner	Counselor
Mrs. Flynn	First	Mrs. Mutton	Instructional Coach
Mrs. Montoya	First	Mrs. DeJong	Psychologist
Mrs. McClarty	Second	Mr. Keener	TBE-PT
Mrs. Crawford	Second	Mrs. Hartman	Speech
Mrs. Emanuel	Third	Mrs. Cork	Speech
Mrs. Glennon	Third	Mrs. Nelson	Custodian
Mrs. Hohn	Third	Mr. Zoellick	Custodian
Mrs. Chanthaphone	Fourth	Mrs. Benson	Special Ed. Paraprofessional
Mrs. Purvis	Fourth	Mrs. Wilson	EC Paraprofessional
Mrs. Brand	Fifth	Mrs. Phillips	EC Paraprofessional
Mr. Krenzelok	Fifth	Mrs. McManus	Special Ed. Paraprofessional
Mrs. Stites	Fifth		
Mrs. Dawson	Technology		
Mrs. Marten	Library Assistant		
Mrs. Fetters	Special Education		
Mrs. Bojda	Special Education		
Mrs. Stevenson	Special Education		

Admissions

New kindergarten students must be five years old on or before September 1st of the year in which they are enrolling. Physical, dental, and eye examinations are required when a student enters school for the first time. Immunization records must be complete and up-to-date before registration is complete. This information must be on file in the school office before the student begins the first day of school. A student's age must be verified by a certificate of birth. Parents must also provide the district with a proof of residency document. Complete and detailed information regarding registration can be found on the District 100 website at www.district100.com.



Arrival/Dismissal

Students **should not** arrive at school before 7:25 A.M. Students who arrive before that time are not supervised. The doors to school open at 7:25A.M. when the buses arrive. Students receiving rides to school are to be dropped off at the office entrance. Please note that there is “No Parking” in the circle drive. No vehicle can be left unattended. Emergency vehicles must be able to access the building through this drive. Please use this space to quickly pull up and drop your child off at curb side only. Do not let your children exit your car if they would have to maneuver through traffic to enter the school.

If you need to accompany your child into the building, you must park your car in a designated parking space. You will then proceed to the office to sign in. At this time, you will be asked to provide your ID and to wear a visitors badge during your time in the building. For the safety of our children, no adults are permitted in the building without having a visitors badge from the office.

If you are picking your child up after school you may enter the building no earlier than 1:50 to sign them out and wait for them in the lobby or outside. The adult picking up the child will be asked to provide their ID until the child has been picked up in the lobby. Written parent permission is needed for students to be dismissed with anyone other than their parent/guardian. A note should be sent to the teacher if after school plans change. The school needs to receive verbal or written notification by 12:00 p.m. if there will be changes in transportation.

Be aware that the end of the school day is very busy with getting everything ready to go home. This is not a good time to call to change where your child is to go after school and should only be considered in an emergency.

Attendance/Tardiness

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation in the classroom. Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a serious problem. In accordance with the state mandates, you will be notified when your child is absent or tardy more often than is considered normal for that age child.

It is important for students to develop good habits of punctuality and responsibility. When students are late for school, it is a disruption for the teacher, other students, and results in the loss of valuable class and instruction time. School starts at 7:40 and anyone who arrives after that time is considered tardy. Because the doors open at 7:25, that allows sufficient time for students to be in their classrooms by 7:40. Students arriving after that time will report to the office before going to their classroom.

Taking students out of school for a vacation is discouraged; however, in those instances when family vacations are necessary during the school year, the **vacation must be approved by the building principal two weeks in advance in order to be excused**. The student is expected to make up all work missed. Please note that even excused absences can adversely affect a student's academic performance.

Absent Call-in Procedure

A parent must call the school office before **8:35 A.M.** (815-547-1977) to report a student absent from school. When calling, please give your child's full name, teacher's name, and the reason for the absence. A call should also be made if the child is going to be late for school due to a doctor or dental appointment. A written medical excuse should be brought to school and given to the teacher. If you have not contacted the school by that time, an automatic electronic call will be made to you.

After School Child Care (Third Base & Recreation Center)

The Belvidere Park District runs an after-school child care program at Caledonia Elementary School. Although the care takes place at the school, the program is totally run by the park district. Any questions or concerns about the program should only be directed to the Park District Office. The program runs from 2:05 p.m. until 6:00 p.m. The Belvidere Park District Office can be reached at 815-547-5711. The Candlewick Recreation Center also offers an afterschool program. They can be reached at 815-765-1943.

Assignment Notebooks

Assignment notebooks are to be used by students in grades 1-5. These books will be distributed to students on the first day of school. We expect students to use the assignment notebooks to help them keep organized. Assignment books also keep you informed about what is going on at school. Please check them daily.

Birthday Treats/Invitations

Students may bring treats to school to celebrate their birthday. (Please note, due to county health laws in regards to Hepatitis transmission, **treats must be commercially prepared, not "homemade"**). Parents should not feel obligated to bring a treat as it is completely optional. In order to create the least amount of confusion, please send something that is easy to eat. It is a district policy to provide and promote healthy food choices for students. Please keep this in mind when sending in classroom treats. Commercially prepared apple slices, carrot sticks and dips are excellent choices. (See Nutritional Emphasis for more suggestions.) Cupcakes are often very messy and difficult for children to handle. Gum is not an appropriate treat nor is it permitted for lunches, on a field trip or on a bus. In lieu of a treat, some parents have purchased a book or game for the classroom and donated the item in their child's name.

If you choose to send a treat, please contact the teacher beforehand in order to determine a time the treat will be distributed and to avoid multiple treats on the same day.

Quite often, students bring party invitations to school. These invitations are only to be given out in school if everyone in the student's class is invited. If only a few children are invited, other uninvited children often have hurt feelings. As careful and discreet as we try to be, students are aware of whom is invited and who is not. Addresses and phone numbers are confidential and cannot be given out by the office, nor can the office staff assume the task of addressing invitations.

Breakfast Program

Caledonia School offers a breakfast program every school day. The cost is \$1.70 which is deducted from the child's lunch account money. Breakfast is available in the cafeteria beginning at 7:25 a.m. daily.

Bullying

Bullying is defined by action(s) that is repetitive, aggressive, and includes an imbalance of power. IL School Code (Section 27-23.7) Defines it as:

Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students and has the effect of one or more of the following:

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

What does Caledonia do to address bullying in school?

- Assemblies for students
- Bully box
- Class discussions
- Teachers take all accusations seriously, investigating and asking clarifying questions.
- Administrative referrals are written as warranted.
- Discussions, consequences, and phone calls home are implemented
- Counselor/Psychologist talks to individual classes
- Social groups are led by the counselor/psychologist. This allows time to role play, empower students to handle difficult situations, and discuss steps toward resolution.
- Documentation is kept of incidents.

Bus Procedures

Transportation to and from school is provided for those students who live more than 1½ miles from school. If a student rides the bus, he/she is responsible for waiting for the bus at the proper time, at the designated location, and for getting on the bus promptly after dismissal in the afternoon.

Riding the bus is a privilege and unruly behavior will not be tolerated. This privilege can be suspended for a period of time for misbehavior. In these instances, students are still required to attend school, so parents must make arrangements for transporting their child to school. Misconduct on the bus is viewed as a most serious kind of misbehavior due to the safety of all passengers on the bus. If a driver “writes up” a student for misconduct, parents will be notified either by phone or mail. The principal or transportation supervisor will take appropriate action on any bus misconduct which could include removal from the bus to and from school or suspension from school.

If a parent does not want their student to ride the bus home after school, a note to that effect must be sent in the morning. Calling the school to inform us of changes in the regular riding of the bus should be reserved for emergency circumstances only. As per the district handbook, classes will not be disturbed to pass on messages from home other than in an emergency.

Students may not ride any buses other than the one they are scheduled to ride. Please do not make requests for your child to ride a different bus with a friend.

Please become familiar with the Bus Safety Rules and Misconduct Procedures as found in the District Handbook.

Campus Safety

In order to maintain a safe environment for all students the following policies are set in place:

- No pets allowed on campus during the times when students are present.
- Skateboards are not allowed on campus during the times when students are present.
- The playgrounds are open between dawn and dusk. However, the playground is to be avoided between (10:20-12:45) – when students are outside at recess.

Cell Phones

Cell phones and other electronic devices are prohibited during the school day. If a child must have a cell phone, it may not be on his/her person and must be kept turned off until after school. Any prohibited use may be used in an investigation by school personnel that could result in disciplinary action and the parent needing to come pick up the cell phone from the office. The school is not responsible for lost, broken or stolen items.

Change of Address

It is very important for emergency and administrative reasons that every student has an up-to-date address record at the school office. Notify the school immediately if any changes such as phone, emergency contacts, or place of employment have been made since the beginning of the school year. It is essential that emergency numbers be on file at the school in case of an emergency. If it is an address change, the parent must now report that information to the District's Central Office.

Classroom Environment

The classroom provides the environment where students spend most of their learning time at school. Teachers are responsible for establishing their individual classroom rules and they are also responsible for providing students with appropriate instructions. Students are expected to be responsible, attentive, and cooperative. They must remember that only through their own genuine efforts can they make academic progress. Students have a further responsibility not to interfere with the opportunities of other students to learn. In case of student suspension, there are several "Due Process" requirements that will be observed. Please refer to the District Handbook for more information.

Communication/Conferences (PARENT-TEACHER)

A Caledonia Elementary School newsletter will be sent home each month in your child's take home folder. It will contain items of interest to students and parents. It will also be posted on our website at <http://www.district100.com/Schools/Caledonia%20Elementary/Pages/Home.aspx>.

Teacher-Home Communication

Regular positive and/or negative written and verbal communication is expected throughout the year. Please contact your student(s) teacher if you have a question or a concern. Unless there is an unusual circumstance, teachers typically respond within 24 hours.

Parent-Principal

Parents will be asked to take a specific concern to the classroom teacher prior to contacting the principal. If at that time it cannot be resolved, a principal contact would be appropriate. The teacher, parent, and principal will work together to resolve the issue.

Parent-Teacher conferences will be held on **November (2 and 10)**. Parents are asked to make a specific appointment with the teachers of each of their children, regardless of the progress of the child. We will schedule conferences on a first come first served basis. These conference times can be very valuable to the overall success of your student.

Some parents may be hesitant about participating in conferences, but Caledonia teachers can do a much better job addressing your child's unique needs if communication between home and school is strong. It is not necessary to wait for the regular conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year, not just during pre-set times.

All notes to a teacher should be in a sealed envelope to protect your right to privacy. If parents wish to speak with a teacher, please call and arrange a time that is convenient for both parties. Before, during, and right as school is ending are all very hectic times for teachers and students. It is not a good time for conferencing because it does not allow the time and privacy a conference deserves.

Dress Code

The way a student dresses reflects his/her attitude toward school. You should use good judgment as you choose your style of dress. A student's clothing should never cause a disruption to the educational process.

- See through clothing should not be worn.
- Head coverings, coats, and sunglasses should not be worn after arrival in the building.
- Obscene words, phrases, or scenes of violence are not acceptable on clothing.
- Advertisements for tobacco, alcohol, or drugs on clothing are not acceptable.
- Bare midriffs are not acceptable. Shirts should be long enough that when hands are raised, no skin is visible.
- Tank tops and large tank type shirts (Sports Jerseys, etc) should only be worn with a T-shirt over top or underneath.
- Clothing should fit the child and be clean.

- A sweater or sweatshirt should be kept in lockers at the beginning of school so that your child is comfortable if the air-conditioning is too cool for them.
- Footwear should be appropriate for outdoor recess. Shoes with wheels are not permitted.
- Flip flops are discouraged as they can be difficult for students to safely walk in and around the building and at recess.

School Spirit Days will be each Friday. Students can wear Caledonia t-shirts on those days. Please see the PTO for information on ordering a t-shirt for your child.

Early Dismissal

The following dates have been designated as Early Dismissal days. The staff uses this time to review data, plan instruction, and develop curriculum that best meets the needs of your child. Early Dismissal is at **1:05 (one hour early)**. The buses will leave one hour early and Third Base and The Candlewick Recreation Center (after school program) are available.

- 9/14
- 10/12
- 11/9
- 1/11
- 2/8
- 3/8
- 4/13

Emergency Closing of School

Sudden weather changes sometimes make it necessary to close schools or start school late because of the hazard of transportation. Should this occur on any day prior to the time for opening schools, announcements will be made on major television and radio stations by 6:00a.m., and through the SchoolMessenger notification system. **PLEASE DO NOT CALL THE SCHOOL.** In the event weather conditions should force the closing of schools during the day, arrangements should be made in advance with neighbors to ensure someone will be responsible for your student whenever any emergency arises.

Emergency weather information will also be posted on the District's website (www.district100.com), and parents/guardians will be contacted by telephone and e-mail through the District's SchoolMessenger notification system.

SchoolMessenger Notification System: The District's instant alert system can quickly inform parents of emergencies. SchoolMessenger brings the news directly to parents through e-mail, cell phone, home phone, and/or PDA's. However, for the system to work properly, parents/guardians need to make sure their contact information is kept up-to-date. To update information, please contact the school office at 815-547-1977.

Erin's Law

In 2013 Erin's Law was passed in Illinois requiring all Illinois public school to provide sex abuse prevention programming for students in grades Early Childhood through 5th grade. During the school year each classroom will be taught information at the student's age level, in a safe and simple way. The main idea is to teach the Safety Rule, "No one should touch the private parts of your body unless it is to keep you clean or healthy." The students will learn how to tell a grown-up that they trust, if someone breaks the Safety Rule. Parents will be notified prior to classroom lessons, and be given the opportunity to opt out of Safety Rule instruction.

Homework

Homework is very important for student success. It is an extension of the learning that takes place in school. Homework can provide practice that reinforces classroom learning and can provide opportunities for independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. Students have special assignment notebooks that parents can quickly reference to update them, on homework or classwork.

Reading each night is an expectation that we have for every student. This can be accomplished by students reading to parents, other siblings, or silently to themselves. Parents are also encouraged to read to their children. Students should practice their weekly spelling words and their basic math facts. These areas can make a world of difference in how easy school becomes for children. Any request for homework for an absent student must be requested in the **morning** when you call to report an absence. Homework will be available in the office after **2:15 until 3:00 p.m.**

Honor Roll

The Honor Roll is a very special recognition for academic achievement in grades three through five, for students that have received all A's and B's in all content areas.

Illness or Injury

In case of illness or injury the school nurse or a member of the school staff will care for a child temporarily. School personnel will render first aid treatment only. Parents, please remember it is very important that an emergency telephone number where parents can be reached be on file at the school. If numbers change, please update the school with appropriate numbers. It can be very alarming to your child when the school is unable to reach you or an emergency contact.

Lunch Program

Students will be given a monthly calendar menu by the Sodexo Food Services (who are contracted to provide meals for District 100) in order that parents/students may select meals. Two main entrée choices will be available each day - choice A or B from the menu. Salads or sub sandwiches may be ordered in place of the main entrée. Cold lunches may also be sent from home. Please do not send canned sodas or drink containers made of glass.

Lunch orders are taken the first thing every morning. If your child will be arriving late for school because of a doctor or dentist appointment, prior arrangements should be made with the classroom teacher if you need a hot lunch. Sodexo Food Service does not allow charge lunches so please make sure your student has lunch money or you can make a payment online. The price of an elementary lunch is \$2.50 per day. If you would like to, on occasion, eat lunch with your child here at school, please contact the teacher ahead of time. You are encouraged to either bring a lunch prepared at home or purchase a school lunch. "Fast food" is discouraged.

Lost and Found

Many items are lost at school. Regardless of value, these items are placed in the lost and found box located just outside the office. Periodically throughout the school year, these items are donated to organizations such as Goodwill or Salvation Army. If you notice something missing, don't let a great deal of time elapse before checking the lost and found. Be advised of the following:

- Clearly label your child's coats, jackets, sweaters, caps, boots, etc. with his/her full name and grade.
- Do not allow articles of sentimental or monetary value to be brought to school.

- Toys should not be brought to school unless you have obtained the teacher's permission for the item to be in class. This includes electronic game devices.
- The school assumes no responsibility for lost articles

Medication

If a student needs to take medication at school, there are procedures that must be followed. A permission form must be completed by the parent and physician and is available in the office, from the nurse, and online. Please see the District Handbook for details regarding medicines to be administered at school. Telephone the school nurse with any questions.

Money

Children should not bring money to school except for specific reasons. Money for lunch and/or milk, book orders, or other special occasions should be sent in an envelope that clearly states the intent and who the money should go to. The student's name should be clearly labeled on the envelope, and then if money is lost, we know to whom the money should be returned.

Nutritional Emphasis

District 100 has a Wellness and Nutrition Committee to identify areas for improvement and emphasis on the health of our students. A policy has been approved that is in compliance with state regulations. Additional information can be found at the Caledonia school website located at <http://www.district100.com/Schools/Caledonia%20Elementary/Pages/Home.aspx>. Below are some healthy food and beverage options for school:

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh fruit wedges – cantaloupe, honeydew, watermelon, pineapple, oranges, tangelos, etc.
- Sliced fruit- nectarines, peaches, kiwi, star fruit, plums, pears, mangos, apples, etc.
- Cereal
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk

- Trail mix
- Lean meats and reduced fat cheese sandwiches
- Party mix (variety of cereals, nuts, pretzels, etc.)
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip
- Low-fat muffins, granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Yogurt & fruit parfaits
- Pudding cups

These are only a few suggestions to get you started! “Energy” drinks are not permitted during the school day. Please know that some students in our building have peanut allergies. If your child is in a “peanut-free” room, you will be notified by the teacher. Students may bring water to carry with them during the school day. All other flavored beverages must be reserved for the cafeteria during lunch.

Pets

Due to the carpeting as well as possible allergic reactions, students are not permitted to bring pets to school.

Physical Education

Physical Education in schools is the cornerstone of an active lifestyle for students. Caledonia Elementary School uses the SPARK curriculum which provides activities that are inclusive, highly active, integrate academic wellness concepts, and are fun for all students. Additionally, instructional units are designed to develop students’ motor, cognitive, and social skills.

Students are required to wear gym shoes (please, no raised platform gym styled sneakers) during physical education class. This is a measure taken to protect the health and safety while participating in physical education classes. If students have class early in the morning, it is strongly advised that they have an extra pair of shoes and socks available at school to change into should their feet get wet from the early morning dew.

If for some reason your child cannot participate in physical education classes, please request this in writing. Any restriction from P.E. classes for more than 5 days will require a doctor's note.

Students who do not participate in P.E. classes due to a temporary medical problem are not allowed to go outside at noon recess. The opposite is also true; if parents request children not go to recess due to a temporary physical problem, they will also be kept out of P.E. classes.

Parent - Teacher Organization

Caledonia has an active PTO and we are always looking for people to help. If you are interested in helping but have not been contacted, please let the office know. More information can be found at the Caledonia website under the PTO tab at <http://www.district100.com/Schools/Caledonia%20Elementary/Pages/Home.aspx>.

2016-2017 Meetings: To Be Announced

Positive Behavior Intervention and Supports (PBIS)

PBIS is a proactive system approach for establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success (Illinois PBIS Network). CES has been a PBIS school for several years. For more information please go to www.pbisillinois.org.

PBIS-School Motto

Students and staff use the school motto to promote positive behavior and school spirit.

SPOT: Show Respect, Positive Choices, Organization, Take Responsibility

PBIS-Discipline

The most effective form of student discipline is self-discipline. Students must show respect for authority and concern for the rights and privileges of others. Our policy is to strive for the highest standards of behavior in school, at school related activities, and in the community. Courtesy and respect must be maintained toward staff members, substitute teachers, fellow students, and visitors. Disruptions of our educational programs caused by inappropriate behaviors will not be tolerated.

Parent contact will be made if a “minor” offense occurs (via phone or through written communication). This information will be tracked in order to provide adequate support for the students.

The following behaviors will result in a consequence determined by office administration:

Office Managed Behaviors (Handled by Administration)

Repeated Minor Offenses
Weapons/look alike
Vandalism
Drugs/Alcohol
Fighting
Gross Insubordination
Severe Lying/Cheating
Abusive Language (Vulgar/Obscene)
Gang Related Activities
Sever Theft
Frequent Tardy
Harassment/Bullying

Students who demonstrate an office managed behavior will be sent to the office with an Office Discipline Referral (ODR) form. A copy of this form will be sent home. Depending on the situation any of the following actions may be taken:

Phone Call Home
Time in Office
Lunch Detention
Specials Detention
Parent Conference
In-School Suspension (1/2 or full day)
Out of School Suspension
Police Contact
Expulsion

Please see the end of this handbook for information about IL Senate Bill 100, which also pertains to student discipline.

PBIS Cool Tools

Cool Tool lessons will be taught throughout the school year to model and practice appropriate behaviors. These lessons may be done with the entire building, a grade level, or a small group. If a Cool Tool is linked to a discipline issue described above, then an individualized lesson may be presented to a student. The overall goal is to provide opportunities for students to observe and practice appropriate behaviors and reduce the number of future incidences.

PBIS –Behavior Matrix

Students are taught how to Respect Self, Others, and the Environment through the Behavior Matrix throughout the school year.

SPOT	Hallways	Classroom	Bathroom	Playground	Lunchroom	Assemblies	Emergency	Bus
Show Respect	<ul style="list-style-type: none"> *Be quiet *Admire projects without touching *Acknowledge greetings appropriately 	<ul style="list-style-type: none"> *Turn in neat assignments *Encourage each other *Give positive comments, compliments to each other 	<ul style="list-style-type: none"> *Respect others' privacy *Keep the lights on *Flush toilet when finished 	<ul style="list-style-type: none"> * Follow in a line behind the adult * Speak kindly and respectfully to all * Play fairly, be helpful, include others 	<ul style="list-style-type: none"> * Practice good manners * Use quiet voices * Listen to supervisors * Be courteous and polite 	<ul style="list-style-type: none"> * Be quiet and listen * Clap when it is time to show appreciation 	<ul style="list-style-type: none"> * Become silent * Listen to adult * Be considerate and helpful to others 	<ul style="list-style-type: none"> * Listen to the bus driver * Use quiet voices * Be kind to others

Positive Choices	<ul style="list-style-type: none"> *Keep hands and feet to yourself *Walk *Close lockers quietly 	<ul style="list-style-type: none"> *Use good manners *Raise your hand *Manage yourself *Stay on task *Keep a positive attitude *Help the teacher 	<ul style="list-style-type: none"> *Use only when needed and during appropriate breaks *Use quiet voices 	<ul style="list-style-type: none"> *Stay on the sidewalk and walk down the hill * No jumping off, sitting on, or hanging upside down from equipment * No climbing up the slides 	<ul style="list-style-type: none"> * Walk * Remain seated in assigned seats * Raise your hand if you need help * Keep your hands and feet to yourself 	<ul style="list-style-type: none"> * Be ready to participate if needed * Be attentive 	<ul style="list-style-type: none"> *Report an immediate emergency to an adult * Walk carefully 	<ul style="list-style-type: none"> * Keep your hands and feet to yourself * Use good manners when on the bus and while waiting for the bus
Organization	<ul style="list-style-type: none"> *Walk in a line *Keep locker areas orderly *Follow other groups politely 	<ul style="list-style-type: none"> *Have materials ready for class *Come into class quietly and orderly *Keep your desk area clean *Put materials away when finished 	<ul style="list-style-type: none"> *Keep bathrooms neat, clean, and dry *Throw paper towels and trash into the wastebasket 	<ul style="list-style-type: none"> * One on the slide at a time * Feet first on the slide * Face forward, feet first on the parallel bars 	<ul style="list-style-type: none"> *Have your lunch card ready * Make sure you have your own lunch card * Know which lunch choice you ordered 	<ul style="list-style-type: none"> * Enter and exit quietly with class * Sit with your class * Stay in your space 	<ul style="list-style-type: none"> * Stay in single file line if needed * Follow emergency plans as practiced 	<ul style="list-style-type: none"> * Keep your belongings near you and out of the aisle *Be polite when entering and exiting the bus

Tak e Respo nsibili ty	<ul style="list-style-type: none"> *Get where you are going quickly and quietly *Stay together as a class *Keep the hall and locker areas clean 	<ul style="list-style-type: none"> *Sit at your seat quietly *Come to class on time *Be helpful to other students *Include everyone in all activities 	<ul style="list-style-type: none"> *Wait outside the door for your turn *Wash your hands *Finish in a timely manner 	<ul style="list-style-type: none"> * Do not hang on the trees * No picking up or kicking wood chips * No playing tag on the equipment * Stay away from the fence/tree line and road 	<ul style="list-style-type: none"> * Keep your area clean * Appropriately dispose of food and waste * Wait patiently in line 	<ul style="list-style-type: none"> * Stay seated on your bottom * Follow directions from adults 	<ul style="list-style-type: none"> * Be safe and alert * Become silent and listen * Follow directions immediately * Walk 	<ul style="list-style-type: none"> * Stay seated and facing forward * Be on time at the bus stop * Maintain personal space
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**PBIS Monthly Character Traits
I Can Statements**

September: I can show respect.

October: I can take responsibility for my actions and my learning.

November: I can be thankful.

December: I can be caring to all.

January: I can be organized.

February: I can show my best effort at all times.

March: I can cooperate with others.

April: I can respect others' differences.

May: I can show kindness to everyone.

Recess

Students have a daily recess time each day. Please note that they will be outdoors when weather permits so students need to come to school prepared to be outside even in colder weather. Students will be allowed to play in the snow during the winter months. In order to do so, students must wear snow pants, boots, hats, and gloves. If students do not have the appropriate gear they will need to remain on the blacktop. Mittens, hats, and warm coats need to be worn on those colder days. On days when the wind chill is below **10 degrees** Fahrenheit, indoor recess will be in the classrooms and will include games, puzzles, and other activities.

Report Cards

Report cards are issued following the completion of each nine-week grading period. The report card is an important message from the school concerning your child's progress, not only in school subjects, but also study habits and character traits. Please carefully review your child's progress and contact the school if you have questions. Midway through the grading period, you will be notified if your child is doing poorly in any subject area. Also, parents will now have the ability to access the online grade book through e-school to regularly check the progress of their student(s).

Grading Scale

100	A+
99-92A	
91-90A-	
89	B+
88-82B	
81-80B-	
79	C+
78-72C	
71-70C-	
69	D+
68-62D	
61-60D-	
59-0	F



Report Cards will be sent home on:
October 28th
January 6th
March 17th
May 30th mailed)

School Messenger

At times throughout the school year, we will use the District School Messenger system to notify you of important events taking place at Caledonia. School Messenger is used for reminders of picture day, open house, field trips, special parent nights, registration and other school activities. This system is also used in case of school closing or late start (see *Emergency Closing of School*) so it is very important to have accurate contact information in the system. If you have phone number changes, please let us know as soon as possible.

Textbooks

Students are responsible for the textbooks loaned to them. There will be charges for any lost or damaged materials. These charges will be billed to the parents. Please note that textbooks are very expensive and replacing a single reading book may cost more than \$50.00. Please make every effort to see that the necessary school supplies are available for your child's use at all times. It is very difficult for students to accomplish their assignments when they don't have the necessary materials.

Toys/Technology Devices

Toys, headsets, playground equipment, hand held video games, cell phones, electronic tablets, etc., are not to be brought to school. They may be broken or become lost and are often the envy of other students. The school assumes no responsibility for lost toys/electronics.

Visitors

All visitors are required to report to the school office upon entering the building. Parents are welcome and are encouraged to visit the school. However, Caledonia Elementary School is fully "locked down" during the day with all entrances locked after student arrival each morning. Parents who need to enter school should press the buzzer at the front entrance of the school for entry. All visitors must provide a photo ID before being issued a visitor's pass/entry into the school. Upon exiting the building, visitors will return their visitor's pass at the main office in exchange for their photo ID. Your cooperation is appreciated.

There are times when teachers are very busy with special projects, field trips, testing and activities that do not lend themselves well to having visitors present. Please call and talk to the teacher and principal first to set up a convenient time. Student's friends and relatives from other schools or school districts are not permitted to be in attendance at Caledonia.

Zero Tolerance for Weapons at School

The District 100 Board of Education has adopted a zero tolerance for weapons (including look a-like weapons) at school. Parents are reminded to discuss this fully with your children before the first day of school. By receipt of this handbook parents are accepting the responsibility of informing their children about this "zero tolerance" policy.

IL Discipline Information (SB 100)

Student Behavior

Prohibited Student Conduct

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

1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, selling or offering for sale:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
 - b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
 - e. 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. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
 - f. "Look-alike" or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; 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, controlled substance or other substance that is prohibited by this policy.
 - g. 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.

h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in the body, including without limitation, pure caffeine in a tablet or powdered form.

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.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.
5. Using or possessing an electronic paging device.
6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.
7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.
8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.
9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.
10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.
12. Engaging in teen dating violence.
13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.
14. Entering school property or a school facility without proper authorization.
15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or

signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.
17. Being involved with any public school fraternity, sorority, or secret society.
18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.
19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.
20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.
21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.
22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student’s parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.
7. After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
8. Community service.
9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
10. Suspension of bus riding privileges.
11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), “look-alikes,” alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

Corporal Punishment

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons Prohibition

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

- (1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.
- (2) A 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, including “look-alikes” of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

Gang & Gang Activity Prohibited

“Gang” is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student’s conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

Re-Engagement of Returning Students

The building principal or designee shall meet with a student returning to school from an out-of-school suspension, expulsion or alternative school setting. The goal of this meeting shall be to support the student’s ability to be successful in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

Cross-references:

PRESS 7:190, *Student Discipline*

PRESS 7:190-AP2, *Gang Activity Prohib*