

## ***CHARTER OAK SCHOOL RULES AND PROCEDURES***

Following is information that will be helpful to you while your child is at Charter Oak School. Included are a variety of policies and procedures we use to operate a safe and effective school. Our goal is to educate your child and assure his/her safety and well being. Please read through this *Handbook* and the *Calendar and Handbook for Parents and Students* and go over things with your child that seems appropriate. It is important that your child understands that we will work together and that we support one another.

***ATTENDANCE:*** All students are required by law to attend school every day it is in session. The regular school day is from 9:00 a.m. to 3:30 p.m. ***Students are tardy if they arrive after 9:00 a.m.*** Acceptable reasons for absence are as follows:

1. Illness of pupil
2. Serious illness in the family
3. Death in the family
4. Medical and dental appointment that cannot be arranged when school is not in session
5. Religious holidays

Following is the Attendance Policy the district uses to determine when a student is counted tardy or absent:

- *Kindergarten and First Grade:*

<u>Arrives</u>	until 11:00 a.m.	= tardy
	11:01 a.m. to 1:30 p.m.	= one-half day absence
	after 1:30 p.m.	= all day absence
<u>Leaves</u>	before 11:01 a.m.	= all day absence
	11:01 a.m. – 1:30 p.m.	= one half-day absence
	after 1:30 p.m.	= no deduction
<u>Gone for</u>	0-2 hours	= no deduction
	>2 but >4	= one half-day absence
	>4 hours	= all day absence

- *2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> Grades:*

<u>Arrives</u>	until 10:00 a.m.	= tardy
	10:01 a.m. – 1:00 p.m.	= one half-day absence
	after 1:00 p.m.	= all day absence
<u>Leaves</u>	before 11:30 a.m.	= all day absence
	11:31 a.m. – 2:30 p.m.	= one half day absence
	after 2:30 p.m.	= no deduction
<u>Gone for</u>	0-1 hour	= no deduction
	>1 but <3 ½	= one half-day absence
	>3 ½ hours	= all day absence

Parents should call to report their child's absence before 8:45 a.m. If you do not call by the time

we record absences, you will receive a recorded message indicating your child is not at school. A written excuse signed by a parent or doctor to explain the absence should be presented to the teacher upon returning to school. **Without a phone call and/or written excuse, an unexcused absence will be recorded for your child.** A health certificate obtained from a doctor is required for contagious diseases or rashes.

When a student is to leave early, please send a written request stating the reason for the early dismissal. This request must be presented to the teacher. Parents must report to the office to sign students out. We will then call your child to the office to leave. Students returning to school from an appointment, etc. must be signed in before going back to class.

**BICYCLES:** Students in grades 2 through 4 may ride their bikes to school only with parent permission. They should be *locked* in the bicycle rack.

**BUS ARRIVAL AND DEPARTURE PROCEDURES:**

Students are to:

1. Get off the bus and not cut through the Kindergarten lines.
2. Walk straight to their lines in the morning and line up quietly.
3. Remain quiet until the bell rings in the morning.
4. Walk quietly to the bus in the afternoon with their teachers.
5. Board the bus quickly and remain seated.
6. Listen and respond to any teacher on duty before and after school.

**CHANGE OF ADDRESS OR PHONE NUMBER:** Please report any change of address or phone number immediately to the office so our records can be up-to-date in case of any emergency.

**DRESS and GROOMING:** Hair shall be neat and clean. Bare midriffs, chests, or unreasonably totally bare shoulders are not allowed. Hats and overcoats are not permitted inside the school building unless part of Spirit Week. ***Shoes with socks must be worn. No flip flops and/or open toe sandals will be allowed.*** Clothing cannot display slogans, pictures or emblems that exhibit obscene or profane expressions or gang symbols. **\*\*\*PLEASE SEE UNIFORM POLICY ON THE LAST PAGE FOR FURTHER INFORMATION.** Students will go outside for recess when the temperature is above 20 degrees. In snowy, cold weather, boots, hats and gloves/mittens should be worn in order to go out for recess. Students will not participate in PE without tennis or gym shoes.

**EMERGENCY CARDS:** Each year parents are requested to complete an emergency card for each child. These are important cards and must be completed in detail. If a parent cannot be reached, we need the name and number of someone to contact in the case of an emergency. **If there is any change in this information during the year, please contact the school office immediately to report changes.** If your child is ill or hurt, we need to be able to reach you or another person quickly.

**FIELD TRIPS:** Students will take one or more field trips throughout the school year. Some are district sponsored and at no cost to students. Other field trips are planned by the teachers, relate

to the school curriculum, and may cost a minimal admissions charge. Notification of field trips will be through the Newsletter or notes from teachers.

**GRADING:** To assure a fair and equitable method of grading, teachers follow the guidelines used throughout the District. Grades are equivalent to the following percentages:

A = 90 to 100	D = 60 to 69
B = 80 to 89	F = 0 to 59
C = 70 to 79	

A student may receive a failing grade (F) if he/she fails to submit required assignments or projects or if he/she stops putting forth effort and ceases to participate in class activities for reasons of his/her own choosing.

Primary school students shall receive a grade in the following subject areas:

Grade 1:	Conduct, effort, reading, spelling, math, and handwriting
Grades 2 and 3:	All of the above, plus English
Grade 4:	All of the above, plus science, social studies, music, art, and P.E.

**ILLNESS AT SCHOOL:** Should a student feel ill at any time during the school day, they should tell their teacher. The teacher will send them to office personnel, who will determine what should be done. Emergency first aid will be given when needed; however, the office personnel cannot give aspirin or other first aid medication to any student.

**LOST AND FOUND:** All found articles should be placed in the lost and found box in the lunchroom. Students may claim items before school, at lunch time, or after school. Articles not claimed will be disposed of periodically. Jewelry, electronic items and other small items will be in the office.

**LUNCH PROGRAM:** Hot lunches are available to all students. Students may bring a sack lunch and purchase milk at school. ***Students are not be allowed to bring soda to school.*** Forms for free and reduced lunches are available in the school office. The number of children in a family and the total family income determines these special rates. Parents are encouraged to send lunch money weekly or monthly, but may do so daily. All money brought for hot lunches will be credited to his/her account. We do not give change. Our computerized system tracks all money received and used.

Students will be notified of their exact lunch schedule and the rules in the lunchroom when school begins. Students may be isolated or removed from the lunchroom if their behavior is not acceptable. Students are allowed to talk quietly, but are required to remain seated while they eat their lunch. If the weather is good, they are dismissed to play outside. If the weather is not good, they will remain in the lunchroom.

Lunchroom personnel have the authority to enforce the lunchroom rules and act under the principal's direction both in the lunchroom and on the playground. Students who break lunchroom rules will stay in from lunch recess.

**MAKE-UP WORK:** When students are absent, they will be expected to make up missing assignments. Students will have the same period of time to make up work as days absent, except in the case of a prolonged illness. If your child is ill for a long period of time (more than 2-3 days), call the office and we will be glad to obtain the required assignments. Students or parents may then pick up these assignments in the office. Please allow ample time for gathering work. Students should not get behind in work if it can be avoided. Make-up work will be given after the student returns to school. Home tutors are available for extended illnesses.

**MEDICATIONS:** For short-term over the counter medications, please contact the school office to complete the necessary parent permission form. ***For long-term prescription medications, Form #615 must be completed by the parent and doctor before any medication can be given to a student at school.*** If this form is not completed, school personnel are not allowed to administer the medication.

**PHYSICALS, EYE AND DENTALS:** District 150 has a first day compliance policy. Physicals and proof of up-to-date immunizations are required upon entering Kindergarten. A vision exam is required by October 15, 2010 and a dental exam is required by May 15, 2011. Students entering the 2<sup>nd</sup> grade must have proof of a dental exam by May 15, 2011. Students in grades 1-4 entering Dst. 150 for the first time will be allowed 30 days from enrollment to provide health records.

**PLAYGROUND:** Students are encouraged to play games that teach good sportsmanship such as soccer, hopscotch, kickball, jump rope, etc. Play fighting, karate, keep away, tackle football, and snowball throwing ***are not permitted*** on the playground. Throwing rocks, glass, hard balls, snowballs, etc. will not be tolerated on the playground. Students who either promote or engage in actual fighting will be subject to suspension or discipline in some manner.

*Playground Equipment Rules:*

1. Use slide appropriately
  - One person on the slide at a time
  - Slide down sitting up, facing forward
  - No walking up or jumping off the slide
2. No climbing on top of the circular climber (use hands only)
3. No jumping off the bridge
4. One grade level on the equipment at a time
5. Wood chips stay on the ground (no throwing of chips)

*Allowable Playground Items/Equipment:*

1. Jump ropes
  2. Soccer balls
- (Please label everything that is sent to school)

***Items/Equipment Not Allowed at School:***

1. Electronic games/Cell phones of any type
2. Action figures (or action dolls) of any type
3. Play weapons (guns, knives, swords, etc.)
4. Cars/trucks of any type

5. Trading cards of any type
6. Yo-yos
7. Footballs & basketballs

**\*Exceptions:** When a teacher allows students to bring toys, items for show-and-tell or for a specific project.

**PROGRESS REPORTS:** The teacher will send mid-term progress reports between each grading period. Please be concerned about failing grades or grades that drop from one grading period to another. Notices of possible retentions and final recommendation for retentions will be mailed to parents during the 3rd grading period.

**PUPIL-TEACHER RELATIONSHIP:** Mutual respect is the key to a good pupil-teacher relationship. Model to your child respect for teachers and encourage him/her to respect the teacher's standards. In return, the teacher will respect both you and your child. If we are to continue to be one of the best public schools in Peoria, it will take teamwork among students, teachers, staff members, principal, parents and community. Your help is needed. ***SUPPORT YOUR CHILDREN, TEACHERS AND SCHOOL.***

**REPORT CARDS:** Report cards are given out 4 times each school year. Check the school calendar for the exact dates. In addition to parent conferences, which will be scheduled at the end of the first grading period and during the third grading period, parents will receive a mid-grading period progress report each grading period. Students must maintain an average letter grade of "D" or above to pass to the next grade.

**RIDES:** If your child will ride home with someone else or will ride a different bus, ***a note from a parent is required.*** Please advise your child not to accept rides from strangers. ***For the safety of your child, if there is no note or phone call, the student will ride the bus.***

**SAFE-SCHOOL PLAN:** In case of an unforeseen emergency, e.g., an intruder in the building, gunman, bomb threat, etc., the school will be locked down for the safety of the students. Throughout the year we will have safety drill practices so that students and staff know what to do in an emergency situation, whether it is a fire, tornado or threatening situation. As part of our Safety Plan, **all visitors, including parents,** are to report to the office, sign in and get a visitor's badge to wear. All doors except the front door will be locked during school hours. ***If we need to evacuate the building, your child will be transported to the Community Building at Haymeadow Apartments on Orange Prairie Rd.***

**SCHOOL BUSES:** Students *must* ride *assigned* buses only, unless you have requested other arrangements. Students must catch the bus at the closest corner to their house. ***A note is required from parents if a student is to ride a different bus or board the bus at a different location.***

Students riding the school bus should be aware of the rules and regulations. A student's



3. Be Safe!
4. Be Responsible!

**Classroom Basics:**

1. Keep hands/feet/body to yourself.
2. Feet on the floor.
3. Walk.
4. Raise hand to speak or leave your seat.
5. Tell the truth.
6. Be kind.
7. Share with others.
8. Quiet voices.
9. Put things back where they belong.
10. Try your best.
11. Have supplies.
12. Follow directions.
13. Follow routines.
14. Stay on task.
15. Listen to the speaker and think about what is being said.

***The classroom teachers may have other specific rules in addition to these.***

**Hallway Basics:**

1. Stay to the right.
2. Walk single file.
3. Hold rails up and down the stairs.
4. Safe hands.
5. Remain quiet in the halls.
6. Stay in your spot.
7. Stay in your own space.
8. Get where you are going promptly.
9. Stay together.

**Playground Basics:**

1. Hands/feet/body to yourself.
2. Stay on the playground.
3. What is on the ground stays on the ground.
4. Play fairly.
5. Include everyone.
6. Take care of equipment.
7. Dress for the weather.

**Bathroom Basics:**

1. Wait your turn.
2. Wash hands quickly.
3. Keep feet on the floor.
4. Flush toilet.
5. Give people privacy.
6. Be quick.
7. Stay in your own space.

**Lunchroom Basics:**

1. Carry tray with both hands.
2. Raise your hand for help.
3. Wait your turn.
4. Hands/feet/food to yourself.
5. Allow anyone to sit next to you.
6. Be silent when lights are off.
7. Say please and thank you.
8. Clean up after yourself.
9. Get all items first time through the line.
10. Stay put and eat.

**Students who violate lunchroom rules may be kept in at lunch recess.**

***Severe Offense:***

When the offense of a school rule is considered to be severe or when School Board policy, i.e., physical assault or battery (fighting), gross disrespect, gross insubordination or gross verbal abuse of school personnel and/or fellow students, theft of property or vandalism, possession of drugs, possession of a weapon, etc., is violated, the student will be sent to the office immediately.

***The principal will make the decision as to what punishment will be given.*** Punishment could include a reprimand, privilege restriction, parent conference, out-of-school suspension, or expulsion. **The severity of the offense will determine the punishment.**

Weapons of any kind, e.g., guns (real or look alike), knives, blades or anything that could be used to hurt someone, are strictly forbidden at school. Students possessing any type of weapon or look-alike weapon will be subject to disciplinary actions as per School Board policy. ***Do not allow your child to bring anything to school that might be used to hurt someone.***

**PLEASE DISCUSS THESE EXPECTATIONS/RULES WITH YOUR CHILD(REN) AND MAKE SURE THEY UNDERSTAND THEM.**

**SCHOOL PICTURES:** Fall pictures, which are traditional cameo shots, are taken of each

student, teacher, and class shortly after school begins. More informal, full length Spring pictures are also taken. Pictures are taken of every student, but there is no obligation to purchase them. A student yearbook is published and sold toward the end of the school year.

**STUDENT ACCIDENTS:** Accidents should be reported to the teacher and/or office as soon as possible. Accidents in physical education class should be reported to the teacher.

**STUDENT DESKS:** Student desks are the property of the Peoria Public Schools and school personnel reserve the right to inspect these desks at any time, with or without the permission of the student.

**TEACHER ON DUTY:** Any teacher or staff member on duty on the playground is acting under the principal's direction and has the authority to discipline students.

**TEMPORARY RECORDS:** Student temporary records are subject to periodic review for purposes of removing all information that is out-of-date, inaccurate or irrelevant. You are entitled to copies of these records prior to their destruction. Please be advised that these records will be destroyed the week following the close of the school year.

**TRANSFER OF STUDENTS:** Parents should notify the school office several days prior to moving from our school. This will provide time for the school to complete the necessary forms and have the student's personal belongings ready. Students transferring out of District 150 may continue until the end of the school year, providing parents transport the student. Students transferring within District 150 boundaries may stay until the end of the grading period, providing parents transport the student, or they may transfer immediately to the new school.

**UNIFORM POLICY:** Please see the last page of the Student Handbook for Uniform Policy information.

**VISITORS:** Parents are welcome to visit classrooms and to have conferences with teachers. Parents wishing to have a conference should schedule an appointment through the teacher. Visitors are asked to check in at the office upon arrival.