

# Damiansville Elementary School Parent/Student Handbook 2011-2012



Amended 5/25/2011

## Damiansville Elementary School Mission Statement/ Vision & Philosophy

***Damiansville School values the idea of being a life-long learner. Our community not only encourages their children to learn, but is involved in the learning process. Leaders in our school and community provide a learning environment where children will have the opportunity to learn to the best of their ability. The future of our students is one in which they will be able to live and work in an ever-changing global society.***

***This mission statement is for all of us. We will use it to focus and build morale.***

### **GENERAL POLICIES (in alphabetical order)**

#### **ASBESTOS**

Our district has an asbestos management plan, which is open to public inspection, in the office.

#### **ATHLETIC & EXTRACURRICULAR ACTIVITIES ELIGIBILITY (includes Scholar Bowl)**

Students' grades will be checked every Monday morning. In order to be eligible to participate in extracurricular activities, a student must maintain a C average (77%-84%) or higher, for the following 5 core subject areas: Reading, Language Arts, Math, Science, and Social Studies; and the individual core subject average may not be lower than 70%. Each student's grades will be evaluated two weeks prior to the start of the season. Thereafter, each student's grades will be re-evaluated on a weekly basis. If any such weekly evaluations show that a student's 5 core subject grade average is below a 77%, or if any individual core average is below a 70%, he/she will be initially ineligible for a period of one week, must sit behind the team until they raise their 5 core subject grade point average to a C, and their subject average to at least a 70%. He/she can attend practices, but may not participate in any games. The student will be required to attend the after school tutoring room during the time period they are ineligible to play. If the 5 core subject average has returned to an overall C (77%-84%) at the weekly evaluation with no F core subject average, the student may again participate.

The student will be required to sit with the team during the games of their suspension and be required to dress for the contest. Parents may make prior arrangements to keep their child at home from games during the time of their suspension. Ineligibility notification to parents will be given in the form of a phone call home on Monday and a letter to the parent/guardian. After a one week period, the student's academic progress will be re-evaluated. If the student still has not met the above requirement for eligibility, another one-week suspension from all extra-curricular activities will take place. If a student is ineligible for 3 weeks during the season, a decision will be made between the administration and the coach as to whether the student will be eligible to continue to participate on the team.

**STUDENTS WHO ARE ABSENT FROM SCHOOL ON THE DAY OF A CONTEST MAY NOT COMPETE ON THAT DAY WITHOUT ADVANCE CONSENT OF THE SUPERINTENDENT.**

#### **ATTENDANCE/ ABSENTEES/TARDIES**

Parents are asked to contact school (248-5188) when their child is going to be absent. If the parent does not call, the school is required to contact them, at work, if necessary. A note stating the reason for the absence, signed by the parent, should accompany the child upon returning to school. Students who have professional appointments during the school day must bring a note from home to give to their teacher, but must check out and back in through the office.

**EXCUSED** -- Absences will be excused for personal illness, attendance at funerals, professional/doctor's appointments, observance of a religious holiday, death in the immediate family emergencies, other situations beyond the control of the student, or other such circumstances which cause reasonable concern to the parents for the safety or health of the student. Students are allocated one day for every day absent to make up schoolwork. Extenuating circumstances may cause a teacher to exercise his/ her discretion to extend the make-up days more than one-for-one. The responsibility for make-up work, however, rests with the student.

**UNEXCUSED** -- The student will not be allowed to make up work missed due to the absence. All absences are considered unexcused until cleared through the school office.

TRUANCY -- Chronic truancy is defined as a child who is absent without valid causes for 10% of the 176 regular school days. Illinois law provides that parents can be fined or imprisoned by the court if they allow a child to be truant.

The Regional Office of Education has implemented a new Regular Attendance Program(RAP). This program is geared to help students who have problems with attendance/tardies before it becomes a chronic issue. The office will contact parents/guardians of students who have five unexcused absences and RAP will be implemented. If you would like more information about the RAP program, please contact the office.

When a student is absent, he/she will not be allowed to participate in any extracurricular activity, unless there is permission from the superintendent. Excessive absences may result in the awarding of a diploma at the end of 8<sup>th</sup> grade, but participation in graduation ceremonies may not be granted.

TARDIES – Three unexcused tardies will result in an after school detention. Once a student has two After-School detentions for tardies, the third will result in a Saturday detention.

Parents who take students out of school for “trips” or “vacations” are asked to notify the teachers and office as soon as possible. We hope that parents will carefully consider taking students out of school.

### **BUSSES**

Transportation is provided free of charge for students who live 1.5 miles or more from school or if there is a state-approved (IDOT) hazard such. Busses start their runs at approximately 7:00 a.m. Different time schedules may be necessary when water makes some roads impassable.

### **CELL PHONES**

Cell phones are allowed in schools for safety reasons and for use after school activities. The school does reserve the right to prohibit the use of such cell phones throughout the school day. If students are seen using cell phones, it will result in confiscation of the phone and a parent must come to the school office to pick up the phone. The first offense will be a warning for the student, second and all ensuing offenses will warrant either an after-school detention or Saturday detention, whichever is deemed a proper consequence by the Administration. If cell phones must be brought to school, they must remain hidden from view and turned off. Anything other will be considered use of the cell phone.

### **DETENTIONS – AFTER-SCHOOL/SATURDAY**

After-school and Saturday detention will be conducted throughout the school year when deemed necessary by the administration. Students who are assigned to either After-school or Saturday detentions are expected to participate. If a student is not present for an assigned detention, it will be assumed that they are skipping and appropriate consequences will follow. If there is a reason that a student cannot make the assigned detention, arrangements must be made with the administration prior to the assigned date of the detention.

### **E-MAIL & WEB PAGE**

The school has a web page at [www.damiansvilleelem.com](http://www.damiansvilleelem.com) (click on SCHOOL). Newsletters, menus and other schedules and notices are posted on the website each Friday. Teachers each have e-mail addresses at school which are set up as follows: **teacher's first initial, full last name @ damiansvilleelem.com** (example—[mtoeben@damiansvilleelem.com](mailto:mtoeben@damiansvilleelem.com)). Teachers are expected to check their e-mails daily.

### **EMERGENCIES**

Fire drills, bus evacuation drills, tornado drills, and earthquake drills will be held in accordance with state law.

## **FACILITIES**

Student use of school facilities is restricted to those times at which students are under direct faculty supervision. Areas such as the gym, library, etc., are off-limits to students unless a faculty member is present to supervise. At other times, parish rules apply.

## **FEES**

Books are rented to students at the cost of \$50.00 per year per student. Students who lose a book will be charged a replacement fee based on the condition of the book. Book bills will be sent as a reminder to families to pay. There is a \$10.00 Technology fee to help keep up with changing software and other technology needs.

## **FUND RAISING**

All fund raising activities using the name "Damiansville School" or one of its teams, organizations, or clubs must have the approval of the superintendent.

## **GRADING SCALE**

A = 93-100%	E = Excellent
B = 86-92%	S = Satisfactory
C = 78-85%	N = Needs improvement
D = 70-77%	U = Unsatisfactory
F = Below 70%	INC = Incomplete

## **HONOR ROLL STATUS**

Students in grades 5-8 are recognized for achieving honor roll status at the end of each academic quarter. The GPA (Grade Point Average) that is required for **HIGH HONORS** is **4.66** out of 5.0 and for **HONORS** is **4.33** out of 5.0.

Recognition is also given each quarter for GOOD CONDUCT for the students in grades 5-8.

Each letter grade in the six core subject areas on the report card (Reading, Math, Science, Social Studies, Spelling and Language) are given the following value:

A+ = 5.0	A = 4.66	A- = 4.33	B+ = 4.0	B = 3.66	B- = 3.33
C+ = 3.0	C = 2.66	C- = 2.33	D+ = 2.0	D = 1.66	D- = 1.33
F = 1.0					

## **LUNCH SERVICE**

A nutritious lunch is served each day in the cafeteria for \$2.00. The school lunch includes an entrée, carbohydrate serving, vegetable serving, fruit serving, dessert, and a carton of milk (choice of 2% white milk or 1% chocolate). Students who wish to bring lunch may purchase milk for \$.30. **Soda is not permitted in the lunchroom during the lunch periods without specific permission from the superintendent.**

## **MILK BREAK**

The purpose of having a short milk break is to provide a brief **nutrition break** for students. **Students will only be permitted to have milk, juice, and a small, nutritious snack during this time. Other snacks will not be allowed.**

Treats for birthdays and other special occasions should be store bought and in accordance with our wellness policy adopted by the Board of Education. All treat should be brought to the office, not the classroom.

## **RETENTION OF STUDENTS IN GRADE**

Parental input will be sought in all situations wherein retention may be a possibility. In addition to past and current academic performance, many factors will be considered including social development, previous retentions, effort, attitude, intellectual ability, age, physical size, and certified physical, mental, or emotional disabilities.

In grades 5-8, any student who has received a failing grade in each of two or more content subjects (for the year) shall be considered for retention. Content subjects include reading, English, Math, Social Studies, and Science. **The final decision to retain a student in grade will be determined on the average of the year's grades, rather than the grades from one quarter.** To graduate, eighth graders must also pass a test on the Federal and State Constitution and related topics.

In grades K-4, many factors will be considered. Because of the critical nature of reading and math to all future instruction, a failing grade in either will result in consideration for retention.

## **RIGHTS**

### **Teachers have the right to:**

**Establish a classroom structure and routine that provides an appropriate learning environment in light of their own strengths and weaknesses.**

**Determine and request appropriate behavior from students.**

**Ask the Superintendent, parents, or any other appropriate party for help when they need assistance with a student.**

### **The SUPERINTENDENT insists that all teachers assert their rights.**

#### **Student rights include:**

**Students have a right to a learning environment that is safe, is free from unnecessary distraction and disruption, and is conducive to learning.**

**Parents have the right to expect the Superintendent and teachers to provide such an environment for their children.**

## **SCHEDULE**

**STUDENTS WHO DO NOT PARTICIPATE IN THE PSR PROGRAM SHOULD NOT ARRIVE AT SCHOOL UNTIL 8:20. NO STUDENTS ARE TO BE HERE BEFORE 7:20 -- SINCE THERE IS NO SUPERVISION UNTIL THAT TIME. Students coming for religion must all report directly to the gym – and never to the classroom.**

### **DAILY SCHEDULE**

8:20 a.m. - Doors open

8:30 a.m. - School begins

9:50 - 10:00 a.m. - Milk break, grades 1-4 -- only milk or juice allowed

10:45 - 10:55 a.m. - Milk break, grades 5-8 -- only milk or juice allowed

11:45 - 12:35 p.m. - Lunch/ Recess - grades K-8

3:20 p.m. - Dismissal

## **SPECIAL EDUCATION**

Damiansville Grade School will provide a free, appropriate, public education to all children residing in the district. In order to appropriately meet the needs of the children, special classes are provided for students with special needs. When children with special needs are identified, programs are developed which will appropriately serve the student.

## **STUDENT RECORDS**

The building Superintendent or Principal shall be the custodian of all student records. Student records shall be retained in accordance with the rules and regulations of the Illinois Local Records Commission.

A parent/legal guardian or their designated representative shall have the right to copy and to inspect a student's permanent and temporary record. A student shall have the right to copy and inspect the temporary record. Either the school or the parent/legal guardian may request, at his/her own expense, the presence of a qualified professional to assist in the interpretation of a temporary record.

Requests for inspection shall be granted with a reasonable length of time but in no case less than 15 days. A charge may be incurred for the copies. Confidential letters of recommendation shall not be subject to review.

No student record shall be released to any person other than the parent/legal guardian of the student except as provided by law. Any person who receives a student record for the purpose of research, statistical reporting or planning as provided by law shall sign an affidavit agreeing to comply with all applicable statutes and rules pertaining to student records. The record custodian shall maintain a record of each release of student record information.

Parents/legal guardians shall have the right to challenge the accuracy, relevance or propriety of any student record except grades in accordance with the rules and regulations of the State Board of Education and shall have the right to insert a statement of reasonable length setting forth their position on any disputed information.

Information such as name, address, gender, grade level, date and place of birth, telephone number, parents/legal guardian's names and address, period of attendance, height and weight of athletic team members, may be deemed directory information. This information is subject to release to the general public unless a parent/legal guardian requests otherwise.

### **Student Records/Retention**

All records of the school district shall be retained and shall be subject to disposition in accordance with the rules and regulations of the Illinois Local Records Commission.

Student permanent records shall consist of student's name, birth date, address, grades and grade level, parents'/legal guardians' names and addresses, attendance records, accident reports, health records, record release form and such other entries as the State Board of Education may require or authorize. Permanent Records shall be retained for a period not less than 60 years after a student has transferred, graduated or otherwise permanently withdrawn from the school.

Student temporary records shall consist of all information contained in a student record but not contained in the permanent record. This includes family background information, intelligence test scores, aptitude test scores, psychological and personality test results, teacher evaluations and other information of clear relevance to the education of the student subject to the regulations of the State Board of Education. In addition, the temporary records shall include information of serious disciplinary infractions, infractions involving drugs, weapons, or bodily harm to another that resulted in expulsion, suspension or the imposition of punishment or sanction. Student temporary records shall be maintained for not less than five years after the student has transferred, graduated, or otherwise withdrawn from school. However, student records shall not include records of law enforcement officers working at the school.

All records required for substantiation of State Aid claims shall be retained for at least three years.

## Student Records/Destruction

Permanent school student records may be destroyed after 60 years and Temporary School Student Records may be destroyed after 5 years in accordance with the Local Records Act and the School Student Records Act. Before any School Student Record is destroyed, the parent/legal guardian, or student after the student reaches 18 years of age, shall be given prior notice in accordance with the rules and regulations of the Illinois State Board of Education.

## Student Records/Non-Custodial Parent Access

In the absence of a court order to the contrary, upon the request of either parent, reports of student academic progress or other records including ordinary notices of school activities and events shall be provided to both parents. Custodial parents are responsible for providing the school's Superintendent or Principal a copy of any court order restricting the access of a non-custodial parent to a student's school records. Custodial parents shall be responsible for providing written notification of any restriction of non-custodial parent's physical access to children.

School officials will not be responsible for resolving any disputes between parents as to access for children and any such dispute will be referred to law enforcement officials for resolution. Custodial parents must look to the courts and law enforcement agencies for the enforcement of restrictions on physical access.

## **VISITORS**

No visitors are allowed at school without the Superintendent's consent and **all visitors are to report to the office immediately upon arrival at school.** Students from other schools will not be allowed to attend classes.

## **WEATHER REPORTS & SCHOOL CANCELLATION**

When it becomes necessary to cancel school due to bad weather, the following radio stations will be notified: KMOX 1120 AM, WGEL 101.7, WCXO 96.7 and WDLJ 97.5 and on FOX, CBS and NBC television stations.

The message on radio stations and name on television stations will be **Clinton County Schools.** It will not say or show Damiansville Elementary.

In addition, the school now subscribes to an all school alert system that will notify phones and e-mails. This should help to notify all parties in a very timely manner. In the case of only Damiansville School closes and no other Clinton County Schools, we will only be using the all school alert system.

## **DAMIANSVILLE SCHOOL BEHAVIOR CODE & DISCIPLINE POLICY**

To promote and foster student self-discipline, the staff of Damiansville School will diligently recognize and reward exceptional student behaviors and hold students responsible for behaviors. Damiansville Grade School is a place where teachers can teach and children can learn. We are committed to this ideal.

### **\*GENERAL SCHOOL RULES \***

1. Respect self, others, and school properties
2. Do not disturb teaching or others learning
3. Come to school prepared
4. Follow classroom rules
5. No gum chewing at school
6. No bringing of toys, walkmans, trading cards, playing cards, electronic games, or cameras without previous permission from a teacher

### **CLASSROOM RULES WILL BE POSTED IN ALL CLASSROOMS AND WILL INCLUDE ALL GENERAL SCHOOL RULES**

The classroom teacher will set rules and use discretion for inappropriate classroom behavior. The teacher will communicate this to both student and parent.

### **RESPECT**

Students are attending school for the primary purpose of obtaining an education. Students must recognize that teachers and other adult employees are in charge. **ANY LACK OF RESPECT ON THE PART OF STUDENTS TOWARDS TEACHERS AND OTHER EMPLOYEES** will result in the administration of appropriate disciplinary measures. When addressing or referring to a teacher or other adult, students shall use titles of respect (Mr., Mrs., Miss, Ms., Dr.)

### **GENERAL**

Students committing acts of gross disobedience or misconduct may be placed on probation, detained during non-school hours, suspended in-school, suspended out of school, expelled from school, expelled from riding the bus or otherwise disciplined.

A student may not be permitted to make up school work and examinations missed as a result of an in-school or out-of-school suspension or, where necessary, expulsion.

Authorized personnel may place on probation, detain after school, suspend in-school and out-of-school, or otherwise discipline a student. The Board of Education can expel a student. Teachers may remove disruptive students from their classroom who act in a manner that is detrimental to the academic atmosphere of the classroom environment. The length of time for which a student is removed from class or school will be determined by the Superintendent following a conference with the classroom teacher. Multiple detentions will result in suspension. **Detentions and suspensions will be progressive and cumulative during the school year.**

Corporal punishment will not be used. However, corporal punishment does not include reasonable force as needed to maintain safety for other students, school personnel, or persons, or for the purpose of self-defense or the defense of property. The teacher may remove a student from the classroom for disruptive behavior.

### **BULLYING**

Using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or by urging other students to engage in such conduct is considered **BULLYING** and will not be tolerated. Prohibited aggressive behaviors include, but are not limited to (without limitation) the use of violence, force, noise, coercion, threats, intimidation, fear or exclusion (or convincing others to exclude one student). Students who experience any of these actions must report them immediately to any school authority.

## **AGGRESSIVE BEHAVIOR**

- **Aggressive behavior toward other students or staff is not allowed**
- **Students who demonstrate aggressive behavior toward other students, staff, or school property will be subject to referral to counseling, having their parents or guardian notified and punishment**
- **Referral to counseling, anger management courses or other available community based or district resources may occur after the Superintendent and other appropriate staff have discussed the aggressive behavior with the student and the student's parent or guardian. Such referral shall be made to resources that will be of low cost or no cost to the parent when possible. Failure to go to the ordered counseling will not be a reason in and of itself for suspension from school for more than 10 days unless agreed to otherwise by the parent or guardian. Suspension or expulsion for the aggressive behavior or other infractions is allowed even if the behavior or infractions are what instigated the referral to counseling.**
- **The Superintendent shall notify the parent or guardian of a student who demonstrates aggressive behavior when the Superintendent determines that the assistance of the parent or guardian will be helpful in altering the behavior. The Superintendent shall notify the parent or guardian when the student has demonstrated aggressive behavior for the third time in a school year if the Superintendent has not previously notified the parent or guardian.**
- **Students exhibiting aggressive behavior will be punished by staff and administrators in an appropriate manner based upon the extent of the behavior, the damage caused, the age of the students involved, past behavior of the students involved, mitigating circumstances and other factors deemed relevant by the staff or administrators. All levels of discipline will be available, including, but not limited to, notification of parent or guardian, detention, demerits, suspension (in school or out of school) or expulsion. Referral to counseling may also occur in addition to punishment, but is not considered to be discipline.**
- **Aggressive behavior is defined to include the following, but are not limited to:**
  - **Bullying**
  - **Threats or intimidation of physical harm**
  - **Blackmail**
  - **Harassment**
  - **Stealing**
  - **Fighting**
  - **Continued teasing**
  - **Exclusion**
- **All students who feel; that they have been subjected to aggressive behavior shall report the behavior to the Superintendent or to any teacher, or staff member, whomever they feel most comfortable talking to.**
- **Whenever the Superintendent believes it is appropriate, s/he shall ask that a report be written by the student, otherwise whomever receives the report will make a written memorandum of the report. All staff members shall report to the Superintendent any aggressive behavior toward students who are at risk of having aggressive behavior directed toward them.**
- **The Superintendent shall be provided all reports and shall investigate the reports or appoint someone to investigate the reports and take the action needed which may include, but is not limited to, punishment of the aggressor, referral to counseling of the aggressor or the subject of the aggressive behavior or other action as the Superintendent deems appropriate. Parents shall be notified if investigations reveal that a student has been subjected to aggressive behavior on at least 3 different occasions.**

## **INAPPROPRIATE ACTIONS AND BEHAVIORS**

- Talking at inappropriate times
- \*Breaking any of the school rules
- Breaking classroom rules
- Being out of seat without permission
- Disrespectful to classmates (excluding from activities, mean remarks)
- Missing assignments for class (“zero” will be issued for continuously missed work, or student will be assigned to detention, suspension or an alternative educational program)
- Temper tantrums
- Using other people's things without their permission
- Dress code infractions
  - Cheating
  - Fighting, bullying, harassment of any kind (verbal or sexual)
  - Causing a disruption in class
  - Disrespect to an employee
  - Failure to obey employees, insubordination, defiance
  - Not completing punishments at the date, time and place directed
  - Repeated missing assignments
  - Use of profanity
  - Stealing
  - Activity disruption (assemblies, ball games, etc.)
  - Students getting into teacher’s desk
  - Leaving the campus without permission
- Forging a parent’s signature on a document for school

## **CONSEQUENCES FOR THESE ACTIONS (NOT NECESSARILY IN THIS ORDER)**

- Punch on the D’ville Debit Card \*\*– any adult can authorize to punch a card at any time
- Writing a “250” – any teacher or supervisor may authorize this consequence
- Loss of Recess -- can be any or all of the recess time
- Detention after school -- one hour spent after school, usually spent doing physical work
  - Multiple detentions will result in suspension or expulsion
- In-School Suspension -- this time would be spent in an isolated spot during school time
  - work will be issued “zero’s” but must be completed.
- Extended In-School Suspension
- Out-of-School Suspension – can be from one to ten days, depending on the severity of the offense
  
- Referral to Alternative School -- The Safe School in Centralia would be used
- Expulsion – as authorized by the Board of Education
- Other consequences deemed appropriate by Administration

**\*\*DEBIT CARDS** are meant to be an incentive to follow the rules. Once a student has lost all the punches (10) on the card, they will receive written punishments of 250 words on a topic assigned by the teacher for infractions that would have been punished by taking a card punch. Three of these writing punishments will result in an after school detention. Each month all students have a “fresh start” with a new card.

**DETENTIONS AND IN-SCHOOL SUSPENSIONS ARE PROGRESSIVE AND CUMULATIVE THROUGHOUT THE SCHOOL YEAR. THESE SERIOUS CONSEQUENCES MAY LEAD TO OUT-OF-SCHOOL SUSPENSIONS BEFORE THE END OF THE SCHOOL YEAR. SERIOUS OFFENSES**

The Superintendent will call parents immediately when there is a serious offense by a student. The punishment for these offenses will range from extended suspension to expulsion. These offenses include, but are not limited to the following:

- Aggressive behavior toward staff or other students
- Alcohol, tobacco, or drug possession, use, distribution or sale
- Arson
- Assault/battery of staff member
- Extortion
- Fighting
- Indecent exposure
- Possession of suspected drug paraphernalia
- Repeated infringement of less serious offenses
- Refusal to submit to a search
- Skipping school, truancy
- Vandalism
- Weapon possession, display or use will result in expulsion for the entire school year per state mandate.*

Students who are ordered to leave the classroom by their teacher for disrupting class will face disciplinary consequences. In chronic cases, or cases where a child has had to be removed from the classroom, the Superintendent will contact parents/guardians at home/work and request that they come to school immediately and pick up their child. The child may return to school the next day if all school personnel are convinced that the behavior will not re-occur. Should a parent refuse to comply with such a request and otherwise fail to make arrangements for the child to be removed from school, the Superintendent will refer the matter to the Dept. of Family Services for investigation of educational neglect and suspend the child from school for 3 days.

**Damiansville School is committed to be a violence-free and drug-free school. STUDENTS WHO FIGHT, ATTACK OTHER STUDENTS, ARE FOUND IN POSSESSION OF A WEAPON, OR USE OR POSSESS ILLEGAL DRUGS OR ALCOHOL, OR OTHERWISE BEHAVE IN A MANNER THAT THREATENS THE SAFETY/SECURITY OF OTHERS WILL FACE SEVERE CONSEQUENCES.**

**WEAPONS POLICY**

Any student who brings any type of loaded or unloaded gun to school, or threatens another person at school with any type of weapon capable of inflicting physical pain or injury shall be referred to the police and parents will be contacted. The student will be immediately suspended from school and required to appear at the next school board meeting for an expulsion hearing (365 days to 2-year expulsion consequence).

Threats made by any student to others will be taken seriously. Students who make such threats will face the possibility of immediate suspension and possible expulsion from school. All students and staff are required to report any such threats to the Superintendent immediately.

Students who are suspended or expelled may not be on school grounds or attend any school events during this time.

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

- On school grounds before, during, or after school hours or at any other time when a school group is using the school;
- Off school grounds at a school-sponsored activity, or event, or any activity which bears a reasonable relationship to school;
- Traveling to and from school or school activities, functions, or events;
- Anywhere, if the conduct may reasonably be considered to be a threat or an attempted intimidation of a staff member, or an interference with school purposes or an educational function.

### **Damiansville School Sexual Harassment Policy**

This policy of Damiansville Elementary School Board of Education forbids discrimination against any employee, applicant for employment, or student on the basis of sex. The Board will not tolerate sexual harassment activity by any of its employees or students. This policy similarly applies to non-employee volunteers or any other persons who work subject to the control of school authorities.

#### **A. Definitions**

1. **Conduct of a Sexual Nature** – Conduct of a sexual nature may include, but is not limited to, verbal or physical sexual advances, including subtle pressure for sexual activity, touching, pinching, patting or brushing against. Also includes comments regarding physical or personality characteristics of a sexual nature, sexually oriented “kidding”, “teasing”, double-entendres, and jokes.
2. **Unwelcome Conduct of a Sexual Nature** – Verbal or physical conduct of sexual nature that is unwelcome. (An employee who has initially welcomed such conduct must give specific notice to the alleged harasser that such conduct is no longer welcome.) The Board of Education prohibits any conduct of a sexual nature directed toward students by teachers or others to whom this policy applies, and declares that any such conduct is unwelcome.

#### **B. Sexual Harassment Prohibited**

1. Grades or achievement shall not be promised or denied either by explicit or implicit conditions of a sexual nature in the school environment. Promotions or release from employment is also included here as well.
2. Conduct may not create an intimidating or hostile environment or interfere with a student’s or employee’s performance.

#### **C. Reporting, Investigations and Sanctions**

1. It is the expressed policy of the Damiansville Board of Education to encourage victims of sexual harassment to report such claims. Employees may contact a supervisor in accordance with the normal grievance resolution procedure. Students who are victims need to report actions to a teacher, counselor or superintendent. Confidentiality will be maintained and no reprisals or retaliation will be allowed to occur as a result of the good-faith reporting of charges of sexual harassment.
2. In determining whether alleged conduct constitutes sexual harassment, the totality of the circumstances, the nature of the conduct, and the context in which the alleged conduct occurred have to be investigated. There will be a committee of uninvolved persons, set up across grade levels, to serve as an investigative committee. The superintendent and the

Board have the responsibility to act on the results of the investigation and resolve complaints of sexual harassment.

- Any employee found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to, warning or reprimand, suspension or termination.
- Students who engage in sexual harassment will be subject to many of the same sanctions, including suspension and expulsion.
- Conduct of a sexual nature directed toward students shall be reported as child abuse for investigation by appropriate authorities

Staff members will receive training to allow them to detect and determine incidents of aggressive and harassing behavior and how to conduct an effective and efficient investigation.

**IN ADDITION TO THE SCHOOL RULES LISTED ABOVE – THE FOLLOWING RULES APPLY TO SPECIAL CIRCUMSTANCES**

**LUNCHROOM BEHAVIOR**

Students will:

- Report to the lunchroom every day at the assigned time
- Return all dishes, trays, and utensils
- Place all disposable items in the trashcan

During the lunch period, students are to remain SEATED in the lunchroom unless granted permission to leave their seats by the lunchroom supervisors. ***Talking should be at a conversation level.***

**Students disobeying these rules will be subject to the consequences listed on the previous pages.**

**SCHOOL BUS BEHAVIOR**

The following misbehaviors on a school bus will result in disciplinary consequences:

- Improper boarding/departing procedures
- Bringing articles aboard bus of an injurious or objectionable nature
- Eating/drinking on the bus
- Failure to remain seated
- Failure to obey driver
- Fighting/pushing/tripping
- Hanging out of window
- Throwing objects in or out of bus
- Lighting matches/smoking/chewing on the bus
- Spitting/littering
- Unnecessary noise
- Tampering with bus equipment
- Rude, discourteous and/or annoying conduct
- Destruction of property
- Other behavior relating to safety, well-being, and respect for others

***Seating on the bus will be assigned at the beginning of the school year and changed only by the superintendent.***

NOTE: IMMEDIATE BUS SUSPENSIONS MAY BE ASSIGNED FOR ANY STUDENT WHOSE BEHAVIOR PUTS THE SAFETY OF OTHERS IN JEOPARDY.

Misbehaviors not specifically covered in this handbook will be assigned appropriate consequences with consideration given to the possibility that the student could have been unaware that the behavior was inappropriate.

**Students disobeying these rules will be subject to the consequences listed on the previous pages.**

While the Superintendent will apply similar consequences to students demonstrating similar misbehaviors, flexibility may be required to meet individual student needs.

Out-of-school suspensions made by the Superintendent may be reviewed by the Board. Any parent wishing to have the suspension reviewed must notify the office within 10 days of the action, in writing, of intent to seek a Board review.

### **DRESS CODE GUIDELINES**

We at Damiansville School believe that teaching and learning are the most important reasons that we are here. In order to do our very best, it is necessary that we eliminate any and all obstacles to effective study habits. Our dress code is meant to lessen the competition and stress that might come with what students wear to school.

Students should come to school prepared to learn and not have to deal with the distractions of faddish or inappropriate attire. Clothing should always be neat (no holes or rips), appropriately sized to fit and have the proper length for safety and modesty.

Students who choose to dress in an inappropriate manner will be given something to wear or will call home to get other clothing.

#### **PANTS, SHORTS, SKORTS**

Students may wear any pants that are appropriately sized and without holes or rips. Pants may be any color, pattern or design.

Hip-huggers are not appropriate for school.

Shorts must be the length to the fingertips when measured and may be worn only from April 1 - Oct. 31<sup>st</sup>

#### **JUMPERS, SKIRTS & DRESSES**

Girls may wear skirts, dresses and jumpers in any color, design or patterns. They must be "fingertip" length or longer.

#### **SHIRTS and TOPS**

Shirts may be any color or type that is appropriately sized and may not have designs that display drugs, alcohol or other objectionable logos or mottos.

Shirts must be long enough to tuck in so that no skin is exposed when arms are raised.

Shirts must have sleeves, either long or short (sleeveless is not permitted)

In colder weather, sweatshirts, sweaters and vests may be worn in class. Coats and jackets should not be worn during school time

NO tops with spaghetti straps, tank tops or midriff tops will be allowed

**FOOTWEAR** – Shoes should be worn that promote safety. This means that shoes should cover most of the feet and stay on the foot at all times. Sandals and flip-flops that "flop off the heel" when walking are **NOT ALLOWED**. Tennis shoes should have white soles or NON-MARKING appearing on the sole.

Socks must be worn with tennis shoes for PE. Heelies will not be allowed in school. They also may not be worn to night activities either in the school building or gymnasium.

## Damiansville School Procedures for Dealing with Head Lice

These are the procedures to follow:

- At this time, the Board of Directors recommends a policy that focuses on the exclusion of active infestation only. Active infestation can be defined as the presence of lice or eggs(nits).
- When students are found with lice or eggs(nits), parents will be notified and immediate treatment at home will be required. Treatment information and household cleaning literature will be provided to families affected. Parents must send the package from the shampoo/ treatment used when the child returns.
- Students will be readmitted to school after the treatment and examination. Students must come through the school office when returning so that they can be checked. If, upon examination, the school-designated personnel find no lice or eggs(nits) on the child, that child may reenter school. Students are not permitted to ride the bus until they are rechecked by school-designated personnel. Students will be able to report to the office, to be rechecked, at 7:40am each morning.
- Parents are encouraged to check their child's head every day or so and remove nits that may reappear.
- Parents are strongly encouraged to notify the school office if they ever discover evidence of lice or eggs(nits) on their child. If a parent calls the school office "after the fact", notifying us of the finding of lice or eggs(nits), and treatment of their child's hair, that child may come to school and will be checked periodically/ regularly by the school-designated personnel. All parents in the class affected by this discovery will be notified that a case was found and that they should take precautions and the extra time to check their child's head. **FAMILY PRIVACY WILL ALWAYS BE RESPECTED.**
- The school will also make a practice of vacuuming the classrooms daily when live lice have been reported and teachers will attempt to keep personal belongings separated by using trash bags. If this condition continues, the exterminator might be needed to fumigate those affected classrooms.
- Examination of all the students may also be necessary to assure that there has not been a spreading into other classrooms.

Reviewed Nov. 2010

Adopted – Nov. 2010

2009-2010 Damiansville School  
Directory

**BOARD OF DIRECTORS**

Jill Kassen, Board President  
Phone 523-4849

Mike Caraker, Vice President  
Phone 974-8682

Donna Goebel, Board Secretary  
Phone 791-0340

Christopher Brandmeyer, Board Member  
Phone 248-5005

Susan Lynch, Board Member  
Phone 248-5012

Phyllis Kassen, Board Member  
Phone 248-5186

Roger Toennies, Board Member  
Phone 248-5857

Virgil Jansen, School Treasurer  
Phone 248-6006

**ADMINISTRATION**

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Roberta Swaim, Music  
Phone 830-4134

Heather Huelsmann, Speech Therapist

Katie Caraker, Office assistant

Ed Kramer, Custodian/bus driver

Lois Kalmer, Head Cook

Tamara Farrington, Cleaning/bus driver

Shirley Huegen, Cleaning

Parent/ Student Agreement

We have taken the time to read the Parent Handbook 2011 – 2012 from Damiansville Elementary School and have discussed the policies and procedures with our school children.

We all agree to support the teachers, administrators and the Board of Directors in the fair enforcement of these policies.

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Parent

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Parent

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Student

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Student

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Student

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Student

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Student

Please return to the school office by August 26<sup>th</sup>.