

Ewing-Northern Consolidated School District No. 115

2019-2020

Student Handbook



School Pledge

**We, the students of Ewing Grade School, pledge to
respect ourselves, respect others and respect property.**

www.ewinggradeschool.org

Ewing-Northern Grade School Communication Information

PEOPLE TO CALL - WHEN PROBLEMS ARISE

To discuss matters of general administration, call 629-2181 and ask for the Superintendent/Principal.

ATHLETIC EVENTS: To discuss concerns or questions call the school at 629-2181:

Baseball – Nic Webb

Softball- Amanda Hughes

Basketball – Matt Harmon

Cheerleading – Makala Thompson

Volleyball – Abigail Bennett

Track and Archery- Jeff Fauver

ATTENDANCE AND TARDINESS:

To report absences or tardiness call 629-2181 and ask for Teresa Thompson.

GRADES AND ACADEMIC STANDING:

To discuss a pupil's grades and/or general progress call 629-2181 and ask for the classroom teacher. If the teacher is in class, a message will be taken. You may leave a message on the teacher's voicemail or you may send an email.

MUSIC:

To discuss musical events and/or concerts call 629-2181 and ask for Emily Milligan.

PARENT-TEACHER CONFERENCES:

To arrange for a parent-teacher conferences call 629-2181 and ask for Teresa Thompson or the classroom teacher to make an appointment.

PHONE CALLS:

Teachers and pupils are called out of class only in case of emergencies. Please call between 3:00 and 3:15 for questions regarding your child's progress or send an email to the teacher.

STUDENT BEHAVIOR:

To discuss a pupil's general behavior or as a result of a disciplinary problem, call 629-2181 and ask to speak to the classroom teacher or Principal/Superintendent.

SUSPENSIONS AND EXPULSIONS:

To discuss serious disciplinary action call 629-2181 and ask for Principal/Superintendent.

TRANSPORTATION AND BUS ROUTES:

To discuss transportation matters, bus routes or bus schedule call 629-2181 and ask for the Principal/Superintendent or Teresa Thompson.

School Webpage www.ewinggradeschool.org School Budget, School Report Card, School Board Meetings, and other pertinent information are posted on school webpage.

EWING-NORTHERN GRADE SCHOOL STUDENT HANDBOOK 2019-2020

This handbook is not all-inclusive in that it cannot possibly address all the possible scenarios which may arise and still be a convenient and understandable guide for students and parents. The Board of Education does not intend to limit its ability nor the ability of its administration or faculty to respond to situations which are not specifically addressed herein. The Student Handbook may be amended during the year without notice.

INTRODUCTION

Students, welcome back to another school year. This handbook has been developed to help both students and parent(s) understand the rules and operating procedures of the school. The School Board, administration, and teachers feel that education is fundamental and it is our responsibility to prepare students for entry into high school. To meet this goal, students must exhibit excellent behavior, be serious about their academics, and work to the best of their ability. Students will benefit educationally by keeping parents informed. Included in this booklet are rules of conduct, information about fees, school buses, athletics, attendance, school hours, and other useful information.

PARENT STUDENT HANDBOOK

A Parent-Student Handbook, including the district's disciplinary policies and rules shall be distributed to the students' parent(s)/guardian(s) within 15 days of the beginning of the school year or a student's enrollment.

EWING-NORTHERN GRADE SCHOOL'S VISION STATEMENT

Ewing-Northern Grade School is committed to excellence in meeting the challenges and needs of the community by promoting continuous and lifelong learning.

EWING-NORTHERN GRADE SCHOOL'S MISSION STATEMENT

Ewing-Northern Grade School will provide lifelong learners, who are confident in using technology to solve problems, develop critical thinking skills, communicate ideas, and work collaboratively on multi-disciplinary projects.

COMMUNICATING WITH EMPLOYEES OF EWING-NORTHERN GRADE SCHOOL CHAIN OF COMMAND

When contacting the school, the best place to begin is with the person(s) directly involved. The teacher should be contacted when a student related problem is involved or the principal/superintendent when a school regulation or practice is your concern. Teachers are on duty between 8:00 am and 3:15 pm. It is always advisable to call for an appointment in advance. Teachers will return phone calls during their planning period or after school. Teachers will not be called out of class. You may email a teacher. Their email addresses are on the back cover of the handbook as well as on the staff directory page.

When a situation cannot be resolved at the lowest possible level, then it should be taken to the next level in the chain of command. Once you have talked to the teacher, you may still want to bring your concern to the attention of the principal/superintendent, especially when it involves state laws or district policies.

When the superintendent cannot resolve your problems and the concern is important enough to be brought before a public meeting of the full Board, please request, in advance a place on the agenda for the next Board meeting.

Please make this request to the Superintendent, who prepares the School Board Agenda. The Board sets aside time at its meetings for public input. Please find out in advance about the rules of a Board of Education meeting.

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School Directory

Name	Position	Phone	Email
Kristin Ing	Principal / Superintendent	102	king@ewinggradeschool.org
Andrea Dungy	Secretary/Bookkeeper	101	adungy@ewinggradeschool.org
Teresa Thompson	Administrative Clerk	100	tthompson@ewinggradeschool.org
Stephanie Jones	Early Childhood/Pre-K	117	sjones@ewinggradeschool.org
Emily McDanel	Kindergarten	104	emcdanel@ewinggradeschool.org
Gretchen Conley	First Grade	105	gconley@ewinggradeschool.org
Brandi Sauerhage	Second Grade	115	bsauerhage@ewinggradeschool.org
Amy Minor	Third Grade	107	aminor@ewinggradeschool.org
Sara Wilson	Fourth Grade	108	swilson@ewinggradeschool.org
Mandy Watkins	Fifth Grade (5-8 Reading & 5 Social Science)	109	mwatkins@ewinggradeschool.org
Rhonda Carlton	Sixth Grade (5-8 Math & 6 Social Science)	110	rcarlton@ewinggradeschool.org
Dawn Scarborough	Seventh Grade (5-8 Science & 7 Social Science)	111	bjones@ewinggradeschool.org
Becky Jones	Eighth Grade (5-8 English & 8 Social Science)	112	bjones@ewinggradeschool.org
Julie Wielt	Special Education K-4	113	jwielt@ewinggradeschool.org
Michelle Hampton	Special Education 5-8	114	mhampton@ewinggradeschool.org
Tammy Cripps	Title I	125	tcripps@ewinggradeschool.org
April Harmon	Title I Reading Specialist	116	aharmon@ewinggradeschool.org
Mary Hart	Technology K-8	124	mhart@ewinggradeschool.org
Emily Milligan	Music K-8	121	emilligan@ewinggradeschool.org
Jeff Fauver	Physical Education K-8	119	jfauver@ewinggradeschool.org
Joni Page	Interventionist/Specials	106	jpage@ewinggradeschool.org
Lynn Jones	School Nurse	120	ljones@ewinggradeschool.org
Debbie Webb	Special Education Teacher Aide		dwebb@ewinggradeschool.org
Cheryll Webb	Special Education Teacher Aide		cwebb@ewinggradeschool.org
Gina Cozart	Special Education Teacher Aide		gcozart@ewinggradeschool.org
Emily Munoz	Special Education Teacher Aide		emunoz@ewinggradeschool.org
Katrina Beaty	Special Education Teacher Aide		kbeaty@ewinggradeschool.org
Allison Stubblefield	Special Education Teacher Aide		astubblefield@ewinggradeschool.org
Michelle Santor	Special Education Teacher Aide		msantor@ewinggradeschool.org
Lisa Webb	Head Cook		lwebb@ewinggradeschool.org
Rachel Webb	Cook		rwebb@ewinggradeschool.org
Jerry Bell	Maintenance Supervisor/Bus Driver		jbelle@ewinggradeschool.org
Kelly Kirk	Night Custodian		kkirk@ewinggradeschool.org

Extra-Curricular Coaches	Extra-Curricular Sports	Bus Drivers
Nic Webb	Head Baseball Coach	Teresa Thompson 629-2250
Amanda Hughes	Head Softball Coach	Jerry Bell (AM Route) and Amanda Hughes (PM Route)
Matt Harmon	Head Basketball Coach	Lynn Jones
Robert Lea	Assistant Basketball Coach	
Makala Thompson	Cheerleading Coach	
Abigail Bennett	Head Volleyball Coach	
Victoria Jackson	Assistant Volleyball Coach	
Jeff Fauver	Track and Archery Coach	

SCHOOL CALENDAR

2019-2020

- ❖ Holidays/Institute Days - **No School** Half Day In-services, - Dismiss at **11:30**
- ❖ Early Dismissal Days **-2:00-** First Wednesday of each month. Holiday Dismissal **-2:30**

August	12-14	2019	Teachers' Institute Days (No Pupil Attendance)
August	15	2019	School Begins, 2:00 Dismissal
August	15-23	2019	2:00 Dismissal First Week of School
August	20	2019	Picture Day; Pre-K First Day
August	26	2019	First Full Day of Attendance 8:00- 3:00
September	2	2019	Labor Day, No School
September	4	2019	Early Dismissal-Teachers' Meeting 2:00
September	9	2019	After School Tutoring Begins for the Fall Semester
September	26	2019	Open House at 6:00 p.m.
October	2	2019	Early Dismissal - Teachers' Meeting 2:00
October	4	2019	BCHS Homecoming Parade – 11:30 Dismissal
October	14	2019	Columbus Day, No School
October	15	2019	Fall Break, No School
October	22/24	2019	Parent/Student Conferences
October	30	2019	Picture Retake Day and Sports/Groups Picture Day
October	31	2019	Halloween Parade at 1:00
November	6	2019	Early Dismissal - Teachers' Meeting 2:00
November	8	2019	Veteran's Day Celebration at 2:00
November	11	2019	Veteran's Day Observance, No School
November	26	2019	Early Dismissal - Holiday 2:30
November	27-29	2019	Thanksgiving Break
December	4	2019	Early Dismissal-Teachers' Meeting 2:00
December	17	2019	Christmas Concert at K-4 at 6:00 and Middle School at 7:00
December	20	2019	Half-Day Teacher In-service 11:30
Dec/Jan	23-3	2019-20	Christmas Vacation
January	3	2020	Teachers' Institute Days (No Pupil Attendance)
January	6	2020	Student Attendance Day
January	13	2020	After School Tutoring Begins for the Spring Semester
January	20	2020	Martin Luther King's Birthday – No School
February	5	2020	Early Dismissal-Teachers' Meeting 2:00
February	14	2020	8th Grade Chili Supper
February	17	2020	President's Day, No School
February	28	2020	Half-Day Teacher In-service 11:30
March	4	2020	Early Dismissal - Teachers' Meeting 2:00
March	16-20	2020	Spring Break
March/April	TBA	2020	State Testing - Grades 3-8
April	1	2020	Early Dismissal-Teachers' Meeting 2:00
April	7	2020	Spring Concert at K-4 at 6:00 and Middle School at 7:00
April	10	2020	Easter Break- Good Friday (No Pupil Attendance)
April	13	2020	Easter Break (No Pupil Attendance)
May	6	2020	Early Dismissal-Teachers' Meeting 2:00
May	21	2020	<i>Last Day of School, Dismiss at 11:30-This is a day of attendance.</i>

Report Cards will be sent home with students at the end of the school day!

Snow Days used will change the May 21st last day of attendance.

2:00 Teacher Meeting Schedule

Teachers' Meeting- First Wednesday of each month 2:00 dismissal.

September 4	October 2	November 6	December 4	January-no 2:00 dismissal
	February 5	March 4	April 1	May 6

**** NO TUTORING on 2:00 Dismissal Days ****

**NINE WEEKS (TERM) - PROGRESS REPORTS
2019-2020**

1st Term Total of 41 Days 3rd Term Total of 47 Days
 2nd Term Total of 44 Days 4th Term Total of 43 Days
 Total of 175 Days of School

NINE WEEK & MIDTERM REPORT SCHEDULE:

1st Term - Starts August 15, 2019 - Ends October 11, 2019

August 12 days September 20 days October 9 days
 Report Cards will be distributed at the October 22 & October 24 Student/Parent Conferences.

Ineligibility Begins Week of September 9th

1st Term Midterms

Mid Term Ends	September	13
Mid Term Reports, Sent Home	September	19
Reports must be returned to school	September	20

2nd Term-Starts October 16, 2019- Ends December 20, 2019

October 12 days November 17 days December 15 days
 Report Cards will be sent home January 6 and returned January 7.

Ineligibility Begins Week of October 28th

2nd Term Midterms

Mid Term Ends	November	8
Mid Term Reports, Sent Home	November	14
Reports must be returned to school	November	15

3rd Term - Starts January 6, 2020 - Ends March 13, 2020

January 19 days February 19 days March 10 days
 Report Cards will be sent home March 24 and returned March 25.

(Each school day missed for snow will extend the ending date of the term.)

Ineligibility Begins Week of January 21st

3rd Term Midterms

Mid Term Ends	February	7
Mid Term Reports, Sent Home	February	13
Reports must be returned to school	February	14

(Each school day missed for snow will extend the ending date of the term.)

4th Term-Starts March 23, 2020 - Ends Last Day of School

March 7 days April 20 days May 15 days

**Number of school days will depend on the number of days missed due to for snow.

Report cards will be given out on the last day of school.

Ineligibility Begins Week of April 6th

4th Term Midterms

Mid Term Ends	April	17
Mid Term Reports, Sent Home	April	23
Reports must be returned to school	April	24

(Each school day missed for snow will extend the ending date of the term.)

School Day Schedules

Whole School Scheduled Times:

Arrival

- 7:45-8:00 A.M.... Breakfast for Students or Morning Recess
- 7:45-8:00 A.M. Homework Check-In (If applicable)
- 8:00 A.M. Classes begin K-8

Dismissal

- 2:55 P.M.Bus Riders and Tutoring Dismissed
- 3:00P.M.... Walkers/Parent Pick Up Dismissed

Lunch Times	Grade Level	Recess Times	Grade Level
10:50-11:10	Kindergarten and First	11:10-11:40	Kindergarten and First
11:10-11:30	Second	11:30-12:00	Second
11:30-11:50	Third	11:50-12:20	Third
11:40-12:00	Fourth	12:00-12:30	Fourth
12:10-12:30	Fifth and Sixth	12:30-1:00	Fifth and Sixth
12:30-1:00	Seventh and Eighth	12:10-12:30	Seventh and Eighth

SCHEDULE INFORMATION:

- Kindergarten through fourth grades are self-contained classrooms. Core subject areas are taught primarily in the morning and students “specials” classes (art, music, library, computers and PE) are taught in the afternoons.
- Middle School classes are departmentalized according to content. Each grade will rotate through classes daily. Monday through Thursday classes will be sixty minutes each (PE and RtI are together in one sixty-minute block). Friday schedule will be forty-five minute classes to allow for electives.
- Class schedules will be provided to students either at orientation or the first day of school.

REQUIREMENTS FOR ADMISSION TO EWING-NORTHERN GRADE SCHOOL

STUDENT ENROLLMENT INFORMATION

All students entering Ewing-Northern Grade School for the first time must present:

- Birth certificate
- Report of a physical examination
- Certificate of immunization
- Social Security card
- 2 proofs of district residency (Ex.- tax receipt, voter registration, utility bill showing address)
- To enroll, a Kindergarten student must be 5 years old on, or before, September 1. A first grade student must be 6 years old on, or before, September 1, and should have successfully completed Kindergarten.

REQUIREMENTS FOR SPECIFIC GRADE LEVELS:

STUDENTS ENTERING KINDERGARTEN

- School Physical
- Immunization Records
- Eye Exam Report
- Dental Exam Report
- Lead Risk Assessment

STUDENTS ENTERING SECOND GRADE

- Dental Exam Report

STUDENTS ENTERING SIXTH GRADE

- School Physical (The school physical may also be used as the sports physical for that school year.)
- Immunization Records
- Dental Exam Report

STUDENT TRANSFER

When students transfer to another school, parents must notify the teacher and/or principal in advance of the transfer. The district must send a form to the new school that states the student is in good standing before they can be enrolled. The student must return all books (including textbooks and library books) and other materials that belong to the school, and **all debts must be paid.**

STUDENT PROCEDURES EWING-NORTHERN GRADE SCHOOL

SCHOOL HOURS

The school day officially begins at 8:00 A.M. The arrival of students before 7:45 A.M. is discouraged. However, there will be times students will arrive before 7:45 A.M. and they are to go directly to the lunchroom. The school day ends at 3:00 P.M. Student that ride the bus will be dismissed at 2:55 P.M. to load buses and car riders/walkers will be escorted to the front of the school for pick-up at 3:00.

LUNCH AND BREAKFAST PROGRAM

Breakfast is served from 7:45-8:00 at a cost of \$1.50 per meal. Student lunch is \$2.70 per meal. Lunch and breakfast balances can be checked on line through the parent portal. Free or reduced price lunches are available to those who qualify. **All parents must complete a federal lunch form. If your family qualifies, this is confidential information. If your income changes throughout the school year, please complete a new form.** Forms are sent out at the beginning of the year or may be obtained any time by calling the office. Lunch money may be paid any day of the week. Extra milk is available for 30 cents per carton.

Free and Reduced-Price Food Services Eligibility

When the parents/guardians of students are unable to pay for their child(ren)'s meal services, meal charges will apply per a student's eligibility category and will be processed by the District accordingly. A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture, and distributed by the Illinois State Board of Education. Contact the school office for more information.

Delinquent Lunch Bills

Lunch bills can only be delinquent up to 7 days. Lunch bills are reviewed and sent home weekly. Students will not be allowed to carry a balance greater than \$50.00. If a student's lunch balance exceeds the \$50.00 limit then he/she will not be allowed to participate in school events such as field trips. **At the end of each nine weeks, students' report cards will be held if a balance is due.** Students in the eighth grade will not be allowed to participate in the graduation ceremony if all bills are not paid in full.

TEXTBOOKS

Students who qualify for free or reduced lunches will also qualify for free textbook rental.

Students are issued textbooks in all subjects. These are only loaned to the students for the year.

Textbooks should be kept clean and handled carefully. Book rental fee is \$20 per student.

Textbook rental fee is collected at the time of enrollment of a student. This fee is non-reimbursable. The following may apply for waiver of the textbook rental fee:

1. Families on free/reduced lunches
2. Families receiving public aid
3. Families experiencing financial difficulty.

Any student who destroys/loses a textbook will be expected to pay the cost to replace the textbook.

NINE WEEK REPORTS

Individual progress reports are distributed each nine weeks. A mid-term report is sent home with the students showing their progress at 4 1/2 weeks, which must be signed by a parent and returned to school. If there are any questions/concerns about your child's nine-week report or mid-term report, please contact the school and arrange a conference with his/her teacher. The school board, teachers and administration feel that parent/teacher/student conferences are an important part of the school year. The parent/teacher/student conference provides parents with a chance to discuss their child's progress with his/her teacher. The First Nine Weeks Grade reports will be distributed during fall parent/teacher/student conference. For those parents not in attendance, their child will receive his/her report the following school day.

SEVERE WEATHER SCHOOL CLOSING

In case of severe weather or possible school closing, it is suggested that parents/students listen to the local radio stations; local TV stations Channel 3 or 12 and/or check the school web page. The District will also send out a Remind 101 with closing information.

SEARCH AND SEIZURE

For the safety and supervision of students in the absence of parent(s)/guardian(s), to maintain discipline and order in schools, and to provide for the health, safety and welfare of students and staff, school authorities are authorized to conduct searches of students and their personal effects, as well as district property.

SEIZURE OF PROPERTY

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

STUDENTS AND THEIR PERSONAL EFFECTS

Employees who hold a teaching certificate and the school administrators may search a student and/or the student's personal effects (e.g., purses, wallets, book bags, lunch boxes, etc.) when there are reasonable grounds for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the district's student conduct rules. The search itself must be conducted in a manner which is reasonably related to its objectives and not excessively intrusive in light of the age and sex of the student and the nature of the infraction. When feasible, the search should be conducted as follows:

- Outside the view of others, including students;
- In the presence of the school administrators or adult witness;
- By certified employees and/or administrators of the same gender.

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

PERSONAL ITEMS INAPPROPRIATE FOR SCHOOL

Items such as **cell phone**, video games, offensive magazines, tapes, stereos, laser lights, knives, guns and/or ammunition etc. are not to be brought to school. If such items are brought, they will be confiscated in the office and returned only to a parent. **Weapons will be turned over to the County Sheriff.**

SCHOOL PROPERTY

School property, including, but not limited to, desks and lockers, is owned and controlled by the district and may be searched by school authorities at any time. School authorities are authorized to conduct general administrative inspections of school property (e.g., searches of all student lockers) without notice to, or consent of, the student and without a search warrant.

PERSONAL PROPERTY

The school is not responsible for any loss of personal property. Personal belongings should be clearly marked with the student's name. Every year several items are left behind by students because they are not identified or claimed.

PLAYGROUND RULES

Use equipment properly. Do not throw rocks or other harmful objects. Play in assigned areas only. Students must obey the instructions of the playground supervisor just as they obey their classroom teacher.

VANDALISM

The Board of Education may seek restitution from students and their parent(s)/guardian(s) for vandalism or other student acts which cause damage to school property.

SCHOOL VISITORS

All visitors to Ewing-Northern Grade School must enter through the front door and report to the office. All visitors must wear a visitor badge after they have registered in the office. Parents are always welcome to visit the school, however, conferences and visits must be pre-arranged as to not interrupt the students' work or the teacher's planning schedule. **Teachers will be available for parent conferences after 3:00 pm each day.** For the protection of the teachers and students, and to make sure legal mandates are carried out, **it is important that all people entering the building during the school day must report directly to the office and sign-in before going to any other part of the school.** No student will be permitted to leave the school with anyone other than a parent unless the office has been notified or has authorization in writing on file.

PARENTS' SCHOOL VISITATION RIGHTS

Employed parents unable to meet with educators because of a work conflict have the right to an allotment of time during the school year to attend necessary education or behavior conferences at the school where their child attends.

STUDENT USE OF TELEPHONE

The school telephone is for business purposes. Students may use the telephone for emergencies only. To use the telephone, a student must first have the permission of their teacher. A student wanting to call home because they forgot their homework, books, money, uniform (band, basketball, cheerleader, etc.) must have permission to use a school phone.

BIRTHDAY PARTIES

Students may bring non-food items (pencils, erasers) to distribute on their birthdays. Birthday parties may not distract from valuable educational classroom time.

NO DELIVERIES TO THE SCHOOL

Please do not send balloons, candy, stuffed animals or other presents to students during school hours. It disrupts the educational environment of the classroom.

EDUCATIONAL GRADE LEVEL TEACHER EVALUATION

Students must maintain grade level work or the teacher may recommend in-depth individualized testing. After reviewing test results, the best educational program for the student will be determined, which could include retention or special education services.

If the administration, teachers, and parents cannot reach an agreement on the best educational plan for the student, then the issue will go to the school board for review. ***When students are in flagrant violation of the promotion/retention policy, parents will be notified.**

SPECIAL EDUCATION: CHILD FIND PROCEDURES

Ewing-Northern School District is responsible for locating, identifying and evaluating all children with disabilities from birth to age 15 who live within district boundaries and may be eligible for special education and/or related services. Please contact the Principal/Superintendent for the district's referral and evaluation procedures.

DRESS AND GROOMING

It shall be the policy of the Board of Education to encourage appropriate standards of dress and grooming by the students under its supervision. The faculty and administration may interpret this policy in a manner appropriate for the student body. This policy acknowledges that standards of dress and grooming are essentially the responsibility of the parents. It is expected of students to maintain an appearance which is not distracting to teachers, other students, or in any way disrupts the instructional program of the school. Some examples of clothing which are **not appropriate for school wear include--halter tops, tube tops, spaghetti straps, open back shirts, and shirts that allow a "bare midriff" to be shown and/or are low cut and revealing, short shorts (All shorts must be longer than student's fingertip length on leg), shirts with offensive language or language which promotes drug, or alcohol use, muscle shirts, and bandannas (dew rags).** Enforcement will be mandatory and students will be required to call home for alternate clothing and/or leave school. However, if in the opinion of school officials, the mode of dress or grooming of individuals represents a health or safety hazard, or disrupts the educational process, their parents will be notified and corrective measures will be taken.

LOCKERS

Lockers are provided for 2nd through 8th grade students. Homeroom teachers will assign lockers to the students. Lockers are Ewing Grade School property and may be searched at any time. Students in 2nd through 8th grades will be allowed to get items out of his/her locker. Locker use will be tracked using the Class Dojo system. **This allows students to go to their lockers and retrieve needed class materials and assignments.** Note: A student may not disrupt another class to retrieve items from another classroom. Chronic locker misuse may result in further disciplinary actions.

ELECTRONIC DEVICES

No electronic games or cell phones will be allowed at school, on bus for extracurricular activities, or field trips. Equipment will be confiscated. Parents must collect equipment from office. **Cell phones must not be utilized during the school day.**

Social Media Websites

Parents have the right to decide if they would like their child/ren posted on the Internet. The District's Acceptable Use Policy each year allows parents to determine this right. Ewing Grade School honors those requests. We ask that parents and community members also honor those request by not "posting" whole group pictures on social media web pages. There may be a student in the class photo that has a parent request on file at Ewing Grade School to **NOT** post their child's picture on the Internet. The use of social media can be very effective. The District encourages the use of social media in a positive manner. If you have a question or concern regarding your child, please feel free to email or call the school and ask to speak with the teacher.

Notification Regarding Student Accounts or Profiles on Social Networking Websites

School officials may not request or require a student or his or her parent(s)/guardian(s) to provide a password or other related account information to gain access to the student's account or profile on a social networking website. Examples of social networking website include Facebook, Instagram, Twitter, and ask.fm.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

Violent Offenders

State law requires schools to notify parents/guardians during school registration or parent-teacher conferences that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police's website. The Illinois State Police website contains the following:

Illinois Sex Offender Registry, www.isp.state.il.us/sor/

Illinois Murderer and Violent Offender Against Youth Registry, www.isp.state.il.us/cmvo/

Frequently Asked Questions Concerning Sex Offenders, www.isp.state.il.us/sor/faq.cfm

TRANSPORATION- STUDENT SAFETY

Students and Parents must use the Cross Walk when crossing the street.

We ask parents to encourage their children who walk to school to use all necessary safety precautions. Parents who transport their children to and from school should be aware of other students crossing the street. **Please do not stop in the middle of the street to pick up your child/children or let them out. It is not safe for your child and it stops the flow of traffic.**

Morning Drop Off:

Parents who bring their children to school in an automobile have two choices.

1. If the parent is coming into the building, please use the front parking lot.
2. If the parent is just dropping off, please use the circle drive to unload your child/children.

When picking up/dropping off students, please do not stop in the street or on the crosswalk.

Afternoon Pickup:

In the afternoon, please use the parking lot. Students must use the crosswalk and go directly to their car. The circle drive is closed during afternoon pickup.

DUE TO SAFETY CONCERNS:

Pre-K/K-2 Students Must Have an Adult Present at Pick up Time:

**** Kindergarten through Second Grade:**

- During afternoon pickup time, it is **mandatory** for the Kindergarten through second grade teachers to see an adult before the teacher will release students. When picking up, an adult must be present either on the concrete by the garden or come across the crosswalk to the front sidewalk to pick up children. Students will **NOT** be dismissed from the teacher's care until an adult is visually seen in the designated pick up locations.
- Kindergarten through second grade students are not allowed to walk and/or ride their bikes home without **adult accompaniment**.

Parents, please park in a designated parking area, not at the front of the lot.

This is not safe for the students.

**PARK IN A DESIGNATED PARKING SPOT,
NOT ON THE SIDE OF THE PARKING LOT!!**

Please do not park in the city parking lot. This encourages students to cross the street where there is not a crosswalk and it is not safe for your child.

LOADING AND UNLOADING BUSES

Bus students will load/unload at the west entrance. Parent pick up and walkers will exit the building using the east entrance. **Only students who are riding the bus can enter and exit the school through the west doors.**

Parents should have periodic talks with their children about the hazards of talking to strangers while going to and from school. Students or parents should report to the superintendent any strangers who are parked around the school or cruising the area. Students are instructed each day to go directly home from school before going anywhere else in the afternoon. Parents should reinforce this idea with their children so that we can avoid any needless anxiety on the part of parents and teachers.

TRANSPORTATION PLAN- Bus Riders

Bus Stop- Pick up and Drop Off

Students may be assigned a "bus stop" location to be picked up by the bus. Students will be expected to be waiting at the bus stop location at the designated time provided by the director of transportation at the beginning of the school year. Students in grades PreK/Kindergarten through second MUST be accompanied by an adult and/or a sibling in fifth through eighth grade both at pick up and drop off times. If the bus driver does not see an adult and/or know the young student is to be with an older child, then the bus driver will not allow the student to exit at the bus stop. The student will be returned to school after the bus route for parent pick up. Bus stop locations will be regarded as "school time"; therefore, students are expected to follow all rules and procedures. If students choose to break a school rule at the bus stop, then he/she will be disciplined at school.

Students Must Have a Note in The Morning If They Are Going Somewhere Different After School.

Parents, when your child leaves home each morning be sure your child knows if he/she is riding the bus, walking, or being picked up in the afternoon. If your child is not going where he/she normally goes, please send a note with him/her. **To ensure student safety and to prevent students going to the wrong destination, transportation plans cannot be changed after 2:00.**

TRANSPORTATION PLAN FOR BUS RIDERS K-8

All students must have a set transportation plan. Students either ride the bus home each evening or they are picked up each evening. If there is to be a change in the plan, then the student must have a note signed by an adult in the household. The note must be turned in to the student's teacher at the beginning of the day of the transportation change. Only in emergencies may the parent call before 2:00 p.m. to change where a student is to go after school. To ensure student safety and to prevent students going to the wrong destination, transportation plans cannot be changed after 2:00 p.m.

BUS DROP OFF RULES FOR STUDENTS IN PRE K-2

If your child/children's bus driver cannot determine if there is anyone at the residence (bus driver must see an adult), the student will be returned to school at the end of the bus route. The parent/guardian will be notified to pick up their child/children at the school. Parents may not follow the bus and pick up their child along the route. This is dangerous to all involved.

RULES FOR STUDENTS RIDING SCHOOL BUS

1. Be courteous and cooperate with bus driver.
2. No profane language.
3. Keep head, hands and feet inside the bus.
4. Stay in your seat, **NO STANDING**.
5. Keep the school bus clean inside.
6. Bus driver will assign seats.
7. Do not eat, drink or smoke on the bus.
8. Do not be destructive. If deliberate, mischievous damage is done to the school bus, it will be repaired and your parents will have to pay the bill.
9. Misconduct on the school bus will be handled by the Principal/Superintendent. Disciplinary action will be taken and if a student is involved in several cases of misconduct, the privilege of riding the school bus will be suspended for a period of time determined by the Principal/Superintendent. The student will not be excused from attending school, but will have to provide his/her own transportation. Absences from school while on a bus-riding suspension will be unexcused absences.
10. Video cameras are used on the school buses to monitor conduct and maintain a safe environment for students and employees. Only those people with a legitimate educational or administrative purpose may view the videotapes.

BUS RULES FOR PARENTS TO KNOW

1. Parents are asked to be understanding and cooperate with the school on matters dealing with the transportation of students. Please send a note in the morning if your child is going somewhere different than regularly scheduled.
2. Your child can ride only the bus that picks him/her up each morning and takes him/her home in the afternoon unless you send a note.
3. Bus drivers dropping off students 8 years and younger must see an adult or bring the

student back to school after their route.

4. All students participating in a school activity should ride the bus to the activity.
5. Buses run on a tight time schedule. It is important that students be ready at their designated pick up when the bus arrives. The driver cannot wait at each house for every student he/she has on the bus. **Have your children ready and at the bus stop on time each morning.**
6. Watch for the buses on the gravel roads and highways. **Do not pass a bus that is stopped, and watch for children crossing the road to catch the bus.**

ABSENCES

Regular attendance is essential for success in school. A student not only misses work on the day of the absence, but is not prepared for the next day because of missed instruction.

ABSENCE NOTIFICATION

A student's parent(s)/guardian(s) must:

Upon their child's enrollment, provide telephone numbers to the superintendent and update them as necessary, and authorize all absences and notify the school in advance or at the time of the child's absence.

EXCUSED ABSENCE

An EXCUSED ABSENCE falls into two categories: (1) those which are pre-arranged and (2) those which are subsequently excused. **Each quarter, students will be allowed 3 days of absences for medical reasons which may be certified by parental notification only. Any additional medical absence in that quarter will require a doctor's excuse or it will be unexcused.** An excused absence will permit a student the privilege of making up his/her missed work without a penalty. It will be the STUDENT'S RESPONSIBILITY to check with each teacher for this opportunity.

ABSENTEEISM—EXCUSED ABSENCE

A child may be absent from school because of 1) personal illness/medical absence, 2) family illness 3) observance of a religious holiday, 4) death in the immediate family, 5) family emergency, 6) medical appointments, 7) court appearances, 8) situations beyond the student's control as determined by the school administrator or such other circumstances which cause reasonable concern to the parent for the safety or health of the student. **An excused absence is an absence from school for valid cause. The following defines each absence:**

1. For no more than 3 days per nine-week period, personal illness/medical absence (professional health service appointments that could not be made for times outside school hours.) as to which the student's parent or guardian personally calls the attendance person no later than 8:30 a.m. on each day of absence, notifies that the student is ill and provides general symptoms. Professional health service appointments that could not be made for times outside school hours.

- a. In each nine-week period, a student will be allowed 3 days of personal illness/medical absence which may be verified by parental notification to the school office. Any additional days absent during that nine-week period will require a doctor's verification of illness or injury and the inability to attend school. **Failure to secure a doctor's note for any medical absence after three (3) will result in an unexcused absence.**
2. Serious illness of an immediate family or household member or grandparent requiring the student's presence.
3. Death of a student's immediate family or household member, grandparent, aunt, uncle or cousin. (Except by permission of school administration, the student's attendance will be excused only through the first school day following funeral services.)
4. Other family emergencies determined afterward by school administration to have been legitimate.
5. Participation in a school-sponsored activity.
6. Observance of a religious holiday.
7. Family vacations which require no more than 5 days of absence, and which the Principal has, in consultation with the student's teachers as to academic advisability of such absence, approved the student's absence at least 1 week in advance. The student must, before the vacation, secure all assignments for the period of the vacation; and the student must complete and turn in all assignments within 2 days after his/her return to school. Students will be required to attend academic support once returning to school if work is not complete. After the 2-day period, work not complete and/or not turned in will be considered incomplete work.
8. Other causes or circumstances for which school administration has excused an absence.

UNEXCUSED ABSENCE

Absence from school without prior authorization from the school principal (or his/her designee) or with no notification to school by either phone or note from parent/guardian is an unexcused absence. A STUDENT WHO RECEIVES AN UNEXCUSED ABSENCE HAS THREE (3) SCHOOL DAYS TO CLEAR UP THE UNEXCUSED ABSENCE. ANY STUDENT THAT FAILS TO CLEAR UP AN UNEXCUSED ABSENCE WITHIN 3 SCHOOL DAYS SHALL BE CONSIDERED TRUANT AND THE PENALTY FOR TRUANCY SHALL BE APPLIED. Administrative Personnel will determine if the absence is excused or unexcused.

OFFICE CHECK IN AND OUT

A student who arrives late or leaves early must report to the office. This allows the office to keep correct attendance for state reports.

TRUANCY

Students are required by law to attend school every day unless excused from doing so. Students who are absent without excuse during 9 or more of the last 180 school days will be subject to the following:

- Administration will provide notification to the Truancy Officer at the Regional Office of Education immediately upon **3 unexcused absences during any nine-week period**. A student who is the subject of such a notice, and his parents or guardians, must fully cooperate with and participate the Truancy Review Board or any other measure required or referred by the Regional Superintendent.
*** The first notice is sent at **3 unexcused absences for the last 180 days**, not for the semester only.
- At any time after a student has been absent without excuse during **9 of the past 180** school days, such as to be a “chronic truant”, the State’s Attorney may file a Petition in Franklin County Circuit Court requiring the student and his parents to appear in Court. Under circumstances in which a parent or guardian willfully allows a student to become chronically truant, the parent or guardian can be subjected to criminal penalties.
*** Even if a child has had 9 unexcused absences in the last 180 school days, there should be 3 contacts with the parents before petitioning to court. (Ex. - 1st letter, 2nd notice served by sheriff, TRB meeting)

TRUANCY - DEFINITIONS

TRUANT- A "truant" is a child subject to compulsory school attendance and who is absent without valid cause from such attendance for a school day or portion thereof.

CHRONIC OR HABITUAL TRUANT- A “chronic or habitual truant” is a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance center for 5 percent or more of the previous 180 regular attendance days.

TRUANT MINOR- A child to whom supportive services including prevention, diagnostic intervention, remedial services, alternative programs, and other school and community resources have been provided and have failed to result in the cessation of chronic truancy or have been offered and refused.

TRUANCY

The School District will determine if the student is a truant, chronic or habitual truant, or a truant minor. The Superintendent shall direct the appropriate School District staff to develop diagnostic procedures to be used for identifying the cause(s) of unexcused student absenteeism. The diagnostic procedures shall include, but not be limited to, interviews with the student, his or her parent(s)/guardian(s), and any school official(s) or other people who may have information. The following supportive services may be offered to truant or chronically truant students:

- parent/teacher conferences
- student and/or family counseling
- information about community agency services.

If truancy continues after supportive services have been offered, the building Principal may call upon the resources of outside agencies, such as the juvenile officer of the local police department or the truant officer of the Educational Service Region of Franklin/Williamson County. The School Board, Superintendent, and teachers shall assist and furnish such information as they have to aid truant officers.

No punitive action, including out-of-school suspensions, expulsions, or court action shall be taken against a chronic truant for his or her truancy unless available supportive services and other school resources have been provided to the student.

ATTENDANCE CERTIFICATES

PERFECT ATTENDANCE – NO ABSENCES, NO TARDIES

EXCELLENT ATTENDANCE -- Excellent attendance is defined as follows:

- Students will be allowed no more than two whole days, or four 1/2 days, absence for the school year.
- Absence must fall under valid cause of the attendance policy.
- Tardies--students will be allowed no more than 4 tardies for the school year. (Tardy is not more than one hour late and 4 tardies equal 1 absence.)

MAKE-UP ASSIGNMENTS

Parents of students who have an excused absence may pick up their child's homework at the school office **after 3:00 P.M.** Excused absences allow for homework to be made up. It is the student's responsibility to ask each teacher for assignments missed during an absence. After each excused absence, all make up work must be turned in when student returns to school. Except as otherwise arranged with a teacher, a student must make up any missed or incomplete school work, or assignments obtained in advance, within one day per day of absence. (Example: 2 days absent = 2 days to make up work). If student work is not completed and turned in by the appropriate date, then student will receive a zero for the assignment. Please note: If certain assignments have specific due days each week, then those assignments are expected to be complete when student returns to school. Example: Vocabulary book due every Wednesday or Friday. Those assignments would be expected to be completed on the prearranged due date regardless of attendance the day before.

ATTENDANCE-SAP

When a student is absent ten days during the school year this information will be brought to the attention of the school Student Assistance Team.

Upon review by the SAP Team the following may occur.

1. The SAP Team may meet with the student to discuss these absences.
2. The SAP Team may request a meeting with the student and their parents.
3. An attendance plan may be put into place.

STUDENT DISCIPLINE

The Superintendent shall prepare disciplinary rules implementing the District's Discipline Policies. The discipline rules and guidelines shall be presented annually to the Board for their review and approval. The Discipline Committee recommended to the Board of Education that the district disciplinary policies be based on the PBIS model and use the slogan "We respect ourselves, others, and property." The discipline policy for all students is age appropriate. Ewing-Northern Elementary School, to be effective, must provide all students with the opportunity to learn and all teachers the opportunity to teach.

Students must exhibit behavior that promotes learning or they will be removed from class.

The classroom is the center of the learning environment, student behavior and attitude must be respectful and not distracting to the importance of educational activities.

Teachers will require students to:

1. Arrive at class on time;
2. Be prepared for class with all materials necessary for class that day;
3. Have all homework assignments completed and ready to turn in to the teacher when requested;
4. Be attentive to the task at hand;
5. Demonstrate care and consideration for school property and the property of others;
6. Be respectful to the teacher and other students;
7. Respond promptly to all directions of the teacher;
8. Be quiet in the classroom unless given permission by the teacher to speak.

BEHAVIOR STUDENT OF THE TERM

The student with the highest positive behavior point average (Class Dojo percentile) in each grade (K-8) will be designated as the behavior student of the term. A behavior student of the term will be selected each nine weeks. Students representing each grade level will be awarded a trip to McDonald's with the Superintendent.

POSITIVE BEHAVIOR INTERVENTION AND SUPPORTS (PBIS)

Ewing Grade School utilizes the Positive Behavior Intervention System model. This system is based upon the premise of rewarding students who choose to respect themselves, respect others, and respect property.

To help build Ewing Grade School's positive behavior system, EGS will utilize an online behavior management app called ClassDojo. The ClassDojo app creates a school and classroom culture that focuses on skills and behaviors. "They choose skills and values – things like creativity or teamwork – and share feedback on progress with each other. ClassDojo is the simplest way for teachers and students to build an incredible classroom culture together". By implementing ClassDojo school wide, the district will be able to build a school and classroom culture that continues to foster positive behavior and provide daily behavior information to parents through the ClassDojo app. Parents will be asked to download the ClassDojo app and register as a user. Once registered, parents will have access to behavior information, classroom information and much more.

The PBIS program includes:

Back to School Rules Review

- At the beginning of school, all teachers and staff will reinforce rules and expectations for all aspects of the school building.
 - Examples; hallways, cafeteria, classroom, bus, field trips, library, playground, restrooms, music class, technology class, P.E. class, emergency situations, and nurse's office.
- All rules and expectations will focus on the PBIS motto for the school—Respect Ourselves, Respect Others, and Respect Property.
- On the Friday afternoon the 1st week back to school, the district will have a school wide Back to School Bash to celebrate and encourage positive behavior throughout the school year.

Class Dojo

A student's positive behavior will be rewarded with ClassDojo points.

- ClassDojo has both positive and negative point system
- **Positive Points** reinforce **POSITIVE** behavior
- Negative Points remind students of rules and behaviors that are expected
- All staff will be able to give or take away student points based upon student behavior(s).
- ClassDojo tracks individual student's behaviors. Each student will accumulate his/her own points for behaviors.
- Students will be able to use **ONLY** their ClassDojo points for a variety of rewards throughout each nine-week period.
- Points restart every nine-week period.

Behavioral Goals

- Each week and month the school will focus on behavior goals. Teachers will re-teach rules and expectations to reinforce appropriate behaviors.
- To remind students each day of the behavioral goal(s) it will be announced on *EGS* in the Morning.

Behavioral Goal Celebrations

- Within each classroom, teachers may reward students for their positive ClassDojo points earned.
- In December and May, the district will celebrate ClassDojo positive points with a celebration.
 - Positive point goals will be established for each celebration.
 - Students who achieve the positive behavior goal will be rewarded with a celebration.

Behavioral Consequences

Behavioral consequences are leveled based upon the severity of behavior. Placement of these levels are teacher/administration discretion.

STUDENT DISCIPLINE

Discipline is determined on a case-by-case basis and is at the discretion of school administrators and the Board of Education. The level of consequences imposed will be consistent with the Illinois School Code. Out of school suspensions and expulsions are only used for legitimate educational purposes. The District will make all reasonable efforts to resolve such threats, address disruptions and minimize the length of exclusion to the greatest extent possible before disciplining a student with a suspension or expulsion. The District does not allow for zero-tolerance discipline except as required by federal law or in the Illinois School Code.

School officials shall limit the number and duration of expulsions and out-of-school suspension 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 personal 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. Teacher initiated strategies, includes district PBIS Team.
2. Principal will meet with student and teacher to discuss problems and solutions.
3. Parents will be notified of inappropriate behavior.
4. Student and parents will meet with Student Assistance Team and teacher to discuss behavior problems. Intervention strategies will be discussed. A student behavior management contract may be developed.
5. Student referred for counseling, if available
6. Superintendent and Teacher meet to discuss severity of problem, possible in-school or out-of-school suspension may be assigned.
7. Parents and student may be required to meet with the school board.
8. Referral to Alternative School

KINDERGARTEN-SECOND GRADES RtI BEHAVIOR TIERS FOR PBIS

Behavior Tier 1

- Student maintains acceptable behavior.
- Student is rewarded with ClassDojo points for acceptable and appropriate behavior.
- Student will be redirected with an opportunity to correct misbehavior and/or misconduct.
- Student behavior is corrected and may receive Dojo points or student requires a consequence with the loss of a ClassDojo point.

Behavior Tier 2

- Student is required to sit out for 10 minutes at recess or PE for behavior and/or misconduct if student has lost all his/her Dojo points for the day.

Behavior Tier 3

- Student has received additional loss of Dojo points due to behavior within the same day or severity of behavior. Due to behavior and/or misconduct in a school day, the student will lose 20 minutes of recess or PE. (Teacher discretion at this point if student needs to be removed from the classroom to an alternate setting and/or principal's office.)

THIRD- EIGHTH GRADES RtI BEHAVIOR TIERS FOR PBIS

Behavior Tier 1

- Student maintains acceptable behavior.
- Student is rewarded with ClassDojo points for acceptable and appropriate behavior.
- Student behavior is corrected with the loss of a ClassDojo point.

Behavior Tier 2

- Student behavior is more severe than losing a ClassDojo point(s) and warrants a lunch detention.
- Lunch detention will be held during a student's lunch and recess in a designated location.
- Students that accumulate 5 lunch detentions in a nine-week period will be moved to the next tier level after behavior offense number 5.

Behavior Tier 3

- A student on Tier 3 behavior has displayed continuous inappropriate behavior within a nine-week period and has already served 5 lunch detentions for behavior.
- Each behavior offense at this level will result in an afterschool detention.
- Afterschool detentions will be served on assigned days. (Parent notification will be provided in advance.)
 - Students in grades third and fourth will be required to serve a 30-minute afterschool detention.
 - Students in grades fifth through eighth will be required to serve a 60-minute afterschool detention.
- Students that accumulate 3 after school detentions in a nine-week period will be moved to the next tier level after behavior offense number 3.
- An individualized Behavior Plan for misconduct may be developed at this Tier level.

Behavior Tier 4

- If a student receives 3 afterschool detentions within a nine-week period, then each additional behavior offense will be served in a Saturday detention.
- After 1 Saturday detention in a nine-week period, then the student will move to the next tier level.
- If an Individualized Behavior Plan for misconduct has not been developed at this Tier level, then a plan must be developed once on Tier 4.

Behavior Tier 5

- If a student's behavior continues to be disruptive, then each additional behavior offense will be served in an In-School Suspension.
 - Number of days will be determined by Principal/Superintendent.

Behavior Tier Exceptions

*If student does not respond to this Tiered Behavior Plan for Misconduct (as deemed by teachers and administration), an Individualized Behavior Plan for misconduct will be developed.

*An individualized Behavior Plan for misconduct may be developed as recommended by teachers and administration at any given time or Tier.

*Tiers may be skipped depending on severity of the offense.

DISCIPLINE LEVELS

Discipline is administered on a case-by-case basis. The following are guidelines the administration and Board of Education will use when determining disciplinary consequences. School discipline expectations are in effect during all school related times/activities. (Ex. School day; after school events (curricular and /or extra-curricular)

**Continued inappropriate behavior will lead to progressive levels of discipline. **

LEVEL 1

Disciplinary measures may include, but not limited to, the following:

DISCIPLINE INFRACTIONS

1. **Academic Dishonesty** – Cheating or Plagiarizing- (Cheating on an assignment/test will result in an automatic zero)
2. **Horseplay**- not acting appropriately.
3. **Insubordination/Defiant behavior**- Disobeying directives from staff members or school officials; disregard and/or refusal of rules and regulations governing student conduct; disrespect/ignoring/lying to a person in charge, disruption of school procedures.
4. **Language** (inappropriate), name calling
5. **Not following bus rules**
6. **Public display of affection**

LEVEL 1

DISCIPLINE ACTION POLICY

- Level 1 discipline behavior is at the lunch detention level. There may be more than one offense in a student's actions resulting in more than one detention.
- If a student chooses to continue to exhibit inappropriate behavior, the student may be assigned an after school detention and/or could be assigned a Saturday detention.

LEVEL 2

DISCIPLINE INFRACTIONS

These discipline violations will result in the student receiving an office referral. The administrator may assign detentions, in-school suspensions, and/or out-of-school suspensions.

Disciplinary measures may include (but not limited to) the following:

1. **Fighting**- Any action a student takes to inflict physical contact may be considered fighting. This includes, but is not limited to, hitting, punching, pushing, kicking, and/or self-defense.
2. **Insubordination/Defiant behavior** - Persistent disobeying directives from staff members or school officials; disregard and/or refusal of rules and regulations governing student conduct; disrespect/ignoring/lying to a person in charge, disruption of school procedures.
3. **Language**- Profanity and/or vulgar language is language, objects, or gestures (written, drawn, and/or spoken) that are obscene, abusive, inappropriate, discriminatory to staff or students and that can be found to be offensive to the commonly accepted standards of decency.
4. **Technological/Computer Violation/Hacking**- Unacceptable use is defined by the Acceptable Use Policy.
5. **Theft**- Any articles found, taken and/or removed from the school, a student, or school personnel that do not belong to the student will be considered theft.
6. **Tobacco**- Using, possessing, distributing, purchasing, or selling tobacco materials, including E-cigarettes.
7. **Vandalism**- The malicious, deliberate or careless damage done to the building, its contents, and/or personal property.

LEVEL 2

DISCIPLINE ACTION POLICY

Disciplinary measures may include, but not limited to, the following:

Level 2, each time a student is guilty of misconduct the student will be assigned an office referral. At the discretion of the school administrator the student will be assigned detentions, in-school suspensions, or out of school suspensions. During the in-school detention, the student will be placed in an alternative learning environment.

LEVEL 3

DISCIPLINE INFRACTIONS

Disciplinary violations may include, but not limited to, the following:

1. **Alcohol** - Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
2. **Bomb** – Reporting, threatening the presence of, or intention to place a bomb, explosive or incendiary device on or within range of school property.
3. **Bullying** – Bullying is defined as repeatedly harming others via verbal or written comments, electronic communications, sexting, or through physical contact. This includes, but is not limited to, verbal taunting, any behavior that is demeaning, degrading, tormenting, or contrary to accepted standards of common decency and/or is based upon affiliation with any group, race, gender, religion, or economic status. Any student who is a bystander to any bullying conduct and who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline.
4. **Cyber bullying** – Cyber bullying is but not limited to, any act of bullying committed by the use of electronic technology or electronic communications, on school computers, networks, forums and mailing lists, other District owned property, and by the means of an individual's personal electronic media and equipment. 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.
5. **Drugs** - Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs including prescription or over the counter drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
6. **Gang Activity** - Involvement in gang or gang-related activities, including the display of gang symbols or paraphernalia. Being a member of, or joining, or promising to join, or becoming pledged to become a member of a public school fraternity, sorority or secret society.
7. **Harassment** - Harassment refers to teasing and sexual harassment. - Teasing is communication or physical contact directed toward another student that is intended to annoy or insult that student. This includes but is not limited to name calling, verbal taunting, putdowns and poking/prodding. - Sexual Harassment is verbal or physical conduct of a sexual nature by a student directed toward another student or school employee that is intimidating, hostile or offensive. This conduct has the effect of humiliation of,

embarrassment of, or discomfort to the student/employee. The determination of whether the conduct of a student is intimidating, tormenting, hostile, or offensive is made by the school administration.

8. **Insubordination/Defiant behavior-** Using and/or being violent, vulgar, threatening, lashing out behavior to staff and/or students or other comparable conduct toward anyone.
9. **Threats or Intimidation-** When a person indicates or commits by word or conduct the intent to cause physical injury or serious damage to a person or to their property.
10. **Weapons -** Using, possessing, distributing, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon.

LEVEL 3

DISCIPLINE ACTION POLICY

Disciplinary measures may include, but not limited to, the following:

Level 3, each time a student is guilty of misconduct the student will be assigned an office referral. At the discretion of the school administrator the student will be assigned detentions, in-school suspensions, or out of school suspensions.

- Student assigned to an alternative learning environment. (In-school suspension. Number of days determined by school administrator.)
- Student assigned an out of school suspension. Number of days determined by school administrator.
- Parent and child attend the next regular/special school board meeting
- Student will be placed on probation for the remainder of the school year.
- While suspended, (in school/out of school) student will not be allowed to participate in school sponsored events. This includes sports practices as well as games.
- While a student is on out of school suspension he/she will not be allowed on school property.

Level 3 offenses will be reported to the Sheriff's office. Any student who uses, possess, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like a weapon, shall be expelled for a definite time period of at least one calendar year. The school board, however, may modify the expulsion period on a case by case basis. The school administrator will notify the Franklin County Sheriff's office of any student who brings a firearm or weapon to school.

SCHOOL DETENTION

Parents will be notified when their child is given a detention or placed in an alternative learning environment. Students who continue to exhibit inappropriate behavior will be placed on probation and have a behavior intervention plan developed for the remainder of the 9 weeks. If behavior warrants/continues, suspension from school sponsored clubs, athletic groups, and other extra-curricular activities may be imposed.

- **After school detentions are 30 minutes and/or 60 minutes.** (Depending on age)
 - Transportation will be the responsibility of the student and parent.
 - Parents and students will be given at least 24-hour notice to make transportation arrangements, unless an alternate communication plan has been established with parents.
 - Failure to serve an after school detention will result in a Saturday detention.

- **Saturday detentions, K-4 (8:00-10:00) 5-8 (8:00-11:00)**
 - Students serving a Saturday detention will be told which door to enter and will serve the detention in the school cafeteria.
 - Transportation will be the responsibility of the student and parent.
 - Parents and students will be given at least 24-hour notice to make transportation arrangements, unless an alternate communication plan has been established with parents
 - During a detention/suspension the student is expected to bring assignments. If no assignment is brought or assignments are completed during the time period, a special assignment will be provided.
 - Failure to serve a Saturday detention will result in a three day in-school suspension.

- **In-school and/or out of school suspensions**
 - Number of days determined by Principal/Superintendent.
 - Parent and child may be requested to attend the next regular school board meeting; Out-of-school suspension number of days will be determined by Superintendent or School Board.

Continued behavior problems will result in parents and student attending a school board meeting to decide student's academic placement.

SUPPORT SERVICES

A student who has been suspended for more than 4 days may be provided with support services as deemed appropriate by school officials.

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 following a period of exclusion. Additional re-engagement services may be provided as deemed appropriate by school officials.

MAKE-UP WORK

Students who serve out of school suspensions will have the opportunity to make up equivalent academic credit. *Recommend that the District has a deadline in which the work should be completed. EX. ...5 days out of school suspension, then the student should have 5 days to make up the work.*

SPECIAL EDUCATION DISCIPLINE

Some students who attend Special Education may require a different behavior plan than that adopted by the standard classes. This plan may be written with a copy being included in the student's school records.

The District shall comply with the Individuals with Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

CORPORAL PUNISHMENT

Corporal punishment shall 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, and certificated personnel are permitted to use, 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. Before receiving disciplinary action, the student shall be given the opportunity to deny or explain his or her conduct.

Physical restraints may be used when necessary to protect the student or other individuals and/or property from harm.

SUSPENSION PROCEDURES

**If a student earns more than 6 days of in-school-suspensions, he/she may not attend field trips for the remainder of the school year.

In-school suspension (Alternative Learning Environment)

- Students are allowed to complete assignments and tests for grades.
- In-school suspensions may be assigned by a teacher or administrator for disobedience. Students must do all school work and will receive the grades they earn.
- While serving an in-school suspension, students may not participate in extra-curricular activities. (practice/events)
- Students may not attend any school sponsored event while serving an in-school suspension. (practice or event/game)
- Parents will be notified why the student received an in-school suspension and the length of the suspension.

Out of school suspension

**If a student earns an out-of-school-suspension, he/she may not attend field trips for the remainder of the school year.

The following are out of school suspension procedures:

1. Before suspension, the student shall be provided oral or written notice of the charges. If the student denies the charges, the student shall be given an explanation of the evidence and an opportunity to present his or her version.
2. Prior notice and hearing, as stated above, is not required and the student can be immediately suspended, when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the necessary notice and hearing shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the students' parent(s)/guardian(s). A written notice of the suspension shall contain a statement of the reasons for the suspension and a notice to the parent(s)/guardian(s) of their right to review the suspension.
4. Students are not allowed on school property while they are serving an out of school suspension.
5. While serving an out of school suspension, students may not participate in or attend any school sponsored events.

6. Upon request of the parent(s)/guardian(s), a hearing shall be conducted by the superintendent as a hearing officer. At the hearing, the student's parent(s)/guardian(s) may appear and discuss the suspension with the hearing officer and may be represented by counsel. After presentation of the evidence, the Superintendent shall decide the issue of guilt, hear evidence on whether suspension is appropriate, and make a decision.
7. Further appeal may be made to the Board of Education.

EXPULSION PROCEDURES

The following are expulsion procedures:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s) /guardian (s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether expulsion is appropriate, and make its decision.

TRANSPORTATION - BUS CONDUCT

For a safe and enjoyable ride to and from school, children should remember the rules for good behavior on the bus. Gross disobedience or misconduct providing grounds for suspension from riding the school bus include:

1. Students must ride in his/her assigned seat.
2. Students must have a note to ride to an alternate location different from their normal route.
3. Prohibited student conduct as defined in the Student Discipline Policy.
4. Willful injury or threat of injury to a bus driver or to another rider.
5. Willful and/or repeated defacement of the bus.
6. Repeated use of profanity.
7. Repeated willful disobedience of the bus driver's directives.
8. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

A student who is suspended from riding the school bus and who does not have alternate transportation to school shall be allowed the opportunity to make up all missed work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternative transportation to school.

FIELD TRIPS

Field trips are scheduled by various classroom teachers throughout the school year. The form granting permission for your child/children to attend field trips is included in the enrollment form which is completed each school year. It will cover all field trips for the school year. Parents will receive notice of field trips well in advance of the scheduled date.

Field trips are normally taken during school hours and accompanied by the classroom teacher. Field trips are considered different than extra-curricular activities. On all field trips, regardless of the time, all students participating will ride to and from the activity on the school bus. All parents acting as chaperones must also ride the bus with the students. Because students have earned the right to participate in field trips, we request that siblings not attend, they distract from the learning experience. Parents are not allowed to follow the bus on field trips.

****Please Note: If your child requires medication for a life threatening illness, then he/she must have medication available to attend field trip and/or sporting events. (Examples: Inhaler, EpiPen)**

BEHAVIOR ELIGIBILITY FOR FIELD TRIPS

If a student earns more than 6 days of in-school-suspensions and/or has received an out-of-school suspension, he/she may not attend field trips for the remainder of the school year.

OVERNIGHT FIELD TRIPS

Participation in overnight field trips is a privilege for students and is at the discretion of the school administrator. Students may or may not be allowed to participate in overnight field trips as a result of discipline events at school and/or attendance concerns. Students will be reviewed on an individual basis regarding discipline and attendance throughout the school year.

Students participating in overnight activities must comply with all Ewing-Northern Grade School District # 115 policies and procedures regarding student behavior. Rules outlined in the students' handbook, class rules, and policy manuals regarding student behavior will be in effect, as will discipline procedures and consequences. Students are to adhere to and respect the following rules and expectations of conduct while on all school sponsored activities:

- In order to participate in an overnight trip, students and parents must sign a contract agreeing to ALL rules that will apply throughout the trip.
- Any student receiving an out of school suspension will not be allowed to participate in an overnight trip. Students that receive in-school suspensions will be reviewed individually and may not be allowed to attend an overnight field trip due to the student's actions.
- Each chaperone is responsible for each and every one of his/her students. Therefore, students must keep their chaperone informed of their whereabouts at all times.
- Curfew will be established by the teacher and students must be in their rooms at curfew time. Students should remember that the hotel will always have other paying guests.
- Students may visit other students' rooms only with the chaperone or teacher's knowledge and approval. At no time shall male and female students be in the same room without the door remaining open and a chaperone present.
- Students must follow the school discipline policy while on the school sponsored field trip.

- Students are not to engage in misbehavior of any type, which might result in damage to property or individuals.
- Students are expected to honor any reasonable request of the teacher or chaperone present on this trip.
- Total respect for others is expected. This includes respect for other students, teachers, chaperones, hotel guests, people’s property, and all facilities used.

GRADING SCALE

Specific grade point averages are required for participating in extra-curricular activities such as sports and cheerleading. Specific grade averages are also required to earn high honor certificates, honor certificates, and merit certificates. The system used to arrive at these grade point averages is as follows:

A+	100	C+	84-83
A	99-95	C	82-77
A-	94-93	C-	76-75
B+	92-91	D+	74-73
B	90-87	D	72-67
B-	86-85	D-	66-65

PROMOTION RETENTION POLICY

State law mandates no social promotion for K-8 students. Students must acquire specific skills to be promoted to the next grade level.

In order to be promoted, the student will be expected to maintain at minimum:

- **A cumulative grade point average of 65% or above**
(Subjects include: Math, Science, Social Science, Reading, and English)

Grading Policy

- Students will be provided a description and/or explanation of grading procedures at the beginning of each school year.
- Teachers will provide students with a grade for each “graded” assignment no later than one week after the completion/due date of an assignment.
- In the event a teacher assigns a lengthy project, teacher will provide students with a due date of the assignment as well as the date final grades will be provided. However, grading deadline will not exceed the timeframe students were provided to complete the assignment. For example, if students were given three weeks to complete the assignment, teacher may not exceed a three-week limit for returning work and grades.

STUDENT HONORS

STUDENT OF THE TERM

The student with the highest grade point average in each grade (K-8) will be designated as the student of the term. A student of the term will be selected each nine weeks. These students representing each grade level will be awarded a trip to McDonald’s with the Superintendent. *(Please Note: When calculating Student of the Term, student’s grades in Band and/or Choir (5th-8th grades) will not be calculated into the overall GPA to determine Student of the Term.)*

NINE WEEK HONOR ROLL

High Honor - Grade Point Average of 95%-100%

(C's disqualify a student)

Honor - Grade Point Average of 91%-94%

(C's disqualify a student)

Merit - Grade Point Average of 87%-90%

(Only 1 C or 1 C+, no C-)

END OF THE YEAR HONOR ROLL CERTIFICATES

High Honor Certificate—Cumulative Grade Point Average of 95%-100%

(D's disqualify a student)

Honor Certificate—Cumulative Grade Point Average of 91%-94%.

(D's disqualify a student)

Merit Certificate—Cumulative Grade Point Average of 87%-90%.

(D's disqualify a student)

A and B BANQUET HONORS

Students in grades first through eighth grade that have received no less than A's and B's on his/her first through third nine weeks' report cards and on his/her fourth nine weeks' midterm will be invited to the A and B Banquet to celebrate academic success. A formal invitation letter will be mailed to all students that qualify.

SEVENTH GRADE HONORS

Seventh Grade Grades will be used to determine eligibility of the Graduation Ushers. No nine weeks grade for a subject will be allowed to go above 100%. All subjects will have the same weight in the yearly average. Student's grades for the first through third nine weeks' report cards and fourth nine weeks' midterms will be used to calculate seventh grade honors. *(Please Note: When calculating seventh grade honors, student's grades in Band and/or Choir will not be calculated into the overall GPA to determine seventh grade honors.)*

EIGHTH GRADE HONORS AND VALEDICTORIAN/ SALUTATORIAN

A student's seventh and eighth grade grades will be used to determine eligibility of the Valedictorian and Salutatorian. Student's grades from all four quarters in seventh grade, the first three quarters in eighth grade, and the fourth quarter midterm grades will all be used when calculating GPA for Valedictorian and Salutatorian. No nine-week grade for a subject will be allowed to go above 100%. All subjects will have the same weight in the yearly average. *(Please Note: When calculating eighth grade honors, including Valedictorian and Salutatorian, student's grades in Band and/or Choir will not be calculated into the overall GPA to determine eighth grade honors. Students who move into the district during their seventh or eighth grade year will be allowed to utilize GPA data averages from his/her previous school. If no data is available, then only GPA figures from EGS will be utilized when calculating honors.)*

EIGHTH GRADE SCHOLARSHIPS/AWARDS

The David and Norma Goss Scholarship, the John W. Stewart Scholarship, Zach Dundy Scholarship and the Ronnie McCormick Award are determined by the Middle School Teachers with specific criteria. The American Legion Award is determined by the eighth grade students. The ENSO Scholarship is given to the top male student and top female student according to their Eighth Grade, grade point average.

STUDENT ACADEMIC RULES

Students in Kindergarten through fourth grade will keep supplies in the classrooms. Students in grades 3rd and 4th will have lockers. (Items allowed in locker at this grade level are determined by the teachers.) Students in grades fifth through eighth must keep books, supplies, and assignments in their lockers. They will carry books, assignments, and supplies to each class. They may not keep anything in a desk in their homeroom or any other classroom. They must keep everything in their locker. Keeping all supplies in a locker alleviates the problem of leaving assignments and/or materials in the wrong classroom.

If a student forgets something at home and someone brings it to school, the office will try to get the assignment to the classroom or student before it is due. If the student has already had the class, then the two grades will be averaged together. The student will take the assignment to academic support at lunch. Students may call home before school or during noon recess only.

Enrichment Qualifications:

In order for a student to qualify for Enrichment program (if available), he/she must meet the established criteria for the enrichment class. This criterion is based upon testing data and student performance. The following expectations are required of a student to be enrolled in the enrichment class: Student must score within the *Above Grade Level* range in both reading and math on the iReady assessment and grades were at the top of the class. Additional testing that is completed for various grade levels will also be utilized to determine eligibility. Prior year eligibility does not dictate continued eligibility. Students must perform at expected levels at the beginning of each school year to qualify for the program. Enrollment in the enrichment program will be established each fall and winter after benchmark testing is complete.

Please Note:

- Kindergarten students are not eligible for the program. Enrichment classes will begin in first grade and continue through eighth grade.
- Students will be assigned a designated enrichment class time. This class time will overlap with classroom instruction; however, classroom teachers will ensure students receive instruction and work missed while in enrichment class.
- Students that move into district will have an opportunity to qualify for enrichment classes during the winter benchmark period. If student enrollment into the district is after that timeframe, eligibility for enrichment will be determined the next school year in the fall.

HOMEWORK

Information Hotline Number: 629-2181

Parents, please support the school by encouraging your child/children to complete all homework assignments. The teachers and administration feel this is a very important part of the educational process.

Grades K-8- Homework policy

Failure to turn in assignments on time or with quality work will result in the following procedure:

- ✓ Assignments will be completed or redone during noon recess/lunch in academic support. The missing assignment or low grade and the grade from the work completed during lunch/recess will be averaged together. Repeated failure to complete homework may result in detentions after school and zeroes given for continued incomplete assignments. It is the teachers' discretion/student choice if the assignment needs to be redone.
- ✓ Students must complete his/her work. If student turns in work that is evident a parent or another person has completed the work, then the student will redo the assignment.

HOMEWORK, SUPPLIES, AND MATERIALS

When a student arrives in class without all needed materials, supplies, and assignments, this will be tracked. PBIS parties may be planned to reward students who consistently arrive at class with necessary supplies and assignments.

EARLY CHECK-IN

Identified students will check-in at 7:45 each morning. Their homework will be checked for completion. If homework is not complete, students will be directed when to report to complete the assignment i.e. academic support, lunch, recess, PE. If a student does not check-in during mandatory check-in time, he/she will be given a consequence.

ACADEMIC SUPPORT (If Available)

If a student receives a low grade on an assignment and the teacher determines the student must redo the assignment, that student must report to the academic support room during the lunch/recess timeframe. Students are required to use that time to redo the incorrect/low assignment. The two grades for the assignment will be averaged together. Students may not retake tests unless deemed necessary by teacher. At the middle school level, it is the student's responsibility to check the academic support clip board to see if he/she should report during lunch. If a student fails to attend academic support, then the grade will remain.

AFTER SCHOOL TUTORING

After School Tutoring will be provided for students based upon students' needs and teacher recommendation; based on teacher recommendation and student qualifications, a determination will be made as to whether or not the student will be accepted into the tutoring program. Tutoring is a structured environment with adult supervision to assist students in completing their daily assignments. If student behavior and/or performance impede the productivity of other students, then he/she will not be allowed to attend tutoring for the remainder of the school term. After school tutoring is from 3:00-4:00 and will begin in September and conclude in April.

THIRD -FOURTH ACADEMIC SUPPORT TIERED PLAN

Academic Tier 1

Each student will begin the year on Tier 1. He/she will be assigned Tier 2 if he/she has 2 or more days in one week of no homework or consistent documented pattern of not completing homework.

Academic Tier 2

If student does not complete homework 2 or more days in one week or consistent documented pattern in not completing homework, then the following additional supports will be implemented:

- Early Check-in begins
- Students may “graduate” out of Tier 2 after 5 consecutive days of successful early check in.
- If a student receives 2 homework infractions while on Tier 2, then he/she will move to the next tier.

Academic Tier 3

If student is on Tier 2 and continues to have incomplete assignments 2 or more days in one week of no homework/ incomplete homework, then the following additional supports will be implemented:

- Early check-in continues
- Check out system will be put into place to help students prepare for the next school day.
- Students may “graduate” out of the Tier 3 and return to Tier 2 after 5 successful days of early check-in (all assignments are complete for 5 consecutive days).
- If a student receives 2 homework infractions while on Tier 3, then he/she will move to the next tier.

Academic Tier 4

If student is on Tier 3 and comes to school with one incomplete (not ready to be turned in and graded) assignment, then the following additional supports will be implemented:

- Early check-in continues
- Check out system will be put into place to help students prepare for the next school day.
- Tutoring is highly recommended or mandatory (depending on circumstance). If homework is completed, tutoring time will be used to work ahead and study for tests.
- Student is referred to a designated team for academic intervention strategies and additional support (i.e. Mentor, individualized teacher/student academic conferences, etc.)
- Student will receive a lunch detention for incomplete assignments on the day of tier movement.
- If a student receives 1 homework infractions while on Tier 4, then he/she will move to the next tier.

Academic Tier 5

If student is on Tier 4 and brings one incomplete assignment (not ready to be turned in and graded), then the following additional supports will be implemented:

- Early check-in continues
- Check out continues
- Tutoring is highly recommended or mandatory (depending on circumstance). If homework is completed, tutoring time will be used to work ahead and study for tests.
- At this level, an individual Academic Behavior Plan (including tier movement) will be reviewed and/or modified to support student's academic concerns.
- Students may "graduate" out of Tier 4 and return to Tier 2 after 5 successful days of early check-in (all assignments are complete for 5 consecutive days).
- Student will report an after school detention for incomplete assignments on the day of tier movement or assigned date.

Academic Tier 6

If student is on Tier 5 and comes to school with one incomplete assignment:

- Early check-in continues
- Check out continues
- Tutoring is highly recommended or mandatory (depending on circumstance). If homework is completed, tutoring time will be used to work ahead and study for tests.
- Student and/or parent(s) will meet with team again for review and additional supports regarding the academic intervention strategies and additional support that were put into place for Tier 5. (i.e. Mentor, individualized teacher/student academic conferences, etc.)
- At this level, an individual Academic Behavior Plan (including tier movement) will be reviewed and/or modified to support student's academic concerns.
- Student is sent to an Alternative Learning Environment to complete all missing assignments and class work he/she may miss and remains until all work is completed at 75% accuracy or above.

3-4 ACADEMIC SUPPORT TIERED PLAN- SPEICAL NOTES

- ❖ In the event a student moves tiers, parent notification will be provided.
- ❖ Students may "graduate" out of Tier 2 after 5 consecutive days of successful early check in. (Early Check-in may be deemed beneficial for a student by teacher and/or parent. If so, student will remain in early check-in as a continuous support for the student.)

FIFTH- EIGHTH ACADEMIC SUPPORT TIERED PLAN

Academic Tier 1

Each student will begin the year on Tier 1. He/she will be assigned Tier 2 if he/she has 2 or more days in one week of no homework or consistent documented pattern in not completing homework.

Academic Tier 2

If student does not complete homework 2 or more days in one week or consistent documented pattern in not completing homework, then the following additional supports will be implemented:

- Early Check-in begins
- When a student checks in, if student does not have homework for morning classes or more than one incomplete assignment, an opportunity may be provided for students to work on incomplete homework during early check in until morning bell rings at 8:00. This support allows student to accomplish work before he/she gets to class, so that he/she could avoid receiving a zero.
- Students may “graduate” out of Tier 2 after 10 consecutive days of successful early check in.
- If a student receives 2 homework infractions while on Tier 2, then he/she will move to the next tier.

Academic Tier 3

If student is on Tier 2 and continues to have incomplete assignments 2 or more days in one week of no homework/ incomplete homework or consistent documented pattern in not completing homework, then the following additional supports will be implemented:

- Early check-in continues
- Check out system will be put into place to help students prepare for the next school day.
- Tutoring is highly recommended or mandatory (depending on circumstance). If homework is completed, tutoring time will be used to work ahead and study for tests.
- Students may “graduate” out of the Tier 3 and return to Tier 2 after 10 successful days of early check-in (all assignments are complete for 10 consecutive days).

Academic Tier 4

If student is on Tier 3 and comes to school with one incomplete (not ready to be turned in and graded) assignment, then the following additional supports will be implemented:

- Early check-in continues
- Check out continues
- Tutoring is highly recommended or mandatory (depending on circumstance). If homework is completed, tutoring time will be used to work ahead and study for tests.
- Student is referred to the 5-8 SAP team for academic intervention strategies and additional support (i.e. Mentor, individualized teacher/student academic conferences, etc.)
- Students may “graduate” out of Tier 4 and return to Tier 2 after 10 successful days of early check-in (all assignments are complete for 10 consecutive days).
- Student will receive a lunch detention for incomplete assignments on the day of tier movement.

Academic Tier 5

If student is on Tier 4 and brings one incomplete assignment, then the following additional supports will be implemented:

- Early check-in continues
- Check out continues
- Tutoring is highly recommended or mandatory (depending on circumstance). If homework is completed, tutoring time will be used to work ahead and study for tests.
- At this level, an individual Academic Behavior Plan (including tier movement) will be reviewed and/or modified to support student's academic concerns.
- Students may "graduate" out of Tier 5 and return to Tier 2 after 10 successful days of early check-in (all assignments are complete for 10 consecutive days).
- Student will report to an after school detention for incomplete assignments on the day of tier movement or assigned date.

Academic Tier 6

If student is on Tier 5 and comes to school with one incomplete assignment:

- Early check-in continues
- Check out continues
- Tutoring is highly recommended or mandatory (depending on circumstance). If homework is completed, tutoring time will be used to work ahead and study for tests.
- Student and/or parent(s) will meet with 5-8 SAP team again for review and additional supports regarding the academic intervention strategies and additional support that were put into place for Tier 5. (i.e. Mentor, individualized teacher/student academic conferences, etc.)
- Student is sent to an Alternative Learning Environment to complete all missing assignments and class work he/she may miss and remains until all work is completed at 75% accuracy or above.
- Students may "graduate" out of Tier 6 and return to Tier 2 after 10 successful days of early check-in (all assignments are complete for 10 consecutive days).

5-8 ACADEMIC SUPPORT TIERED PLAN- SPEICAL NOTES

- ❖ In the event a student moves tiers, parent notification will be provided.
- ❖ Students may "graduate" out of the Academic Behavior Plan and return to Tier 2 after 10 successful days of early check-in (all assignments are complete for 10 consecutive days).
- ❖ An individual Academic Behavior Plan may be developed as recommended by teachers at any given time or Tier.

RESPONSE TO INTERVENTION- RtI

Ewing-Northern Grade is implementing a system to better identify and support all students in our school. The process, called Response to Intervention (RtI), will help us to better identify and provide interventions to students who are not making the progress that is expected. RtI utilizes a problem solving approach that helps staff to:

- identify the problem a student is having
- develop a plan for assisting the student
- implement the plan
- and then evaluate its effectiveness (student progress)

Response to Intervention is mandated by state and federal law. Teachers and staff will be observing students, giving informal and formal assessments, and providing levels of support to those students who are struggling academically and behaviorally. The result will be improved teaching and learning experiences that will increase student performance levels.

RtI is a mandatory process schools must use to identify and help students who are struggling at school academically, behaviorally, and/or emotionally. At risk students will be identified through iReady testing, state testing results (PARCC) and by teacher recommendation. This school year we are focusing on the academic subjects of reading and math. We will also focus on rewarding students for positive behavior.

Family expectations:

- Contact your child's teacher if you have a concern about his/her academic or behavioral performance
- Support student learning at home
- Attend Problem-Solving Team meetings.

PARTICIPATION IN ATHLETICS AND OTHER SCHOOL ACTIVITIES

Students absent from school may not attend or participate in after-school or evening activities. Students participating in such activities are required to attend school at least 1/2 day. All school events are subject to this policy. Students must be at school by 11:10 am to be present 1/2 day. Students must be present 1/2 day on Friday to participate in events on the following Saturday.

REQUIRED ATTENDANCE TO ATTEND/PARTICIPATE EXTRA-CURRICULAR ACTIVITIES

½ day attendance K-1 student (120 minutes class time)

½ day attendance 2-8 students (150 minutes class time)

Lunch period does not count towards class time

CURRENT SPORTS PHYSICAL, PROOF OF INSURANCE, AGREEMENT TO PARTICIPATE AND MEDICAL AUTHORIZATION FORM

All students participating in sports must have a current Sports Physical, Proof of Insurance, Agreement to Participate Form, Medical Authorization Form, and Certificate of Physical Fitness for Participation in Athletics Form and a Current Signed Concussion Form. All forms must be turned in at the office before a student may participate in any extracurricular activity. This includes practices, open gyms, and games. These completed forms must be turned in each year.

Extracurricular Athletics

Student participation in school-sponsored extracurricular athletic activities is contingent upon the following:

1. The student must meet the academic criteria set forth in the School Board policy on school sponsored extracurricular activities.
2. The parent(s)/guardian(s) must provide written permission for the student's participation, giving the District full waiver of responsibility of the risks involved.
3. The student must present a certificate of physical fitness issued by a licensed physician, an advanced practice nurse, or a physician assistant who assures that the student's health status allows for active athletic participation.
4. The student must show proof of accident/major medical insurance by insurance card or by written statement from the parent disclosing the company and policy number.
5. In the event there are more than 15 athletes that could participate on a team, then athletes will be told by the coach who will be dressing for each game. If the number of athletes does not exceed that amount, then all athletes will dress for regular season games. Schedule practices are required by all athletes.
6. Fifth and sixth grade basketball athletes will have a separate season at the end of the regular varsity and junior varsity season. Athletes will have games with other fifth and sixth grade teams.
7. A separate fifth grade basketball season may be provided for fifth grade basketball players if numbers allow. This season will be played against area schools in Franklin/Jefferson County on Saturdays. Transportation is contingent upon funding.

EXTRA-CURRICULAR ACTIVITY ELIGIBILITY

Eligibility for extra-curricular activities is calculated on grades taken during each current nine-weeks grading period. Grades are averaged from Wednesday to Wednesday. If students are ineligible, they will receive a note on Thursday that must be signed by a parent and returned by Friday morning. Ineligibility or eligibility takes effect Saturday and continues through to the following Friday.

Extra-Curricular Activities Defined:

- Baseball, softball, basketball, volleyball, track, and cheerleading. (Eligibility is monitored weekly.)

**No Pass / No Play Policy Extra-Curricular Events / Extra-Curricular Activities
75 (C-) average or higher in each subject.**

Students ineligible for the week may not dress out with the team during events. Students must sit the bench with the team during each sporting event in which the student is ineligible. Ineligible students will not miss academic class for sporting events.

INELIGIBILITY AND EXTRA-CURRICULAR PRACTICES

Students that are ineligible may continue to participate in practices. However, students will not participate in any athletic event during the time of ineligibility. If a student attends athletic events while ineligible, he/she must sit with the team during events in street clothes. **If a student is ineligible, he/she may not leave school early with the team to go sit with the team and watch the game.**

If an athlete becomes ineligible throughout the season, he/she will have an opportunity to improve grades before being removed from the team. The following defines the number of

“ineligibilities” a student may have before he/she is removed from a team due to academic concerns: *(Please note: Each athletic season varies in length; therefore, not all sports have the same ineligibility requirements.)*

Coaches will begin to “count” ineligibilities once practice begins.

- Baseball/Softball: Removed after 2 times ineligible during the season
- Basketball/Cheerleading: Removed after 3 times ineligible during the season
- Volleyball: Removed after 3 times ineligible during the season
- Archery: Not allowed to participate if ineligible the week of the archery tournament
- Track: Removed after 2 times ineligible during the season

ATHLETICS / EXTRA-CURRICULAR CHAIN OF COMMAND

If you have a question or problem, the best place to start is with the person(s) directly involved. Please make sure you remain calm. Do not talk to the coach about a problem after a game in front of other parents and students. Please call the school and schedule a conference with the coach and Principal/Superintendent. When the superintendent cannot resolve the problem/concern it may be brought before a public meeting of the full Board. A request must be made to the superintendent to be placed on the agenda for the next Board meeting. The Board sets aside time at its meetings for public input.

Extra-Curricular- Bus Transportation

The District will provide Extra-Curricular transportation to games/events throughout the school year. Transportation may vary according to travel times and/or game time for each extra-curricular activity. The following policy will be followed regarding extra-curricular transportation:

- If the extra-curricular event time is during the school day (8:00 a.m. to 3:00 p.m.), transportation will be provided to and from the event.
- If travel time and/or game time will require departure from school prior to dismissal (3:00 p.m.), then transportation will be provided to the extra-curricular event location. However, there will be **no bus transportation** back to the school from the extra-curricular event.
- Extra- Curricular events that require departure from the school **after school hours** will be provided transportation to the event location; however, no bus transportation will be provided back to school.
- No Saturday sporting event transportation will be provided unless special circumstances exist: i.e. Regionals and/or State events.
- Each extra-curricular schedule is different. The Director of Transportation and/or the Superintendent will provide parents/students a bus transportation schedule at the beginning of each season.
- Parents and students will be responsible for ensuring students’ transportation needs are met before each event. Parents may write a note allowing students to ride with specified individuals and leave that note on file in the school office for the year and/or season.

ADMISSION TO ATHLETIC EVENTS

Admission to athletic events is:

*Adults- \$3.00

*Grade School Students- \$2.00

*Age 65-older - \$1.00

*Students not in school are free.

Concessions will only be on sale at half times and in-between games. No one will be allowed in the cafeteria at any other time

MUSIC DEPARTMENT

Grading Policy

Grades are based on participation with playing/singing quizzes, tests, and required performances. Each rehearsal and sectional is worth 5 points, quizzes worth 10, tests worth 20 and performances worth 50. Quizzes will be both announced and unannounced, tests and performances are scheduled throughout the quarter. Please Note: Students will receive an automatic "0" for sectional points if he/she does not have appropriate supplies for class (instrument and sheet music).

Make-up Assignments

If a student has an excused absence from a performance, they must make up their points. Acceptable excused absences include: student sickness, family sickness, family emergency and/or sporting event conflicts all other absences will be unexcused. Unexcused absences will result in a grade of a zero if performance makeup packet is not completed by deadline. When absence is known in advance, make-up points will be acquired by completing a makeup packet before the given due date. For all unexpected excused absences, make-up assignments will be due a week from the day (or date specified by teacher) of the missed performance.

Student Commitment: Students may enroll in band and/or choir and will remain in the assigned class(es) for the semester. (Semesters will be determined by Fall and Spring). **The student is making a commitment to these groups and a class schedule has been developed for each student. Students may only drop from music class/classes under special circumstance that are approved by administration.** Students who move into the district will have two weeks from their first day of attendance to enroll in music classes.

Band and Choir

Students will audition for all solos in band or choral groups

- **Band and Choir:** Open to any student in grades 5-8. Band/Choir will meet 2-3 times a week for rehearsals and will have a sectional for each class.
- **Belle Voche:** A selected group of students in grades 6-8 that must audition for membership each fall. To qualify for Belle Voche, students must be enrolled in choir. Auditions: sing a major scale and triad, may use solfege or numbers. Sopranos = F, Altos = D, Baritones = D. Students will be required to sing the Star-Spangled Banner for auditioning piece. Sight-read a piece of music given to them one week before auditions.

END OF THE YEAR MUSIC TRIP: Each year, the music department takes a field trip. This trip is a privilege, not a requirement. In order to attend this trip, students must be in grades **5-8** and have a B or higher in band and/or choir for the year. Students must also be eligible in their other academic subjects (when the trip falls on an academic school day). Students must have been enrolled in the music program 75% of the time they were enrolled in Ewing School District (i.e. enrolled 3 of the 4 quarters)

CRISIS MANAGEMENT PLAN

FIRE DRILL PROCEDURE

When the fire alarm sounds, students line up and leave the room quickly and orderly. Go single file to the designated exit as instructed later in this bulletin. Proceed to the ball fields north of the playground, and stay together in grade level groups. Stay there until you are instructed to return to the building. If there is ever an actual fire, the Superintendent may make a decision that students will be loaded on the school buses and be taken home or to an alternate location for parent pick up.

In case of bad weather, the students not riding the bus will continue to be supervised by their teacher and will be provided temporary shelter at the Baptist Church located in Ewing.

As soon as you arrive at the ball fields, all teachers in Grades Pre-K-1 are to report to the First grade teacher and all teachers 2-8 are to report to the 8th grade teacher that all students and designated staff members to each grade level are safe and accounted for. The First and Eighth grade teachers will report to the Superintendent or the Lead Teacher in charge that all students/staff are safe and accounted for. In an actual fire, these two teachers and Superintendent would report directly to the fire chief that all students/staff are safe and accounted for.

Grades Pre-K-1, Art and reading room, will use the front exit. If the front entrance cannot be used because of fire or is blocked, use the west hallway gym door and proceed through the gym. After proceeding through the gym, use the west door of the gym to exit. Then proceed directly to the ball field. As soon as possible, report to the first grade teacher that all students/staff are present and accounted for.

Grades 2- 4, Guided Reading Room, and Computer Lab, will use the south exit. Proceed directly to the soccer field. If Pre-K is on the playground at this time, they will exit on the south and report to the soccer field. As soon as possible, report to eighth grade teacher that all students/staff are present and accounted for.

Grades 5-8 use the north exit. Seventh grade home room and fifth grade home room (regardless of who is in these rooms) will exit out the left door. Sixth grade home room and eighth grade home room will exit out the right door. If the north entrance cannot be used because of fire or is blocked, use the west hallway door then proceed directly to the soccer field, and report as soon as possible to eighth grade teacher that all students are present and accounted for.

From the cafeteria students exit out the hallway doors and go east. The adult in charge will take the students to the baseball field (Pre-K-1) and soccer field (2-8) immediately and have students assemble in their grade level groups.

Classes in the gym do not return to the classrooms. Exit through the east gym door and proceed immediately to the ball fields. As soon as possible, students are to return to their grade level groups.

Special Education K-4 and 5-8 classes, Nurse's office, and library will use the west exit by their classroom and proceed immediately to the ball field (Pre K-1) or soccer field (2-8). Students who are in Sp Ed K-4 class or Sp Ed 5-8 class for attendance purposes should be with these teachers. All other students are to find their grade level groups immediately. Remember, if a Special Education student whose attendance is kept by a special education teacher is in another teacher's class, you exit with the class you are in and when you arrive at the ball field, you report directly to your special education teacher.

Students in the music classroom will use the outside door on the north side. If the music class is on the stage, the students will exit the east gym door and be taken immediately to the ball field (Pre K-1) or soccer field (2-8). Students are to get into their grade level groups.

Teachers, see that all students are out of your classroom and then close the door behind you. The closed door indicates to the firemen that the classroom was checked and no students are in that room. Only the teacher in that room is to close the door. Forget the windows and any other items in the classroom. The teacher's job is to get the students out of the room, make sure the room is empty, and get the students to the ball field and report to the appropriate person that all of your students are present or accounted for.

Teachers, if you are going to be absent, please leave a copy of this emergency plan in your lesson plan book and ask the substitute to review it. Substitutes, if you have any questions, report to the administration, and they will answer your questions.

At various times, a classroom may be used by a teacher that normally does not teach in that classroom all day. If you are a teacher in that situation, please be familiar with the emergency plan of that classroom.

Teacher Aides and other adults, who are not assigned to students, please check the rest rooms for students on your way out of the building. Office staff is to call on the radio to adults already outside.

INTRUDERS

Teacher

Report any suspicious person to the superintendent/principal immediately. Students remain in classroom and follow directions from the teacher.

Principal or Superintendent

1. Approach the intruder and determine the nature of their presence.
2. Ask for identification.
3. Direct and/or accompany them to the proper room.
4. If they have no acceptable purpose, ask them to leave.
5. If they refuse to leave,
 - *Remind them that they are in violation of the law.
 - *Alert them that the police will be called
6. If they continue to refuse to leave, call 911 for police.
7. If the situation is very severe, appoint a staff member to contact each teacher and have students remain in their classrooms. Those students who are in public areas will go to a safe area outside the building.
8. File an incident report.

TORNADO

In the event of severe weather, the school will go into “Shelter in Place” and remain until local authorities have lifted warnings. If tornado sirens have sounded and/or the Franklin County Emergency Management System has notified the district to seek shelter, students will be moved to the designated safe area. Once the Principal/Superintendent has made the decision to move students to their safe locations, NO student will be allowed to leave the building.

CRISIS MANAGEMENT PLAN MEDICAL PROBLEM OR ACCIDENT

Teacher

1. Send for the school nurse with name of injured student.
2. Keep student as stable as possible.
3. Complete incident report.

Nurse

1. Secure student’s emergency health information from enrollment card and take it with you to accident site.
2. Assess severity of injury or illness. Call student’s physician if indicated on enrollment card.

SERIOUS PROBLEM

Nurse

1. Call 911 for ambulance.
2. Notify Superintendent/Principal.
3. Stabilize student and administer first aid until medics arrive.
4. Obtain diagnosis follow-up and file report.
5. If an ambulance has been called, a staff member or administrator should accompany the ambulance to the hospital with the emergency health information, and should act as a liaison between hospital and school.

CRISIS MANAGEMENT PLAN - BUS ACCIDENT

Bus Driver

1. Secure vehicle and display appropriate warning devices.
2. Survey all individuals involved in the accident for extent of injuries.
3. Call or radio main office.

- Report the location of the accident and the route.
 - Report any injuries and state whether an ambulance is needed.
 - Report whether a bus is needed to continue the route.
4. Keep all students on the bus unless safety conditions warrant their removal.
 5. If threat of fire, move children and others to a safe location, at least 100 ft. from the side of the roadway, if possible.
 6. Administer critical first aid.
 7. Recruit assistance to flag approaching vehicles.
 8. Do not move vehicle until instructed to do so.
 9. Account for all students and record extent of injuries on proper form.
 10. Give your name, address, driver's license number, insurance carrier, and vehicle information to others involved in the accident.
 11. Obtain the same information as above from other driver(s) involved in the accident.
 12. Get names, addresses, and phone numbers of all witnesses.
 13. Make no statements to the media or bystanders.
 14. Give information to investigating officers and school officials only upon returning to school.
 15. Upon returning to the school assist in completing all necessary accident reports and compile a seating chart at the time of the accident.

ADMINISTRATIVE OFFICE

1. Receive the emergency call from bus driver and write down all accident information.
2. Call 911 for ambulance, police, or fire, if needed.
3. Give location of accident and all known information regarding possible injuries.
4. Notify the Principal/Superintendent about the accident and continue to inform as new information becomes available.
5. Obtain the names of students on the bus from the bus route files.
6. Obtain a list of injuries as soon as available.
7. Contact the insurance carrier to authorize treatment at the hospital.
8. Provide another bus and driver, if needed.

PRINCIPAL/SUPERINTENDENT

Appoint a staff member or go to accident site to report any special health considerations to the medics on-site.

Appoint staff to contact parents, and as the information is available, inform them

1. That their child is uninjured or injured, and to what extent.
 2. The medical facility to which student has been taken.
3. If an ambulance has been called, a staff member or administrator should accompany the ambulance to the hospital with the emergency health information, and should act as a liaison between hospital and school.

STUDENT SAFETY- SAFTEY PLANS

Student safety is our District's top priority. In addition to physical safety, the District is concerned with students' emotional well-being and will help students cope with an emergency or disaster and its aftermath. The following outlines our emergency and disaster response plans.

SAFETY PLANS

The District has plans for all four phases of emergency and disaster management:

Preparedness - planning for an emergency or disaster event;

Response - planned response to an emergency or disaster event;

Recovery - the process of returning to normal operations; and

Mitigation - steps taken to minimize the effects of an emergency or disaster.

These phases are covered in the school's safety plan. In addition, the District has a Safety Program Coordinator and a Crisis Management Team.

COMMUNICATIONS

The District monitors the Homeland Security Office and other emergency preparedness resources. The District will disseminate emergency information via its website, by the school newsletter and by telephone contact.

EMERGENCY RESPONSES

Emergency responses will depend on the circumstances and may include evacuation or lockdown. For evacuation purposes, the school has an off-campus site where students and staff assemble to be accounted for and temporarily housed. If the threat is chemical or biological in nature, to avoid contamination, we may ask that no one enter, or leave, the building until it is safe to do so.

In the event our school is evacuated, the school will attempt to notify you as soon as possible at the home and/or emergency telephone numbers on your child's registration card. The school will also notify news media and place the information on the District's information hotline.

COOPERATION AND ASSISTANCE

During any emergency or potential disaster and for the safety of all students and staff, we request that you follow the instructions of the District's Safety Program Coordinator. These instructions will be widely disseminated.

Defamatory or disruptive behavior will only lessen our response effectiveness. If you have any questions, please feel free to contact the Superintendent. In the meantime, thank you for your cooperation and support.

MEDICAL EMERGENCY/MEDICAL INFORMATION & HEALTH RECORDS **SCHOOL NURSE**

In case of emergency, each student is required to have on file at the office the following information:

- ✓ Parent or guardian names
- ✓ Current and up-to-date address
- ✓ Home telephone and parents' work telephone numbers
- ✓ Parents' cell phone numbers
- ✓ Emergency telephone numbers of friend or relative
- ✓ Physician's name, telephone, and address
- ✓ Medical alert information, Medications, Allergies (Food or Medication)
- ✓ Authorized person allowed to pick up child

Medications

Over-the-Counter: Parents should make the school aware of any medical problem(s) a student might have. The school nurse may administer medicine such as Tylenol, etc. with written permission from the parents. If it becomes necessary for a student to take any form of **over the counter** medication at school, a signed note with directions from a parent must be presented to the office. The Nurse may request an order from the doctor for over-the-counter medication if a student is taking an over-the-counter medication frequently. **All medications must be in the original container with usage directions.** Medication will be kept under the supervision of the school nurse and dispensed by school personnel. Please complete medical forms.

Prescription medication should be scheduled before and after school when possible. If it becomes necessary for students to receive a dose during the school day, a note from the parent stating the schedule the last dose given, along with physician medication form must accompany the medication.

All medication must be in its original container. All medications will be kept locked in the nurse's office and dispensed by the nurse. The nurse will not give medication that is above the recommended dosage according to the PDR (Physicians' Desk Reference).

Illness

If a student becomes ill at school, parents will be notified to pick up the child. (Example, fever, vomiting, rash, diarrhea, red eyes, or sore throat) If your child is ill, please do not send him/her to school. A student that contracts a contagious disease or condition, such as, Pinkeye, Chicken Pox, Ringworm, Impetigo, or Pediculosis (head lice) will be sent home from school and must remain home until the condition or disease is corrected.

If a child is sent home with head lice, he/she may not return to school until all louse are removed. The school nurse must check the student before he/she is allowed back into school. When your child returns to school, he/she must have their head checked by the nurse before going to class.

Since most communicable diseases are contagious while the child is running a temperature and before a rash appears, a child running a temperature of 100 or with any accompanied symptoms should be kept at home. Below is a list of the most common communicable diseases and when they are contagious.

- **CHICKEN POX**-one day before breaking out and until blisters are gone and crusts or scabs have formed.
- **RUBEOLA (red measles)** - one day before breaking out and until one day after rash appears.
- **RUBELLA (German measles)** - one day before breaking out and until one day after rash appears.
- **ROSEOLA**- while they are running a temperature.
- **SCARLET FEVER (scarlatina)** - one day before breaking out and until one week after rash appears.
- **FIFTHS DISEASE**-two to three days before rash appears.
- **HEAD LICE**-**the infected child needs to be treated and lice free before returning to school.** There are several over-the-counter shampoos that will kill the adult louse and the

nits (eggs laid by the adult louse). Most shampoos are applied to the hair while it is dry and should be left on for ten minutes or the length of time recommended on the bottle. Rinse well with warm water. **The most important part is combing the hair thoroughly with the nit comb to remove all the eggs.** This is a very tedious and time consuming job but it is necessary. Some shampoos need to be repeated in one week. Other members of the family or anyone who has had close contact with the infected child should be treated also. Clothes and bedding should be washed in hot water. Items that cannot be washed should be placed in an airtight plastic bag for one week. Soak all combs and brushes in the same shampoo the hair was shampooed with.

Allergies

If your child has a known allergen, that information should be expressed on the medical form provided to the Nurse at the beginning of each school year. If the allergy is severe enough to warrant the need for an epi-pen, the District must have an epi-pen on site. An Individual Health Care Plan will be created to establish proper care of a student with a known life-threatening allergy.

Peanut Allergy Prevention

To aide in prevention of a student having a peanut related allergic reaction, the school cafeteria will designate one table that is considered a “peanut free” table. To avoid cross-contamination of the “peanut free” table, students in any grade level that have a lunch box/tray that is free of peanut items will be able to sit at that table during lunch. Students that have items for lunch that are not peanut free items will be unable to eat lunch at that table that day.

Medical Emergency

For all emergency illness or injury, students will be transported by ambulance to the nearest medical facility. Parents will be notified of the emergency. For non-emergency illness or injury, the following treatment will be given by the school nurse with parental consent.

- Minor joint and muscle pain, headache, and fever of 100-103- generic acetaminophen. (Tylenol)
- Indigestion – Tums
- Sore throat or coughing—generic menthol cough drops
- Insect bites, poison ivy – Calamine spray lotion
- Minor sunburn – Aloe Vera gel
- To remove dirt, etc. from eyes – generic artificial tears
- To clean minor wounds – peroxide, soap and water
- Minor strains, sprain, and head injury – apply ice pack.

The school nurse will evaluate a student’s illness if they become sick at school and determine if they should return to class, go home, or need to see a doctor. She will notify parents if they need to pick up their child when they get sick at school.

She will administer first aid in minor illnesses or accidents and if there is a medical emergency she will notify emergency medical personnel and the family. She will notify public health if there is an outbreak of a contagious disease at school and will assist with the immunizations that are given. She will assist teachers in teaching health related subjects. She will also make sure all students are current with their physicals and immunization requirements.

The nurse can administer Tylenol to students who complain of minor aches and pain, (with written permission from the parents). We do not administer aspirin at school due to the possibility of Reye Syndrome.

STUDENT PHYSICALS AND IMMUNIZATIONS- Medical Requirements

Illinois Department of Public Health requires school districts to ensure that all students provide proof of having received a health examination and immunizations against preventable communicable diseases. If students do not provide proof of compliance by October 15 of the current school year, the district must exclude the student from school until the student presents proof of compliance.

Students entering Kindergarten for the first time in the State of Illinois must provide the school with a physical, immunization records and an eye examine report. Dental Records are required by students in Kindergarten, 2nd and 6th grade. Appropriate forms must be completed by May 15 of each school year. If a child in Grade 2nd or 6th fails to present proof by May 15, the school may hold the child's report card. Kindergarten students should have a lead risk assessment to ensure they do not need a blood test for lead levels. Lead assessments are highly recommended but not mandated by the state. Sixth Grade students must provide a physical exam form, completed by a physician, showing day, month and year of all immunizations. Forms must be completed by a physician showing day, month, and year of all shots and other information as requested on the record card. Students in all other grades must provide necessary information to complete their health records. Failure to provide information may restrict a student from attending school, with parents being responsible for a child's truancy.

Failure to provide information may restrict a student from attending school with parents being responsible for the child's truancy.

Required Immunizations by the State of Illinois:

1. **POLIO**—4 or more doses with the last one given after their 4th birthday.
2. **DTP**—4 doses with the last one given after their 4th birthday.
3. **MEASLES**—2 doses of live measles vaccine after 12 months of age.
4. **RUBELLA**—1 dose after 12 months of age.
5. **MUMPS**—1 dose after 12 months of age.
6. **HIB (HAEMOPHILUS INFLUENZA TYPE B)** - 3 doses for students below kindergarten and students in the 5th/ 6th grades.
7. **HEPATITIS B**—3 doses for all students below kindergarten and all 5th/ 6th grade students.
8. **Varicella— (chicken Pox)** - 2 doses for Kindergarten students and younger. Those who have already had chicken pox must have physician documented proof on record in place of the immunization. (The Varicella vaccination is a required for all sixth grade students.)
9. **Tdap-** All students entering sixth grade
10. **Meningococcal Vaccine-** All students entering sixth grade

SCHOOL ORGANIZATIONS/COMMITTEES

E.N.S.O. – Ewing- Northern Support Organization

Ewing Northern Support Organization is an organization made up of parents, teachers, and administration to support the education and needs of the children at Ewing-Northern Grade School.

E.N.S.O. supports the staff in many different ways. E.N.S.O. sponsors numerous activities plus provides playground equipment, money for technology tools, athletic needs, and academic needs. All parents and teachers are invited to attend the meetings.

Meetings are the 1st Tuesday of each month at 6:00 p.m.

E.N.S.O. CALENDAR OF EVENTS

E.N.S.O.	School cafeteria	January	Mother/Daughter V-ball
September	monthly meeting	February	1 st - 4 th Basketball Game
September	Open House	March	monthly meeting
October	Carnival	May	A & B Banquet
October	monthly meeting	May	monthly meeting- Officers
October	Father/Son Basketball Game	May	Athletic Banquet
November	monthly meeting	May	Teacher Appreciation Week

Some of the items/events E.N.S.O. helps with throughout the year:

- | | |
|---|--|
| <ul style="list-style-type: none"> ▪ Concessions at all games ▪ Carnival ▪ Paid for Assemblies ▪ Paid for Reward Parties ▪ Decorated and furnished help at A & B Banquet | <ul style="list-style-type: none"> ▪ Decorated/furnished at Athletic Banquet ▪ Teacher Appreciation Week ▪ Organized the Parent/Student Games ▪ Organized the 1st, 2nd, 3rd & 4th grade Ballgame. ▪ Provided money for PBIS rewards |
|---|--|

Purchases

- Plaques for A & B Banquet
- Plaques for Athletic Banquet
- Scholarships for Top Female and Male Eighth Grade
- Field Trips
- Teacher Classroom Money

Students

- Scholarship for Graduating High School Student (\$250)
- Supplies for PBIS Ceremonies
- Science experiment equipment
- Behavior incentives

Please come and help so that we can keep providing these extras for our children each year!

E.N.S.O. OFFICES HELD:

President- Melinda Squires
 Vice President/ Treasurer – Stephanie Page
 Secretary- Elizabeth Roberts

Athletic Coordinator- Melinda Squires and Angelle Hofmann

WHAT IS SAP?

Teachers and staff of Ewing-Northern Grade School volunteer their time to serve on our local Student Assistance Teams.

These teams review student needs according to the following four areas:

1. Behavior

2. Attendance

3. Health

4. Academic

The mission of the Student Assistance Team is to identify, intervene with, and follow through with at-risk youth. Students may be referred to the teams by school personnel, parents, and by students themselves. The teams work cooperatively with parents, school, and community resources to assist the student and his/her family to receive the needed help.

We have two teams at Ewing-Northern Grade School. There is a K-4 primary team and a 5-8 middle school team. Each team meets weekly and reviews concerns about “at-risk” students.

EWING-NORHTERN GRADE SCHOOL POLICIES

Annual Asbestos Management Plan Policy

This is to inform you of the status of Ewing-Northern Grade School District # 115’s asbestos management plan. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. As required, our building was initially inspected for asbestos. Our inspection was conducted on May 3, 1989. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required. The Inspection/Management Plan is available for public review in the Administrative office. Should you wish to review the plans, please call to make an appointment between 8:00 a.m. and 3:30 p.m. Any concerns relative to asbestos containing materials should be directed to the Principal/Superintendent, asbestos coordinator at Ewing Grade School, 51 North Main Street, phone 629-2181.

English Language Learners

The District offers opportunities for resident English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain. The Superintendent or designee shall develop and maintain a program for English Language Learners that will comply with law as well as provide students an appropriate program.

Notification to Parents of Family Privacy Rights

Parents/guardians may request that their child not participate in surveys that concern one or more of the following eight areas:

1. Political affiliations or beliefs of the student or student’s parent/guardian;
2. Mental or psychological problems of the student or student’s family;
3. Sexual behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;

5. Critical appraisals of others with whom the student has close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents/guardians; or
8. Income other than as required by law to determine program eligibility.

The school will not penalize any student whose parent/guardian exercises this option. In addition, a parent/guardian may review surveys asking questions about the above areas as well as other instructional materials. School Board policy 7:15, *Student and Family Privacy Rights*, contains a more thorough explanation of these rights and may be obtained from the Building Principal.

Opt-Out Instructions

If you do not want your child to participate in this activity, contact your child's Building Principal.

Request to Review

If you wish to review any survey instrument or instructional material, please submit your request to the Building Principal. You will be notified of the time and place where you may review these materials.

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Self-Administration of Medication

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

injector and/or medication, or the storage of any medication by school personnel.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur. Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

Comprehensive Health Education Program

By law, the health program, in grades pre-K through 12, must provide age appropriate sexual abuse and assault awareness and prevention education shall be included. The grades 6-12 health program shall include the prevention, transmission and spread of AIDS; public and environmental health; consumer health; safety education and disaster survival; mental health and illness; personal health habits; alcohol and drug use and abuse (including the medical and legal ramifications of alcohol, drug, and tobacco use and abuse during pregnancy); sexual abstinence until marriage; tobacco; nutrition; and dental health.

Notification to Staff and Parents/Guardians of CPR and AED Video

State law requires the Illinois High School Association to post a hands-only cardiopulmonary resuscitation and automated external defibrillators training video on its website. The law also requires the District to notify staff members and parents/guardians about the video. You are encouraged to view the video, which will take less than 15 minutes of your time, at:

www.ihsa.org/Resources/SportsMedicine/CPRTraining.aspx.

Student Athlete Concussions and Head Injuries

Inform student athletes and their parents/guardians about this policy in the *Agreement to Participate* or other written instrument that a student athlete and his or her parent/guardian must sign before the student is allowed to participate in a practice or interscholastic competition.

Student athletes must comply with Illinois' Youth Sports Concussion Safety Act and all protocols, policies and bylaws of the Illinois High School Association before being allowed to

participate in any athletic activity, including practice or competition.

A student who was removed from practice or competition because of a suspected concussion shall be allowed to return only after all statutory prerequisites are completed, including without limitation, the School District's return-to-play and return-to-learn protocols.

Exemption from Physical Education

In order to be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or from a person licensed under the Medical Practice Act. The excuse may be based on medical or religious prohibitions. An excuse because of medical reasons must include a signed statement from a person licensed under the Medical Practice Act that corroborates the medical reason for the request. An excuse based on religious reasons must include a signed statement from a member of the clergy that corroborates the religious reason for the request.

Special activities in physical education will be provided for a student whose physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents his or her participation in the physical education course.

State law prohibits the Board from honoring parental excuses based upon a student's participation in athletic training, activities, or competitions conducted outside the auspices of the School District.

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. He or she (a) is in grades 3-12, (b) his or her IEP requires that special education support and services be provided during physical education time, and (c) the parent/guardian agrees or the IEP team makes the determination; or
2. He or she (a) has an IEP, (b) is participating in an adaptive athletic program outside of the school setting, and (c) the parent/guardian documents the student's participation as required by the Superintendent or designee. A student requiring adapted physical education must receive that service in accordance with his or her Individualized Educational Program/Plan (IEP).

Electronic Misuse

Using or possessing an electronic paging device. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other 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, 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 phone (Sexting).

Electronic Recordings on School Buses

Electronic visual and audio recordings may be used on school buses to monitor conduct and to promote and maintain a safe environment for students and employees when transportation is provided for any school related activity. Notice of electronic recordings shall be displayed on the exterior of the vehicle's entrance door and front interior bulkhead in compliance with State law and the rules of the Illinois Department of Transportation, Division of Traffic Safety.

Students are prohibited from tampering with electronic recording devices. Students who violate this policy shall be disciplined in accordance with the Board's discipline policy and shall

reimburse the School District for any necessary repairs or replacement.

Preventing Bullying, Intimidation, and Harassment

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

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

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

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

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

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

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

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

1. Fully implements and enforces each of the following Board policies:
 - a. 2:260, *Uniform Grievance Procedure*. This policy contains the process for an individual to seek resolution of a complaint. A student may use this policy to complain about bullying. The District Complaint Manager shall address the complaint promptly and equitably. After an investigation, the Complaint Manager shall file a written report

of his or her findings with the Superintendent for his or her action. The student may appeal any decision to the Board.

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

Full implementation of the above policies includes: (1) conducting a prompt and thorough investigation of alleged incidents of bullying, (2) providing each student who violates one or more of these policies with appropriate consequences and remedial action, and (3) protecting students against retaliation for reporting bullying.

2. Examines the appropriate steps to understand and rectify conditions that foster bullying, intimidation, and harassment; this contemplates taking action to eliminate or prevent these disruptive behaviors beyond traditional punitive disciplinary actions.
3. Includes bullying prevention and character instruction in all grades in accordance with State law and Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Fully informs staff members of the District's goal to prevent students from engaging in bullying and the measures being used to accomplish it. This includes each of the following:
 - a. Communicating the District's expectation and State law requirement that teachers and other certificated or licensed employees maintain discipline.
 - b. Establishing the expectation that staff members: (1) intervene immediately to stop a bullying incident that they witness or immediately contact building security

- and/or law enforcement if the incident involves a weapon or other illegal activity, (2) report bullying, whether they witness it or not, to an administrator, and (3) inform the administration of locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
- c. Where appropriate in the staff development program, providing strategies to staff members to effectively prevent bullying and intervene when it occurs.
 - d. Establishing a process for staff members to fulfill their obligation to report alleged acts of bullying.
5. Encourages all members of the school community, including students, parents, volunteers, and visitors, to report: (a) alleged acts of bullying, intimidation, harassment, and other acts of actual or threatened violence, and (b) locations on school grounds where additional supervision or monitoring may be needed to prevent bullying.
 6. Actively involves students' parents/guardians in the remediation of the behavior(s) of concern. This includes ensuring that all parents/guardians are notified, as required by State law, whenever their child engages in aggressive behavior.
 7. Communicates the District's expectation that all students conduct themselves with a proper regard for the rights and welfare of other students. This includes a process for commending or acknowledging students for demonstrating appropriate behavior.
 8. Annually communicates this policy to students and their parents/guardians. This includes annually disseminating information to all students and parents/guardians explaining the serious disruption caused by bullying, intimidation, or harassment and that these behaviors will be taken seriously and are not acceptable in any form.
 9. Engages in ongoing monitoring that includes collecting and analyzing appropriate data on the nature and extent of bullying in the District's schools and, after identifying appropriate indicators, assesses the effectiveness of the various strategies, programs, and procedures and reports the results of this assessment to the Board along with recommendations to enhance effectiveness.
 10. Complies with State and federal law and is in alignment with Board policies. This includes prompting the Board to update the policy beginning every 2 years after its initial adoption and filing this policy with the Illinois State Board of Education after the Board adopts or updates it.

This policy is not intended to infringe upon any right to exercise free expression or the free exercise of religion or religiously based views protected under the First Amendment to the U.S. Constitution or under Section 3 or 4 of Article 1 of the Ill. Constitution.

PESTICIDE REGISTRY

Ewing Grade School has an Integrated Pest Management (IPM) Policy, which incorporates building maintenance, sanitation, physical barriers, and as a last resort, the safest, effective means of pesticide. Although we have no intention of spraying or fogging with pesticides, in the unlikely event that this is found necessary, we are creating a voluntary registration. By putting your name on this list, you are asking to be notified two days before an airborne pesticide application. In the event of an extreme emergency and pesticides must be used immediately, we will notify you as soon as possible. Contact the school office if you wish to be added to the registry.

EWING NORTHERN SEX EQUITY POLICY

It is the policy of the Ewing-Northern District #115 Board of Education that it does not discriminate on the basis of sex in the provision of programs, activities, services, or benefits, and that it guarantees both sexes equal access to educational and extra-curricular programs and activities. The Board of Education's policy is to comply with all policies and practices as stated in Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.), Article I Section 18 of the Illinois Constitution, and Sections 10-22.5 and 27-1 of The School Code (IL Rev. Stat. 1985, Ch. 122, Para. 10-22.5 and 27-1). If any person or persons believe that they have been discriminated against on the basis of sex, they may file a grievance. The procedure for filing and appealing the grievance is as follows:

The party believed to be suffering discrimination is to submit a dated written explanation of the allegation and give it to the principal. The principal will present it to a committee consisting of the principal, two teachers, and one board member. This committee will investigate the allegation and consult with a Title IX specialist or consultant. The committee will give a written

1. Reply within 30 days of the submitted date.
2. If the grieving party is not satisfied, they may appeal the decision to the full Board of Education within 30 days. The Board of Education will consider the appeal and give a written decision within 30 days of the appeal.
3. If the grieving party is not satisfied with the decision of the appeal, they may appeal in writing to the Superintendent of the Educational Service Region pursuant to Section 3-10 of the School Code, and thereafter, to the State Superintendent of Education pursuant to Section 2-3.8 of the School Code, as provided in subsection (b) of Section 200.90.

SEXUAL HARASSMENT - STUDENTS

The Board of Education has determined that an educational environment wherein sexual harassment of students is permitted fosters disrespect for fellow students, faculty and staff and interferes with a student's performance, and creates an intimidating, hostile educational environment. Accordingly, it is the policy of this board of education that sexual harassment of students of the district shall not be permitted.

Sexual harassment is defined as:

Any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when;

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's education;
2. Submission to or rejection of such conduct by an individual is used as the basis for educational decision affecting such individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's educational performance creating an intimidating, hostile or offensive working environment.

Students who are the victims of sexual harassment are encouraged to notify the school district through their principal or, if the principal has allegedly committed the act or acts of sexual harassment complained of, through the school board. Mrs. Kristin Ing is the district employee responsible to investigate complaints and coordinate complaint procedures. Her phone number is 629-2181 and her address is Ewing Grade School, 51 North Main Street, Ewing, IL. 62836.

** Students are educated in health class on recognizing and avoiding sexual abuse.

When there is sufficient evidence of violation of this policy the board of education, or its designee shall take appropriate disciplinary action, which action may include warning, suspension, expulsion and/or such other disciplinary action as may be warranted. Students shall be informed annually of the sexual harassment policy.

TEEN DATING VIOLENCE

Engaging in teen dating violence that takes place at school, on school property, at school-sponsored activities, or in vehicles used for school-provided transportation is prohibited. For purposes of this policy, the term *teen dating violence* occurs whenever a student who is 13 to 19 years of age uses or threatens to use physical, mental, or emotional abuse to control an individual in the dating relationship; or uses or threatens to use sexual violence in the dating relationship.

The Superintendent or designee shall develop and maintain a program to respond to incidents of teen dating violence that:

1. Fully implements and enforces each of the following Board policies:
 - a. 7:20, *Harassment of Students Prohibited*. This policy prohibits any person from harassing, intimidating, or bullying a student based on the student's actual or perceived characteristics of sex; sexual orientation; gender identity; and gender-related identity or expression (this policy includes more protected statuses).
 - b. 7:180, *Preventing Bullying, Intimidation, and Harassment*. This policy prohibits students from engaging in bullying, intimidation, and harassment at school, school-related events and electronically. Prohibited conduct includes threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.
2. Encourages anyone with information about incidents of teen dating violence to report them to any of the following individuals:
 - a. Any school staff member. School staff shall respond to incidents of teen dating violence by following the District's established procedures for the prevention, identification, investigation, and response to bullying and school violence.
 - b. The Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager identified in policy 7:20, *Harassment of Students Prohibited*.
3. Incorporates age-appropriate instruction in grades 7 through 12, in accordance with the District's comprehensive health education program in Board policy 6:60, *Curriculum Content*. This includes incorporating student social and emotional development into the District's educational program as required by State law and in alignment with Board policy 6:65, *Student Social and Emotional Development*.
4. Incorporates education for school staff, as recommended by the Nondiscrimination Coordinator, Building Principal, Assistant Building Principal, Dean of Students, or a Complaint Manager.
5. Notifies students and parents/guardians of this policy.

NONDISCRIMINATION POLICY

Discrimination Prohibited-No person in the United States shall, on the grounds of race, color, religion, national origin, immigration status, physical/mental disability or actual or potential marital or parental status, including pregnancy be excluded from participation in, be denied the benefits of, or be subjected to, discrimination under any program or activity receiving Federal financial assistance, or be so treated on the basis of sex under most educational programs or activities receiving Federal assistance.

Notice to Parents of Their Right to Request Their Child's Classroom Teachers' Qualifications

As a parent/guardian of a student at a school receiving funds under Title I of the Elementary and Secondary Education Act, you have the right to request the professional qualifications of the teachers who instruct your child and the paraprofessionals, if any, who assist them. You may request the following information about each of your child's classroom teachers and their paraprofessional assistants, if any:

- Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
- Whether the teacher is teaching under an emergency or other provisional status through which State qualification or licensing criteria have been waived;
- Whether the teacher is teaching in the field of discipline of the teacher's licensure; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

TITLE I PARENT INVOLVEMENT AND RIGHT-TO-KNOW POLICY

It is the policy of Ewing-Northern C.C. District # 115 for the Title I staff to formally involve the parents of Title I participating children as follows:

- Involve parents of Title I students in the joint development of the School Improvement Plan.
- Build the school's and parents' capacity for strong parental involvement by the use of productive parent meetings.
- Coordinate parental involvement strategies with other programs, such as Pre-K.
- Conduct, with the involvement of parents, and annual evaluation of the academic quality of Ewing-Northern Grade School's Title I program.

STUDENT RECORDS

- Parent's right to inspect all instructional materials.
- Inspect and copy records within 15 school days from the date of request.
- Challenge school records believed to be inaccurate misleading or otherwise in violation of the student's privacy rights.
- Permit disclosure of student records except to the extent that the district may disclose records without prior written consent.
- Copy any student records proposed to be destroyed or destroyed.
- Prohibit the release of designated directory information.
- "No person may condition the granting or withholding of any right, privilege, or benefit, or make as a condition of employment, credit, or insurance, the securing by any individual of any information from a student's temporary record which such individual may obtain by the exercise of any right secured by Illinois law.
- Contact the U.S. Department of Education to report alleged failures by a district to comply with student records laws.

PARENTS' RIGHT TO INSPECT PARTICULAR INSTRUCTION MATERIALS

- The right to inspect a survey created by a third party before it is administered and distributed to their student.
- Procedures for requesting and accessing surveys distributed to students.
- Arrangements to protect student privacy with regard to surveys requesting particular personal information.
- The right to inspect any instructional material used as part of their child's educational curriculum, and the procedures for accessing this information.
- Physical examinations or screenings that the district may administer to the student.
- The collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information (otherwise providing that information to others for that purpose), and the parents' right to inspect any collection instrument used for this purpose; and Opt-out procedures.

STUDENT ACCEPTABLE USE POLICY

Use of Google Apps for Education Account

While attending Ewing Grade School, each student has access to Google Apps for Education (GAFE). The Google Apps "suite" includes word processing, spreadsheet, presentation, calendar, email, Classroom and many other collaborative tools. Additionally, this suite of applications is available in "the cloud", which allows our students immediate access to their work, from any device, be it a smartphone, tablet, laptop, or desktop computer. Finally, a student's Google Apps login allows them to access our classroom mobile devices, in the form of Chromebooks and iPads.

In order to create a safe, effective way for students and staff to communicate with one another, Ewing Grade School issues to each a student a "GAFE" account under the domain @ewinggradeschool.org. Students access their account using Gmail. Ewing Grade School is required by the Child Internet Protection Act (CIPA) to have measures in place which protect students from harmful materials. As such, Ewing Grade School takes the following steps with student email usage:

- Students are only allowed to email other staff and students at Ewing Grade School. They cannot send emails to any address that does NOT end in @ewinggradeschool.org. This applies to receiving emails as well, as we will be blocking all email to students from outside of Ewing Grade School.
- Student Gmail is ad free, and is filtered for spam.
- Student email is archived internally, and is searchable by district administrators at any time, should the district deem it necessary. The student email service will be turned on for grades 2 through 8. Grades K through 1 will use their account for login purposes, and have access to email only under teacher direction, if at all.

Ewing Grade School also has the duty to abide by the Children's Online Privacy Protection Act (COPPA), which limits companies from collecting personal information from children under 13. To meet this duty, Google advertising is turned off for all Google Apps for Education users, both staff and students. No personal information is collected while students are utilizing Gmail, or the Google Apps core suite which includes restricted Gmail, Classroom, Drive, Calendar, Docs, Sheets, Slides, and Sites.

Ewing Grade School will act in accordance with the Family Education Rights and Privacy Act

(FERPA) and not use the Google Apps for Education suite to publish any confidential student records for online public view. Additionally, parents have the right at any time to investigate the contents of their student's email account, and/or their student's Google Apps for Education files. School staff are responsible for monitoring a student's behavior online during the school day, while parents take over that responsibility at home. **Students are responsible for their behavior at all times.**

Students that adhere to proper use of Google Apps for Education, including email (if applicable), will do so by demonstrating the following behavior:

- Students will have no expectation of privacy with their Google Apps account, and thus should remain committed to using it academically and professionally.
- Students will avoid, at all costs, using their Google Apps for Education to promote any unlawful activities or personal financial gain. Additionally, students should not use their account to promote or spread inappropriate or offensive content, or to threaten another student or staff member.
- Students will not post personal contact information about themselves or other people.
- Students will inform a member of the Ewing Grade School staff should they receive any message that is inappropriate or makes them feel uncomfortable.

Account security and safety

- It is the responsibility of students to maintain the confidentiality of their Google account information. Students will not share usernames, passwords, or other account information. Students will report any possible unauthorized use of their accounts to a teacher or district official immediately. Under no circumstances will students attempt to login to another student's Google account.
- Cyber-bullying and harassment will not be tolerated. Students are expected to report any suspicious or threatening communication immediately.
- Students will not use Google Suite to share personal information, such as full names, locations, family information, phone numbers, etc.

Student use guidelines

Student Google accounts are to be used for the following purposes only:

- Teacher-student correspondence
- Accessing/submission of classroom assignments or materials
- Creation of documents for classroom work
- Correspondence with students/partners in collaborative class activities

Students may not use Google Suite accounts for:

- Unauthorized personal communication
- Bullying or harassment of other students
- Forwarding of chain mail, spam, or commercial content
- Sending inappropriate or immoral content or language

Privacy

Student Google accounts are the property of Ewing Grade School. Students should expect Google Suite to be subject to monitoring at all times and should not expect any documents to be private. Additionally, active software-based filtering will monitor student Google Suite accounts for content and dangerous/malicious programs.

Consequences of violation of acceptable use policies

Students who violate the acceptable use policies with regard to acceptable use of student Google accounts are subject to any of the following:

- Restrictions placed upon accounts, such as limiting accounts to teacher-student communication only.
- Temporary or permanent loss of access to student Google accounts.
- Disciplinary action as determined to be appropriate by teachers, administration or criminal prosecution by appropriate law enforcement agencies.

Students will be responsible for their own accounts, and will not act in a way that compromises the security of their account. At the same time, students will not act in a way that jeopardizes the account security of another student or staff member.

Access to, and the use of, Google Apps for Education is considered a privilege and benefit to students in our district. Ewing Grade School maintains the right to immediately revoke the access and use of the Google Apps suite, including Gmail, where the district has reason to believe violations of law or district policy have occurred. Under normal circumstances, the district will follow the discipline process outlined in the school handbook.

Electronic Devices

Ewing Grade School will supply electronic devices for student use. Technology resources at Ewing are provided for the purpose of supporting the educational mission of the School. The School's goal in providing Chromebooks, iPads, and other electronic devices is to promote educational excellence by facilitating resource sharing, innovation, research, creativity, communication, increased productivity, and mobile learning.

Use of these technologies is a privilege that carries responsibility and behavioral expectations consistent with all school rules and policies, including but not limited to, those stated in the handbook.

Taking Care of the District's Electronic Device

- Students are responsible for the general care of the technological device they have been issued to utilize while in the school. It is the District's expectation that students have respect, care and appropriate behavior when using district electronic devices.
- Devices that are broken or fail to work properly must be returned to the teacher and reported for evaluation. If it is determined that a student intentionally damaged EGS's electronic device, disciplinary action will be taken which may include payment for the damaged device.

UNIFORM GRIEVANCE POLICY

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute,

or Board policy, or have a complaint regarding: Title II of the Americans with Disabilities Act; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973; Individuals with Disabilities Education Act, 20 U.S.C. §1400 et seq.; Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.; Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et.; Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972); Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children. Curriculum, instructional materials, and/or programs; Victims' Economic Security and Safety Act, 820 ILCS 180; Illinois Equal Pay Act of 2003, 820 ILCS 112; Provision of services to homeless students; or Illinois Whistleblower Act, 740 ILCS 174/1 et seq.

The Complaint Manager will attempt to resolve complaints without resorting to this grievance procedure and, if a complaint is filed, to address the complaint promptly and equitably. The right of a person to prompt and equitable resolution of a complaint filed hereunder shall not be impaired by the person's pursuit of other remedies. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies and use of this grievance procedure does not extend any filing deadline related to the pursuit of other remedies. All deadlines may be extended by the Complaint Manager as he or she deems appropriate. As used in this policy, "school business days" means days on which the District's main office is open.

FILING A COMPLAINT

A person (hereinafter Complainant) who wishes to avail him or herself of this grievance procedure may do so by filing a complaint with any District Complaint Manager. The Complainant shall not be required to file a complaint with a particular Complaint Manager and may request a Complaint Manager of the same gender. The Complaint Manager may request the Complainant to provide a written statement regarding the nature of the complaint or require a meeting with a student's parent(s)/guardian(s). The Complaint Manager shall assist the Complainant as needed.

Investigation

The Complaint Manager will investigate the complaint or appoint a qualified person to undertake the investigation on his or her behalf. If the Complainant is a student, the Complaint Manager will notify his or her parent(s)/guardian(s) that they may attend any investigatory meetings in which their child is involved. The complaint and identity of the Complainant will not be disclosed except: (1) as required by law, this policy, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the Complainant.

The identity of any student witnesses will not be disclosed except: (1) as required by law or any collective bargaining agreement, or (2) as necessary to fully investigate the complaint, or (3) as authorized by the parent/guardian of the student

Witness, or by the student if the student is 18 years of age or older.

Within 30 school business days of the date the complaint was filed, the Complaint Manager shall file a written report of his or her findings with the Superintendent. The Complaint Manager may request an extension of time. If a complaint of sexual harassment contains allegations involving the Superintendent; the written report shall be filed with the Board, which will make a decision in accordance with Section 3 of this policy. The Superintendent will keep the Board informed of all complaints.

Decision and Appeal

Within 5 school business days after receiving the Complaint Manager's report, the Superintendent shall mail his or her written decision to the Complainant by U.S. mail, first class, as well as the Complaint Manager. Within 10 school business days after receiving the Superintendent's decision, the Complainant may appeal the decision to the Board by making a written request to the Complaint Manager. The Complaint Manager shall promptly forward all materials relative to the complaint and appeal to the Board. Within 30 school business days, the Board shall affirm, reverse, or amend the Superintendent's decision or direct the Superintendent to gather additional information. Within 5 school business days of the Board's decision, the Superintendent shall inform the Complainant of the Board's action. This grievance procedure shall not be construed to create an independent right to a Board hearing. The failure to strictly follow the timelines in this grievance procedure shall not prejudice any party.

Appointing Complaint Managers

The Superintendent shall appoint at least 2 Complaint Managers, one of each gender. The District's Nondiscrimination Coordinator, if any, may be appointed a Complaint Manager. The Superintendent shall insert into this policy the names, addresses, and telephone numbers of current Complaint Managers.

Complaint Managers:	Ewing Grade School, 51 North Main
Kristin Ing -Principal/Superintendent	OR Ewing, IL 62836
Jeff Fauver - Physical Education Teacher	618-629-2181
Mrs. Ing and Mr. Fauver can be reached at:	

School Wellness Policy

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004.

Goals for Nutrition Education and Nutrition Promotion

The goals for addressing nutrition education and nutrition promotion include the following:

- Schools will support and promote good nutrition for students.
- Schools will foster the positive relationship between good nutrition, physical activity, and the capacity of students to develop and learn.
- Nutrition education will be part of the District's comprehensive health education curriculum. See School Board policy 6:60, *Curriculum Content*.

Goals for Physical Activity

The goals for addressing physical activity include the following:

- Schools will support and promote an active lifestyle for students.
- Physical education will be taught in all grades and shall include a developmentally planned and sequential curriculum that fosters the development of movement skills, enhances health-related fitness, increases students' knowledge, offers direct opportunities to learn how to work cooperatively in a group setting, and encourages healthy habits and attitudes for a healthy lifestyle. See Board policy 6:60, *Curriculum Content*.

- During the school day, all students will be required to engage in a daily physical education course, unless otherwise exempted. See Board policy 6:60, *Curriculum Content*.
- The curriculum will be consistent with and incorporate relevant Illinois Learning Standards for Physical Development and Health as established by the Illinois State Board of Education.

Nutrition Guidelines for Foods Available in Schools during the School Day

Students will be offered and schools will promote nutritious food and beverage choices consistent with the current Dietary Guidelines for Americans and Food Guidance System published jointly by the U.S. Department of Health and Human Services and the Department of Agriculture. In addition, in order to promote student health and reduce childhood obesity, the Superintendent or designee shall control food sales that compete with the District's non-profit food service in compliance with the Child Nutrition Act. Food service rules shall restrict the sale of foods of minimal nutritional value, as defined by the U.S. Department of Agriculture, in the food service areas during the meal periods and comply with all applicable rules of the Illinois State Board of Education.

Guidelines for Reimbursable School Meals

Reimbursable school meals served shall meet, at a minimum, the nutrition requirements and regulations for the National School Lunch Program and/or School Breakfast Program.

Monitoring

The Superintendent or designee shall provide periodic implementation data and/or reports to the Board concerning this policy's implementation sufficient to allow the Board to monitor and adjust the policy. This report must include without limitation each of the following:

- An assessment of the District's implementation of the policy
- The extent to which schools in the District are in compliance with the policy
- The extent to which the policy compares to model local school wellness policies
- A description of the progress made in attaining the goals of the policy

Community Input

The Superintendent or designee will invite suggestions and comments concerning the development, implementation, and improvement of the school wellness policy from parents, students, representatives of the school food authority, teachers of physical education, school health professionals, the school board, school administrators, and community.

Homeless Policy

The Superintendent serves as or designates an appropriate staff person, who may also be a coordinator for other federal programs, to serve as a Liaison for Homeless Children. Under the McKinney Homeless Assistance Act (42 U.S.C. §11434a), "homeless children" means individuals who lack a fixed, regular, and adequate nighttime residence (within the meaning of Section 103(a)(1)). The term includes:

1. Children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster care placement;

2. Children and youths who have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings (within the meaning of Section 103(a)(2)(C));
3. Children and youths who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
4. Migratory children (Sec. 1309 of the Elementary and Secondary Education Act of 1965) who qualify as homeless under this subtitle because the children are living in clauses (a) through (c) above.

Under State law [105 ILCS 45/1-5], “homeless person, child, or youth” includes, but is not limited to, any of the following:

1. An individual who lacks a fixed, regular, and adequate nighttime place of abode.
2. An individual who has a primary nighttime place of abode that is:
 - a. A supervised publicly or privately operated shelter designed to provide temporary living accommodations (including welfare hotels, congregate shelters, and transitional housing);
 - b. An institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.

SCHOOL DISTRICT INFORMATION AND RECORDS DIRECTORY

EWING-NORTHERN GRADE SCHOOLDISTRICT No. 115 2019-2020 BOARD OF EDUCATION

Larry Webb –President
 Adam Allsopp -Vice President
 Craig Zinzilieta-Secretary
 Jake Page

Tom Harmon
 Shannon Webb
 Jonathon Edwards
 Kristin Ing, District Administration

Ewing-Northern Grade School District # 115 is a school district located in Ewing, Illinois. The district includes land in both Franklin County and Jefferson County. The District is organized under the laws of the State of Illinois for the purpose of providing its residents with a school for grades K-8 for the education of all eligible persons in the District. The District operates one school building. The building is located in Ewing, Illinois.

The District is governed by a seven-member Board of education. The Board meets in the district library. Current members of the Board of Education are: Larry Webb- President, Adam Allsopp – Vice President, Craig Zinzilieta – Secretary, Jake Page, Tom Harmon, Shannon Webb and Jonathon Edwards. The approximate amount of the operating budget of the district is \$1.8 million. The District currently employs 17 full time certified and 16 full time non-certified employees.

Any person requesting records of the District may make such a request in person, orally, or in writing, at the Superintendent's office. Such request should be made to Mr. Larry Webb, School Board President, and if he is not present, such request may be made to the District Superintendent. The fee for copies of records is .25 cents per page. Other charges for CD's, faxes, etc. will be set when needed.

THE FOLLOWING RECORDS ARE MAINTAINED AND AVAILABLE FOR PUBLIC INSPECTION IN THE DISTRICT OFFICE:

FINANCIAL RECORDS

- Budget
- Levy resolution/certificate of tax levy
- Audit
- Bills
- Receipts for revenue
- Vouchers
- Cancelled checks
- Water bills
- Sewer bills
- Real estate tax receipts
- Salary schedules
- Utility bills

GENERAL RECORDS

- School Board minutes
- School Board resolutions
- Bidding specifications
- Personnel code
- Personnel names, salaries, titles and dates of employment
- Office equipment
- Insurance
- Capital equipment
- Real estate
- Legal notices
- Newspaper articles
- Consulting contracts
- Contracts for capital equipment
- Contracts for office supplies
- Contracts for maintenance and repair
- Number of employees
- Official bonds
- Application for contracts, permits, grants or agreement (unless exempt under Section 7 of the Act)

School Board policies and administrative procedures Administrative instructions to staff (unless exempt under Section 7 of the Act)

A FORM IS AVAILABLE AT THE DISTRICT OFFICE TO REQUEST INFORMATION UNDER THE FREEDOM OF INFORMATION ACT.

YEARBOOKS

Our 2019-2020 hard cover, all color yearbook will not arrive until May. However, it is time to place your order. We need to notify the publishing company by **mid-January** about the number of books we need.

The Yearbook Club is currently working on the 2019-2020 edition. Yearbooks will be \$15.00 each.

This year's book price will be \$15.00 each.

Reserve Only:

Reserve _____ copy (copies) of the 2019-2020 Exodus for:

Purchase:

_____ Enclosed is \$15.00 for each copy ordered.

_____ Enclosed is \$15.00 for a child/family who cannot afford one.

_____ I would like to be a patron. Enclosed is (\$15.00 or more)

Please use my name or business as follows:

Signature & Date _____

MEDICATION PERMISSION FORMS

Any medication brought to school must be in its **ORIGINAL** container or packaging, along with a note from the parent as to last dose given, etc.

Two medication permission forms;

- Over-the Counter Medication
- Prescription medications that are prescribed by your child’s physician

Permission for Over-the-Counter/Prescription Medications

Name of student: _____

Teacher: _____

Medication (s): _____

Please include dose, etc. _____

Time (s) to be given at school: _____

Reason for Medication: _____

Last time given at home: if any) _____

Date: _____

Parent Signature: _____

Permission for Over-the-Counter/Prescription Medications

Name of student: _____

Teacher: _____

Medication (s): _____

Please include dose, etc. _____

Time (s) to be given at school: _____

Reason for Medication: _____

Last time given at home: if any) _____

Date: _____

Parent Signature: _____

Permission for Over-the-Counter/Prescription Medications

Name of student: _____

Teacher: _____

Medication (s): _____

Please include dose, etc. _____

Time (s) to be given at school: _____

Reason for Medication: _____

Last time given at home: if any) _____

Date: _____

Parent Signature: _____

School Medication Authorization Form

Form will be provided in Registration Packet:

To be completed by the child's parent(s)/guardian(s). A new form must be completed every school year. Keep in the school nurse's office or, in the absence of a school nurse, the Building Principal's office.

Student's Name: _____ Birth Date _____
Address: _____
Home Phone _____ Emergency Phone _____
School _____ Grade _____ Teacher _____

Note: for asthma inhalers only, use the Asthma Inhalers section below:

To be completed by the student's physician, physician assistant, or advanced practice RN

Physician's Printed Name _____
Office _____
Address _____
Office _____
Phone _____ Emergency Phone _____
Medication name _____
Purpose _____
Dosage _____ Frequency _____
Time medication is to be administered or under what
circumstances: _____

Prescription date _____ Order date _____ Discontinuation
date _____

Diagnosis requiring medication _____

Is it necessary for this medication to be administered during the school day? Yes No

Expected side effects, if any: _____

Time interval for re-evaluation: _____

Other medications student is receiving: _____

Physician's signature Date

Asthma Inhalers

Parent(s)/Guardian(s) please attach prescription label here:

For only parents/guardians of students who need to carry and use their asthma medication or an epinephrine auto-injector:

I authorize the School District and its employees and agents, to allow my child or ward to self-carry and self-administer his or her asthma medication and/or epinephrine auto-injector: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-carry and self-administration of asthma medication or epinephrine auto-injector (105 ILCS 5/22-30).

Please initial to indicate (a) receipt of this information, and (b) authorization for your child to carry and use his or her asthma medication or epinephrine auto-injector.

Parent/Guardian

For all parents/guardians regarding auto-injectors (Epi-Pen):

By signing below, I agree that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* pursuant to State law, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. This includes administration of undesignated epinephrine auto-injectors to my child when there is a good faith belief that my child is having an anaphylactic reaction whether such reactions are known to me or not (105 ILCS 5/22-30, amended by P.A. 98-795). **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse and specifically consent to such practices, and**

I agree to indemnify and hold harmless the School District and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the administration or the child’s self-administration of medication.

Parent/Guardian printed name

Address (if different from Student’s above): _____

Phone: _____ Emergency Phone: _____

Parent/Guardian signature

Date

Ewing Music Department 2019-2020

K – 4 General Performances

- **September 26 - Open House:** 6pm in gym, K-4 and choir will perform. Students are to report to the gym by 5:50pm.
- **November 8 - Veterans Day Celebration:** 2:00 – 2:45pm in gym
- **December 17 – Christmas Concert:** 6pm, Students are to report to the gym by 5:50pm.
- **February 28 – Talent Show**
- **April 7 – Spring Concert:** 6pm, Students are to report to the gym by 5:50pm.

Beginning Band

- August 27 – Beginning Band Instrumental Night: 3-5pm in music room
- **December 17 - Christmas Concert:** 6pm, Students will report to homerooms.
- **April 7 - Spring Concert:** 6pm, Students will report to homerooms.
- May 14 - Graduation Band: Any student interested in playing with 5-7 Concert Band

Band

- August 5 & 6 - Band Camp for woodwinds and brass: 10 – 12 in music room
- August 7 & 8 - Band Camp for drum line and flags: 10 – 12 in music room
- August 9 – Band Camp – mandatory uniform fitting: 10 – 12 in music room
- **October 4 - Benton Homecoming Parade** – Bus takes students to BCHS @ 8am. Students will practice from 8:30-10:45 for HOCO GAME half time show. Students will eat lunch at BCHS at 11, lunch is provided by BCHS Band. Parade begins at approximately 1:15, after the pep session dismissed. Students are to be picked up after the parade at the BCHS choir room.
- **October 4 - Benton Homecoming Game: 6pm, students are to be at the HS choir room at 5:30. Students will be dismissed after the half-time show at the choir room at BCHS.**
- **October 26 - Christopher Halloween Parade:** 7pm, parents provide transportation. Meet at Christopher Park by swings on south side of park at 6:30pm. Wear appropriate Halloween costume.
- **October 31 – Ewing Halloween Parade:** 1pm, wear appropriate Halloween costume during parade, students may change during lunch recess.
- **December 17– Christmas Concert:** 7pm – Students are to report to the gym by 6:40pm. Band students perform first.
- Feb or March - District Solo and Ensemble Contest – site TBA
- **April 7 – Spring Concert:** 7pm – students need to be here by 6:40pm
- May 2 – State Solo and Ensemble Contest – site TBA
- **May 2 or 9 – Rend Lake Water Festival:** 10:02am, students need to be at Pizza Hut parking lot by 9:30am. Parade ends at N. Main and Joplin, students are to be picked up there at my white Nissan Pathfinder.
- **May 14 – Graduation Band performance:** 7pm, students need to be here by 6:15.
- May TBA - End of the Year Trip to Holiday World

Ewing Music Department 2019-2020

Choirs

- August 26 - Bella Voche Auditions: 11:55am-12:45pm in music room (will sing National Anthem and Major Scale)
- **September 26 - Open House:** 6pm – students need to be at school in the gym by 5:50pm
- October 14 - IMEA Auditions (6th-8th grade is eligible; parents provide transportation)
- **November 8 - Veterans Day Celebration:** 2 – 2:45pm in gym

- November or December - WSIL TV 3 Recording (if we have 25 students or more in enrolled in choir)- bus transportation provided
- November 17 - IMEA District Festival Concert (selected students from auditions) – Belleville West HS
- **December 5 - Whittington Church Seniors Christmas Lunch** – Choirs – ALL CHORAL groups perform; will need help with transportation from parents
- **December 17 – Christmas Concert:** 7pm, students need to be at school by 6:40pm
- **December 19 - Choirs Christmas Caroling at Nursing Homes** – lunch at DQ in Benton followed by caroling at Heritage Woods, Helia Healthcare, and one more nursing home if we have time – students must be eligible to attend
- Feb or March - District Music Contest – site TBA
- **April 7 – Spring Music Concert:** 7pm, students need to be at school by 6:40pm
- May 2 – State Music Contest – site TBA
- May TBA – End of the Year Trip to Holiday World

“Fridge Page”

Quick Reference Guide for the School

School Phone- 618-629-2181 (Teresa Thompson or Andrea Dungy)

- Absences
- Call for Assistance
- General Information
- Call to make an appointment.

Grading Scale			
A+	100	C+	84-83
A	99-95	C	82-77
A-	94-93	C-	76-75
B+	92-91	D+	74-73
B	90-87	D	72-67
B-	86-85	D-	66-65

School Webpage – www.ewinggradeschool.org

Webpage info:

- Teachers- Teacher’s link will link you directly to a teacher’s email.
- 5-8 Homework- This link will have 5-8 daily homework.
- Lunch-This link will take you to the school lunch menu. Breakfast \$1.50; Lunch \$2.70; Extra Milk \$0.30
- Check Grades- Parent Portal to look at grades, discipline, and lunch bills. (Teacher Ease- Call school for access.)
- Calendar- This will provide up-to-date information regarding activities, games, practices and more.
- Tumble Books- This link is to a free online book collection where students can read books and/or have books read to them.

Homework Hotline/Home Room Extensions

- Each teacher records his/her homework on the Homework Hotline.
- Call the school phone (618-629-2181) and then the teachers’ extension to listen to daily homework.

Emily McDanel	Kindergarten	104	emcdanel@ewinggradeschool.org
Gretchen Conley	First Grade	105	gconley@ewinggradeschool.org
Brandi Sauerhage	Second Grade	115	bsauerhage@ewinggradeschool.org
Amy Minor	Third Grade	107	aminor@ewinggradeschool.org
Sara Wilson	Fourth Grade	108	swilson@ewinggradeschool.org
Mandy Watkins	Fifth Grade (5-8 Reading & 5 Social Science)	109	mwatkins@ewinggradeschool.org
Rhonda Carlton	Sixth Grade (5-8 Math & 6 Social Science)	110	rcarlton@ewinggradeschool.org
Dawn Scraborough	Seventh Grade (5-8 Science & 7 Social Science)	111	bjones@ewinggradeschool.org
Becky Jones	Eighth Grade (5-7 English & 8 Social Science)	112	mhampton@ewinggradeschool.org

Menu

- Lunch Menus are posted weekly.
- Weekly activities are also posted by day on the menu.

School Sign

- Please read the school sign out front for weekly reminders.

Snow Days

- In case of school closing, it is suggested that parents/students watch Channel 3. A Remind 101 will also be sent in the event of school closing.

Acronyms to Know:

Ewing Northern Support Organization- ENSO

- ENSO is the District’s parent organization. Each month ENSO meets in the school cafeteria on the 1st Tuesday of the month at 6:00. Everyone Welcome!!

Response to Intervention- RtI

- RtI is a federally mandated program we provide students in reading, math and behavior. Students will test three times a year in reading and math to determine if he/she qualifies for RtI. Teachers will inform parents of student scores and if your child qualifies for RtI services.
 - Iready is the testing instrument utilized to determine if a student is in need of RtI services.
 - Test results are sent home at Parent/Teacher Conferences and Report Cards.
 - If a student qualifies for RtI services, then he/she will be monitored weekly/biweekly for progress. Scores and student’s RtI plan are shared with parents throughout the year.

Positive Behavior Intervention System – PBIS

- Ewing Grade School utilizes the Positive Behavior Intervention System. This system is based upon the premise of rewarding students who choose to respect themselves, respect others, and respect property.
 - ClassDojo will be used to record, communicate and encourage student behavior. Each parent must register for the free app. Using ClassDojo points, behaviors will be targeted to teach, support, and modify student behavior as needed.
 - To celebrate our school’s success PBIS celebrations will be planned throughout the school year.

Ewing-Northern Grade School District # 115 Board of Education

Larry Webb President
Adam Allsopp · Vice President
Craig Zinzilieta Secretary
Shannon Webb..... Member
Jake Page Member
Tom Harmon Member
Jonathon Edwards..... Member

Please feel free to email the staff.

king@ewinggradeschool.org
bjones@ewinggradeschool.org
dscarborough@ewinggradeschool.org
rcarlton@ewinggradeschool.org
mwatkins@ewinggradeschool.org
swilson@ewinggradeschool.org
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sjones@ewinggradeschool.org

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tcripps@ewinggradeschool.org
aharmon@ewinggradeschool.org
jfauver@ewinggradeschool.org
emilligan@ewinggradeschool.org
jpage@ewinggradeschool.org
mhart@ewinggradeschool.org
adungy@ewinggradeschool.org
tthompson@ewinggradeschool.org
ljones@ewinggradeschool.org

www.ewinggradeschool.org

Bus Drivers Phone Numbers

Teresa Thompson 629-2250
Jerry Bell and Amanda Hughes
Lynn Jones

