

# **Ewing-Northern Consolidated School District No. 115**

**2023-2024**

## **Student Handbook**



### **School Pledge**

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

**[www.ewinggradeschool.org](http://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 – Levi Pearce

Softball- Amanda Hughes

Basketball – Wyatt McClintock

Cheerleading – Makala Bishop

Volleyball – Rhonda Carlton

Track and Archery- Jeff Fauver

### **ATTENDANCE AND TARDINESS:**

To report absences or tardiness call 629-218.

### **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 his/her 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 parent-teacher conferences call 629-2181 and ask for the attendance secretary or the classroom teacher to make an appointment.

### **PHONE CALLS:**

Teachers and pupils are called out of a 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 the 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 Lead Bus Driver.

**School Webpage** [www.ewinggradeschool.org](http://www.ewinggradeschool.org) School Budget, School Report Card, School Board Meetings, and other pertinent information are posted on the school webpage.

# **EWING-NORTHERN GRADE SCHOOL STUDENT HANDBOOK 2023-2024**

**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 that 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 parents 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 student's 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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# Ewing Grade School Directory

Name	Position	Phone	Email
Kristin Ing	Principal / Superintendent	1003	<a href="mailto:king@ewinggradeschool.org">king@ewinggradeschool.org</a>
Amy Hamson	Assistant Principal	1009	<a href="mailto:ahamson@ewinggradeschool.org">ahamson@ewinggradeschool.org</a>
Stephanie Page	Secretary/Bookkeeper	1002	<a href="mailto:spage@ewinggradeschool.org">spage@ewinggradeschool.org</a>
Teresa Thompson	Administrative Clerk/Transportation	1001	<a href="mailto:tthompson@ewinggradeschool.org">tthompson@ewinggradeschool.org</a>
Stephanie Jones	Early Childhood/Pre-K	1016	<a href="mailto:sjones@ewinggradeschool.org">sjones@ewinggradeschool.org</a>
Kimmi Wyant	Early Childhood/Pre-K	1016	<a href="mailto:kwyant@ewinggradeschool.org">kwyant@ewinggradeschool.org</a>
Emily McDanel	Kindergarten	1005	<a href="mailto:emcdanel@ewinggradeschool.org">emcdanel@ewinggradeschool.org</a>
Gretchen Conley	First Grade - Section 1	1006	<a href="mailto:gconley@ewinggradeschool.org">gconley@ewinggradeschool.org</a>
Bryli Mischke	First Grade - Section 2	1007	<a href="mailto:bmischke@ewinggradeschool.org">bmischke@ewinggradeschool.org</a>
Sara Wilson	Second Grade - Section 1	1021	<a href="mailto:swilson@ewinggradeschool.org">swilson@ewinggradeschool.org</a>
Sydney Richardson	Second Grade - Section 2	1020	<a href="mailto:srichardson@ewinggradeschool.org">srichardson@ewinggradeschool.org</a>
Allison Stubblefield	Third Grade	1019	<a href="mailto:astubblefield@ewinggradeschool.org">astubblefield@ewinggradeschool.org</a>
Emily Munoz	Fourth Grade	1012	<a href="mailto:emunoz@ewinggradeschool.org">emunoz@ewinggradeschool.org</a>
Joni Page	Guided Reading/Special Science, SS, & Art	1018	<a href="mailto:jpage@ewinggradeschool.org">jpage@ewinggradeschool.org</a>
April Harmon	Guided Reading/K-2 RtI	1008	<a href="mailto:aharmon@ewinggradeschool.org">aharmon@ewinggradeschool.org</a>
Amy Minor	Guided Reading/Library/3-4 RtI	1017	<a href="mailto:aminor@ewinggradeschool.org">aminor@ewinggradeschool.org</a>
April Villalobos-Adams	Special Education K-4	1004	<a href="mailto:avillalobos@ewinggradeschool.org">avillalobos@ewinggradeschool.org</a>
Michelle Hampton	Fifth Grade (Special Education 5-8)	1014	<a href="mailto:mhampton@ewinggradeschool.org">mhampton@ewinggradeschool.org</a>
Sydney Dugger	Sixth Grade (6-1) 5-8 Social Science	1013	<a href="mailto:sdugger@ewinggradeschool.org">sdugger@ewinggradeschool.org</a>
Dawn Scarborough	Sixth Grade (6-2) 5-8 Science	1031	<a href="mailto:dscarborough@ewinggradeschool.org">dscarborough@ewinggradeschool.org</a>
Rhonda Carlton	Seventh Grade (7-1) 5-8 Math	1028	<a href="mailto:rcarlton@ewinggradeschool.org">rcarlton@ewinggradeschool.org</a>
Mandy Watkins	Seventh Grade (7-2) 5-8 Reading	1030	<a href="mailto:mwatkins@ewinggradeschool.org">mwatkins@ewinggradeschool.org</a>
Letha Wilson	Eighth Grade (5-8 English)	1031	<a href="mailto:lwilson@ewinggradeschool.org">lwilson@ewinggradeschool.org</a>
Emily Milligan	Music K-8	1023	<a href="mailto:emilligan@ewinggradeschool.org">emilligan@ewinggradeschool.org</a>
Jeff Fauver	Physical Education K-8	1022	<a href="mailto:jfauver@ewinggradeschool.org">jfauver@ewinggradeschool.org</a>
Noah Jones	Physical Education K-8/ 8 <sup>th</sup> Social Studies	1015	<a href="mailto:njones@ewinggradeschool.org">njones@ewinggradeschool.org</a>
Madison Hungate	School Social Worker	1011	<a href="mailto:mhungate@ewinggradeschool.org">mhungate@ewinggradeschool.org</a>
Lynn Jones	School Nurse	1010	<a href="mailto:ljones@ewinggradeschool.org">ljones@ewinggradeschool.org</a>
Debbie Webb	Special Education Teacher Aide		<a href="mailto:dwebb@ewinggradeschool.org">dwebb@ewinggradeschool.org</a>
Cheryl Webb	Special Education Teacher Aide		<a href="mailto:cwebb@ewinggradeschool.org">cwebb@ewinggradeschool.org</a>
Gina Cozart	Special Education Teacher Aide		<a href="mailto:gcozart@ewinggradeschool.org">gcozart@ewinggradeschool.org</a>
Katrina Beaty	Special Education Teacher Aide		<a href="mailto:kbeaty@ewinggradeschool.org">kbeaty@ewinggradeschool.org</a>
Stacey Sheets	Special Education Teacher Aide		<a href="mailto:ssheets@ewinggradeschool.org">ssheets@ewinggradeschool.org</a>
Amanda Hughes	Special Education Teacher Aide		<a href="mailto:ahughes@ewinggradeschool.org">ahughes@ewinggradeschool.org</a>
Melissa Diefenbach	Special Education Teacher Aide		<a href="mailto:mdiefenbach@ewinggradeschool.org">mdiefenbach@ewinggradeschool.org</a>
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Kacie Freeman	Special Education Teacher Aide		<a href="mailto:kfreeman@ewinggradeschool.org">kfreeman@ewinggradeschool.org</a>
Lisa Webb	Head Cook		<a href="mailto:lwebb@ewinggradeschool.org">lwebb@ewinggradeschool.org</a>
Rachel Webb	Cook		<a href="mailto:rwebb@ewinggradeschool.org">rwebb@ewinggradeschool.org</a>
Dan Jefferies	Maintenance Supervisor		<a href="mailto:djefferies@ewinggradeschool.org">djefferies@ewinggradeschool.org</a>
Kelly Lemmon	Night Custodian		<a href="mailto:klemmon@ewinggradeschool.org">klemmon@ewinggradeschool.org</a>
Bob Adams	Night Custodian		<a href="mailto:badams@ewinggradeschool.org">badams@ewinggradeschool.org</a>

## Bus Drivers

Teresa Thompson - 629-2250

Noah Jones

Lynn Jones

Amanda Hughes

# Ewing Grade School Athletic Directory

Extra-Curricular Coach	Extra-Curricular Sport	
Levi Pearce	Head Baseball Coach	
Tyler Leffler	Assistant Baseball Coach	
Amanda Hughes	Head Softball Coach	
Lisa Cuocci	Assistant Softball Coach	
Wyatt McClintock	Head Basketball Coach	
Victor Munoz	Assistant Basketball Coach	
Tyler Thompson	5 <sup>th</sup> Grade Basketball Coach	
Makala Bishop	Head Cheerleading Coach	
Amy Jones	Assistant Cheerleading Coach	
Rhonda Carlton	Head Volleyball Coach	
Brooklyn Calcaterra	Assistant Volleyball Coach	
Jeff Fauver	Track and Archery Coach	

## **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 for 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 IN EXTRA-CURRICULAR ACTIVITIES**

Half-day attendance K-8 students (150 minutes' class time)  
**The lunch period does not count toward 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, 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.

## **Ineligibility Dates for Each Nine-Week Period**

Term 1 Ineligibility Begins Week of September 5 <sup>th</sup>	Term 2 Ineligibility Begins Week of October 30 <sup>th</sup>
Term 3 Ineligibility Begins Week of January 22 <sup>nd</sup>	Term 4 Ineligibility Begins Week of April 2 <sup>nd</sup>

# SCHOOL CALENDAR 2023-2024

Early Dismissal Days - Teacher In-Service Days-11:30 Dismissal; 2:00 Dismissal

July	27/28/31	Registration Days- Times TBD
August	11 2023	Teachers' Institute Days (No Student Attendance)
August	14/15 2023	Teachers' Institute Days (No Student Attendance)
August	16 2023	K-8 School Begins, 2:00 Dismissal
August	16-25 2023	K-8 2:00 Dismissal – For the first <u>two weeks</u> of school
August	TBA 2023	Pre- K School Begins, 2:00 – For the first week of school
August	17 2023	Picture Day and Fall Sports Pictures-Baseball, Softball and Cross Country
August	28 2023	School Dismissal at <b>3:00</b>
September	4 2023	Labor Day, No School
September	6 2023	Teacher Meeting - 2:00 Dismissal
September	22 2023	Teacher Workshop Day- 11:30 Dismissal
September	28 2023	Open House – Time TBD
September	29 2023	BCHS Homecoming Parade – 1:00 Dismissal
October	4 2023	Teacher Meeting - 2:00 Dismissal
October	9 2023	Columbus Day, No School
October	10 2023	Fall Break, No School
October	24/26 2023	Parent/Student Conferences - 2:00 Dismissal on Conference Days
October	27 2023	Teacher Workshop Day- 11:30 Dismissal
October	27 2023	Halloween Parade at 10:00
November	1 2023	Teacher Meeting - 2:00 Dismissal
November	8 2023	Retake/Winter Sports, Clubs and Music Pictures
November	9 2023	Veterans Day Celebration at 2:00
November	10 2023	Veterans Day Observance, No School
November	22-24 2023	Thanksgiving Break
December	6 2023	Teacher Meeting - 2:00 Dismissal
December	19 2023	Christmas Concert at K-4 at 6:00 and Middle School at 7:00
December	21 2023	Half-Day Teacher In-service 11:30
Dec/Jan	22-3 2023-24	Christmas Vacation
January	3 2024	Teachers' Institute Days (No Student Attendance)
January	4 2024	Student Attendance Day
January	15 2024	Martin Luther King's Birthday – No School
February	7 2024	Teacher Meeting - 2:00 Dismissal
February	16 2024	8th Grade Chili Supper
February	16 2024	Half-Day Teacher In-service - 11:30 Dismissal
February	19 2024	President's Day, No School
March	6 2024	Teacher Meeting - 2:00 Dismissal
March	11-15 2024	Spring Break
March	28 2024	Spring Concert at K-4 at 6:00 and Middle School at 7:00
March	29 2024	Easter Break- Good Friday (No Student Attendance)
April	1 2024	Easter Break (No Student Attendance)
April	3 2024	Teacher Meeting - 2:00 Dismissal
April	8 2024	Eclipse Day - (No Student Attendance)
April	2-12 2024	State Testing - Grades 3-8
May	1 2024	Teacher Meeting - 2:00 Dismissal
May	22 2024	Last Day of School, Dismissal at 11:30-This is a day of attendance.

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

**Snow Days used will change the May 22<sup>nd</sup> last day of attendance.**



**NINE WEEKS (TERM) - PROGRESS REPORTS**  
**2023-2024**

1<sup>st</sup> Term Total of 40 Days ..... 3<sup>rd</sup> Term Total of 45 Days  
 2<sup>nd</sup> Term Total of 46 Days ..... 4<sup>th</sup> Term Total of 45 Days  
 Total of 176 Days of School

**NINE WEEK & MIDTERM REPORT SCHEDULE:**

**1st Term - Starts August 16, 2023 - Ends October 13, 2023**

August 12 days                      September 20 days                      October 8 days  
 Report Cards will be distributed at the October 24 & October 26 Student/Parent Conferences.

**Ineligibility Begins**                      **Week of September 5<sup>th</sup>**

**1<sup>st</sup> Term Midterms**

Mid Term Ends	September	15
Mid Term Reports, Sent Home	September	21
Reports must be returned to school	September	22

**2nd Term-Starts October 16, 2023- Ends December 21, 2023**

October 12 days                      November 19 days                      December 15 days  
 Report Cards will be sent home on January 4 and returned on January 5.

**Ineligibility Begins**                      **Week of October 30<sup>th</sup>**

**2<sup>nd</sup> Term Midterms**

Mid Term Ends	November	9
Mid Term Reports, Sent Home	November	16
Reports must be returned to school	November	17

**3rd Term - Starts January 4, 2024 - Ends March 8, 2024**

January 19 days                      February 20 days                      March 6 days  
 Report Cards will be sent home on March 21 and returned on March 22.

**Ineligibility Begins**                      **Week of January 22<sup>nd</sup>**

**3<sup>rd</sup> Term Midterms**

Mid Term Ends	February	9
Mid Term Reports, Sent Home	February	15
Reports must be returned to school	February	16

**4th Term-Starts March 18, 2024 - Ends Last Day of School**

March 9 days                      April 20 days                      May 16 days  
 \*\*Number of school days will depend on the number of days missed due to snow.

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

**Ineligibility Begins**                      **Week of April 2<sup>nd</sup>**

**4<sup>th</sup> Term Midterms**

Mid Term Ends	April	12
Mid Term Reports, Sent Home	April	18
Reports must be returned to school	April	19

## K-8 School Day Schedules

<b><u>Whole School Scheduled Times:</u></b>		
<b><u>No student drop-off before 7:30 A.M. 7:45 Arrival is Encouraged</u></b>		
Arrival	7:45-8:00 A.M.	Breakfast for Students or Morning Recess
Arrival	7:45-8:00 A.M.	Homework Check-In (If applicable)
Arrival	8:00 A.M.	Classes begin K-8
Dismissal	2:55 P.M.	Bus Riders at 2:55
Dismissal	3:00 P.M.	<b>Pick up/Walkers at 3:00</b>

<b>Cafeteria Schedule Grade level teams</b>	<b>Lunch Time</b>	<b>Lunch Recess Schedule Grade level teams</b>	<b>Recess Time</b>
Kindergarten and First	10:50-11:10	Kindergarten and First	11:10-11:40
Second	11:15-11:35	Second	11:35-12:05
Third and Fourth	11:40-12:00	Third and Fourth	12:00-12:30
Fifth and Sixth	11:55-12:20	Fifth	12:20-12:45
Seventh and Eighth	12:20-12:45	Seventh and Eighth	11:55-12:20

### **SCHEDULE INFORMATION:**

- Kindergarten through fourth grade is 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. Schedules will be evaluated and created on an annual basis.
- 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 7:30 a.m. is discouraged, arrival at 7:45 a.m. is preferred. However, there will be times students will arrive before 7:45, in that case, students are to put their belongings in his/her locker and/or assigned area. No student drop-off before 7:30; therefore, the front doors will not be opened earlier than 7:30. If a student arrives between 7:30 to 8:00, he/she may go eat breakfast in the school cafeteria, if not eating breakfast, then he/she is expected to report to morning recess either in the gym or outside on the big playground. The school day ends at 3:00 p.m. Students that ride the bus will be dismissed at 2:50 p.m. to load buses and car riders/walkers will be escorted to the front of the school for pick-up at 2:55 to 3:00.

### **LUNCH AND BREAKFAST PROGRAM**

Breakfast is served from 7:30-8:00 at \$1.50 per meal. Student lunch is \$3.20 per meal. Lunch and breakfast balances can be checked online through the parent portal. Free or reduced-price lunches are available to those who qualify. **All parents may complete a federal lunch form and/or a waiver stating the household does not meet the necessary requirements for the program. 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 school year or may be obtained any time by calling the office. Lunch money may be paid any day of the week online or in the school office. 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 for 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. The book rental fee and technology fee is **\$35 per student**. The textbook rental fee is collected at the time of enrollment of a student. This fee is non-reimbursable. The following may apply for a 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 every 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 the 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 TV station Channel 3. The District will also send out a Remind 101 and Class Dojo 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 that 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 searched.

### **PERSONAL ITEMS INAPPROPRIATE FOR SCHOOL**

Items such as **cell phones**, 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 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 that cause damage to school property.

### **SCHOOL VISITORS**

School safety is very important; therefore, although parents and community are welcome at EGS, the students' safety is the District's top priority and will implement a visitor policy. All visitors to Ewing-Northern Grade School must enter through the front door and be "buzzed" into the office. Visitors will be required to identify themselves and state their purpose. If entering the building, all visitors are required to report to the office and may be asked for identification. All visitors must wear a visitor badge after they have registered in the office. Visitors will not be allowed to freely walk the building unless permission is granted by office staff.

Parents are always welcome to visit the school, however, parents are also required to be "buzzed" into the building. 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.** 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 that is not distracting to teachers, other students, or in any way disrupts the instructional program of the school. Some examples of clothing that 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 a modest length on the leg), shirts with offensive language or language which promotes drug, or alcohol use, muscle shirts, and bandannas (dew rags).**

The District does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. 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 students in second through eighth grade. Homeroom teachers will assign lockers to the students. Lockers are Ewing Grade School property and may be searched at any time.

Students in 2<sup>nd</sup> through 8<sup>th</sup> 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.

## **CELL PHONES**

**Cell phones must not be utilized during the school day or school-sanctioned events.**

It is the District's belief that the present and/or usage of a cell phone during the school day, interferes and interrupts the educational environment. While at school, students' focus should be on learning and growing, not engaged with his/her cell phone. The district provides electronic devices to use for learning; therefore, students do not need his/her cell phone for school use.

No **electronic devices or cell phones** will be allowed to be used at school during school hours, on the bus for extracurricular activities, or on field trips. Equipment will be confiscated and the cell phone policy enforced. **Equipment includes** personal device(s) that is being used as an extension of the cell phone (example: earbuds, headphones, smart watches, gaming devices, etc.). Cell phones and/or equipment extension of cell phones may not be connected to district Wi-Fi.

Cell phones may **NOT** be used for recording or taking pictures of another person without their permission. Disciplinary action can be taken for non-compliance and/or repeat offenses.

It is recommended that cell phones remain at home, but if brought to school, phones must be turned off and kept in the student's locker. If a student does not follow the District's cell phone policy on the bus, in the classroom, and/or during any school-sanctioned event, then a "3 strike" cell phone policy will be enforced.

- First Offense – Confiscation for the day and the student will be allowed to retrieve the cell phone at the end of the school day.
- Second Offense- Confiscation for two days and parent(s) must retrieve the cell phone at the end of the two days from the school office.
- Third Offense- Confiscation for five days and parents must retrieve the cell phone at the end of five days from the school office.
- After the third offense, a parent/student meeting will be required and a plan established.

### **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 requests 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 positively. 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 websites 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 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, <https://isp.illinois.gov/Sor/Disclaimer>

Illinois Murderer and Violent Offender Against Youth Registry,

<https://isp.illinois.gov/MVOAY/Disclaimer>

Frequently Asked Questions Concerning Sex Offenders, <https://isp.illinois.gov/Sor/FAQs>



## **TRANSPORTATION- 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 is 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 Pre K/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 picks 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 from 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 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 from 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 children along the route. This is dangerous to all involved.

## **RULES FOR STUDENTS RIDING SCHOOL BUS**

### **ELECTRONIC DEVICES**

No **electronic games or cell phones** will be allowed at school, on the bus ride to/from school, for extracurricular activities, or on field trips. Equipment will be confiscated. Parents must collect equipment from the office.

1. Be courteous and cooperate with the bus driver.
2. No cell phone use.
3. No profane language.
4. Keep head, hands, and feet inside the bus.
5. Stay in your seat, **NO STANDING.**
6. Keep the school bus clean inside.
7. The bus driver will assign seats.

8. Do not eat, drink or smoke on the bus.
9. 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.
10. 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 determined by the Principal/Superintendent. The student will not be excused from attending school but will have to provide his/her transportation. Absences from school while on a bus-riding suspension will be unexcused absences.
11. Video cameras are used on the school buses to monitor the 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. Students must 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.**

## **STUDENT ATTENDANCE POLICY**

The Ewing Northern CCSD # 115 Board of Education has established the following rules and regulations regarding attendance, absences and excuses for students. These rules and regulations are intended to comply with Illinois School Code and District Policy. **Illinois Law** requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school).

Students are expected to attend every class. The school has an obligation to inform both students and parents/guardians of the student's progress and attendance in all classes.

When you make school attendance a priority, you help your child get better grades, develop healthy life habits, avoid dangerous behavior and have a better chance of graduating from high school. When students are here 95% or more of the school year, their grades, reading levels, and math skills will improve—even among those students who are struggling in school. Students who attend school regularly also feel more connected to their community, develop important

social skills and friendships, and are significantly more likely to graduate from high school, setting them up for a strong future. But when kids are absent for an average of just two days of school per month—even when the absences are excused— it can have a negative impact.

By figuring out the reasons for your child’s absences—whether they’re physical or emotional—and taking advantage of support services—such as free tutoring, student mentoring and after school activities—you can help set your child on the path to success.

**In case of any absence, it is the responsibility of the parent/guardian to notify the school and provide a reason for the absence(s).**

- If the parent/guardian does not contact the school to report the absence, the school will attempt to contact by phone to inform the parent of the absence.
- The parent/guardian will be made aware of the student’s attendance and school district policy/regulations.

**Mental Health Excused Absence: PA 102-321** (effective August 6, 2021) permits students to have up to 5 excused absences for the mental or behavioral health of the child for which the child need not provide a medical note. The child shall be given the opportunity to make up any school work missed during the mental or behavioral health absence and, after the second mental health day used, may be referred to the appropriate school support personnel.

**Excusable absences include:**

- Illness of the student (a physician’s statement will be requested for 3 consecutive absences or overall absences in excess of nine for the year)
- Days of religious observance (a written note from the parent must be submitted at least 5 days in advance of the absence)
- Death in the family
- Doctor and dental appointments (notes will be required for them to be marked as excused--parents are encouraged to make appointments outside of school hours)
- Court appearances (a note from the court is required upon return)
- A student will be excused for up to 5 days in cases where the student’s parent/guardian is an active duty member of the uniformed services and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat-support postings. The Board of Education, in its discretion, may excuse a student for additional days relative to such leave or deployment.
- A student and the student’s parent/guardian are responsible for obtaining assignments from the student’s teachers prior to any excused absences and for ensuring that such assignments are completed by the student prior to his or her return to school.
- Other absences to be considered at discretion of administration on an individual basis.
- If a student’s absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit.
  - **Students who are unexcused from school are NOT allowed to make up missed work.**

In the case of **pre-planned absences**, the principal has the authority to grant excused absences for the following types of pre-planned requests. Please notify the school prior to scheduling a

pre-planned absence.

- Although not recommended, Family trips/Vacation (approval form must be submitted two weeks in advance)
- Participation in regional and/or national contests or special awards not endorsed by the IESA or IHSA.

All work from a pre-planned absence must be requested in advance and must be completed the day of the return to school. The administration has the authority to deny a student's request for a pre-planned absence. The student's attendance pattern, academic performance, and/or behavior history as documented by referrals to the principal's office will provide the basis for the decision.

No student will be eligible for an excused absence if the request for a pre-planned absence covers the final week of the semester.

All other absences not listed above, or pre-approved by the building administrator, will be considered unexcused.

Attendance patterns for all students will be monitored. The principal and/or staff will take appropriate action to investigate absences that are not excusable. The following procedures will be implemented once a student is absent.

**For any student absence (excused or unexcused):**

- If the school is not notified in advance or on the day of absence, a note from the parent/guardian will be required on the first day of the student's return to school.
- If a note or call is not received within **48 hours** of the absence, the absence will be marked unexcused and will remain as unexcused.
- The school will require documentation (i.e., physician, counselor, dentist, obituary, etc.) explaining the reason for the student's absence after 3 consecutive days of absence. All assignments missed due to excused absences are expected to be made up unless noted otherwise.

**After Five (5) days of absences:**

- The school will send a letter of concern, which will include the attendance policy/regulations and information regarding the student's absences.
- Possible conference call between school administration and parent/guardian regarding student's attendance.
- Referral to appropriate school-based teams may be made.
- The student's attendance patterns will be identified and discussed.
- Develop or revise plans to improve attendance.
- If absences continue, parents will be informed of possible referrals to outside agencies.

The school will maintain the following documentation and/or data.

- Document the dates of letters, policies, and regulations that are sent to parent
- Document phone calls and parental responses
- Document conference dates and parental responses
- Document attendance plans and any revisions
- Maintain student attendance records

The district's inadvertent failure to comply with any procedure set forth in this regulation, including but not limited to the notice provisions, will not protect the student from the

consequences for excessive absence as provided in this policy.

Student attendance is critical to the learning process. **Truancy** is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more (9 or more days) of the prior 180 regular school days without valid cause (unexcused absences) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Step 1- Referral to the Regional Office of Education #21 Partners Against Chronic Truancy Intervention Team
- Step 2- Meeting with School Personnel and Truancy Interventionist at the School
- Step 3- A Truancy Review Board meeting with School Personnel, Truancy Interventionist and States Attorney's Office.
- Step 4- Petition will be filed with the States Attorney's Office and Parent/Student will have to appear in Court.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law and may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a monetary fine.

**Students in grades 7th-12th are subject to juvenile action.**

If your child misses...	That equals...	Which is...	And over 13 years of schooling that's...
1 day every 2 weeks	20 days per year	4 weeks per year	Nearly 1.5 years
1 day per week	40 days per year	8 weeks per year	Over 2.5 years
2 days per week	80 days per year	16 weeks per year	Over 5 years
3 days per week	120 days per year	24 weeks per year	Nearly 8 years

### Late Arrival:

- If the student will be arriving late to school, it is the parent's/guardian's responsibility to notify the School Attendance Office. The call must be made prior to the student's arrival. If the reason for the late arrival is not a valid reason the student will receive an unexcused tardy on their record.

- A student who arrives late or leaves early must report to the office.

#### How about 10 minutes a day? Surely that won't affect my child?

He/she is only missing just...	That equals...	Which is...	And over 13 years of schooling thats..
10 minutes per day	50 minutes per week	Nearly 1.5 weeks per year	Nearly half a year
20 minutes per day	1 hr 40 min per week	Over 2.5 weeks per year	Nearly 1 year
30 minutes per day	Half a day per week	4 weeks per year	Nearly 1.5 years
1 hour per day	1 day per week	8 weeks per year	Over 2.5 years

#### EVERY DAY COUNTS

If you want your child to be successful at school, then YES, attendance does matter!

*Attend Today, Achieve Tomorrow*

This allows the office to keep correct attendance for state reports.

**Three unexcused tardies will count towards one full day unexcused absence.**

## 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 reported to truancy:

### 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 an 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 a valid cause of the attendance policy.
- Tardies--students will be allowed no more than 3 tardies for the school year.  
(Tardy is not more than one hour late and 3 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 makeup work must be turned in when the 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 the 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 the 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.

## **STUDENT BEHAVIOR**

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.**

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 the 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 permitted by the teacher to speak.

### **BEHAVIOR STUDENT OF THE TERM**

The student with the highest positive behavior 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 every nine weeks. Students representing each grade level will be reward for their achievements.

### **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, emergencies, and nurse's office.
- All rules and expectations will focus on the PBIS motto for the school.  
**Respect Ourselves, Respect Others, and Respect Property**

#### **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 points for behaviors.
- Students will be able to use ONLY their ClassDojo points for a variety of rewards throughout every nine weeks.

### **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 throughout the school year.
- In December and May, the district will celebrate positive behavior rewards earned through ClassDojo.
  - Positive percent goals will be established for each celebration.
    - To attend the December celebration, students must have at least an 85% positive behavior average.
    - To attend the May celebration, students must have at least a 90% positive behavior average.

### **Attendance Goal**

- In May, the district will recognize the students who have met the yearly attendance goal 95%.

### **Behavioral Consequences**

Behavioral consequences are leveled based on the severity of the behavior. Placement of these levels is 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 personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Teacher-initiated strategies, includes district PBIS Team.
2. Principal will meet with students and teachers to discuss problems and solutions.
3. Parents will be notified of inappropriate behavior.
4. Students 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 the severity of the problem, possible in-school or out-of-school suspension may be assigned.
7. Parents and students 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**

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

#### **Behavior Tier 2**

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

#### **Behavior Tier 3**

- The student has received additional loss of Dojo points due to behavior within the same day or severity of the 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 the 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**

- The student maintains acceptable behavior.
- The student is rewarded with ClassDojo points for acceptable and appropriate behavior.
- Student behavior is improved with the loss of a ClassDojo point(s).
- The student will move to Behavior Tier 2 if he/she exceeds 10 negative behavior points in a week.

#### **Behavior Tier 2**

- Student behavior is more severe than losing a ClassDojo point(s) and warrants lunch detention.
- Lunch detention will be held during a student's lunch and recess in a designated location.
- Students that accumulate 3 lunch detentions in nine weeks will be moved to the next tier level after behavior offense number 3.

### **Behavior Tier 3**

- A student on Tier 3 behavior has displayed continuous inappropriate behavior within nine weeks and has already served 3 lunch detentions for behavior.
- Each behavior offense at this level will result in after-school 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 30-minute afterschool detention.
  - Students in grades fifth through eighth will be required to serve 60-minute afterschool detention.
- Students that accumulate 3 after-school detentions in nine weeks 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 nine weeks, then each additional behavior offense will be served in a Saturday detention.
- After 1 Saturday detention in nine weeks, 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.
  - The number of days will be determined by the Principal/Superintendent.

### **Behavior Tier Exceptions**

\*If the 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 the 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 are 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 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 are 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. **Cell Phone** – Any appropriate use of cell phone.
6. **Theft-** Any articles found, taken, and/or removed from the school, a student, or school personnel that does not belong to the student will be considered theft.
7. **Tobacco and/or Vaping-** Using, possessing, distributing, purchasing, or selling tobacco materials, including E-cigarettes.
8. **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 are 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 administration, 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 are 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 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. **Cyberbullying** – Cyberbullying is but is 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 a 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, an 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 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 are 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 administration, the student will be assigned detentions, in-school suspensions, or out-of-school suspensions.

- Students assigned to an alternative learning environment. (In-school suspension. The number of days determined by the school administration.)
- The student assigned an out-of-school suspension. The number of days is determined by the school administration.
- Parent and child attend the next regular/special school board meeting
- Students will be placed on probation for the remainder of the school year.
- While suspended, (in school/out of school) students 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, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like a weapon, shall be expelled for a definite period of at least one calendar year. The school board, however, may modify the expulsion period on a case-by-case basis. The school administration 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 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 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 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**

- The 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 students 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 by 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 is permitted to use reasonable force as needed to maintain safety for other students, school personnel, or persons, or the purpose of self-defense or the defense of property. Before receiving disciplinary action, the student shall be allowed 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 4 days of in-school-suspensions, he/she may not attend field trips for the remainder of the school year.**

### **The 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 the 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 student's 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 the 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 gross disobedience or misconduct as charged. After the 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 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. All students K-8 will be required to be academically eligible to attend school field trips. District eligibility criteria is 75% (C-) or above in each academic class.

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, unless other arrangements are made with school administration. Because students have earned the right to participate in field trips, we request that siblings not attend, they distract from the learning experience.

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

### **BEHAVIOR ELIGIBILITY FOR FIELD TRIPS**

If a student earns more than **4 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.

### **COMPLIANCE ELIGIBILITY FOR FIELD TRIPS**

In order to attend school field trips, each student must be in “good standing” and/or compliance with all necessary district paperwork, including medical.

### **ATTENDANCE ELIGIBILITY FOR FIELD TRIPS**

Students attendance is critical to success. If a student’s attendance meets truancy and/or chronic truancy stage he/she may not be eligible to participate in school field trips.

### **OVERNIGHT FIELD TRIPS**

Participation in overnight field trips is a privilege for students and is at the discretion of the school administration. 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:

- 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 every one of his/her students. Therefore, students must keep their chaperones informed of their whereabouts at all times.
- The 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:

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

## **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.

To be promoted, the student will be expected to maintain at a 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, the teacher will provide students with a due date of the assignment as well as the date final grades will be provided. However, the 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, the 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 every nine weeks. These students representing each grade level will be rewarded for their achievements. *(Please Note: When calculating Student of the Term, student’s grades in Band and/or Choir (5<sup>th</sup>-8<sup>th</sup> 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**

(Any final “D” grade on a student’s report card throughout the school year disqualify a student from end-of-the-year honors.)

- **High Honor Certificate**–Final Grade Point Average of 95%-100%
- **Honor Certificate**–Final Grade Point Average of 91%-94%.
- **Merit Certificate**–Final Grade Point Average of 87%-90%

### **A and B BANQUET HONORS**

Students in grades first through eighth grade that has 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 the 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 honors, student’s grades in Band and/or Choir will not be calculated into the overall GPA to determine 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. If it is determined by school administration that there is not a sufficient amount of fourth quarter midterm grades, then honors will only be figured on the first through third quarter final grades.)*

### **EIGHTH GRADE HONORS AND VALEDICTORIAN/ SALUTATORIAN**

A student’s seventh and eighth-grade grades will be used to determine the 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 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. If it is determined by school administration that there is not a sufficient amount of fourth quarter midterm grades, then honors will only be figured on the first through third quarter final grades.)*

### **EIGHTH GRADE SCHOLARSHIPS/AWARDS**

The David and Norma Goss Scholarship, the John W. Stewart Scholarship, Zach Dungy Scholarship, Mr. Gordon Carpenter Scholarship, and the Ronnie McCormick Award are determined by the recommendation and/or community input of 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 2<sup>nd</sup> through 4<sup>th</sup> will have lockers, however, items allowed in the locker at these grade levels are determined by the homeroom teacher(s). 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.

### **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 own time or academic support if available. The missing assignment grades will be evaluated on an individual basis and teacher and student will work together to ensure assignment completion and/or understanding. Repeated failure to complete homework may result in movement on the academic tier system and zeroes may be given for continued incomplete assignments. It is the teachers' discretion if the assignment needs to be redone.
- ✓ Students must complete his/her work. If the 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 on Class Dojo. Students who do not come prepared for class will lose Class Dojo points.

### **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 the teacher. At the middle school level, it is the student's responsibility to check the academic support clipboard 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 (IF AVAILABLE)**

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 a consistent documented pattern of not completing homework.

#### **Academic Tier 2**

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

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

#### **Academic Tier 3**

If the 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-out continues
- A Check-in system will be put into place to help students prepare for the school day.
- Students may “graduate” out of 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 the 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-out continues
- Check-in 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.
- The student is referred to a designated team for academic intervention strategies and additional support (i.e. Mentor, individualized teacher/student academic conferences, etc.)
- The student will receive lunch detention for incomplete assignments on the day of tier movement.
- If a student receives 1 homework infraction while on Tier 4, then he/she will move to the next tier.

### **Academic Tier 5**

If the 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-out continues
- Check-in 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).
- The student will report after-school detention for incomplete assignments on the day of tier movement or assigned date.

### **5-8 ACADEMIC SUPPORT TIERED PLAN- SPECIAL 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 the previous Tier after 5 successful days.
- ❖ An individual Academic Behavior Plan may be developed as recommended by teachers at any given time or Tier.

### **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 a consistent documented pattern in not completing homework.

#### **Academic Tier 2**

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

- Early Check-out begins
- Students may "graduate" out of Tier 2 after 10 consecutive days of successful early check-out.
- If a student receives 2 homework infractions while on Tier 2, then he/she will move to the next tier.

#### **Academic Tier 3**

If the 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-out continues
- A Check-in 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 Tier 3 and return to Tier 2 after 10 successful days of early check-out (all assignments are complete for 10 consecutive days).



#### **Academic Tier 4**

If the 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-out continues
- Check-in 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.
- The 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).
- The student will receive lunch detention for incomplete assignments on the day of tier movement.

#### **Academic Tier 5**

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

- Early check-out continues
- Check-in 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).
- The student will report to after-school detention for incomplete assignments on the day of tier movement or assigned date.

#### **5-8 ACADEMIC SUPPORT TIERED PLAN- SPECIAL 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 the previous Tier after 10 successful 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 school 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 from IAR, and 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.

## **Extra-Curricular**

### **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 for 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 IN EXTRA-CURRICULAR ACTIVITIES**

Half day attendance K-8 students (150 minutes' class time)

**The 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 outlined 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 a 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.
  - Practices for 15 or more athletes: At the coach's discretion, he/she may limit the number of athletes at practice if the team exceeds 15 or more athletes.

### **EXTRA-CURRICULAR ACTIVITY ELIGIBILITY**

Eligibility for extra-curricular activities is calculated on grades taken during each current nine-week grading period. Grades are averaged from Thursday to Thursday. If students are ineligible, they will receive a notification on Thursday. 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 are ineligible for the week may not dress out with the team during events. Students must sit on the bench with the team during each sporting event in which the student is ineligible. Ineligible students will not miss academic classes for sporting events.

### **INELIGIBILITY AND EXTRA-CURRICULAR PRACTICES**

Ineligible students 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 a departure from school before 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 a 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.**

## **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 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 zero if the performance makeup packet is not completed by the 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 the teacher) of the missed performance.

**Student Commitment:** Students may enroll in the 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 classes/classes under special circumstances that are approved by the 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 the 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. To attend this trip, students must be in grades **5-8** and have a B or higher in the 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 instructed to return to the building. In the event a 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.

Once assembled at the designated meeting location (soccer field or softball field), all teachers are to report to the lead teacher in that areas. Lead teacher is defined as the oldest grade level teacher in the area. For example, if PK-1 grades are in one area the first grade teacher would be considered the “Lead” teacher because he/she would be in charge of the oldest students in that area. Each grade level teacher is to report Red or Green to the Lead Teacher designating if all students and staff are safe and accounted for. Lead teachers will report to the Superintendent, Principal or the Lead Teacher in charge the status of students/staff. The Superintendent, Principal and/or the Lead Teacher would report directly to the fire chief the status of students/staff.

Rooms 9, 14,15,17, 19 and the east set of Bathrooms will use the front exit (Door A). If the front entrance cannot be used because of fire or is blocked, use the gym door. Use the west door of the gym to exit. Then proceed directly to the ball field. As soon as possible, report to the Lead Teacher the status of staff/students.

Rooms 26, 27, 41, 42, 43, and 44 will use the south exit. Rooms 27, 44, and 43 will exit out the right door. Rooms 26, 41, and 42 will exit out the left door. Proceed directly to the soccer field. As soon as possible, report to the Lead Teacher the status of staff/students.

Rooms 34, 35, 36, and 37 use the north exit. Rooms 34 and 35 will exit out the left door. Rooms 36 and 37 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. As soon as possible, report to the Lead Teacher the status of staff/students.

From the cafeteria (doors 16 and 18) students exit the door (Door E). The adult in charge will take the students to the ball field and soccer field 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.

Rooms 20, 21, 22, 23, 24, 25, 28, 30, and 31 will use the west exit and proceed immediately to the ball field or soccer field. Students who are in room 30 for attendance purposes should be with their teachers. All other students are to find their grade level groups immediately.

Students in room 40 will use the outside door on the north side.

Rooms 38 and 39 are to exit the gym doors (east or west). If the music class is on the stage, the students will exit the east gym door and be taken immediately to the ball field or soccer field. Students are to get into their grade-level groups.

Note, if a Special Education student whose attendance is kept by a special education teacher is in another teacher's class, exit with the class to the ball fields, and report directly to the special education teacher.

**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, get the students to the ball field, and report to the appropriate person that all of your students and staff 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, check the restrooms for students when exiting the building. The 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 the 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 violate the law.
  - \*Alert them that the police will be called

6. If they continue to refuse to leave, call 911 for the 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 decided 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 the school nurse the name of the injured student.
2. Keep students 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 the accident site.
2. Assess the severity of injury or illness. Call the student’s physician if indicated on the enrollment card.

### **SERIOUS PROBLEM**

#### **Nurse**

1. Call 911 for an ambulance.
2. Notify Superintendent/Principal.
3. Stabilize students 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 the 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 the 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 the 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 the vehicle until instructed to do so.
9. Account for all students and record the extent of injuries in 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 drivers (s) involved in the accident.
12. Get the 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 the bus driver and write down all accident information.
2. Call 911 for ambulance, police, or fire, if needed.
3. Give the location of the 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 the 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 the 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 the hospital and school.

### **STUDENT SAFETY- SAFETY 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, 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 friends or relative
- ✓ Physician's name, telephone, and address
- ✓ Medical alert information, Medications, Allergies (Food or Medication)
- ✓ Authorized person allowed to pick up the 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 medications 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 the 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 of the last dose given, along with the 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, or Impetigo will be sent home from school and must remain home until the condition or disease is corrected.

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 accompanying 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 the rash appears.
- **RUBELLA (German measles)** - one day before breaking out and until one day after the rash appears.
- **ROSEOLA**- while they are running a temperature.
- **SCARLET FEVER (scarlatina)** - one day before breaking out and until one week after the rash appears.
- **FIFTHS DISEASE**-two to three days before the rash appears.

### **HEAD LICE**

If suspected, the School Nurse will exam a student and notify the parent/guardian of head lice if it has been identified. Students may be released from school at the discretion of the parent/guardian. Education and information will be provided for the treatment and prevention of head lice to parent/guardians.

Students will not be excluded from school due to head lice. The Illinois Dept. of Public Health, Center for Disease Control (CDC) and Illinois State Board of Education all support children remaining in school.

AAP (American Academy of Pediatrics) offers the following guidance for treating head lice:

Head lice are often a fact of life for school aged children. While inconvenient, head lice cause no medical harm and can be effectively treated. A revised clinical report from the American Academy of Pediatrics (AAP), "Head Lice," published in the August print issue of Pediatrics

(published online July 26, 2010), clarifies and updates protocols for diagnosis and treatment, and provides guidance for the management of children with head lice in the school setting.

Head lice are not a health hazard or a sign of poor hygiene and, in contrast to body lice, are not responsible for the spread of any disease. No healthy child should be excluded from or miss school because of head lice, and no-nit policies for return to school should be abandoned. Informed school nurses can help with diagnosis and suggestions about treatment. Because head lice are usually transmitted by head-to-head contact, parents should carefully check a child's head before and after attending a sleepover or camp where children share sleeping quarters.

There are many ways to treat active infestations, but not all products and techniques have been evaluated for safety and effectiveness. One percent permethrin lotion is recommended as initial treatment for most head lice infestations with a second application 7-10 days after the first. Parents and caregivers should make sure that any treatment chosen is safe; preferred treatments would be those which are easy to use, reasonably priced, and proven to be non-toxic. All products must be used exactly according to the manufacturer's instructions. Your pediatrician can help with diagnosis, treatment choices and management of difficult cases.

The American Academy of Pediatrics is an organization of 60,000 primary care pediatricians, pediatric medical subspecialists and pediatric surgical specialists dedicated to the health, safety and well-being of infants, children, adolescents and young adults.

For more research-based information to go to <https://www.cdc.gov/parasites/lice/>.

What you can do to help prevent head lice:

- Discourage head to head contact and the sharing of head accessories.
- Talk to children about sleepovers and how important it is to have your own pillow and space to sleep so head lice cannot be transmitted from one to another.
- Check your children periodically for nits. If nits are found notify your child's close friends and relatives with whom they play or associate.
- Educate and discourage your child from sharing hats, stuffed animals, ear phones, etc. could carry head lice from one person to the next.
- Encourage good hygiene and hand washing to all family members.
- Discourage dress up centers, such as they have in museums, where children share clothing and especially head gear.

### **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 for a student with a known life-threatening allergy.

### **Peanut Allergy Prevention**

To aid in the 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 illnesses or injuries, 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 children 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. Please Note: Sports Physicals **cannot** be used as a School Physical. School Physicals *MAY* be used as a Sports Physical too.

**Students entering Kindergarten for the first time in the State of Illinois must provide the school with physical, immunization records, and an eye examination report. Dental Records are required by students in Kindergarten, 2<sup>nd</sup>, and 6<sup>th</sup> grade. Appropriate forms**

must be completed by May 15 of each school year. If a child in Grade 2<sup>nd</sup> or 6<sup>th</sup> 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 the 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 the 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 4<sup>th</sup> birthday.
2. **DTP** - 4 doses with the last one given after their 4<sup>th</sup> 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 5<sup>th</sup>/ 6<sup>th</sup> grades.
7. **HEPATITIS B** - 3 doses for all students below kindergarten and all 5<sup>th</sup>/6<sup>th</sup> grade students.
8. **Varicella - (chicken Pox)** - 2 doses for Kindergarten students and younger. Those who have already had chickenpox must have physician-documented proof on record in place of the immunization. (The Varicella vaccination is 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.

### **E.N.S.O. SUPPORTED EVENTS**

Parent/Athlete Games  
Annual Fundraiser(s)  
1<sup>st</sup>- 4<sup>th</sup> Basketball Game  
A & B Banquet

Athletic Banquet  
Teacher Appreciation  
Monthly/Bimonthly Meetings

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

- Concessions at all games
- Annual Fundraiser(s)
- School Assemblies
- Reward Parties
- Decorated and help at A & B Banquet
- Decorated and help at Athletic Banquet
- Teacher Appreciation Week
- Organized the Parent/Student Games
- Organized the 1<sup>st</sup>-4<sup>th</sup> grade Ballgame
- Provided money for 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 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; Vice President/Treasurer; Secretary; Athletic Coordinator

#### **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. The SAP team meets weekly and reviews concerns about “at-risk” students.

## **EWING-NORTHERN 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 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 the law as well as provide students an appropriate program.

### **Erin's Law**

Erin's Law is named after childhood sexual assault survivor, author, speaker, and activist Erin Merryn, who is the founder and President of Erin's Law, which is registered with the State of Illinois and the IRS as a 501 (c)(4) non-profit social welfare organization.

After Erin introduced the legislation in her home state of Illinois, the bill was named “Erin's Law” after her by legislators and it has caught on nationwide. “Erin's Law” requires that all public schools in each state implement a prevention-oriented child sexual abuse program that teaches:

- Students in grades Pre K - 12th grade, age-appropriate techniques to recognize child sexual abuse and tell trusted adult School personnel all about child sexual abuse
- Parents & guardians the warning signs of child sexual abuse, plus needed assistance, referral, or resource information to support sexually abused children and their families

### **Erin's Law Resources and Tools**

[Erin's Law for Parents](#)

[Tip Sheet: Talking To Children And Teens](#)

[Child Sexual Abuse Prevention: Erin's Law](#)

[The Key Components of Erin's Law](#)

[What Is Erin's Law?](#)

### **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 is 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 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 the student must take 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 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](http://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**

To be excused from participation in physical education, a student must present an appropriate excuse from his or her parent/guardian or 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 per 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 devices 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 the 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 per 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 is based on 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, the 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 activity. 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 a 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 per 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 requires 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 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 Section 3 or 4 of Article 1 of 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 based on 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 based on 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 according to Section 3-10 of the School Code, and thereafter, to the State Superintendent of Education according 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 an 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 a 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, per 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 based on 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 parent's 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, an 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 concerning 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

marketing or for selling that information (otherwise providing that information to others for that purpose), and the parent's 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.

To create a safe, effective way for students and staff to communicate with one another, Ewing Grade School issues to each student a “GAFE” account under the domain @ewinggradeschool.org. Students access their accounts 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 emails 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 must abide by the Student’s Online Privacy Protection Act (SOPPA), 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 per 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 is 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 not expect 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 log in to another student's Google account.
- Cyberbullying 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 concerning acceptable use of student Google accounts are subject to any of the following:

- Restrictions are 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 accounts, and will not act in a way that compromises the security of their accounts. 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 to support 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. The District expects 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, was not carrying or transporting the device correctly, or whose behavior was careless resulting in damages to 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 himself 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 investigate 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 decide per 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:

Kristin Ing -Principal/Superintendent    OR  
Jeff Fauver - Physical Education Teacher

Mrs. Ing and Mr. Fauver can be reached at:  
Ewing Grade School, 51 North Main  
Ewing, IL 62836  
618-629-2181

### **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, 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 foodservice 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 comply 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 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 regular sleeping accommodation for human beings.

## **SCHOOL DISTRICT INFORMATION AND RECORDS DIRECTORY**

### **EWING-NORTHERN GRADE SCHOOL DISTRICT No. 115 2023-2024 BOARD OF EDUCATION**

Jonathon Edwards –President  
Jestin “Pokey” Squires -Vice President  
Karla Gunter-Secretary  
Jake Page

Ryan Skibo  
Caleb Suver  
Emanuel Lowe  
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 to provide 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 Johnathan Edwards-President, Jestin “Pokey” Squires -Vice President, Karla Gunter - Secretary, Jake Page, Emanuel Lowe, Ryan Skibo, and Caleb Suver. The approximate amount of the operating budget of the district is \$2 million. The District currently employs 40 full-time certified and 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 requests should be made to Mr. Jonathan Edwards, 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 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
- Canceled 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 INFORMATION ACT 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 the 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****The 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 the 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.***

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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, if 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, on my behalf, to administer or to attempt to administer to my child (or to allow my child to *self-administer* according 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 of 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



## **“Fridge Page”**

### **Quick Reference Guide for the School**

**School Phone- 618-629-2181**

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

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

### **School Webpage – [www.ewinggradeschool.org](http://www.ewinggradeschool.org)**

Webpage info:

- Teachers- The teacher’s link will link you directly to a teacher’s email.
- Lunch–This link will take you to the school lunch menu. Breakfast \$1.50; Lunch \$3.20; Extra Milk \$0.30
- Check Grades/Online Payments - Parent Portal to look at grades, discipline, and lunch bills.
- 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.

### **Homeroom Extensions**

Stephanie Jones	Pre- Kindergarten/Early Childhood	1016	<a href="mailto:sjones@ewinggradeschool.org">sjones@ewinggradeschool.org</a>
Emily McDanel	Kindergarten	1005	<a href="mailto:emcdanel@ewinggradeschool.org">emcdanel@ewinggradeschool.org</a>
Gretchen Conley	First Grade – Section 1	1006	<a href="mailto:gconley@ewinggradeschool.org">gconley@ewinggradeschool.org</a>
Bryli Mischke	Frist Grade – Section 2	1007	<a href="mailto:bmischke@ewinggradeschool.org">bmischke@ewinggradeschool.org</a>
Sara Wilson	Second Grade - Section 1	1021	<a href="mailto:swilson@ewinggradeschool.org">swilson@ewinggradeschool.org</a>
Sydney Richardson	Second Grade -Section 2	1020	<a href="mailto:srichardson@ewinggradeschool.org">srichardson@ewinggradeschool.org</a>
Allison Stubblefield	Third Grade	1019	<a href="mailto:astubblefield@ewinggradeschool.org">astubblefield@ewinggradeschool.org</a>
Emily Munoz	Fourth Grade	1012	<a href="mailto:emunoz@ewinggradeschool.org">emunoz@ewinggradeschool.org</a>
April Villalobos-Adams	K-4 Special Education	1004	<a href="mailto:avillalobos@ewinggradeschool.org">avillalobos@ewinggradeschool.org</a>
Michelle Hampton	Fifth Grade (Special Education 5-8)	1014	<a href="mailto:mhmapton@ewinggradeschool.org">mhmapton@ewinggradeschool.org</a>
Sydney Dugger	Sixth Grade (6-1) 5-8 Social Science	1013	<a href="mailto:sdugger@ewinggradeschool.org">sdugger@ewinggradeschool.org</a>
Dawn Scarborough	Sixth Grade (6-2) 5-8 Science	1031	<a href="mailto:dscarborough@ewinggradeschool.org">dscarborough@ewinggradeschool.org</a>
Rhonda Carlton	Seventh Grade (7-1) 5-8 Math	1028	<a href="mailto:rcarlton@ewinggradeschool.org">rcarlton@ewinggradeschool.org</a>
Mandy Watkins	Seventh Grade (7-2) 5-8 Reading	1030	<a href="mailto:mwatkins@ewinggradeschool.org">mwatkins@ewinggradeschool.org</a>
Letha Wilson	Eighth Grade (5-8 English)	1029	<a href="mailto:lwilson@ewinggradeschool.org">lwilson@ewinggradeschool.org</a>

### **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 and Class Dojo will also be sent in the event of school closing.

### **Acronyms to Know:**

#### **Class Dojo- Positive Behavior Interventions Supports**

- 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

Jonathan Edwards -President  
Jestin “Pokey” Squires -Vice President  
Karla Gunter-Secretary  
Jake Page-Member  
Emanuel Lowe -Member  
Ryan Skibo-Member  
Caleb Suver-Member

### Please feel free to email EGS staff

[ahamson@ewinggradeschool.org](mailto:ahamson@ewinggradeschool.org)  
[aharmon@ewinggradeschool.org](mailto:aharmon@ewinggradeschool.org)  
[aminor@ewinggradeschool.org](mailto:aminor@ewinggradeschool.org)  
[astubblefield@ewinggradeschool.org](mailto:astubblefield@ewinggradeschool.org)  
[avillalobos@ewinggradeschool.org](mailto:avillalobos@ewinggradeschool.org)  
[bmischke@ewinggradeschool.org](mailto:bmischke@ewinggradeschool.org)  
[dscarborough@ewinggradeschool.org](mailto:dscarborough@ewinggradeschool.org)  
[emcdanel@ewinggradeschool.org](mailto:emcdanel@ewinggradeschool.org)  
[emilligan@ewinggradeschool.org](mailto:emilligan@ewinggradeschool.org)  
[emunoz@ewinggradeschool.org](mailto:emunoz@ewinggradeschool.org)  
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[mhampton@ewinggradeschool.org](mailto:mhampton@ewinggradeschool.org)  
[mwatkins@ewinggradeschool.org](mailto:mwatkins@ewinggradeschool.org)  
[njones@ewinggradeschool.org](mailto:njones@ewinggradeschool.org)  
[rcarlton@ewinggradeschool.org](mailto:rcarlton@ewinggradeschool.org)  
[sdugger@ewinggradeschool.org](mailto:sdugger@ewinggradeschool.org)  
[sjones@ewinggradeschool.org](mailto:sjones@ewinggradeschool.org)  
[spage@ewinggradeschool.org](mailto:spage@ewinggradeschool.org)  
[srichardson@ewinggradeschool.org](mailto:srichardson@ewinggradeschool.org)  
[swilson@ewinggradeschool.org](mailto:swilson@ewinggradeschool.org)  
[tthompson@ewinggradeschool.org](mailto:tthompson@ewinggradeschool.org)

**[www.ewinggradeschool.org](http://www.ewinggradeschool.org)**

### Bus Drivers Phone Number

Teresa Thompson - Lead Driver 629-2250

Noah Jones  
Lynn Jones  
Amanda Hughes



TEXT to SAFE2 (72332)



CALL 844-4-SAFEIL



EMAIL [HELP@Safe2HelpIL.com](mailto:HELP@Safe2HelpIL.com)



ONLINE at [safe2helpil.com](http://safe2helpil.com)



DOWNLOAD the Safe2HelpIL app

**Suicide Prevention  
Lifeline: Call 988**

**Crisis Text Line:  
Text *HOME* to 741741**

