

STUDENT HANDBOOK 2018-2019



STUDENT PROCEDURES

STUDENT ATTENDANCE

It is important that you stress with your parents, several times a year (open house, newsletters, conferences) how important it is that they notify the school when their child is absent. Encourage them to call the school before 10:00 am on the day of the absence. Make them aware that the school is concerned about their child's safety and that they will be contacted if not heard from. Promptly send all attendance related notes to the office as they are required documentation.

An administrator should be notified if a student exceeds three (3) unexcused absences. After five unexcused absences, a PWC attendance officer will be contacted.

STUDENT ARRIVAL

Students are not to arrive on school property prior to 8:45 AM. If they are going to breakfast they will be admitted to the cafeteria at that time. They will not be allowed in the rest of the building until after the first bell rings at 8:55. The instructional day begins at 9:05. Students are not to report to school prior to the opening unless previous arrangements have been made through an administrator.

STUDENT TARDINESS

Teachers should closely monitor students being repeatedly tardy or late for class. These incidents cause breaks in the continuity of instruction for all students, especially those coming in late. Students must come to the office for a tardy pass prior to coming to their classroom. Parents should be reminded of the necessity of their child coming to class on time and prepared for the

day's instruction. If continued tardiness occurs, an administrator should be notified for further action.

EARLY RELEASE OF STUDENTS

Students should not be released during the day to anyone **without the approval** of the office. In the event someone comes to a classroom and requests a student for release, notify the office immediately. Normally, the office will notify the classroom teacher when a student is to be released. Teachers may not release students to **ANYONE** who appears at the classroom directly before or during dismissal. Please send the individual to the office to sign out the student.

BUS BEHAVIOR

Students are expected to maintain proper behavior on the bus. During the first week of school, all teachers should review with their students the basic rules of behavior for riding the bus. Students should understand that riding the bus to and from school is a privilege that can be revoked if their behavior is not satisfactory. Bus discipline will be handled by the administration. The Principal, Meg MacGregor, and the Assistant Principal, Joe Scotto, are the administrators in charge of buses.

STUDENT INJURIES

Any injury to a student must be sent to the office and an incident report completed by the teacher or supervising adult. Teachers will only notify the student's parents/guardian of minor injuries only if instructed by the office staff/school nurse in order to explain what happened and what action was taken. The office or nurse will notify parents of any injuries requiring that the student be seen in the clinic. All parent notifications will be documented.

MEDICATION

Students who take medication during school hours **must** store the medication in the clinic and parents are required to complete a medication authorization form. (The use of inhalers and Epi-pens are exceptions to this rule and with proper paperwork, the student may keep these in the classroom.) Teachers will be informed about students' medication schedules and the nurse will provide training if required. Teachers are responsible for notifying the nurse, in advance, of field trips so she can have medications ready for sending with the teacher.

Regulation 757-4: Cough drops and throat lozenges may be carried and used by students in Kindergarten through Grade 12 as needed, provided that they are in the original container or packaging (Authorization for Medication Administration form is not required). Students must not share cough drops or throat lozenges under any circumstances. As a rule, teachers should never administer medication to a student unless authorized for a field trip.

CONTAGIOUS CONDITIONS

Any child who has been absent with a contagious condition such as head lice, ringworm, impetigo, chicken pox, pinkeye, strep, etc. should be sent to the clinic to be rechecked upon returning to school. In addition, these students should have a note from their parents stating that they have been treated. Students with head lice can attend school as long as there are no live lice visible.

STUDENT DRESS

Students will be expected to maintain an appropriate standard of dress at all times. Apparel worn to school must be clean and neat, and conform to the standards of good taste and decency. Clothing that is unacceptable includes halter-tops, short-shorts, and clothing that exposes the stomach, hips, or underwear of the wearer. Jeans or overalls must be worn in such a manner as to not present a problem to the wearer in terms of ability to walk or move about the school. Clothing that depicts suggestive, vulgar, or obscene language or graphics; weapons; drugs; drug paraphernalia; alcohol; or gang symbols is not permitted. Bandanas or forehead bands are not permitted for **any** students. Clothing with wording or graphics that are suggestive or which serve to bring attention to private parts of a student's body is not allowed. Hats will not be worn inside the building. Teachers are advised to use good judgment and common sense when approaching a student regarding their clothing. If questionable issues arise, an administrator should be consulted.

LOST AND FOUND

A lost-and-found rack will be maintained in the foyer area of the "walker door". Money or valuable articles found on the school grounds or in the building should be brought to the office immediately. Students should be encouraged to mark their personal items with their names.

STUDENT HONOR ROLL

Students may achieve placement on one of two honor rolls each quarter. To be placed on the Principal's List Honor Roll, a student must receive an "A" in every subject and have no "Ns" on their report card for the quarter.

Placement on the Eagles' Pride Honor Roll will be achieved by obtaining at least all "Bs" on the report card for the grading period with no "Ns."

DISCLOSURE OF STUDENT INFORMATION (REGULATION 651-2)

No school staff member has an unlimited right to confidentiality when dealing with minor students. Parents are considered responsible for students under the age of 18 and retain their right to information about them. A staff member has an obligation to notify parents or others when certain information is disclosed except as prohibited by law:

- If a student is involved in illegal activity, parents and/or authorities must be notified.
- If the student is a victim of child abuse or neglect, CPS must be notified (**Regulation 771-1 & 771-2**).
- If a student or others may be at risk or harm to include: suicide; pregnancy; abortion; communicable disease; alcohol or other drug abuse; or life/health threatening matters, the parent must be notified.

Staff members should consult with the administration before parent notification when possible. If a staff member feels notifying the parent will place the child in further jeopardy, then the situation should be referred to a school counselor and the administration.

EMERGENCY CARDS

All students must return a completed emergency card at the beginning of each school year. Please ensure that the student and the parent have signed the back of the card. Also make sure that you have filled in the bus number. Keep the office informed of any changes you may receive to babysitters, telephone numbers, custody issues, etc.

Teachers should carefully read the emergency cards and make note of indicated medical/allergy concerns on the Student Medical form that is due to the office on September 13. The school nurse will compile a master list of severe medical issues.

Emergency cards, along with a list of students who have not returned their card, are due in alphabetical order to Deb Jaquess, Office Assistant, by Friday of the first week of school.

BIRTHDAYS

Student birthdays should not take away from instructional time. A parent who wants to bring in refreshments may do so at lunch or send them in to be distributed at lunch. Class time is not to be used for this purpose. Mylar balloons, balloon bouquets, bouquets of flowers, etc. should be discouraged. Students **will not** be allowed to transport these items on the bus. Invitations to student birthday parties are not to be distributed in class. Please make sure that you address the birthday policy in your first newsletter and restate the policy at Back-to-School Night and periodically throughout the year.