

**Coulterville Elementary School
101 West Grant P.O. Box 396
Coulterville, IL 62237
Phone: 758-2881**

Homeroom Teachers

Teena Turner	Kindergarten
Judy Coke	First Grade
Becky Caraker	Second Grade
Pamela Dumond	Third Grade
Amy Malott	Fourth Grade

Administration

Lou Oberneufemann Principal/Superintendent

Mission Statement

The mission of Coulterville Public School is to empower all students with the necessary critical thinking skills to understand, evaluate and assimilate a broad range of knowledge. The school community will encourage the development of character, problem-solving, and self motivation to become independent life-long learners and allow our students to take their place as productive members of society.

Dear K-4 Parents,

This Elementary Handbook has been prepared for your convenience and information. We ask that you read each section and ask for your cooperation in carrying out the various policies and procedures stated. After reading through this handbook, please sign and return the Elementary Handbook Confirmation Slip included in the front pocket.

It is our pleasure to have your child or children in our classrooms and to work with you during this school year. One of our goals is to see that the parents and guardians of Coulterville Elementary students feel welcome at our school. Please come by and visit your child's classroom and meet his/her teacher(s) if you do not know them. Working together we can make this a very successful year for your child.

As the year progresses if you have questions or concerns we encourage you to talk to your child's teacher. This can be accomplished by calling the school and talking with the teacher, or making arrangements for a conference with the teacher. We will do everything possible to resolve any problems which may arise.

Again, we are pleased to have you as partners in this educational year. We invite your participation in the experience and challenge of your child's learning and growing. We sincerely hope that in working together we can provide the positive educational environment your child needs to become a successful learner.

Sincerely,

Teena Turner
Judy Coke
Becky Caraker
Pam Dumond
Amy Malott

General Information

Information Sheet

Your child is bringing home an information sheet which needs to be filled out completely and returned to the teacher as soon as possible. The information requested on this form is for the state register and the emergency sheets for the office. It is very important that your child's social security number be included on the form.

Supplies

A supply list for your child is included in this handbook. It is very important that students have these supplies right away. Also if you could check periodically throughout the school year with your child to make sure he/she has all his/her supplies, it would be helpful. Your child's teacher will try to inform you by note when your child is in need of additional supplies. Please make sure your child has extra supplies at home to complete homework.

Please label all supplies sent to school. Labeling each individual item (such as each crayon) helps to keep them from becoming lost.

Visitors Must Report To Office

Any parent coming to school to talk to their child, pick up their child, or talk to their child's teacher during the time school is in session should enter through the front double doors by the flag pole and **must report to the office first and pick up a visitor's badge.**

Please be understanding of this rule and report to the office each time you come to school. This is for your child's safety as well as the safety of all the other children.

Classroom Book Orders

Periodically throughout the school year your child will be bringing home book order forms from companies such as Troll, Scholastic, Carnival, Weekly Reader, Trumpet, etc. If you wish to order, please place the filled out order blank and money in an envelope or zip lock bag and send it with your child to school. If you write a check, **please make the check out to your child's teacher**, not the school or book club. The book clubs want all the money sent in one check and so each teacher writes a personal check to send with the order. The school does not issue the checks to be sent. It usually takes around 2 weeks from the date the book order is sent for these to get back to us.

Invitations

If your child is going to bring invitations to school to hand out for a party at home, he/she must either invite every child in the class or a girl may invite every girl in the class or a boy may invite every boy in the class. Otherwise the invitations cannot be distributed at school.

Dress Code

Elementary students may not wear halter tops, midriff tops, spaghetti straps, backless dresses, fish-net shirts, shirts with oversize sleeve holes, or see through clothing to school. Sleeveless shirts are permitted but students' shoulders and back must be covered. Also shirts which have pictures or messages pertaining to drugs, alcohol, tobacco, or which are sexual in content may not be worn. Skin must not be visible anywhere between tops and bottoms of students' clothing. Shirts must meet or extend over bottoms when a student stands with arms extended straight out on each side. Pants must be worn at the waist level. Shorts need to be an appropriate length—which can be measured by having the student stand with arms down at sides and the student's fingertips should be at the bottom of the shorts. Students who come not in accordance with the dress code will be provided a T-shirt to wear for the day or a parents will be called and asked to bring appropriate clothing in for the student.

Girls who wear dresses or skirts to school must have shorts underneath if they wish to play on the climbing playground equipment.

Personal Property

The school is not responsible for any loss or damage of personal property brought to school. Personal property such as coats, hats, and gloves should be clearly marked with the student's name.

Students are **not allowed** to bring unnecessary personal property to school. Toys, trading cards, and electronic games are examples. These items tend to be distracting to students during the school time, or at recess often cause problems. Items such as jewelry and pencil toppers also are distracting to students, so please check that your child leaves such things at home to enjoy there. Unless your child's teacher requests items be brought from home, **please do not allow your child to bring things to school.**

Snow Days

In the event of inclement weather, the cancellation of school will be announced over WHCO 1230 Radio Station and on TV on Channel 5, Channel 4, Channel 2, and Channel 12. Normally these notifications will take place by 6:15 a.m.

In the event that severe weather creates hazardous conditions that require the regular school day to be suspended after commencing, these same media stations will be notified of early dismissal. It is the parent's responsibility to monitor news reports via these stations when the weather conditions could make early dismissal a possibility.

Parent Teacher Organization

Coulterville PTO actively supports the school program through fundraising and sponsoring special events. **All parents are encouraged to attend.** For the past several years we have had a problem with declining membership and help in the organization. The first meeting will be in September. We hope more parents will come out to support and participate in the organization. **Notes will be sent at a later date with the meeting date, time, and place.**

Attendance

Regular attendance is essential to success in school. A student not only misses the instruction and work on the day of the absence, but also is not prepared for the next day because of having missed the previous day's instruction. The more days a student is absent during a school year, the harder it is for that child to succeed.

Absence and Tardiness

When your child is absent from school, it is the parent's responsibility to **phone the school before 9:00 a.m. to report that absent and the reason for the absence.** With the Voice Mail option of the new phone system, it is not necessary to wait until someone is in the office to call in an absence. Calls can be made at any time during the evening, night, or early morning. **Failure to phone the school will result in your child's absence being counted as unexcused.** Unexcused absences will be a factor in determining if students may participate in extra curricular activities. Please try to make arrangements to pick up your child's assignments daily while your child is absent. If your child is going to be **tardy**, please phone to report this or send a note stating the reason for the tardiness.

Please do not send your child to school if she/he has a fever. A child may not remain at school if found to be running a temperature. Students should be fever free for 24 hours before returning to school.

If you take your child out of school for a medical or dental appointment please send a note the day before or that morning. You must still report to the office to sign your child out when you come to pick him/her up.

Please try to make dental or doctor appointments at times that are outside the school day. If this is not possible, please consider an appointment that will take your child out of school for the least amount of time. Also returning your child to school after his/her appointment is finished is encouraged.

Students must be present all day on the day of a party, parade, or program in order to participate in that event. A student with a doctor or dentist appointment on that day, must be present at least part of the day to attend an event. A student must bring a note from the doctor or dentist before being allowed to attend the event.

School Hours and Dismissal Procedures

The regular school day for Grades K through 4 begins at 8:00 a.m. Grades 5 through High School will begin at 7:45 a.m. this year. The doors to the school will be unlocked at 7:30. Under no circumstances should any student be at school before 7:30 as there is no supervision before that time.

The regular school day dismisses at 2:38 p.m. **K-3 students are dismissed 5 minutes earlier (2:33)** to help reduce the congestion and to allow the younger children to get to their parents and on the bus before the older students are dismissed. There will no longer be any early dismissal days for Help Session on Wednesdays as in the past.

All children will be dismissed out the front doors onto the playground. You may pick your child up from the playground or you may find parking easier at the city park. Your child can cross with the cross walk guard over to the park for pick-up if that is more convenient for you. Please discuss with your child where he/she is to meet you for pick up after school. Waiting for your child outside of his/her classroom is not permitted.

This dismissal procedure has been implemented for the protection of all the children in our care. It makes it easier to supervise each child's pick up when everyone is dismissed to the same area. This may not be the most convenient way for you, but please work with us. This is for your child's protection as well as every other child's.

Please be prompt in picking up your child at the designated dismissal time.

Bus Notes

Students who do not normally ride the bus who are to ride home with a bus student or students who need to ride a different bus must have a signed note from the parent requesting this. The note must be give to the teacher first thing in the morning to be taken to the office for approval. The note will be returned to the child to give to the bus driver. The bus driver may deny any child not normally riding a bus, who does not have an approved note, the privilege of riding the bus.

The school will grant these requests unless doing so causes an overcrowding on the buses or unless the student causes a disruption on the bus.

Lunch Policy

Coulterville School has a closed campus policy. This means your child must remain at school for lunch. Your child has the choice of eating the hot school lunch or bringing lunch from home. Arrangements can be made in the office for a parent to pick up a child for lunch under special circumstances.

Lunch Prices

School lunch price will be \$1.25 for elementary children. This includes a carton of milk. **It works best if lunch money is brought for the entire week on Monday.** Please place lunch money in a sealed envelope and write your child's name and which days your child will be eating if they are not eating the entire week. Money can be brought for the entire month also. If your child brings his/her lunch and wishes to purchase milk to go with it, the cost is 25 cents. Please do not send milk money with lunch money. Milk money must be paid on a daily basis in the cafeteria when a child brings his/her lunch. The best thing to do is place milk money in your child's lunch box if he/she is going to buy milk for lunch.

Students who forget their lunch money will be allowed to charge lunch. However lunch charges should be paid by the end of the week.

Kindergarten Milk Break

Kindergarten is the only class to have a daily milk break. The cost of milk for milk break will be 25 cents per day. For Kindergarten's milk break it is best that milk money be sent on Monday for the entire week. It can also be paid for an entire month at the beginning of a month. Please do not include milk break money with lunch money. Please send each in a separate envelope.

Free Lunch Forms

A free lunch form will be sent home with at least one child from your family. If you think you may qualify for the free or reduced lunch program, fill out this form and return it to the school office. If you should not receive a form and wish one, please contact the school office or send a note with your child. **Please note** – If your child qualifies for free or reduced lunches, and chooses not to eat school lunch, but brings lunch from home, the cost of milk is not covered. **All** students wishing milk with a lunch brought from home must purchase it at a cost of 25cents.

Behavior Policy

Most inappropriate behaviors in the elementary are dealt with by the classroom teacher. In cases of more severe or recurring behaviors, students may be sent to the principal for disciplinary measures. Participation in extra curricular activities will be determined by student performance and behavior.

All elementary teachers use a form of Assertive Discipline for classroom management. There are variations from classroom to classroom determined by what is appropriate for each grade level. The following is an overview of the behavior policy for each grade. If you have questions or would like more information about a classroom's behavior management system, please contact your child's teacher.

Kindergarten and First Grade use a daily chart reporting system to the parents. If a student displays minor inappropriate behavior, the following daily behavior procedures are used. The first time, the student's name is placed on the chalkboard and the student does not receive a sticker or stamp on the behavior chart for that day. On additional inappropriate behaviors the student receives a check mark after his/her name with the following consequences: 1 check mark = student must sit 5 min. for Kindergarten, 10 minutes for 1st; 2 check marks = 10 min for Kindergarten, 20 minutes for 1st and; 3 check marks = 15 min. for Kindergarten, 30 minutes for 1st and a note home about the student's behavior. Any more than 3 checks in one day will result in the parent being phoned or informed by a letter home.

Second, Third and Fourth grades use a variation of this system. Since these students are older, different time increments are used.

Students automatically get a check mark in cases of spitting, biting, or striking another person even if it is the first inappropriate behavior displayed for the day. In the case of major behavior problems, other disciplinary measures could be used and the parent will be notified.

Special Note to K-1 Parents: Minor inappropriate behaviors include talking without permission, being out of your seat, playing with items and not paying attention, etc. So remember, parents, and try not to be too hard on your child if occasionally your child does not get his/her daily sticker or stamp on their chart—these are for minor incidents. Ask your child about it, and encourage her/him to be more responsible for her/his own behavior in class. But remember, everyone slips up now and then. If you notice your child frequently not getting his/her sticker or stamp on their chart for one month, you may want to discuss this with your child or talk with the classroom teacher.

Fighting

Fighting between students will not be tolerated. A student involved in a fight with another student will be sent to the office for the principal to deal with the discipline, which may result in up to 3 days of suspension.

Medication Policy

Daily Medications

If your child needs to take medication at school on a regular basis, or for episodic or emergency use, we must have on file a medication order **written by your physician**. This even applies to over-the-counter medications if given on a regular basis. A form is supplied within this handbook for this purpose.

Medications to be given regularly at school must be in the original container with both the child's name and the physician's name displayed on the container as well as the dosage amount.

Periodic Medications

Teachers are not allowed to dispense medication to students. However, they may supervise a self-administered dose taken by the child. If your child needs to take medication at school, it must be sent in a pre-measured single dose container, with an accompanying note signed by a parent stating the name of the medication, when the medication is to be taken, and dated for the day the medication is to be taken. The child will give the medication to the teacher to keep until the specified time. At that time the teacher will return the medication to the child and supervise the child taking the medication. A sheet of medication permission slips is supplied within this handbook for your convenience, but handwritten notes are also acceptable as long as all the above information is included. Parents are also welcome to come to school to administer medications to their child. Please report to the office first for a visitor's badge.

Examples:

If your child must take an antibiotic tablet after lunch, you could place one tablet in a zippered sandwich bag or small container with the permission note as explained above.

If your child is taking a liquid form of medication, you must pre-measure the medication, place in a small spill-proof container, and send it along with a permission note.

NOTE: Many pharmacies will give you a very small bottle for this purpose if you explain that you need it to send a single dose to school.

Guidelines for Field Trip Chaperones

The following is the guideline sheet that will be sent home prior to any elementary class going on a field trip. It sets forth the school's policy for chaperones. At the time of a field trip there will be a consent form attached to the bottom of the guideline sheet. All chaperones will be required to sign acknowledging they will be able to abide by these rules in order to serve as a classroom field trip chaperone.

1. Keep those students you are responsible for with you at all times. Do not allow students to run ahead or move to a new area without you accompanying them. Also, please monitor them wherever the group eats.
2. Monitor students as they use the rest rooms. Accompany students into the rest rooms whenever possible. Have students you cannot accompany use the buddy system, where there are always 2 or 3 students together in the rest rooms.
3. School policy does not allow younger brothers or sisters to go on a field trip.
4. No food or drink is allowed on the buses at any time. Please do not ask the bus driver to make exceptions.
5. State law prohibits smoking, use of tobacco products, or consumption of alcohol on school property and/or at any school related function. School field trips fall under school related functions. Therefore parents accompanying classes on field trips must abide by this law.
6. Please remember you are setting an example for the students in your charge. Please act accordingly. This includes using appropriate language.
7. Make the most of the field trip. Use all of the allotted time for the learning experience of the trip.
8. Abide by any other rules or requests given by the teacher or school district on the day of the trip.

Student Records

In compliance with the state and federal law, the District shall maintain two sets of student records. These shall be:

1. A permanent record which shall include:
basic identifying information, academic transcripts, attendance record, accident/health reports showing immunizations, information pertaining to release of this record.

Additionally, the permanent record may include:
honors/awards, activities/athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least sixty(60) years after the student has graduated, withdrawn, or transferred from the District

2. A temporary record, which may include:
family background, intelligence/aptitude scores, achievement test results, psychological report, honor/awards, athletics/activities, disciplinary information, teacher anecdotal records, special education files, information pertaining to release of this record, other relevant information not required to be in the permanent record.

Information in this record shall reference authorship and date. Temporary records shall be reviewed at least four (4) years, or upon a student's graduation or change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

The District shall maintain student's temporary record during the period of usefulness to the school and the student, but in no case longer than five (5) years after the student has transferred, graduated or permanently withdrawn from the District. However, the District may maintain indefinitely anonymous information for authorized research and planning.

The Building Principal shall be responsible for the maintenance, retention, or destruction of student's permanent or temporary records in accordance with the District's established procedure.

In the case of a handicapped student who graduates or permanently withdraws from the District, temporary records which may be continued assistance to the student may, after five (5) years, be transferred to the parents/guardians or to the student if the student has succeeded to the rights of the parents/guardians. The content of the transferred records may relate to the diagnosis and remediation of the student's handicapping condition. The District's appropriate student personnel services worker may give an explanation of the usefulness of the records to the parents/guardians or student.

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, Principal, or other appropriate official, written requests that identify the record(s) they wish to inspect. The District official will make arrangements for access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted, that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
2. The right to request the amendment of the student's education records that they believe is inaccurate or misleading. They should write the District official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified to the right of a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District in a administrative supervisory, academic, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the District has contracted (such as an attorney, auditor, or collection agent); or a person serving on the Board of Education.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities.

Upon request, the District discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning failures by the District to comply with the requirements of FERPA. The name and address for the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
Washington, D.C. 20202-4605

Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing, before October of the current school year, that he does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sport, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.