

Student Handbook

Cowden-Herrick Elementary School

2017-2018



Purpose	1
Mission Statement	1
Non Discrimination Statement	1
School Calendar and Newsletter	1
Book Rental and Fees	1
School Insurance	1
No Social Promotion	1
Student Enrollment from Non-Public Sources	1
Student Conduct	1-2
PBIS	2
General Rules of Conduct	2
Conduct During Lunch	3
Behavior Reward Program	4
Bullying Policy	4
Sexual Harassment	4
Closed Campus	4
Access to Building	4-5
Gym Rental	5
Student Records	5
Family Educational Rights and Privacy Act	5
Field Trips	5
Health Records	5-6
Vision Screening	6
Dental Examination	6
Prescription Medication	6
Use of the Telephone	6
Student Lockers	6
Emergency School Closings	6
Visitors to the School	6
Activities	6-7
Eligibility	7
Evening Activities	7
Playground Rules	7
Attendance	8
Tardiness	8
Truancy	8
Computer/Internet Agreement	8
Student Withdrawal from School	8
Fire Drill	8
Tornado Drill	8-9
School Bus Drill	9
Instructions to School Bus Riders	9
Student Pick-up after School	9
Title I	9-10
Student Testing and Assessment	10
School Improvement Plan	10
Asbestos Management Plan Availability	10
Parent Conferences	10
Lunch Policies	10
Grading Policies	10
Homework Policy	11
Request for Change of Attendance Center	11
Parent Portal	11
Students/Parents Grievances and Concerns	11
Chain of Command	11
Discipline Committee	11
Contacts	11
School Calendar	11

Cowden-Herrick Student Handbook

The Cowden-Herrick Community Unit School District 3A was established and is maintained for the purpose of providing all students residing within the Cowden-Herrick CUSD 3A the educational opportunities that they are entitled to and need. The policies established in district handbooks are intended to provide a safe and productive educational environment for all students. Parents are encouraged and welcome to visit school; we do ask that a prior appointment be made. This handbook does not constitute a contractual commitment to the students but only reflects the current acts and policies of the Cowden-Herrick School District.

Mission Statement

“We, the Cowden-Herrick school community consisting of parents, staff, and students, celebrate learning and the lifelong quest for knowledge. We value and nurture the talents and uniqueness of each individual. We are committed to creating a challenging educational experience that empowers all members to strive for excellence and to achieve their personal best as contributors to the future of the community, nation, and humanity.”

Non Discrimination Statement

To insure equal educational opportunities to students regardless of race, creed, national origin, color, age, sex, religion, or disability, no person will be discriminated against. Furthermore, no person in the employ of the Cowden-Herrick School District 3A will be discriminated against. Any complaints should be brought to the building Principal or the Superintendent.

School Calendar and Newsletter

A monthly calendar of the school year listing important dates and events is on the back of each month's lunch/breakfast menu.

Book Rental and Fees

The school provides necessary texts and workbooks used by the students on a rental basis. Textbooks are rented to the child for the year. A standard charge is set each year by the Board of Education. The textbook fee is \$40. The activity or classroom fee is \$50. (total \$90).

School Insurance

School insurance is available to all students. Information about this insurance, including cost, is available. It should be noted that all students who intend to participate in athletics must either purchase school insurance or provide written evidence that they are otherwise insured against

accident or injury.

No Social Promotion

For K-5 Students: A student fails if he or she has received an F grade in more than 50% of the graded subjects.

Student Enrollment From Non-Public Sources

1. Placement based upon:
 - a) Transcripts, if any exist, from previous schooling or educational institution.
 - b) Scores from standardized tests, if given to the student, either by a valid outside source or by Cowden-Herrick personnel.
 - c) Physical, emotional, mental, or social maturity of the student.
 - d) Teacher consultation
 - e) Scores on either teacher developed competency or proficiency test, if deemed necessary.
2. Appeal of placement may be made to the district Superintendent, and then the Board of Education.

Student Conduct

Students will not engage in behavior or activity that is disruptive to the educational process. Such behavior is prohibited.

If a student engages in such behavior or activities, he or she will be disciplined according to the school policy and that is through the loss of privileges or the use of demerits, detentions, suspensions (in-school and/or out-of-school), or expulsion from school, depending upon the severity of the misbehavior.

Parents and/or legal guardians may appeal disciplinary action by making a written request of the administration within three school days of the decision.

Please follow the sequence of a teacher, principal, superintendent, Board of Education when making an appeal.

During the appeal, the disciplinary action will be held until a final resolution of the appeal is reached.

In-school suspension is an approved (Board of Education) method of punishment.

Disciplinary action may include one or more of the following:

- a) **In-school detention** - usually during recess or

other non-academic times.

b) **Denial of privileges** - non-participation in or attendance at extracurricular activities or field trips, etc.

c) **In-School Alternative Placement (ISAP)** - removed from regular classes but remain in a separate location working on assignments which count toward grades. IEP students continue to receive services.

d) **Suspension** - exclusion from school for a period of not more than ten school days. School work will be completed and returned after suspension.

e) **Expulsion** - exclusion from school for longer than ten days and requires Board of Education action. Exclusion can be for a remainder of the school year or longer.

f) **Other actions** which may be deemed appropriate by the administration, teachers, or parents.

The following list is not all-inclusive but is indicative of some of the types of conduct which might lead to disciplinary action, including loss of privileges, detention, ISAP, out-of-school suspension, and/or expulsion.

1. Fighting and/or assaulting another individual.
2. Possession and/or use of tobacco products, alcoholic beverages, dangerous items/products, or illegal drugs.
3. Throwing snowballs, stones, or other potentially dangerous objects.
4. Possession and/or use of a weapon.
5. Possession and/or use of firecrackers or other explosive items.
6. Pulling a fire alarm without evidence of a fire.
7. Taking school property or another person's property without permission.
8. Defacing or damaging school property or property not belonging to them. Students will be held responsible for payment of such property.
9. Insubordination to a school staff member.
10. Cursing.
11. Truancy.
12. Disobedience of or disregard for other guidelines stated in this handbook.
13. Acts or threats of violence against a student or school employee will be handled in the most serious manner. This shall include endangering or threatening the safety of another person. The County Sheriff's Department may be notified.
14. No radios, CD, MP3 players, tape players, or electronic gaming devices at school unless specifically allowed.
15. Cell phones must be turned off and not used during school time unless specific permission is given by school personnel. (Must be kept in locker, book bag, or given to the classroom teacher - - - not on person).

PBIS (Positive Behavior Interventions and

Supports)

As a result of implementing PBIS at Cowden-Herrick Schools we plan to:

- ✓ Create a more positive culture in our school/family/community
- ✓ Make life in school better for all students
- ✓ Create consistency among adults
- ✓ Identify all students in need of support
- ✓ Use data to guide our decision-making
- ✓ Reduce ODRs
- ✓ Families are recognized as important members of the school community
- ✓ (Illinois PBIS Network)

Be Ready

Be Responsible

Be Respectful

PBIS Expectations for All School Settings:

Be Ready

- Be prepared for classes and other activities
- Have goals and a plan to achieve them

Be Responsible

- Do your own work
- Listen carefully
- Follow school dress code
- Follow directions and procedures

Be Respectful

- Be courteous
- Use appropriate language
- Practice good manners
- Talk quietly

General Rules of Conduct

1. You are expected to be courteous and respectful to others.
2. You are expected to accept guidance and direction from all teachers and other staff members.
3. You are not to run, shout, or otherwise create a disturbance within the school building.
4. You are expected at all times to exercise care for the safety and welfare of yourself and others.
5. No hats will be worn in the school building. A reasonable amount of time will be given to students to put their hats in their locker upon arrival.
6. Clothing with obscene writing, slogans, or gestures, as well as "sexy" or other "inappropriate" clothing will not be allowed.

Inappropriate includes:

- a) Clothing which advertises in any way alcohol, tobacco, violence, racial hatred, or denigration, explicit or implied sexual

connotations, or gang related attire.

b) Clothing that does not cover the person from top of the shoulders to the mid thigh (including normal movement). No halter tops, tube tops, mesh tops, or any clothing that show bare midriff during normal activities, and no see-through clothing.

c) Shorts with an inseam of less than 4 inches may not be worn to school.

d) Shirts should not have large arm openings.

e) No holes in jeans above the knee.

Appropriateness of clothing will be determined by school personnel. Parents should check with the teacher or principal if there are any questions as to appropriateness of the student's clothing.

7. Appropriate shoes must be worn.

8. Public displays of affection (PDA) any time at school will not be allowed.

Conduct During Lunch

1. Students should move quietly and quickly to the cafeteria and remain there until dismissed by the teacher on duty.
2. Talking is permitted in the cafeteria as long as it is not loud and good manners are other wise observed.
3. No food or drink is to be taken from the cafeteria unless it remains within the lunch box.

PBIS Expectations for the Cafeteria:

Be Ready

Look at the cooks and speak clearly

Be Responsible

Walking feet
Walk carefully with trays

Be Respectful

Quiet voices
Good table manners
Listen to lunch supervisors
Clean up your space
Eat your own food

PBIS Expectations for the Classroom:

Be Ready

On-task behavior
Bring all materials to class
Be ready for learning

Be Responsible

Use materials for the intended purpose
Stay in your personal space

Be Respectful

Listen to others when they are talking
Take care of the learning environment
Complete all assignments on time
Do quality work
Follow directions and classroom routines

PBIS Expectations for the Hallway:

Be Ready

Go directly to where you need to be

Be Responsible

Walk at all times
Walk on the right hand side of the hallway
Walk in a single file line

Be Respectful

Silent
Keep hands and objects to yourself

PBIS Expectations for the Restroom:

Be Ready

Use time wisely

Be Responsible

Wash your hands
Walk
Keep water in the sink

Be Respectful

Quiet voices
Mind your business
Keep the restroom clean

If students choose to break the rules, the following demerit-detention plan will be used. For minor behavior violations, the teacher will give demerits. These will be filed and accumulated for the quarter. The demerits start over at the beginning of each quarter.

Demerit System

- #1 Signed by parent and returned.
- #2 Signed by parent and returned.
- #3 Detention during the school day for 30 minutes.
- #4 Two detentions.
- #5 One day ISAP
- #6 Two days ISAP
- #7 One day ISAP

When a student has done something extreme enough to warrant an out-of-school suspension, the student will not be allowed to participate in any after school or extracurricular activity until the suspension is served.

The only exception would be if the out-of-school suspension is being appealed.

Automatic detentions will be assigned for the following:

1. Accumulations of three or more demerits.
2. Being late for detention room.
3. Failure to serve detention.
4. Dismissal from class by a teacher or substitute teacher.
5. Failure to follow detention room rules.

Detention room rules include:

1. Arrive on time.
2. Absolutely no talking or wasting time.
3. Bring materials to be completed.

Students who miss an ISAP without a doctor's note or prior permission from the principal will serve two days ISAP. Subsequent absences will receive three days out-of-school suspension. If, in the opinion of the administration, ISAPs are not effective in changing a student's behavior, out-of-school suspensions may be used.

Reward

A special activity or party may be held for students that have not had any demerits or suspensions during the quarter.

Cyber-Bullying & Bullying Policy

No person associated with the Cowden-Herrick Schools will be allowed to "bully" any other person in the school. Bullying is defined as any negative actions on the part of one or more students in which there is an imbalance in strength or influence between the bully and the victim, including:

- a) Physical contact (hitting, pushing, holding, kicking, etc.)
- b) Extortion or stealing
- c) Damaging personal property
- d) Verbal abuse (derogatory remarks, name calling, taunts, threats, etc.)
- e) Making faces or rude gestures
- f) Omitting peers from activities
- g) Perpetrating rumors

Students that have demonstrated this aggressive behavior, after said behavior pattern has been reviewed by a committee (principal and teachers), the students will be designated as a bully. Parents/guardians of students that have been designated as a bully will be notified of the designation and the reason for the designation.

A program to educate the parents and the bully will begin and is designed to stop the bullying activities. Soliciting help from the parents to change the bullying behavior will be one of the primary goals.

The program to help change behavior of the student may include counseling, special education referral, and disciplinary action.

Disciplinary action may include restriction of privileges, time-out, after school detentions, demerits, suspension, and expulsion.

All teachers and students will receive training in bullying prevention. Students will participate in an educational program to avoid bullying and how to handle the bully in an appropriate manner.

The teachers and principal should be contacted to report any bullying situations.

**Refer to Board Policy pg. 399 Policy #7:180.

**Administrators' may also be contacted via email to report a bullying incident. (District's webpage).

Sexual Harassment

Sexual harassment will not be tolerated at Cowden-Herrick Schools. Any incidence of sexual harassment should be reported to the building administrator.

Closed Campus

Students are not to leave the school premises at any time during the school day unless accompanied by a teacher, staff member, or parent/guardian. Exceptions will be made only with written permission from a parent/guardian and the approval of the school office. If parents need to pick up students during the school day, they should report to the office, explain the need to be excused, and sign the student out in the office.

Access to Building

All students arriving to school by 7:30 am will need to wait in the main hallway outside the office. Students should not be in any other location in the school without specific permission from a teacher or staff member.

All students, unless accompanied by a teacher, should vacate the hallways when the afternoon dismissal bell rings. Students who are waiting to be picked up must remain in the front hallway or outside the building.

Behavior expectations are the same as during school hours.

For our children's safety and the security of the building, anyone not a student or staff member of the school must report to the office and receive permission to go to any other part of the building.

Gym Rental

Rental of the gym (or other school facility) is handled

through each school's office. Rental is only made to people in the community over the age of 21. Fees for the facility and deposits need to be made prior to the rental. One responsible person will sign the contract and will assume responsibility for the group. Only tennis shoes are allowed on the gym floor. No school equipment will be used unless prearranged through the office. Use of the clock and scoreboard is not allowed. No tobacco, alcohol, or any controlled substance is allowed in the building. No eating or drinking in the gym. All doors and windows must be checked and locked and lights turned off before leaving. Check all toilets and sinks for running water. Please leave the facility as clean as you found it. The deposit could be held if there is damage or clean up needed.

Student Records

A complete cumulative record will be kept for each student. These records are confidential, and any discussion or report of such records will be given to authorized personnel only. Parents and students may see their personal records. However, it is recommended that a qualified person be present to explain the various information. School permanent records go with the students as they leave elementary school and enter high school.

The school maintains the following types of information on its students:

1. **Permanent Records**
 - a) Identifying information
 - b) Academic transcripts
 - c) Attendance records
 - d) Health and accident reports
 - e) Records of releases of permanent records
2. **Temporary Records**
 - a) Family and background information
 - b) Intelligence, aptitude, and achievement test scores
 - c) Psychological reports
 - d) Teacher anecdotal records
 - e) Disciplinary information
 - f) Special education reports
 - g) Record of release of temporary records

Personnel responsible for the keeping of student records are teachers, office personnel, and the principal. Student records will be kept in the school building of the student attending that school. Schedules for destruction of records shall be kept in the superintendent's office for public notification. Student and parent's rights regarding student records are listed in the Illinois School Code book.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act affords parents and students more than 18 years of age (eligible students) certain rights with respect to the

student's educational records. Anyone with questions about this act should inquire at the school office.

Field Trips

Students that have been suspended from school during the year will not be allowed to go on field trips unless accompanied by a parent/guardian. All school work will be completed before students are allowed to go on a field trip.

Fifth grade students who complete the DARE program will be allowed to attend the DARE picnic at the end of the year. Students that have been suspended from school must still be accompanied by a parent/guardian on the DARE picnic.

Parents will be given notice any time teachers plan to take children from school grounds.

Chaperones: We ask that our field trip chaperones do not bring younger siblings on school sponsored trips.

Health Records

Every student enrolled at Cowden-Herrick Schools must have a physical exam on file. The physical must be signed by a licensed physician, as stipulated by the Illinois School Code.

New students transferring from out of state must have a physical in Illinois.

Records will be maintained by the Shelby County Department of Public Health. All students participating in athletics must have a physical.

New physicals are required for Kindergarten, 6th grade students, and out-of-state students

All medical records must be complete by October 15th of each school year. This includes physicals and immunizations. Students will be excluded from attendance at school after October 15th if their medical records are not complete.

Students suspected of having any communicable disease, or living with persons thus affected, will not be permitted to remain in the public schools unless specifically authorized by the local Department of Public Health.

In all cases, school officials shall be governed by the orders of the local health department office.

Students will be checked for head lice from time to time, and any student found to have head lice will be sent home and not allowed to return to school until the child has been properly treated and all nits are removed from the hair. Two days will be excused for

each occurrence. Any absences following the two days, will require an excuse from the Health Department or family physician to be considered an excused absence.

Vision Screening

Vision screening is mandated in Illinois for the following children:

1. Preschool children age three and older in an educational program.
2. All Kindergarten, 2nd grade, 8th grade, and special education children.
3. Transfer students and teacher referrals.

The Shelby County Health Department conducts these examinations annually in the school.

All Kindergarten and out-of-state students must see an optometrist before entering school.

Dental Examinations

Proof of dental exams are required by law by May 15th of each year in the following grades:

1. Kindergarten
2. 2nd Grade
3. 6th Grade

Prescription Medication

Any time a student is required by a doctor to take medication during school hours, the office or the teacher must be notified. Students will not carry or keep any prescription medication without permission from the office or the teacher. Any prescription medication must be properly labeled, including student name and dosage, and be kept in the office. Parents must sign a form explaining what the medication is for and authorizing school personnel to administer. Students may carry non-prescription medication, such as aspirin, Tylenol, etc. in small doses and may not share any medication with other students. Asthma inhalers may be carried by the student. Further medical administration information may be obtained from the superintendent's office.

Use of the Telephone

The telephone is used for school business. If it is absolutely necessary for a student to make a phone call during school hours, he or she must have permission.

Student Lockers

Students will be assigned a school locker. Lockers are the property of Cowden-Herrick Schools. Lockers and their contents may be searched by appropriate school personnel.

Each student will use their locker to store books,

supplies; coat; etc. Each student is responsible for keeping their locker clean. Students may choose to have a lock on their locker.

Emergency School Closings

Anytime that it becomes necessary, due to weather or other emergency, to close the school, the superintendent will notify the radio station, which will then broadcast that information. If this occurs prior to school in the morning, the superintendent will inform the radio stations as early as possible of that decision. Please listen for this information.

In the event that bad weather or other emergencies cause school to be dismissed early that information will also be broadcast on the radio stations and TV stations. The superintendent will try to allow sufficient time for parents to make arrangements, but it is strongly recommended that all parents and students have plans made in advance as to what is to be done under such circumstances.

Radio Stations:

- a) Pana WXXO 100.9 FM
- b) Shelbyville WRAN 98.3 FM
- c) Effingham WXEJ 97.9 and WCRC 95.7

TV Stations:

- a) WAND
- b) WCIA

Also, parents will be notified through School Reach of any school closings or early dismissals.

Visitors to School

Parents are always welcome at school, but we would ask that if you wish to visit classes or meet with teachers, that you make arrangements to do so in advance and always check in with the office before proceeding to the classroom. Anyone entering the building must report to the office.

All outside doors will be locked at 8:00 am and unlocked at 3:00 pm.

Activities

A year-round interscholastic athletic program is provided for both boys and girls in the Cowden-Herrick Schools. All boys and girls in the 7th and 8th grades are invited to try out for the athletic squads.

Students participating in sports must have a current physical, proof of insurance, and must pay a \$30 athletic fee (per year) for the first sport and \$20 for the second sports with a \$50 cap for each student participation (per year) which covers all C-H sports and cheerleading. Additional athletic fees will need to be paid to Beecher City if they host your child's sport.

If a student is absent all day because of illness, they are not allowed to attend or participate in school activities that evening.

Half day attendance is required to participate in any evening activities unless pre-approved by the administration.

If students are absent on Friday, they will not participate in any scheduled Saturday events.

Eligibility

All students participating in athletic activities must be passing in all subjects to be eligible to play in the games. Eligibility is checked at the end of each week and is cumulative for the nine-week grading period. Students will be informed by noon on Friday if they are eligible. Eligibility runs from Monday through Sunday. If a student is ineligible for the week, then he or she may practice and attend games, but may not play in any games. Once the student regains eligibility, they may return to the activity. If a student is ineligible for three accumulative weeks, then the student is no longer able to participate and will be removed from the team.

Eligibility: If a student has more than 2 Ds, they are ineligible for the week.

Attempts are made to provide a variety of activities to appeal to different students' needs and interests. Some of the activities available to students:

Athletics

Jr. High Cross-country
Jr. High Track
Jr. High Boys Basketball
Jr. High Girls Basketball
Jr. High Volleyball
Elementary Basketball
Jr. High Cheerleading
Elementary Cheerleading
Jr. High Boys Baseball
Jr. High Girls Softball

Evening Activities

Cowden-Herrick students are encouraged to participate in and attend evening activities such as athletic events, concerts, etc. While these events are open to the public, they are sponsored by and under the jurisdiction of the Cowden-Herrick School. Therefore, behavior that is considered inappropriate or disruptive to the activity being held may result in a student or students being dismissed from the school premises without the return of admission. In addition, students may also be subject to regular school disciplinary procedures.

Students are expected to behave appropriately at away

activities as well. Students may be disciplined for inappropriate behavior at away activities. Always remember that our students and their behavior are a reflection on the Cowden-Herrick School.

PBIS Extra-Curricular Expectations:

Be Ready

Display a positive attitude

Be Responsible

Follow school rules
Leave no trace

Be Respectful

Participate in a positive manner
Encourage others

Playground Rules

1. One person per swing. No jumping out of swing. Do not wrap chains around the bar. Do not twist the swings. No standing on the swing seats. These rules apply before, during, and after school.
2. Please walk up the steps of the slide only. Slide down one at a time. Do not slide down the poles or jump from the top. Do not stand or lay at the bottom of the slide.
3. No fighting or profanity.
4. No throwing sand, snowballs, rocks or anything that may injure someone else or yourself.
5. No balls should be thrown against the building.
6. No sleds, scooters, skateboards, roller-blades, or Heelys are to be brought to school.
7. No tackle football.
8. No one is to be outside the fence without permission.
9. No climbing trees or bushes.
10. Do not disrupt classes inside the building.
11. Students are to stay in designated areas.
12. No climbing of basketball goal posts or hanging on the net or rim.

PBIS Expectations for Recess:

Be Ready

Line up when the signal is given
Dress appropriately for the weather

Be Responsible

Use equipment for intended purpose
Stay within the playground boundaries
Listen to the playground supervisor

Be Respectful

Take turns and share equipment
Use polite language
Be fair
Invite others to play
Play by the rules
Follow directions

Attendance

Please notify the school office if your child is going to be absent from school.

Illness: Students with a temperature over 99.6 degrees or above will be sent home. They need to be fever free for 24 hours, without meds, before returning to school.

Irregularity in school attendance is a serious handicap to the academic progress of the student. After being absent from school, students must bring a note from parents stating the reason for the absence. If parents do not notify the school, the school will call home.

Excused absences allow the student to make up their work, but unexcused absences do not. The make-up work must be done in the same length of time as the student was absent.

Any student who misses more than four (4) days of school per semester may be required to have a doctor's excuse for any further absences to be excused.

Excused

Doctor and dentist appointments
Illness of student
Death in the family
Religious holiday

Unexcused

Shopping
Grooming appointment
Needed at home
Personal reasons
Family plans not prearranged at least one day in advance of the proposed absence with the principal or the school office.

Tardiness

Students who are tardy to class are to report to the teacher why they are late. A detention will be given for every third tardy. Chronic tardiness will be referred to the principal.

Truancy

Students who have 9 or more unexcused absences in the past 180 days of school are considered chronic truants. Resources will be provided for chronic truants. Services which may be provided to the chronic truant include, but are not limited to:

- a) Parent/teacher conferences
- b) Counseling services by social workers
- c) Counseling services by psychologists
- d) Psychological testing

- e) Alternative educational programs
- f) Alternative school placement

Actions to be taken with the truant students are further described in the Board of Education Policy Manual. Outside resources such as local and county social agencies, police departments, and the truant officer from the Educational Service Region may be utilized in trying to correct student truancy.

Computer/Internet Agreement

Each student will have the opportunity to use computers at school. The Internet is a network of connected computers. Students can use the computers for many good uses such as researching information that can be useful in the classroom. There are also concerns about the safety and appropriateness of the Internet. Students will only be allowed to use computers as the teachers have instructed and for no other purpose. Students that violate this procedure will have their computer use restricted or removed and may be disciplined for these violations.

A permission form will be signed and kept in the office before a student uses the computer.

School's Facebook Page: Parents will need to sign an agreement to allow pictures and comments about classroom activities to be posted on the school's page.

Student Withdrawal from School

Before a student withdraws from school, his intention of withdrawing should be reported to the Principal's office and teachers a few days in advance. The student should pick up a "Student in Good Standing" form from the office, which will be returned to the office when it has been completed.

Fire Drill

When the alarm sounds you should:

1. Know the exit assigned to the room in which you are located.
2. Move quickly and quietly out of the building and approximately 100 feet from the building.
3. Always assume that a fire alarm is the real thing.
4. Wait outside until you are instructed to return to the building, and then do not loiter outside.
5. Notices explaining procedures and instructions will be located in various locations throughout the building.
6. Special drill activities will be planned to assure safe and proper exit from the building area.
7. False fire alarms constitute sufficient disruption of the educational process to merit immediate suspension from school.

Tornado Drill

Three short blasts of the fire alarm will signal a tornado warning. When the alarm sounds you should:

1. Proceed to the appropriate area assigned to the room in which they are located.
2. Doors and windows are to be open on the east and north sides of the building, and on the south and west sides.
3. Never remain in the gym.
4. Special drill activities will be planned to assure orderly movement and placement of students in the safest available building area.

School Bus Drill

Special drill activities will be planned to assure that students are acquainted with proper evacuation procedures.

Instructions to School Bus Riders

It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the following regulations governing school bus riders.

1. Be on time at the designated school bus stop.
2. Stay off the road at all times while waiting on the bus.
3. Do not move toward the bus until the bus has been completely stopped.
4. Do not leave your seat while the bus is in motion.
5. Be alert to a danger signal from the bus driver. Remain on the bus in the event of a road emergency until instructions are given by the driver.
6. Keep hands and head inside the bus at all times.
7. Do not throw anything out of the bus windows.
8. Remember that loud talking and laughing or unnecessary confusion diverts the driver's attention and could result in a serious accident.
9. Be absolutely quiet when approaching a railroad crossing stop.
10. Assist in keeping the bus safe and sanitary at all times.
11. No eating is allowed on the bus.
12. Keep books, packages, coats, and other objects out of the aisles.
13. Be courteous to fellow pupils and the bus driver.
14. Help look after the safety and comfort of smaller children.
15. Do not ask the bus driver to stop at places other than the regular bus stop. He or she is not permitted to do this except by proper authorization from the school district.
16. Observe safety precautions when exiting the bus.
17. When it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway where traffic may be observed in both directions. Then wait for a signal from the bus driver permitting you to cross.
18. Respect the wishes of the chaperone appointed by the school.
19. These rules apply to any bus trip.
20. Students wanting to ride a school bus other than

their regular route bus, should bring a note from home. This note should be given to the office for approval and then presented to the bus driver.

Violations of the instructions, reported to the building principal by the bus driver, will result in disciplinary action.

- a) a student conference
- b) parent conference
- c) temporary bus suspension

Shuttle Bus

No students will be allowed to ride the shuttle bus, other than regular shuttle students living in the Cowden attendance area and students riding to a school practice. Any other students wanting to ride the shuttle bus must bring a note from home to the office, stating the reason for the request and have this note approved through the office before riding the bus.

PBIS Expectations for the Bus:

Be Ready

Be at the bus on time

Be Responsible

Sitting facing forward
Stay in your seat
Keep aisle clear
Follow safety rules

Be Respectful

Use quiet voice
Keep hands and feet to yourself
Listen to the bus driver
Use kind words

Student Pick-Up After School

Herrick

Please do not park in the bus pick-up zone. At Herrick, buses pick up in the front of the building. We ask that parents do not park on the street south of the school so that buses have room to turn onto the street.

Parent Pick-Up is located behind the elementary school. Please remain in line to pick up your child from the on-duty teacher.

Title I

Under the Federal Elementary and Secondary Education Act, the District 3A schools conduct a project to meet the needs of students who are not achieving up to their expected grade level. Title I teachers are employed at each attendance center to work with students on an individual basis in the area

of remedial reading and/or remedial math. Parents who desire more information or wish to be involved in Title I planning, operation, and evaluation should contact either the principal or the Title I teacher.

Title I activities will be announced via the school calendar, notes sent home with students, or phone contacts.

Title I Complaint Resolution Procedure - Cowden-Herrick School District 3A will, within 30 days, investigate and resolve a complaint that Title I policy has been violated unless an extension of time is agreed upon. All parties will have the opportunity to question each other and present evidence. All parties to have a complaint about Title I will follow Title I grievance procedures.

Student Testing and Assessment

PARCC
Title I
STARR

School Improvement Plan

Illinois law requires each school building to have a School Improvement Plan to better meet the needs of the students. This plan is on file in the District 3A superintendent's office and may be viewed upon request. Parents are encouraged to participate in the school improvement planning process.

Asbestos Management Plan Availability

Asbestos containing building materials (ACBM) are Cowden-Herrick School District 3A.

In accordance with the Federal Asbestos Hazard Emergency Response Act (AHERA), an accredited inspector and management planner have completed a review of the locations, quantities, and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers.

Copies of the asbestos management plan for all schools in Cowden-Herrick School District 3A, which includes the inspection report, are located in the main office of each school.

The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form, "Request for Inspection of Management Plan", will be provided upon request.

Should a request be made for a copy of the report or parts of the report, Cowden-Herrick School District 3A will charge \$0.25 per page to make copies of the plan.

If you have further questions, please contact the Cowden-Herrick Administration office at (217)783-2126.

Parent Conferences

Cooperation between teachers and parents play an important role in students' success and well-being at school. For that reason parents should feel free to contact any teacher at any time and arrange a conference to discuss student progress. In addition, teachers will set aside a special time during the school year in which they will be available for parents to visit them.

Lunch Policies

Hot lunches are provided for all students who wish to purchase them.

Students may have five lunch charges and these must be paid before any more charges are allowed.

Students are welcome to bring their own lunches from home but are asked to inform their home-room teachers each morning if they are not eating a school lunch so that the cooks may properly plan the amount of food to be prepared.

Students are not to leave the school for lunch unless arrangements are made by parents or guardians prior to leaving the school.

Free or reduced lunch applications may be picked up in the office.
present at

Breakfast is also available each morning, but must be paid for on a daily basis.

Breakfast: \$1.50
Lunch: \$3.00

Grading Policies

Report cards are distributed four times a year. Report cards will be sent home with students.

Progress reports will be sent at the midterm of each quarter.

Report cards and progress reports need to be signed by parents and returned to school.

The grading scale:

A	90 - 100%
B	80 - 89%
C	70 - 79%
D	60 - 69%
F	59 - 0%
I	Incomplete (make-up work)

Homework Policy

Students must do the assigned homework if they are to be successful in the classroom.

Students who come to class without completed homework will be required to complete homework prior to the start of class the next day. One (1) letter grade will be deducted for lateness.

Students who do not complete the homework prior to the following day will be required to spend detention with the teacher who assigned the homework. One school day must be given to allow the parent to arrange transportation. Should the student complete the homework prior to the detention, two letter grades will be deducted for the lateness.

Any student who fails to serve the detention and to complete the homework is guilty of insubordination and will possibly be suspended.

Cheating will not be tolerated. Any student (s) caught cheating will receive a zero on the test/assignment. Parents will be notified by the classroom teacher of the incident.

Request for Change of Attendance Center

If a parent/guardian wishes to request that their child attend the school outside of their attendance center, a request form must be submitted to the superintendent's office prior to the August Board of Education meeting so the Board can act on the request prior to the beginning of the school year. Each request is handled on a case by case basis, and the decision of the Board is final. If a request for a change of attendance centers is granted, then the student will attend that school until such time as the Board rules on a request to transfer your child back to the regular attendance center. If the Board grants the request, the parents/guardians will provide transportation to the other school, not the district.

Parent Portal

Parents of students at Cowden-Herrick Schools have the ability to monitor the grades, attendance, lunch account information, and discipline via the internet through the use of the **SISK12 Parent Portal System**. Parents are encouraged to monitor this activity and contact faculty or other school personnel as the need arises. To use the parent portal system, parents will need a valid email address and access to the internet. Parents can use the internet in the public library.

Students/Parents Grievances and Concerns

Cowden-Herrick CUSD 3A recognizes that during the course of a school year many questions or concerns arise regarding the educational program. Therefore,

the following procedure for achieving solutions to these questions or concerns shall be followed:

1. Questions or concerns must first be addressed to the individual teacher. A conference may be set up during the teacher's preparation period by calling the school office.
2. Should a teacher conference be unsuccessful in solving the concern, the matter should be directed to the building principal.
3. Should a principal conference be unsuccessful in solving the concern, the matter should be directed to the superintendent.
4. Should a superintendent conference be unsuccessful in solving the concern, the matter should be submitted in writing to the superintendent's office at least 10 days prior to a regularly scheduled Board of Education meeting, in order to be placed on the agenda for their consideration and final solution.

All Board business concerning personnel shall be conducted in executive session and not open to the public, as prescribed by the Illinois School Code.

Chain of Command: Everyone involved in the Cowden-Herrick School System is dedicated to the success of our students. There may be times when parents question actions taken by a teacher or administrator; when such questions arise it is the duty of the parent to make the school aware of their concern. Parents should first contact the teacher to arrange a conference time when the concerns can be properly discussed. If, after speaking to the teacher, the parent feels that the issue needs to be further pursued the parent should contact the building principal. If the matter is not resolved to the satisfaction of the parent they may choose to make an appointment with the superintendent. Finally, if the parent wishes to continue they must present their concerns in writing to the superintendent at least five days prior to the scheduled board meeting in order to be heard at the next scheduled meeting.

Discipline Committee

A Discipline Committee, made up of administrators, teachers, and parents will meet periodically to discuss discipline policies and the student handbook. This committee will recommend changes to the superintendent and the Board of Education. Anyone interested in serving on this committee should contact the building principal or superintendent.

Contacts

Mr. Darrell Gordon
Superintendent
(217) 783-2126

Ms. Tina Oldham
Cowden-Herrick Elementary School Principal
(618)428-5223