

# WASHINGTON ELEMENTARY SCHOOL

## STUDENT HANDBOOK 2024-2025

Jason Stark

Principal

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### GENERAL SCHOOL INFORMATION

#### TELEPHONE DIRECTORY

Main Office...544-2233

WES Fax...544-5502

Transportation...544-8715

Unit #2 Office...544-7511

Nurses Office...544-8298

Special Services....544-5837

Main Office Hours:

7:30 – 3:30

District Web Page:

[www.robinsonschools.com](http://www.robinsonschools.com)

Address:

507 West Condit Street  
Robinson, IL 62454

**A document of this nature cannot cover every set of circumstances that may be encountered in the diverse and complex social setting of public schools. Therefore, administrators charged with the responsibility of creating and maintaining a physically safe and educationally appropriate learning environment may find it necessary to use options and procedures not specifically addressed in this handbook.**

## STUDENT HANDBOOK

### ACCOMODATING INDIVIDUALS WITH DISABILITIES

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

## **ANIMALS ON SCHOOL PROPERTY**

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

## **ATTENDANCE**

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Illinois law requires that whoever has custody or control of any child between six and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

### **STUDENT ABSENCES**

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday or event, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical safety or health or safety, attending a military honors funeral to sound TAPS, or other reason as approved by the building principal.

Additionally, 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. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the building principal. The school may require documentation explaining the reason for a student's absence.

**In the event of any absence, the student's parent or guardian is required to call the school at 618-544-2233 before 8:10 a.m. to explain the reason for the absence. If a call has not been made to the school by 9:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school.** If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

## **TARDINESS**

Habitual lateness cannot and will not be tolerated. Not only does it reflect a lack of responsibility, but also a late entrance detracts from class time, thus interfering with the right of other pupils. If a student is continually tardy, a meeting between parents/guardians and the administration will be held to address the issue.

**Upon arrival to school, tardy students must be accompanied by a parent/guardian to the office and be signed in.**

## **TRUANCY**

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 more than 1 to 9 days of the prior 180 regular school days without a recognized excuse are truant. Students who miss 10 days or more of the prior 180 regular school days without a recognized excuse are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

## **BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration.

The school office will issue special bus passes when satisfactory notification is given that a student's regular bus trip needs to be altered. **THOSE SHOULD BE DATED, CHILD'S NAME INCLUDED, AND DESTINATION ADDRESS LISTED (Ex. Mary Smith should ride the bus to Grace Smith's house at 130999 E. Mulberry St. today, Sept. 2, 2024.)** Parents should then sign the note. Any transportation changes should be made through the office before 2:00PM.

**Bus passes are necessary for the following situations:**

- 1. Bus students need to ride a bus other than their assigned bus.**
- 2. Bus students on their regular bus needing to be discharged at a stop other than their own.**

**IF A REGULAR BUS STUDENT WILL NOT BE RIDING THE BUS, NOTIFY THE SCHOOL IN WRITING, OTHERWISE THEY WILL BE SENT ON THE BUS.**

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the transportation director.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

**For questions regarding school transportation issues, contact: 544-8715.**

## **COMMUNICABLE DISEASES**

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student's doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

## **CONFERENCES**

Conferences with teachers or the principal may be arranged at any time during the year. Please establish a mutually agreeable time with your child's teacher prior to your arrival.

## **DROP OFFS & PICK-UPS**

All students arriving by car in the morning must be unloaded in the circle drive. Parking of cars in the circle drive area is not permitted from 7:45-8:10 AM. Do not pass any stopped cars while in the circle drive.

Students may not be picked up in cars in the circle drive or staff parking lot in the afternoon. All parking and student loading must be on Condit Street or North Prairie Street. Pick-up for midday and after school will line up along Prairie Street.

Driving through or parking cars in the school parking lot will not be permitted in the morning for the purpose of dropping off students. Parking will be permitted in the lot after school only if picking up a student. Please do not block any fire lanes or crosswalks. This is due to precautions needed to insure the safety of our students. Please do not double park.

## **EDUCATION OF CHILDREN WITH DISABILITIES**

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.

## **Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or qualified professional retained by or on behalf of a parent or child. For further information, please contact the special education director.

## **EMERGENCY INFORMATION**

The school requires names and telephone numbers of relatives or friends of the family who, in case of emergency, could be contacted if parents cannot be reached. Please try to list someone who is near the school. Let emergency people know they have been listed for this purpose.

## **ENGLISH LANGUAGE LEARNERS**

The school offers opportunities for English 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.

Parents/Guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school’s English Learners program, contact the building principal at your child’s school.

**EQUAL OPPORTUNITY & SEX EQUITY**

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact:

Jason Stark, Principal	Jamie Rains, Special Serv. Dir.
507 West Condit St.	507 West Condit
Robinson, IL 62454	Robinson, IL 62454
618-544-2233	618-544-5837

**FIELD TRIPS**

Periodically, teachers may arrange a field trip away from school to enrich classroom activities. If such a trip is arranged, parents will be notified. Information slips will be sent home via teacher newsletter or on a separate slip. These slips will notify parents of the trip’s destination, date and time of the trip. Any student who goes on a field trip must have the school consent form letter signed. This letter is online at registration. Additional consent may be required for trips outside city limits and parents will be notified of these situations. Restriction of student participation will be based upon behavioral guidelines rather than academic achievement. If there are parent objections to a field trip, please notify the teacher in writing prior to the field trip day. Students not attending a field trip will be given an alternative assignment.

**FINES, FEES, AND CHARGES; WAIVER OF STUDENT FEES**

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees

or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration where one or more of the following factors are present:

- An illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Seasonal employment;
- Emergency situations; or
- When one or more of the parents/guardians are involved in a work stoppage.

The building principal will notify the parent/guardian promptly as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Pursuant to the Hunger-Free Students' Bill of Rights Act, the school is required to provide a federally reimbursable meal or snack to a student who requests one, regardless of whether the student has the ability to pay for the meal or snack or owes money for earlier meals or snacks. Students may not be provided with an alternative meal or snack and the school is prohibited from publicly identifying or stigmatizing a student who cannot pay for or owes money for a meal or snack.

## **GENERAL BUILDING CONDUCT**

Students shall not arrive at school before 7:45 a.m. with classes beginning at 8:10 a.m. Students are dismissed at 2:35 p.m. each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Hats and bandanas shall not be worn in the building. Any hat brought to school shall be removed before entering unless we have a designated day.
- Students shall not run, talk loudly or yell in the hallways nor shall they push, shove or hit others.
- Students shall not write on walls, desks or deface or destroy school property.
- Chewing of gum is not permitted in the school building.
- Skateboards and wheeled shoes are not permitted at school.
- Water guns, play guns, and/or real guns are not permitted at school.

- No radios, mp3 players, CD players, tablet computers, Smart phones or cell phones, handheld video games, or cameras are permitted without permission from the principal.
- Toys/Games are permitted according to teacher rules. It is recommended that no toys or games ever be brought to school that could be broken, damaged, lost or taken by someone else. The school will not be responsible for damage or loss.
- For safety purposes, cell phones will be allowed at school. However, phones must be turned off during the school day and be used only in case of emergencies. Student use of cell phones on extracurricular or field trips is prohibited. If this privilege is abused, cell phones may be confiscated from the student and returned to the parent or guardian.
- Unacceptable items or items students are being irresponsible with will be held until the end of the day in the office. The student will then be responsible for taking that item home and leaving it at home. If the item is considered dangerous in nature, parents will need to pick up the item in question.

## **GRADING & PROMOTION**

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. Grade cards will be distributed at the first Parent-Teacher Conference of the year, January, March and the last day of attendance. The envelope that the card is sent in should be signed by the parent/guardian and returned to school as quickly as possible. Grade cards may be kept each quarter. Teachers will notify parents prior to report card time if student's grades are in need of improvement.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

## **GUIDANCE & COUNSELING**

The CUSD #2 school counseling program is a comprehensive program that works to provide the best possible support for students. It is proactive, part of the school culture and involves the student, parents, and teachers, either individually or in groups. It is developmental, in that it addresses a student and parent's unique needs during his or her particular year in school.

### **Counselor Services**

All students are assigned counselors at their respective building and grade level. The counselors are the student's advocate in the school and collaborate with students, families and teachers to ensure that each student has an enriching school experience. Counselors meet with students to discuss:

- Short-term counseling



- Social and Behavioral concerns
- Community referrals
- Career resources & information
- Chronic attendance concerns
- Problem solving issues
- Overall academic progress
- Academic planning
- Group counseling referrals
- College information

## **GUIDELINES FOR STUDENT & COMMUNITY DISTRIBUTION of NON-SCHOOL PUBLICATIONS & PROMOTIONS**

All students, private entities, and non-private entities (including not-for-profits & community groups) must receive permission from the superintendent to distribute or display non-school related/assigned publications, promotions, or events. Please contact the Central Office at 618-544-7511 for further information or to attain permission.

## **HEALTH AND FIRST AID**

### **NURSE**

There is a school nurse designated for each building in the district, but all nurses are on call for every building as the need arises. The nurse's office phone number is 544-8298.

The school nurse is responsible for keeping records on students' school physical examinations, immunizations, eye examinations, dental examinations, and hearing and vision screenings. She will check to see that all students have their physical examinations and that their immunization records are up to date according to state requirements.

All minor accidents or health problems are taken care of by office personnel.

### **INJURY/ILLNESS**

If a student is injured or becomes ill at school, that student should report to the supervising teacher in order to be referred to the school nurse or office personnel. Parental notification concerning illnesses or injury will be determined by the nurse or office personnel.

### **STUDENT MEDICATIONS**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "Student Medical Authorization Form."

No school or district employee is allowed to 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 is allowed to 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 procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student's discretion, provided the student's parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and 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 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 a student's self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

If it is necessary for a student to bring medication to school, the following guidelines should be followed:

### **Over-the-Counter Medication**

Pain medication, cough syrups, or non-prescription medications to be taken at school shall be brought to the office with a note from the parent/guardian requesting its use, directions for usage, and who is to take the medications, with supplies not to exceed what is to be taken in three days. Medicines must be sent in small, unbreakable containers, clearly labeled with the student's name. Without instructions to the contrary, unused medicines will be thrown away. Only the nurse or office personnel may dispense medications.

### **Prescription Drugs**

Written orders are to be provided to the school from a physician detailing the name of the drug, dosage and the time interval in which the medication is to be taken. These orders are to be renewed periodically as deemed necessary by the school district.

A written request from the parent/guardian of the pupil to the school district, together with a letter from the physician indicating the necessity for the medication during the day, the type of diseases or illness involved the benefits of the medication, the side effects and an emergency number where they can be reached. Both letters shall be placed in the pupil's temporary file.

Medication must be brought to the school in a container appropriately labeled by the pharmacy or physician. The initial dose of the medication at school must be administered by the school nurse. If subsequent medication must, by necessity, be administered by a professional other than the school nurse, the nurse should provide the necessary information for the administration of the medication, including the detailing of any possible side effects.

The school nurse shall prepare a written statement to the building administrator as to the side effects of the drug, if any, and a copy thereof shall be placed in the pupil's temporary file.

The school district retains the discretion to reject requests for administration of medications.

The use or possession of medical marijuana by students while at school is prohibited.

### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.
- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

### **HEAD LICE**

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or a nurse from the health department and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

### **HOMEWORK**

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

## **HOME AND HOSPITAL INSTRUCTION**

A student who is absent or whose physician, physician assistant, or advance practice registered nurse anticipates his or her absence from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

*For information on home or hospital instruction, contact the building principal at 544-2233.*

## **HOMELESS CHILD'S RIGHT TO EDUCATION**

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

- (1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
- (2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

For additional school and local services, please feel free to contact the building principal.

## **IMMUNIZATION, HEALTH, EYE & DENTAL EXAMINATIONS**

### **Required Health Examinations and Immunizations**

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering Pre-Kindergarten (Get Set) and ECE classes;
2. Entering Kindergarten or the first grade;
3. Entering the sixth and ninth grades; and
4. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons

causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### Eye Examination

All students entering Kindergarten or the school for the first time must present proof before October 15 of the current school year of an eye examination performed within one year prior to entry of Kindergarten or the school. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### Dental Examination

**All children entering Kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.**

### Exemptions

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.
5. Eye examination and dental examination requirement waiver forms are available in each school's office.

## **INVITATIONS & GIFTS**

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed to students homes. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

## **INSURANCE**

School insurance is available for purchase to all students. An informational packet/letter is available in the school office.

## **LIBRARY BOOK POLICY**

Children are responsible for books that are checked out of the library. The child should inform the librarian if a book is damaged or lost while checked out in the student's name. The librarian will decide if replacement is necessary due to damage or loss. If replacement is necessary, parents will be notified of the price for the library reimbursement. Books that are lost will require payment.

## **MAKE-UP WORK**

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

## **MANDATED REPORTERS**

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

## **PARENTS**

Parents are our student's most positive influence. Parent's support, guidance, encouragement and cooperation are essential. Parents are encouraged to visit school from time to time, conference with their child's teacher(s), discuss the positives of their student's school life. The need to work together is imperative. Parent-Teacher Organizations are vital parts of enhancing this unity.

**Students should not arrive before 7:45, nor should they be habitually tardy. The school doors will not open until 7:45 AM.**

Parents are asked to give their child the responsibility of walking into the school unassisted. **ALL PARENTS/GUARDIANS PICKING CHILDREN UP AFTER SCHOOL SHOULD MEET THEM IN THE GYM. THE HALL MUST BE KEPT CLEAR TO ALLOW FOR THE SAFETY OF THE STUDENTS GOING ON BUSES.**

## **PARKING**

The school has multiple locations available for school visitor parking. Visitor parking is available in the east parking lot, in the parking lot along Condit and Robb St., along Prairie Street and also along Condit Street. Handicap parking is available in the east parking lot.

*Those dropping off may do so along the north and side of the building during the following hours: 7:45 AM to 8:10 AM*

*There will be no walk-ups to pick-up a child after school unless they are designated as a walker.*

Vehicles MAY NOT be parked in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

## **PARTIES**

Special classroom events and birthday parties are at the discretion of the classroom teacher. **If bringing in treats, due to health concerns and scheduling, parents/guardians may only bring store bought items sealed in a package.** All treats and snacks may not require refrigeration and must have a clearly printed list of ingredients on the packaging. It has been suggested that instead of treats, a gift for the classroom, such as games to play during inside recess, markers, crayons, etc., is a more appropriate way to honor a child's birthday. Please contact the teacher to make arrangements for any type of party. If school is cancelled on any day a party is to take place, the party will be cancelled.

## **P.E., RECESS & PLAYGROUND RULES**

All Washington Elementary School students will have PE/recess periods during the day. All students will be expected to go outside during the playtime unless the weather is inclement, the student has a medical excuse, or a disciplinary action is in effect. If a student has a medical excuse for staying inside, parents should send a note to the nurse for each day the child is to stay in from play. There must be a medical reason. **THREE OR MORE days of staying inside will require a doctor's excuse.** Students are required to wear appropriate footwear. (I.e. No flip flops, sandals or hard soled shoes.)

If the weather is severe, students will remain in their classrooms. There could be days when the temperature would not preclude students from brief, outdoor activities. Please be sure your child is dressed appropriately for the weather. (Hats, gloves and coats that your child can manage for cold weather. Boots when necessary. Umbrellas will not be permitted on the playground.)

## **P.E. EXEMPTIONS**

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

Students with an Individualized Education Program may also be excused from physical education courses for 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 (a) they have an IEP, (b) are 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.

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 Practices Act, prevents their participation in the physical education course.

State law prohibits the Robinson CUSD #2 from honoring parental excuses based upon a student’s participation in athletic training, activities, or competitions conducted outside the auspices of Robinson CUSD #2.

Students who have been excused from physical education shall return to the course as soon as practical. The following considerations will be used to determine when a student shall return to a physical education course:

- 1. The time of year when the student’s participation ceases; and
- 2. The student’s class schedule.

**PESTICIDE APPLICATION NOTICE**

The district maintains a registry of parents and guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact:

*Mrs. Allison Reinhol  
Robinson C.U.S.D #2  
P.O. Box 190  
Robinson, IL 62454*

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

**PREVENTING BULLYING, INTIMIDATION, (Sexual) HARRASSMENT & SUICIDE AWARENESS**

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 and providing all students equal access to a safe, non-hostile learning environment are important district and school goals.



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

(1) During any school-sponsored education program or activity. (2) While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities. (3) Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment. (4) Through the transmission of information from a computer that is accessed at a non-school-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

*Bullying* includes cyber-bullying (bullying through the use of technology or any electronic communication) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

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

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above.

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal, district complaint manager or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

**Complaint Managers:**

Jason Stark, Principal  
507 West Condit St.  
Robinson, IL 62454  
618-544-2233

Jamie Rains, Special Serv. Dir.  
204 W. Highland St.  
Robinson, IL 62454  
618-544-5837

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Youth suicide impacts the safety of the school environment. It also affects the school community, diminishing the ability of surviving students to learn and the school's ability to educate. Suicide and depression awareness and prevention are important goals of the school district.

The school district maintains student and parent resources on suicide and depression awareness and prevention. Much of this information, including a copy of school district's policy, is posted on the school district website. Information can also be obtained from the school office.

## **RECOGNIZING & AVOIDING SEXUAL ABUSE COURSEWORK NOTIFICATION**

Proposed coursework for students dealing with recognizing and avoiding sexual abuse will be reviewed by the administration and communicated to the parents. When coursework is approved, parents will be notified in writing and asked to grant or deny consent for their child's participation.

## **RELEASE TIME FOR RELIGIOUS TEACHING**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s). Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

## **RETENTION POLICY**

Final determination of retention will be made by the building principal following consultation with the classroom teacher. The State of Illinois has mandated school districts no longer recognize social promotion. Robinson Community Unit School District #2 will follow the guidelines adopted by the state.

The final decision for promotion or retention will be made by the last day of the academic school year. Parents/Guardians of those students being retained will be notified by certified or signed receipt letter.

## **SAFETY DRILL PROCEDURES & CONDUCT**

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

## **SCHOOL BREAKFAST AND LUNCH PROGRAM**

Breakfast is served every school day from 7:45 a.m. to 8:10 a.m. Lunch is served every school day from 10:55 a.m. to 1:05 p.m., except when there is an earlier dismissal.

Current lunch and breakfast prices can be found on the district web page at [www.robinsonschools.com](http://www.robinsonschools.com) under the OPAA tab. Free and reduced applications apply to all meals and are available at registration or at any school.

Each student will have a student ID card that can be used for breakfast, lunch or milk. Students may pay for meals by the week, month or year. Money will be deposited into accounts once per week. **DO NOT PAY FOR MEALS OR MILK ON A DAILY BASIS.** When the student's account is low on money, a notice will be sent home. Parent may also check their students account information through the home access option made available to them.

**Parents are strongly encouraged to keep a positive balance in your child's lunch account. Notification will be sent home regarding a negative balance in your child's account. If accounts remain delinquent, the account may be referred for collection.**

Menus are prepared monthly and sent home with students. They are also posted on [www.robinsonschool.com](http://www.robinsonschool.com) under the Washington Elementary menus section.

A student may bring their lunch if they desire to do so. No carbonated drinks are permitted. Extra milk may be purchased for 30 cents. Lunch may be changed if money is forgotten.

It is inappropriate to bring fast food lunches to be eaten at school. If necessary, students may leave with parents/guardians on special occasions. If a student is leaving for lunch, please send a note to their teacher. The student will need to be signed out in the office and back in upon their return.

## **Students with Food Allergies**

If your student has a life-threatening allergy or life threatening chronic illness, please notify the building principal at 618-544-2233. An appropriate plan will be developed at that time.

## **SCHOOL DRESS CODE / STUDENT APPEARANCE**

Students are expected to wear clothing in a neat, clean, and well fitting manner while on school property and/or in attendance at school sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

- Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, illegal drugs, drug paraphernalia, violent behavior, or other inappropriate images.
- Student dress (including accessories) may not display lewd, vulgar, obscene, or offensive language or symbols, including gang symbols.
- Hats, coats, bandannas, sweat bands, and sun glasses may not be worn in the building during the school day.
- Hair styles, dress, and accessories that pose a safety hazard are not permitted in the shop, laboratories, or during physical education.
- Clothing with holes, rips, tears, and clothing that is otherwise poorly fitting, showing skin and/or undergarments may not be worn at school.
- The length of shorts or skirts must be appropriate for the school environment.
- Appropriate footwear must be worn at all times.
- If there is any doubt about dress and appearance, the building principal will make the final decision.
- Student whose dress causes a substantial disruption of the orderly process of school functions or endangers the health or safety of the student, other students, staff or others may be subject to discipline.

## **SCHOOL SAFETY**

All exterior doors to Washington Elementary (excluding the main entrance) are locked 24 hours a day. This is for the safety of your child. All parents picking up children during the day must report to the office and sign-out their child.

## **SCHOOL VISITATION RIGHTS**

The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program are available from the school office upon request.

## **SCHOOL VOLUNTEERS**

Volunteers must complete a “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school

office. Some teachers utilize parent volunteers in the classroom. The individual teachers make this decision. Teachers who desire volunteers will notify parents. For school-wide volunteer opportunities, please contact the building principal.

Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## **SEARCH & SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. “School authorities” includes school liaison police officers.

### School Property and Equipment as well as Personal Effects Left There by Students

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

### Students

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

### Seizure of Property

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

## **SEVERE WEATHER/EMERGENCY SCHOOL CLOSINGS**

In case of severe weather or other emergency conditions, official announcements will be broadcast over WTAY/WTYE radio station and through SKYLERT. Time permitting; announcements will also be broadcast on WTHI and WTWO television stations. Please listen before school and during the day as the weather changes.

PLEASE DO NOT CALL the school to ask about closings. During those times, it is important to keep our telephone lines open to make arrangements.

For your child's safety, they will be dropped off at their regular bus stop unless other arrangements are made.

### **SEX OFFENDER NOTIFICATION LAW**

State law prohibits a convicted child sex offender from being present on school property when children under the age of 18 are present, except for in the following circumstances as they relate to the individual's child(ren):

1. To attend a conference at the school with school personnel to discuss the progress of their child.
2. To participate in a conference in which evaluation and placement decisions may be made with respect to their child's special education services.
3. To attend conferences to discuss issues concerning their child such as retention or promotion.

In all other cases, convicted child sex offenders are prohibited from being present on school property unless they obtain written permission from the superintendent or school board.

Anytime that a convicted child sex offender is present on school property – including the three reasons above - he/she is responsible for notifying the principal's office upon arrival on school property and upon departure from school property. It is the responsibility of the convicted child sex offender to remain under the direct supervision of a school official at all times he/she is in the presence or vicinity of children.

A violation of this law is a Class 4 felony.

### **SEX OFFENDER & VIOLENT OFFENDER COMMUNITY NOTIFICATION LAW**

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>.

You may find the Illinois Statewide Child Murderer and Violent Offender against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

### **STANDARDIZED TESTING**

Washington Elementary School does not participate in State testing. WES does three rounds of benchmark exams during the school year with the STAR and AIMSWeb testing program.

## **STUDENT BIOMETRIC INFORMATION**

Before collecting biometric information from students, the school must seek the permission of the student's parent/guardian or the student, if over the age of 18. Biometric information means information that is collected from students based on their unique characters, such as a fingerprint, voice recognition or retinal scan.

## **STUDENT PRIVACY PROTECTIONS**

### Surveys by Third Parties

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions.

Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

### Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

## **STUDENT RECORDS**

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses "directory" type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents' names and address; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. ***Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.***

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Students Records Act afford parents/guardians and students over 18 years of age ("eligible students") certain rights with respect to the student's school records. They are:

1. The right to inspect and copy the student's education records within 10 business days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.

2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes is inaccurate, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Record Act authorizes disclosure without consent. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to a copy of any school student record proposed to be destroyed or deleted.
5. The right to prohibit the release of directory information.  
*Any parent/guardian or eligible student may prohibit the release of any or all of their information by delivering a written objection to the building principal within 30 days of the first day of school.*
6. The right contained in the statement: No person may condition the granting or withholding of any right, privilege or benefits 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 through the exercise of any right secured under State law.

## **TELEPHONE**

A student wishing to use the telephone must obtain permission through the office staff. The telephone will be used for emergency calls only. No calls for homework will be permitted.

## **VIDEO & AUDIO MONITORING SYSTEMS**

A video and/or audio monitoring system may be in use on school busses and a video monitoring system may be in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

## **VISITORS**

All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.



**Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.**

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct him or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

## **DISCIPLINE & STUDENT BEHAVIOR**

**Washington Elementary School expects appropriate behavior during the regular school day and at any school-related activities. We will not tolerate or condone inappropriate behavior or infractions of rules and Board of Education policy. The discipline outlined in this policy will be enforced, and students may also be prevented from attending school-sponsored activities such as field trips if warranted by their behavior. Threats and physical violence will not be tolerated. Police may be notified for any offense, and will be notified in all cases of illegal drugs.**

### **Discipline of Students with Disabilities**

#### **Behavioral Interventions**

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

#### **Definitions of Disciplinary Actions**

Time-out: The student is isolated to allow time to regain composure.

Detentions: Detentions may be assigned by the classroom teacher or administration for those students with undesirable behavior. Detentions are for a period of time, not to exceed 45 minutes, during or after school.

In-School Suspension: The student is excluded from the routine school day and shall remain in an isolated area. Parents or guardians will be notified by phone (when possible) and by mail.

Out-of-school Suspension: Removal of a student from school for a specified number of days, not to exceed 10 days for any one offense. Parents/guardians will be notified by phone (when possible) and by mail.

Expulsion: Removal of a student from school by the Board of Education for more than 10 days.

#### **Weapons Prohibition**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a

reasonable relationship to school shall be expelled for a period of not less than one year but not more than 2 calendar years:

(1) A firearm, meaning any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alikes" of any firearm as defined above.

The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **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 in school following a period of exclusion and shall include an opportunity for students who have been suspended to complete or make-up missed work for equivalent academic credit.

### **SUSPENSION & EXPULSION**

Authorization is given to the Superintendent and/or Principals of the high school, middle school and grade schools to suspend pupils guilty of gross disobedience or misconduct not to exceed ten school days, and no actions shall lie against them for such expulsion or suspensions in accordance with Section 10-22.6 of the School Code of Illinois: note rules section for specific examples. School authorities will follow state regulations concerning due process.

Washington Elementary uses two types of suspension. One type being in-school suspension, the other being out-of-school suspension where the student is sent home. The administration may use either one of these forms of suspension depending on the seriousness of the discipline problem and the number of infractions.

While under out-of-school suspension or expulsion, students shall not be permitted to attend school activities or access the school campus unless they are in the direct supervision of their parents (with them all the time.)

We recognize that any list of misbehaviors and consequences cannot be all-inclusive. Therefore, any misbehaviors or consequences not included in the handbook will be dealt with appropriately by the certified staff of your child's school.

**The principal reserves the right to reduce any consequences.**

**This handbook is subject to change due to revisions in school law or school policy not available prior to printing.**



***WASHINGTON ELEMENTARY SCHOOL  
Opened in 1967***

***Pre-K through 2<sup>nd</sup> Grade Attendance Center***

***District Vision:***

Students of Robinson CUSD#2 schools will have the skills needed to be successful and productive citizens in a constantly changing, diverse world.

***District Mission:***

Robinson CUSD#2 will provide a pathway that leads to the success of every student.

***WES Mission and Vision:***

***WE LEARN...WE HELP...WE LEAD!!!***