

DAHLGREN GRADE SCHOOL

STUDENT HANDBOOK



Dear Parents,

Welcome to another school year at Dahlgren Grade School! We will try our very best to make this a great year for you and your child. In order for students to be successful at school, they must first like being at school. If, for any reason, your child does not like school or is having difficulty adapting to our learning environment, give his/her teacher or myself a call and we will try our very best to help him/her with whatever barriers that seem to be getting in the way.

It is important to be involved in your child's education by having conversations with your child each day about his/her day school day. Keep in contact with your child's teacher on a regular basis to help your child develop good work and study habits. Participating in the Dahlgren PTO or becoming involved in the Partners-in-Education Program are ways to be involved as a parent. Time spent being involved in your child's education will reap rewards and personal satisfaction.

To insure that your child and all of the students attending our schools obtain the best education possible, certain expectations and rules have been established. It is our belief that by following the rules and expectations stated in the Student Handbook and the Unit #10 calendar, students will mature into responsible and well-educated adults. Please read the handbook carefully and discuss it with your child. There is a place on the signature page in your child's registration packet indicating that you have read and discussed the handbook. The climate of our school is a huge concern, and we would like to have input from you at any time on how we can make Dahlgren Grade School a safe, orderly, and efficient learning environment.

If you feel your child qualifies for free or reduced meals and you have not filled out the form, please contact the school office.

We are here to serve you and your child to see that the best education possible is achieved. Do not hesitate to call (736-2316) or come by the office when you have a concern. I am looking forward to a great school year at Dahlgren Grade School!

Sincerely,

Christina Epperson, Principal
Dahlgren Grade School

School Day

School day begins at 8:00 a.m. Students should begin arriving school at 7:45 a.m. each day. Dismissal time is 3:20 p.m. Parents wishing to pick up their child after school should line up along 5th Street. Once the buses have left the parking lot, parents may then follow in procession and pick their child up at the gym entrance. Parents shall not park behind cars parked in front of the Library. We ask that everyone be respectful of the pick-up procedure. No cutting in line or blocking driveways. Please be patient and courteous while in the pick-up line. The safety of your child is our priority. Children who walk, or ride bikes will be expected to gather in the gym after school until all buses have left and the pick-up line is clear.

Breakfast and Lunch

Breakfast prices are \$1.00, reduced breakfast prices are \$.30. Lunch prices are \$2.00, reduced lunch prices are \$.40. Extra milk is \$.40. Extras are \$.50 for main item on the tray.

Lunch extras are allowed and may be purchased through your child's account. If your child receives free or reduced lunches, you will need to send money or apply money to their account – extra portions are NOT covered under the Free/Reduced Lunch Program.

If your child has a negative balance on their account, they will not be allowed to receive any extras. Please be sure to check the balance of your child's lunch account often using Lumen. Parents are expected to maintain a positive balance on their child's lunch account at all times. When you send lunch money with your child, please label with your child's name.

School Reach Phone Messaging

School personnel, as well as the District Superintendent, will continue to make use of our telephone broadcast system as a means of improving communication and keeping parents informed of pertinent school and district information. **Please keep our school secretary informed of any changes to your telephone numbers**

including home, cell and emergency numbers so that we may reach you if necessary.

Book Fee

Book rental fee for this year is \$30.00 for K-4 and \$33.00 for 4th, 5th & 6th Grade students. In addition, all grades will also be charged a \$20.00 Technology Fee. Please pay during registration.

Absences

If your child is absent from school, call the office by 9:00 a.m. to let us know. IF you do not call the school to report on the reason for your child's absence, we will be contacting you as required by Illinois law. Simply texting your child's teacher is not enough. You MUST call the school office and notify the secretary. Failure to do so will result in an unexcused absence for the day. If your child is going to be doing something other than his/her normal routine after school or needs to leave early for a doctor's appointment, remember to send a note to the teacher as well as the school secretary.

Progress Reports

Progress reports are distributed during the middle of each quarter. Dates are provided on the school calendar. These reports will inform parents of their child's academic performance.

Medication

All medications, including non-prescription drugs, given in school shall be prescribed by a licensed physician on an individual basis as determined by the child's health status. Medications are NOT under ANY circumstance permitted on the bus. Even if they are in your child's backpack, this is still NOT acceptable. All medications MUST be delivered to school by a parent or guardian. Refer to the Unit #10 handbook/calendar for additional policy guidelines regarding medications.

Emergency Cards

The office shall have emergency information on file for each student. We ask that parents/guardians fill out this sheet completely and notify the school **immediately** of any changes. Emergency sheets must have a current emergency phone number by which parent/guardian may be reached in an urgent situation.

After School Travel Arrangements for Students

Please be sure your child knows what he or she is to do after school before they leave in the morning. Students should have a regularly scheduled destination. However, in the event that alternate arrangements need to be made, parents should call the school office as early in the day as possible. If your child is going to be doing something other than his/her normal routine after school or needs to leave early for a doctor's appointment, please remember to send a note to the teacher and the school secretary. If you will need to pick up your child early, you will need to do so **before 3:00**. *After 3:00, parents will be asked to wait in the pick-up line to pick their child up.* Please come to the office first to sign your child out. Your cooperation is appreciated.

Books

Students are issued textbooks by the District. They are responsible and will be held accountable for books issued to them. DO NOT borrow another student's books.

Visitor Policy

Parents are encouraged to visit the school. ALL visitors are required to report to the office and sign in with the school secretary. Student visitors are not allowed during class time.

Appearance

Because of our responsibility to the students and community, students are expected to be neat and clean. Any state of dress or grooming which could constitute a health or safety hazard or any which is considered distasteful,

inappropriate, unkempt or unclean will not be allowed. The administrators are authorized to make these judgments and set rules and regulations of the operation of the building. The following dress code provisions are not all-inclusive and may be added to by the building principal.

1. The student's appearance must be neat and clean. Clothing with noticeable holes, intentional rips/tears, or that is extremely dirty will not be allowed.
2. Shoes must be worn at all times. Sandals are acceptable, but cannot be worn out on the playground or in the gym during physical activity due to safety and health concerns.
3. Bare midriffs, bare back, halter style clothing or short shorts are not considered appropriate for school. Tank top muscle shirts are inappropriate for boys. Scooped neck tank tops less than three fingers in width at the shoulder should be at least half-way between the hip and knees.
4. Hats are not to be worn during school hours. They are to remain in students' backpacks or desks until the end of the day.
5. Any clothing that displays, promotes, advertises or encourages the use of alcohol, illegal drugs, tobacco, obscenities (in words or pictures) or distasteful actions will not be allowed at school.
6. Billfold chains may not be worn at school.

Students who are in violation of the dress code, or deemed questionable, will be sent to the office to correct their appearance before returning to class. Parents will be contacted to bring the appropriate clothing or take corrective measures. Repeat offenders who willfully violate the code of conduct may be treated as insubordinate.

Weather Conditions and Emergencies

In the event of inclement weather conditions or other emergency situations affecting the school schedule, parents will receive phone calls via the School

Reach Notification System. The following radio and television stations will be contacted prior to 6:00 a.m. of the affected days:

WMCL Radio 1060 A.M. – McLeansboro

WMIX Radio 94 A.M. – Mt. Vernon

WROY Radio 1460 A.M. – Carmi

WSIL TV – Channel 3 – Marion

KFVS TV – Channel 12 – Cape Girardeau, MO

Parents may also call the District Office at 643-2328. Listen to the main menu and select “8” for current information on school cancellations or early dismissals due to weather. In the event inclement weather conditions strike after school has already begun and a decision is made to dismiss classes early, the announcement will be placed on the above listed radio and TV stations and attempts will be made to contact parents via the School reach Notification System. PLEASE do NOT call the radio or TV stations, the bus garage or the school.

Attendance and Grade Policy for Athletic Programs – 4th, 5th & 6th Grades

It is the philosophy of Hamilton County Unit #10 that participation in athletics is a privilege which is secondary to the importance of educational achievement. Therefore, the following standards shall be in place for all 4th, 5th and 6th grade athletic programs.

1. **Attendance:** In order to participate in an athletic event, the student must have attended school all day the day of the event. The principal may waive this requirement under special circumstances.
2. **Grades:** In order to be eligible, a student must be passing four of the five subjects listed: Language, Math, Reading, Science and Social Studies.

Principals are asked to make a weekly check of grades. If a student has not passed the previous week’s work, then the student will be ineligible until the next week’s work has passed the criteria. If a student is ineligible for academic reasons, that

student may attend and participate in team practices, but that student **may not** dress for or participate in a game.

Playground Rules

1. Keep your hands to yourself at all times.
2. No students pushing or jumping from swings. No standing in, swinging side to side, twisting swings or holding on to another swing while swinging. Only 1 child allowed per swing.
3. Use appropriate language.
4. No teasing or name calling.
5. Go up the slide the correct way. Go down the slide feet forward, on your bottom, one at a time. There should only be one student on the ladder at a time.
6. No bouncing balls off the building.
7. Do not sit on top of the monkey bars.
8. No walking on top of the chains on the chain bridge.
9. Stay within the playground area. Do not go behind the building.
10. Students are not to bring basketballs, footballs, or other personal sports equipment to school.

Noon and Break Recess Rules

1. Students should have soft-soled shoes to play on the gym floor.
2. Students should go into the gym quietly, sit down on the front row of the bleachers and wait for the adult in charge to come into the gym.
3. There will be no climbing, running, or jumping on the bleachers.
4. The adult in charge will determine the game that will be played that day

5. Students who are rowdy or uncooperative will not be allowed to participate in organized activities.
6. Students must request permission from the teacher on duty to use gym equipment, including balls, hula hoops, jump ropes, etc.
7. **Ball tag is NOT allowed.**

Cafeteria Rules

1. Enter the cafeteria in an orderly and quiet manner.
2. Stay in an organized line and show respect to others.
3. Use good table manners.
4. Use conversational tone while talking. Avoid loud, boisterous talking.
5. Eat all food in the cafeteria. Do not carry food outside.
6. Keep your area clean.
7. Do not move from table to table while in the cafeteria.
8. Remain seated until an adult supervisor gives you permission to empty your tray.
9. Exit the cafeteria quietly when dismissed and report directly to the designated area on the playground or gymnasium. Do not go into other sections of the building during lunch recess time without permission from the person on duty.

Bus Conduct

All Unit #10 bus drivers have been directed to require a “pink bus ticket” from any child boarding their bus that is not a regular rider of that bus. The “pink bus ticket” can only be issued by the building principal or secretary after receiving a note from the child’s parent or guardian. These “pink bus tickets” are to be issued on rare occasions when a family emergency requires assistance. **AT NO TIME IS A**

PINK BUS TICKET PROVIDED FOR A CHILD GOING HOME WITH A FRIEND OR ANY OTHER FORM OF REQUEST BASED ON CONVENIENCE.

It is the responsibility of each student to display good behavior on the bus because of safety. Each parent and student should refer to the school handbook/calendar for the district's policy on bus conduct.

If a REPORT OF BUS CONDUCT is filled out by the bus driver, the following consequences may be applied based on severity and/or frequency of unacceptable behavior:

- 1st Offense – Detention (After school, noon, or recess) – parent contact.
- 2nd Offense – Three day suspension from riding the bus – parent contact
- 3rd Offense – Five day suspension from riding the bus – parent contact
- 4th Offense – Ten day suspension from riding the bus – parent contact.
- 5th Offense – Suspended for the rest of the school year from riding the bus – parent contact

Student Code of Conduct

All students have a right to learn in a safe environment, so it is imperative that good behavior and following school rules be a priority.

1. **School Misconduct** – These acts of misbehavior are to be dealt with by the teacher until such time as the misbehavior cannot be controlled in the classroom.

- A. Disruptive behavior in or out of the classroom.
- B. Backtalk (not insubordination)
- C. Tardiness to class
- D. Minor horseplay
- E. Public overt physical affection (hugging, holding hands, kissing)
- F. Violations of other classroom or school regulations such as having gum, candy, wearing hats or sunglasses inside the building or wearing inappropriate clothing.

Punishment for misconduct will be dealt with in a progressive order; however, steps may be skipped if the administrator deems it appropriate. This can include teacher reprimands, teacher consultations and punishments, loss of privileges, parental contact and conference, principal conference, lunch period detention, restricted lunch, after school detention, suspension or other appropriate actions.

Student Behavior and Discipline Measures

It is hoped that students will be proud of their school and help develop a sense of school pride throughout the student body. The worth of our school should not be judged solely by its buildings and facilities. The true quality of a school is determined by the people in it. Students are urged to do their part to make Dahlgren Elementary School a school in which we can all take pride.

Consequences of Misconduct

For students who choose not to behave appropriately, several methods of discipline may be used depending on the nature of the behavior. These methods may include the following: written and/ verbal warning, detention during school or after school, suspension of bus-riding privileges, in-school and out-of-school suspension or possible expulsion. After school detention will be served from 3:20 p.m. to 4:00 p.m. Failure to serve and/or removal from detention will result in the assignment of an in school suspension. Students are expected to bring enough school-related materials to remain on task for the entire block of time. Students assigned in-school suspension are not counted absent from school, but will be assigned to attend an alternative classroom in which to complete classroom assignments, tests, quizzes, etc. and complete individualized behavior improvement activities for the entire school day. In-school suspension is used as an alternative to external suspension. Work assigned during in-school suspension should be turned in to the teacher/s by the end of the day.

Students assigned out-of-school suspensions are counted as an unexcused absence, but will be able to make up coursework during their time of absence. Students assigned out-of-school suspensions are not allowed to attend any school-related activity during the suspension period.

A detailed explanation of student discipline is located within the Activity-Calendar Handbook.

Classroom Conduct

It is the responsibility of each student to become familiar with each of their teacher's class rules and to abide by them. Failure to adhere to class rules may result in the following consequences: warning, detention, or discipline referral to the administration. Teachers may remove disruptive students from the classroom. The normal discipline procedure followed in incidents of misconduct in the classroom per semester is as follows:

1st, 2nd, and 3rd Offense – is recess and/or lunch detention. A verbal or written warning will not count against a student.

4th Offense – is an in-school suspension.

Depending on the nature and severity of the incident, deviation from the above may occur.

Phone Use

Cellular phones are not to be used, or displayed on the outside of clothing, clothing accessories, outerwear, or visible from the time the student enters the building until 3:20 p.m. Any phone usage by students will be on an as needed basis through the teacher's classroom or main office with prior administrative approval. Consequences for violating the cellular phone restriction are as follows:

1st Offense – will be confiscation of phone (released to student at the end of school day) and detention.

2nd Offense – will be confiscation of phone, two lunch/recess detentions and parent must come to school to pick up the phone. It will NOT be released to the student.

3rd Offense and beyond – will be confiscation of phone, in-school suspensions and parent must come to school to pick up the phone. It will NOT be released to the student.

Bringing Toys From Home

In an effort to maximize educational time and minimize distractions, students should refrain from bringing toys to school. This includes such items as trading cards, hand held computer games, iPods, iPads, radios, MP3 players, CD players, etc. These examples are not inclusive and are subject to the discretion and prior

approval of your child's teacher. THE SCHOOL IS NOT RESPONSIBLE FOR DAMAGED OR STOLEN TOYS.

CONSEQUENCES FOR BREAKING RULES WILL BE POSTED IN CLASSROOMS AND IN THE UNIT #10 CALENDAR/HANDBOOK

Rewards – We recognize that the behavior of students is important to the educational environment and that rewards are a very important part of education and developing good behavior. Students will be rewarded for good behavior in many ways at Dahlgren School that will include but not be limited to the following types of rewards:

- *Class Parties
- *Good phone calls or notes home to parents
- *Verbal praise

KEEP OUR RESTROOMS CLEAN! EVERY STUDENT has responsibility to keep our school clean.