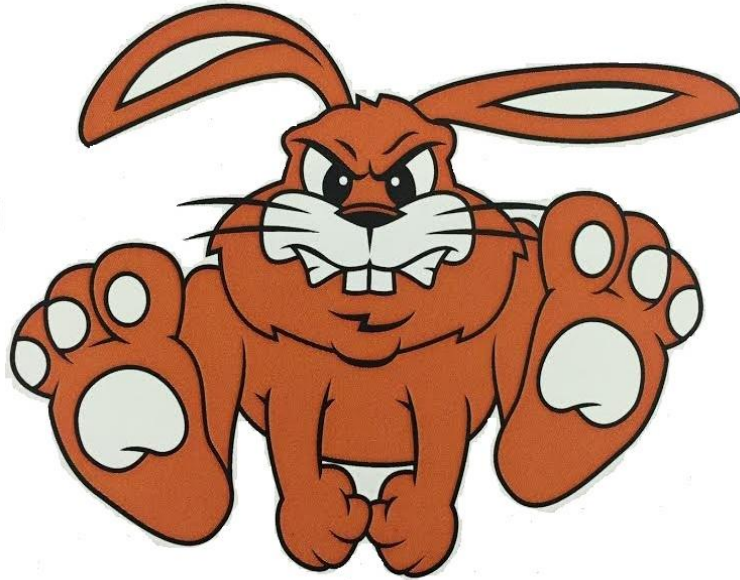


FISHER GRADE SCHOOL

STUDENT HANDBOOK



HOME OF THE BUNNIES
A Bully-Free School



FISHER GRADE SCHOOL
2018-2019
Faculty and Staff

STAFF PROFILES

If you would like to know more about the people who dedicate their lives to helping your children, visit our web-page “@fisherk12.com”, click on the Administration link where you will find staff contact information and individual teacher biographies.

Jim Moxley	Principal
Jake Palmer	Assistant Principal
Tricia Schwing	Secretary
Sarah Forbes	Kindergarten
Hilary Turek	Kindergarten
Robin Holmes	Kindergarten
Theresa Cox	1 st Grade
Sarah Brown	1 st Grade
Sarah Coulter	2 nd Grade
Roxann Nuss	2 nd Grade
Marla Peavler	3 rd Grade
Amber Sievers	3 rd Grade
Maddie Wright	3 rd Grade
Kim Clemmons	4 th Grade
Michael Callahan	4 th Grade
Kathy Brake	5 th Grade
Erin Remington	5 th Grade
Trina Burk	6 th Grade
Todd Metzger	6 th Grade
Rachel Aupperle	General Music, 5 & 6-8 Chorus
Tom Cravens	5 & 6-8 Band
Brian Linsner	K-6 Physical Education
Denise Peters	Creative Endeavors Instructor
Ashley Breeden	Speech & Language
Lisa Morgan	Title 1 Reading/RTI
Melissa Shepherd	Title 1 Math/RTI
Angela Van Deven	Special Education
Laura Lewandowski	Special Education
Susan Shields	Special Education
Scott Williams	Technology Director
Brian Vincent	Technology Director
Mindy Arndt	Instructional Assistant/Aide
Amy Clanton	Instructional Assistant/Aide
Amy Hudelson	Instructional Assistant/Aide
Mary Kerns	Instructional Assistant/Aide
Janice Kuhns	Instructional Assistant/Aide
Dan Pentti	Instructional Assistant/Aide
Michelle Vincent	Instructional Assistant/Aide

Tara Walters	Instructional Assistant/Aide
Diana Wilkinson	Instructional Assistant/Aide
Teresa Worstell	Instructional Assistant/Aide
Muriel Birkey	Head Cook
Michelle Foster	Cook/Assistant Secretary
Jamie Deer	Cook
Mark Varner	Transportation Director
Mike Bayler	Bus Driver
Bill Cagle	Bus Driver
Jim Hoogstraat	Bus Driver
Nancy Majercak	Bus Driver
Paula Miller	Bus Driver
Kathy Neef	Bus Driver
Bruce Wyatt	Bus Driver
Mark Varner	Maintenance Director
Amy Spenard	Custodian
Jamie Randolph	Custodian
Robin Painter	Custodian
Katie Hubble	Crossing Guard

TELEPHONE NUMBERS

Grade School	897-1133
High School	897-1225
District Office	897-6125

HOMEPAGE & E-MAIL

www.fgs.fisher12.com	Fisher Grade School Homepage with links to teacher e-mail
jim.moxley@fisherk12.org	Jim Moxley, Principal
tricia.schwing@fisherk12.org	Tricia Schwing, Secretary

SCHOOL DAY

First Day (Aug 16)	8:15 – 2:05
School Improvement Days	8:15 - 11:30
Early Dismissal Days	8:15 - 2:05
Normal School Days	8:15 - 3:03

INCLEMENT WEATHER INFORMATION

Parents will be notified by the Superintendent through the Blackboard Connect Alert System. School information during inclement weather may also be obtained by listening to radio stations WIXY 100.3, 92.5 The Chief, Extra 92.1, & Mix 94.5, or television stations WCIA and WICD. PLEASE DO NOT CALL THESE STATIONS FOR INFORMATION.

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FISHER COMMUNITY UNIT SCHOOL DISTRICT #1

CUSD #1 Mission

Fisher Community Unit School District prepares students in a small, rural, community environment for success in the larger, rapidly changing, and diverse society. Our #1 priority is to provide what is best for each student, especially a superior education, producing student achievement levels that are among the very best in the State of Illinois.

A Commitment to Educational Excellence

To achieve educational excellence for each student, we are committed to:

- Addressing the learning abilities of each student to maximize his or her learning potential
- Creating a parent/child/school partnership in quality education
- Providing resources and professional expertise that are equal or superior to any district
- Providing a safe and healthy school environment
- Ensuring meaningful participation in decision-making by faculty, staff, administration, and community
- Offering high quality professional staff development

Our Community

In Fisher, education is a community endeavor, with high levels of community involvement and support for the schools. Our schools seek to reinforce community traditions and values by:

- Emphasizing the importance of education, personal integrity, individual initiative, the role of family, and awareness of others with differing backgrounds and perspectives
- Promoting the overall well-being and development of students, while never assuming the rights and responsibilities of parents
- Providing taxpayers with value for every dollar spent

FGS Mission Statement

Fisher Grade School is a place where students are RESPECTFUL to one another. Our students will strive to be RESPONSIBLE for their own actions and their own learning. By the time our students leave Fisher Grade School, they will show that they are READY for higher educational opportunities and civic duty.

DISTRICT POLICIES

Copies of any policy for the Fisher School District are available either through the school office, district office, or on the school website.

MEDICAL REQUIREMENTS

Medications at School

Fisher Community Unit School District #1 has a policy concerning the administration of medications at school. Parents who have students that require medications, prescription or non-prescription, during the school day, should carefully read Board Policy #7.27 Medications at School. **Copies of this policy and the necessary forms to be completed, are available at registration and from the school office. New forms are required each year.**

Individualized Health Care Plan

If your student has a severe medical condition(s) such as diabetes, peanut allergies, etc., that require special attention at school, an Individualized Health Care Plan **MUST** be on file in the office. Forms are available in the office and must to be updated every year.

Physicals

All Kindergarten, 6th Grade students, and students entering from out-of-state or homeschooling must have an Illinois physical examination on file in the school office before entering school. This is in accordance with the state law, and a student may be denied attendance at school if the physical is not completed before October. School physicals must be done within 1 year of the first day of school for that specific grade level.

Athletic Physicals:

All students who go out for athletics, including cheerleading, must pass a physical examination each year before they are eligible to practice or compete in athletics. Athletic physicals are good for one calendar year. It is recommended that students schedule physical appointments during the summer so that they are prepared to participate in extra-curricular activities throughout the year. Athletic physical examination forms are available in the school office. Sports physicals are good for 1 year from the date of exam. **Sports physicals ARE NOT acceptable for the required school physicals.**

Immunizations

The school code of Illinois requires that all students be immunized against polio, diphtheria, tetanus, whooping cough, measles, mumps, rubella, and hepatitis B. Varicella (chicken pox) must be annotated on the immunization sheet with either the dates of two (2) shots or the date the student had the chicken pox virus. Students will be denied admission to school if they do not have their immunization shots. An up-to-date immunization record is required on all Kindergarten, 6th grade students, and students entering from out-of-state or homeschooling.

Effective September 27, 2011, the State of Illinois now requires all 6th thru 12th grade students to receive one (1) dose of the Tdap.

Effective 2015/16 school year, the State of Illinois now requires all 6th grade students to receive one (1) dose of Meningococcal immunization.

Dental Exams

The State of Illinois school code requires a dental examination for all students entering Kindergarten, 2nd, 6th grade, and all students entering from out-of-state or homeschooling. This exam must be performed within 1 year of the first day of school.

Vision Exams

Kindergarten and all students entering from out-of-state or homeschooling must have a vision exam performed by a physician licensed to practice medicine in all its branches or a licensed optometrist. This exam must be performed within 1 year of the first day of school.

All physical, dental, and vision exam forms are available in the school office and on our web page www.fisher12.org.

VISITORS

Visitors are welcome; all parents are encouraged to visit and to become actively involved in the education process at Fisher Grade School. **ALL VISITORS ARE REQUIRED BY STATE LAW TO CHECK IN AT THE SCHOOL OFFICE.** At this time you will be given a visitors badge prior to visiting other parts of the building. If you wish to visit a classroom, it would be appropriate to call the teacher one day prior to the visit, as a professional courtesy. School-aged visitors are generally not allowed during the instructional portion of the day, if they would like to join us for lunch or recess time that is allowed as long as arrangements are made in advance.

ATTENDANCE

Attendance is closely associated with good scholarship. It is important that each student attend school with as few absences as possible. School doors open at 8:00 A.M. **Students should not arrive before 8:05.** Classes begin at **8:15**. Students arriving after 8:15 are tardy. Students who arrive after 10:03 will be assessed a half-day absence. Parents/guardians are asked to **notify the school (897-1133) before 9:00 A.M. each day their child is absent.** Illinois law requires the school to notify the parent/guardian of a child who is absent from school by 10:30 A.M. This may result in contacting the parent/guardian at work if the parent/guardian has not called to inform the school.

Excused Absences

The determination as to whether a student absence is excused or unexcused will be made by the administration.

The Eight (8) Day Excused Absence Policy

Students who accumulate more than 8 days of absences per semester must provide proof of the nature of the excuse absence, in the form of a note from a doctor, in order for the absence to be considered excused. Failure to do so will result in the absence being considered unexcused, and the **student will receive no credit for the work that is missed.** Without providing proof, future absences will not allow make-up work credit and therefore will seriously jeopardize the student's grades.

Valid reasons for excused absences:

- Illness of the student/family
- Unavoidable accident or emergency
- Anticipated absence with administrative approval prior to the absence, such as:
 - Special religious holidays
 - Other special circumstances as determined by the administration

Excused absences NOT counted in the Eight Day Policy:

- Religious leaves
- Medical appointments, with written proof from the doctor
- Funeral for family members

- Court appearances, with written proof from court
- Extended serious/critical illness of student/family member
- Suspensions for disciplinary reasons
- Other absences as determined by the administration

Release for appointments

FGS strongly encourages parents to make appointments for their students during times that do not conflict with school and instructional time. Students will only be released to parents/guardians.

In order to be excused for an appointment, the following procedure must be followed: Prior to the appointment, the student's parent/guardian should send a note to the school office with the child or call the office at **897-1133** and give the following information:

- Name and grade of student
- Time of appointment
- Type of appointment
- Time to be released from school
- Approximate time of return to school

On the day of the appointment, students should come to the office after the 8:05 a.m. bell to receive a pass in order to be excused from class at the time of the appointment. The parent/guardian must sign the student out through the office. When the student returns, they must sign back in through the office, with a **written statement from the doctor verifying the appointment.**

All appointments that are unverified by written proof from a doctor will be considered unexcused. Students may not make up school work missed due to an unexcused absence.

If a child is called in absent or is sent home from school with a temperature of 100 degrees or more, the child should be fever free without medication for 24 hours before returning to school. If a child is called in absent or sent home from school vomiting, the child should be vomit free for 24 hours before returning to school.

Unexcused absences

All absences that are not classified above are considered unexcused absences. Students shall receive no credit for work missed due to unexcused absences. Students who accumulate more than five (5) unexcused absences in one class will be required to have a parent/teacher/administrator conference to determine a plan of action to improve attendance. Students can also be referred to the Regional Office of Education's Attendance Improvement Program.

The following are some examples of **unexcused** absences:

- Oversleeping
- Car trouble
- Unverified medical/dental appointments
- Illness exceeding eight (8) days not verified by doctor
- Non-emergency family related absences
- Shopping trips

A note to parents about taking trips/vacations:

Research indicates that it is not educationally sound to remove your child from school for a trip or vacation. While paperwork can be made up from being absent, your son or daughter will miss valuable interaction and contact with his/her teachers and other students. Please be aware that in many cases, your child will earn a lower grade because he/she misses valuable information that contributes to his/her overall success in the classroom. Discussions, labs, group work, projects, and demonstrations are examples of frequent instructional opportunities available in our classrooms that are incredibly important but are difficult if not impossible to replicate for students who have been absent. Student attendance days compose 174 out of 365 days in a calendar year – please utilize the remaining non-attendance days, summer, spring and winter vacations for planning your family trips/vacations.

In the event that you do choose to remove your child from school for a trip/vacation, the following policies should be followed:

1. You must notify the school in advance of your student's dates of absences. Please read the attendance policy thoroughly. A **Planned Absence Form** must be completed and approved by the Principal **NO LESS THAN TWO (2) school days prior to the absence.**
2. Teachers are not required to give out assignments ahead of the planned absences. Your student will be given make up work upon their return from the trip/vacation.
3. Planned absences are not to exceed five (5) days per school year.

Vacations should be coordinated with the school calendar.

Before School

For your child's safety, please refrain from dropping students at school prior to 8:00 A.M. as no teacher will be on duty.

Parent Pick-up and Drop Off

Our school is equipped with two driveways, one for busses and one for parent drop-off and pick-up. Parents should enter this area by way of 5th Street. Upon entrance, please stay to the extreme right side of the drive through and pull to the furthest extent in order to allow more cars into the driveway and off of the street. After you have either picked-up or dropped-off your student, please pull to the left side and proceed to the exit. **(Absolutely No Double Parking in this lane!)** We ask that you exit onto Green Street to alleviate traffic problems on Route 136.

For those parents who choose to come into the school to pick-up their child, we ask you to wait in the front foyer area. Our school is equipped with benches, which are located outside the school office and next to the display cases. Please do not proceed to the classrooms to pick-up your child, as this can be a disruption to the teacher as they are trying to get the students ready to leave at the end of the day. Since all students will exit by way of the front office doors, parents can greet their student as they pass by the office.

Any student needing to leave early will need to be signed out in the office and called by intercom.

Tardiness

Students are to be in their room and in their seats when the tardy bell rings for the first period of the day. Those who are tardy must report to the office for admission slips. Classroom teachers will assume responsibility for handling tardiness for all other periods. If a student suspects that he/she may be tardy, he/she should request a pass from that teacher to the next class. Habitual tardiness disrupts class and will not be permitted to continue.

In order to deter the practice of coming to school late, we have implemented a Tardy Policy. Students who arrive late will be allowed two (2) warnings without penalty. We do understand that unforeseen things happen from time to time that cannot be helped. However, on the day of a student's third (3rd) occurrence, the Principal will meet with the child to discuss their reason for arriving late. They will talk about strategies they can try at home that will help them make it to school on time. Finally, the student's parents will be notified and the child will miss one of their recess periods that day. This will be the process that will be followed until the end of each quarter when their slate will be wiped clean.

GRADES

The following grade scale has been adopted by the Fisher Board of Education for use in grades 2 through 12:

A	90 - 100
B	80 - 89
C	70 - 79
D	60 - 69
F	59 and below

Parents should check with their child's teacher to get a complete picture of just how their child will be assessed throughout the year. The 5th & 6th Grade block classes grade using P=Pass and F=Fail.

Grading Period - Quarters

The first quarterly grading period ends **October 15, 2018**

The second quarterly grading period ends **December 21, 2018**

The third quarterly grading period ends **March 14, 2019**

The fourth quarterly grading period ends **May 23, 2019 (if no Snow Days used).**

Unsatisfactory Progress Reports

Parents should expect regular updates from the teachers on how your child is doing in school. Parents are encouraged to contact the teachers at any time if they have a question, concern, or just to check and see how things are going. In addition, at the close of the fifth week of each grading period, Mid-quarter grades are available on TeacherEase for parents/guardians of 2nd thru 6th grade students.

Student Retention Policy

Illinois School Code states that decisions to promote or retain students in any classes shall be based on successful completion of curriculum, attendance, performance and based on Illinois Learning Standards (105 ILCS 5/10-20.9a and b).

Although the goal of the educational program is that of continuous progress from one grade to another, some students may benefit from staying in a grade level for a second year. Retention decisions are made by the teacher(s) with the Principal's endorsement. Retention decisions are based upon the student's level of achievement during the school year. The following factors are considered while making these decisions:

- **Number of Years Retained** (no more than once)
- **Chronological Age** (no more 1.5 years older than peers)
- **Scholastic Achievement** (passing 3 of the 5 core subjects)
- **Cognitive Ability** (skills critical for learning)
- **Developmental and Social Maturity** (ability to interact with peers)
- **Student Attendance** (85% or higher attendance rate)
- **Behavior** (student conduct)

Parent Notification

Whenever a teacher or teachers recommend that a student be retained at the present grade level, the parent/guardian should be notified of the recommendation no later than the end of the third quarter (whenever possible). Parents/guardians and teachers are encourage to communicate regularly about the child's progress.

Appeal Process

It shall be the policy of Fisher CUSD #1 School, that whenever a teacher or teachers recommend that a student be retained at the present grade level or not passed in a course, the parent or guardian, if dissatisfied with the recommendation, may appeal the decision by complying with the district's appeal process. The decision of the Board of Education shall be final. The parent may prepare a written statement to be placed in and become a part of the permanent record of the student stating the reasons(s) for disagreeing with the decision of the board.

Parent/Guardian will have 30 days to file an appeal with the Principal. If the parent does not file an appeal to the Principal within 30 days then the student shall be placed in the grade recommended by the teacher. Upon receipt of notice to appeal the Principal will form a hearing committee composed of the Principal, parent, teacher, and an unbiased teacher to hear the parent's appeal. Upon receipt of the committee's decision, if still not satisfied, the parent/guardian will have 10 days to file an appeal with the Superintendent. If still not satisfied, the parent/guardian will have 10 days to notify the Superintendent a hearing with the Board of Education is requested. The Superintendent will notify the Board that a hearing has been requested within 10 days. The Superintendent schedules a hearing with the Board. The hearing is conducted within 30 days from the date of notification to the Board.

Students with IEP's

Students in Special Education are excluded from this policy and will be advanced or retained in accordance with their Individual Educational Program as created by the IEP team.

Athletic Eligibility

To be eligible to participate in athletic programs sponsored by Fisher Schools, students must have a current physical on file (see athletic physicals under the heading of Medical Requirements). To remain eligible, the student must be doing passing work in all of their courses. Athletes grades are checked on Thursday of each week. The following is the procedure for those students not passing their classes. **1st time:** The student may not participate in any games/contest for 1 week (Monday through Saturday); **2nd Time:** The student may not participate in any practices or games/contest for 1 week (Monday through Saturday); **3rd Time:** The student will be removed from the team. (Board Policy 7.3 Athletic Policy) Teachers will turn in grades beginning the week of the 1st practice. However, the 3-strike rule will not take effect until the week of the 1st contest.

LUNCH MONEY for 2018-2019

Parents may pay for lunches (\$2.25 per day) by check or cash. Please send the money on Mondays in an envelope indicating the child or children you are buying lunches for. For those parents purchasing lunches with one check for multiple students please indicate how much money goes to each child.

As students move through the lunch line, our lunch clerk will pull up your child's account and automatically deduct the lunch fee from his/her account. Parents will receive reminder notices when your child's lunch account gets below zero. After your student has received his/her fifth charge, they will only be given a sandwich and a milk until the account is paid.

Milk

Afternoon milk will be available for students in Kindergarten (\$.35 per carton/per day) and can be purchased by the semester or when lunches are purchased. Milk for sack lunches or extra milk for the lunch tray may be purchased for \$.35 per carton

Free and Reduced Lunches

Fisher Grade School participates in the National School Lunch Program. Families who qualify are encouraged to take part in this program which provides free or reduced priced lunches for students. Information may be obtained from the school office for this program.

WAIVER of FEES

Students whose parents are unable to afford student fees may receive a waiver of fees. Applications for fee waivers are available in the school offices. (Board Policy 4.14)

Students who qualify for Free & Reduced Lunch also qualify for Fee Waivers if they fill out the proper paper work.

PARENT - TEACHER CONFERENCES

Parents and teachers are encouraged to communicate regularly throughout the school term. Parents are encouraged to contact the teachers at any time if they have a question, concern, or just to check and see how things are going. The best time to address a problem or concern is when it happens or as soon as possible. **Fisher teachers are here to help.** In addition, time has been set aside for parent/teacher conferences. Parent/teacher conferences are scheduled for October 17th & 18th, 2018 and February 13th & 14th, 2019. Our teachers check their e-mail daily. You can access any of our teachers through the School's web page (www.fgs.fisherk12.com).

Meeting Procedures:

The following are procedures to facilitate meaningful and productive meetings between educators and parents/guardians.

Guidelines for teachers:

1. All parents/guardians are welcome to visit the school and specifically to visit with the classroom teacher.
2. It is advisable to have parents/guardians make appointments for meeting times in order to have the appropriate information available at the meeting.
3. If a parent/guardian interrupts your class, please respond by saying, "This must wait until the class is not in session. Please wait until _____ when I am free or contact me later to set up a date to discuss this." If the interruption continues, notify the building Principal.
4. If a parent/guardian acts in an inappropriate or threatening manner, stop the meeting immediately. Inform the Principal who will either participate in the meeting or schedule a time when he/she can attend the meeting.
5. Do not attempt to confront an irrational parent by yourself. Have the Principal or a fellow faculty member sit in on the meeting.

Guidelines for parents/guardians:

1. You are welcome to visit your child's school. We are here to help. Please make it as positive an experience as possible.
2. Please contact the teacher to arrange a meeting. This allows everyone to have the information necessary to make the meeting more productive.
3. Please do not interrupt the class. Teachers are advised to not stop instruction for a parent meeting unless there is a legitimate emergency.
4. The goal of each meeting should be to help your student. Please approach the concern in a calm and responsible manner in order to facilitate a better teacher response to solving your student's needs.
5. The best way to achieve results is to set an appointment with the teacher, identify the issues, and come up with a positive attitude and proposed solutions.
6. Board of Education policy institutes a chain of command whereby parents/guardians initiate inquiries with the classroom teacher involved. Administrators are to become involved only after unsatisfactory discussions with the teacher.
7. Either the parent/guardian or the teacher may request that an administrator be present for a conference.

STUDENT RECORDS

Federal law and Illinois Office of Education regulations go into detail concerning the rights and responsibilities of students, parents/guardians, and school officials regarding student records. The following is a summary of the basic provisions and the current laws and regulations:

1. Parents/guardians must be granted access to all official records pertaining to their children maintained in any form by the school. Students over the age of 14 or with parental/guardian consent under the age of 14, shall also have access.
2. The student's records, or information contained in those records shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents/guardians. If the student is above the age of 18 or attending a post secondary institution, only that student may grant such release.
3. The parents/guardians of the student shall be provided the opportunity to challenge or rebut information contained in the student's records. The local school districts should establish appropriate procedures for such appeals.
4. The school should provide appropriately trained personnel to assist the parent/guardian or student in understanding certain evaluations, social work profiles, and health data.
5. No information should be kept on file by the school that is inaccurate, out-of-date, or of no value in the educational development of the student.

STUDENT BEHAVIOR (also see Discipline)

It is each student's responsibility to listen attentively, participate actively, follow teacher directives, and comply with classroom rules. Students will be expected to maintain a high level of personal behavior so that they may pursue high academic goals. Honesty, accepting responsibility and politeness will be stressed in the day-to-day behavior of all students. Students must be properly prepared -- supplies at hand and homework completed -- before class each day.

BULLYING POLICY

Fisher Community Unit School District #1 has in place a policy on bullying. It is important that all students, parents/guardians, and employees of the district know that Fisher Schools will not tolerate bullying. Copies of the policy may be obtained from the school office or on our web page.

DISCIPLINE (see also Board Policy 7.20, and School Bus Discipline)

One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlines the whole education structure. It is this training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration of other people.

The presence of a relatively large number of participants in school environment, make necessary a code of conduct which enables everyone to realize the full benefits of school. Students are to conduct themselves in a manner, which reflects respect for each other, their teachers, other staff members and the school facilities.

Students are expected to follow directives from any teacher or staff member when on school property or at a school sponsored activity.

The purpose of discipline is to form a positive student attitude, to make school an effective place for learning, and to develop habits of self-discipline. If a student disagrees with a teacher about a social or academic decision made by the teacher, the student may follow the following procedures:

1. Request a conference with that teacher.
2. If not satisfied, contact the building Principal.
3. If student is still not satisfied with the outcome, he/she may contact the Superintendent in writing.
4. If the student is still not satisfied with the outcome, he/she may contact the school board in writing.

Cheating

Classroom cheating is a serious breach of discipline. Any student who cheats on a class assignment, quiz, or test will be given a grade of zero (0). Parents/guardians will be notified of the violation. Students who knowingly allow others to copy their work will also be given a grade of zero (0).

Loss of Privileges

Students may lose privileges such as recess time, special class activities, field trips, etc. as a result of misbehavior and/or failing to complete daily work as assigned.

Z.A.P. (Zeros Aren't Permitted)

Time: Lunch/Recess Period

Location: ZAP Classroom

Guidelines:

1. Students must make up zeros on the first available ZAP period and will continue to come until all zeros are made up.
2. Students will be responsible to get the work from their teacher before coming to the ZAP period. Students will not be allowed to go to their locker.
3. The classroom teacher will give the lunchroom supervisor a note with the name/names of the student/students whom will be assigned to the ZAP classroom.

4. The student should take his/her books to the ZAP classroom and then come back and get in the lunch line to get his/her food.
5. The student can eat and work at the same time or he/she can choose to eat and then complete his/her work when finished eating.
6. The student will stay no longer than the lunch/recess period at which time he/she will be dismissed by ZAP classroom personnel.
7. If a student finishes early, he/she may be dismissed to recess only after the ZAP supervisor looks to see if the assignment was completed with effort.
8. The ZAP supervisor has the right to keep the student there to work on it longer or if the student was uncooperative during any part of the ZAP period.
9. Once dismissed, it will be the student's responsibility to turn-in the assignment to his/her teacher.

NOTE: If a student cannot get his/her work all caught up after 4 ZAP periods, he/she will be assigned to the Extended ZAP period which will take place after school. Parents will be notified by note if their child will be assigned an after-school ZAP period.

Removal from Class

Students who are disruptive or undermine the authority of the teacher in the classroom may be temporarily removed from a class. If there is a major infraction or if other means fail to correct on-going minor disruptions, a teacher may send the student to the Principal's Office. The student must go directly from the classroom and report to the Principal immediately. Typically the Principal will talk with the student, and parents will be notified of the incident. The parents/guardians may be asked to arrange a conference concerning the matter, and/or other disciplinary actions may be imposed. Often a student-teacher-parent/guardian conference may be conducted in an attempt to remedy the situation. **Parental/guardian support is essential to the maintenance of good student behavior.**

Detention Policy

1. Students may be assigned detention time by any teacher for unexcused tardiness to class, offense committed in the classrooms, halls, restrooms, cafeteria, study hall, library or school sponsored events.
2. Detentions may be assigned for before school, during lunch, or after school.
3. Teacher assigning detention time should instruct the offender to report to that teacher's classroom for study of special assignments. Bus students' detention appointments may be deferred 24 hours enabling the student and parents/guardians to make transportation arrangements.
4. Students arriving late or with nothing to do may receive additional detention time.
5. Students who do not follow the instructions of the teacher assigning the detention will receive appropriate disciplinary action from the Principal.

Students failing to serve an assigned detention on the date assigned will have the length of detention doubled the first time for failure to serve. The second time the student will be informed of their failure to serve the detention and a letter sent home informing the parents/guardians of the student's actions. The third time a student fails to serve an assigned detention, the student may be given an in-school suspension or an out-of-school suspension for one day or Saturday detention.

In-School Suspension

When a student is sent to the office for disciplinary reasons, it is automatically assumed that the student's behavior has gone beyond the classroom teacher's limits of tolerance. Elementary students may have short periods of time in the Principal's office without being considered a formal in-school suspension. When the student's actions are deemed serious enough to warrant an in-school suspension, the following rules then apply:

1. The student's parents/guardians are called and a letter is sent home.
2. Teachers are to turn in required assignments the day before in-school suspension is to be served. This includes art, PE, band, or chorus.
3. The students must bring all books and supplies needed for the entire day to the assigned room before 8:15 a.m., as he/she will not be allowed to go to his/her locker or classroom after that time.
4. The student is not allowed to talk to anyone unless the Principal, Secretary, or a teacher asks him/her a question.
5. The student will be allowed to go to the restroom once in the morning and once in the afternoon. This must be done when other students are in class and permission must be received from the Principal or supervising teacher.
6. The student will eat his/her lunch at the same time as the supervising teacher. The student will remain in the assigned area for lunch. He/she should bring a sack lunch or purchase a lunch from the cafeteria.
7. The student is not to leave the assigned area for any purpose without permission from the Principal or supervising teacher.
8. Writing on or any other damage to the in-school suspension area table, chair, desk, etc. is not allowed.
9. The student is to work on assignments or to read an approved book. Sleeping, doodling, etc. are not allowed.
10. Students serving in-school suspension are not allowed to attend or participate in extracurricular activities.

STUDENTS THAT FAIL TO ADHERE TO ALL OF THESE RULES MAY BE GIVEN ADDITIONAL DAYS OF SUSPENSION!

Examples of Infractions:

An infraction of the following rules will cause a student to be assigned to an in-school suspension area for up to two (2) days. Subsequent offenses will result in even more severe disciplinary actions.

1. Use of profane or vulgar language, obscene gestures, threatening or intimidating acts or gestures directed to teacher or any school employee.
2. Use of profane or vulgar language, obscene gestures, threatening or intimidating acts or gestures directed toward students.
3. Fighting. Elementary students caught fighting will receive a one-day in-school suspension. The second offense will result in up to a three-day in-school suspension for elementary students. A third offense during the course of the year may result in up to a ten-day out-of-school suspension with possible expulsion.

More serious infractions of school rules such as gross disrespect, throwing objects, theft, vandalism, etc. may generally receive more severe punishment. If personal injury occurred, the penalty may be increased up to and including expulsion.

Out-of-School Suspension

Section 10-22.6 of the School Code of Illinois gives the Board of Education and Principals the power to expel or suspend students for "gross disobedience or misconduct". (see also Suspension, Expulsion, Due Process, and Grievance Procedure). Out-of-school suspension will be given for any situation where the safety and welfare of the students or teachers are involved, or for repeated or severe misconduct. Out-of-school suspension and expulsion notices shall contain a statement specifically excluding the student from all school activities and school grounds during the period of suspension or expulsion and state the consequence for violation of this restriction, such as arrest for trespassing. Students will be expected to complete all missed homework for full credit. The Fisher Community Unit School District #1 may impose out-of-school suspension for up to ten days based on the following principles. Fisher CUSD #1 prefers in-school suspensions but violations of the following general principles provide justification for out-of-school suspensions.

Types of student misconduct which may result in out-of-school suspension:

1. Distributing or selling tobacco materials to underage students.
2. Using, possessing, distributing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, inhalants used for non-medical reasons, look-alike drugs and drug paraphernalia or prescription drugs used for purposes other than as prescribed by a doctor. Students who are under the influence are not permitted to attend school or school functions and are treated as though they had drugs in their possession.
4. Using, possessing, controlling, or transferring a weapon in violation of the "weapons" section of this policy.
5. Improper use of cell phones.
6. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
7. Using violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
8. Causing or attempting to cause damage to, or stealing or attempting to steal school property or another person's personal property.
9. A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like a weapon, may be expelled for a definite time period of at least one calendar year, but no more than two calendar years except that the Board may modify the expulsion period on a case-by-case basis. A "weapon" means possession, use, control, or transfer of any object, which may be used to cause bodily harm, including, but not limited to, firearms, knives, guns, rifles, shotguns, brass knuckles, and billy clubs or "look-alike" thereof. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

The building Principal or designee shall notify the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

BUS: RULES AND REGULATIONS

1. When waiting for a school bus, pupils will form a line. Pupils must walk toward a waiting bus without pushing in line.
2. Pupils must board the bus in an orderly manner and go immediately to their assigned seats and sit down.
3. Pupils will occupy at all times the seats assigned to them. They will be held responsible for any unnecessary or malicious damage which they inflict upon the bus.
4. Pupils will remain seated at all times when the bus is moving.
5. Pupils will keep arms, hands, and other parts of the body inside the bus - never through windows.
6. Pupils must not throw waste paper or other rubbish on the floor of the bus or out of the window. Pupils must help keep the bus clean, sanitary, and orderly at all times.
7. Pupils must keep books, packages, coats, and all other objects out of the aisles.
8. Classroom conduct must be observed in the bus. Ordinary conversation is permitted - never shout or make loud noises that may distract the driver and endanger all the pupils on the bus.
9. Pupils must recognize that playing or fighting on the bus may distract the driver.
10. Pupils must refrain from unnecessary conversation with the driver.
11. Pupils must report at once to the driver any damage to the bus.
12. Pupils must be on time at the designated stops. The bus cannot wait beyond its regular time schedule (1 minute - if safety is impaired) for those who are tardy.
13. Pupils must not stand in traffic lanes while waiting for the bus.
14. When pupils must cross the road to be picked up, the driver, after looking for approaching cars, beckons them to cross. **The pupils must await the proper signal and cross promptly.**
15. No eating or drinking on the bus.
16. Pupils must have signed written permission from parent/guardian to board/ride/exit a bus other than their regular destination. Pupils who do not ride on a regular basis and desire to ride home with another pupil must also have signed written permission from parent/guardian.
17. The driver is in full charge of the pupils and the bus. His/her relationship with pupils will be on the same plane as that expected of the teacher. Pupils will obey the driver cheerfully and promptly. The right of all pupils to ride on the bus is conditioned on their good behavior and observance of the rules and regulations. Safety demands complete cooperation. Should any pupil persist in violating any of the rules and regulations; it shall be the duty of the driver to notify the school administrator and after due warning and intervention have been given to the pupil, the school administration may then forbid such pupil the privilege of riding buses.
18. If boarding/destination point (such as baby-sitter) needs to be other than residence, a written request made by parent/guardian should be submitted to the superintendent's office each year. This point must be on an established route and subject to available space. If a temporary need arises, a request should be submitted to the building Principal. Again, this point must be on an established route and subject to available space.

SCHOOL BUS DISCIPLINE - Bus Driver Responsibilities

1. "Minor" Discipline - Handle accordingly:
 - A. Warn student(s) firmly.
 - B. Put student up front in warning seat.
 - C. Report to transportation director.
 - D. Call parents. Inform them next step is a write up of "Unsatisfactory Bus Conduct Report".
2. "Major" Discipline - "Unsatisfactory Bus Conduct Report"
 - A. Write up bus conduct report, be very specific what the problem is.
 - B. Turn in to transportation director.
 - C. Director will call parents/guardians.
 - D. Discipline will be followed according to "Rules of Bus Ridership"
3. "In Route" Discipline
 - A. Pull bus off road, with flashers on, in a very safe place.
 - B. Try to get situation under control.
 - C. If situation merits, call Principal to remove student from the bus.

INTERNET AND COMPUTER USE

We have numerous computers available for teacher, class, and individual student use. The computers have access to the Internet. All students are closely supervised and monitored by adults when they access material on the Internet. In addition, each student in grades 4-6, and their parent(s), are required to sign an Acceptable Use Policy in order to use the Internet (once signed, this Acceptable Use Policy is valid until graduation from high school unless revoked by the school or parent).

GENERAL RULES

Care of School Property and the Property of Others

We all share ownership in the school facility, equipment, and materials. It is our responsibility to keep the school property in the best condition possible. In addition to disciplinary measures, misuse or abuse of school property will require payment of damages by parents/guardians. Other people's property is just that, other people's property. Students are required to ask before using, and return it in as good or better condition, and generally be extra responsible when using someone else's property.

Hallways

1. Walk on the right side in a single file line.
2. Remain quiet so that you will not disturb other classes.
3. Be courteous, hold doors for others, and help guests or visitors find their way.
4. No running or jumping in hallways.

Playground

1. Playground equipment is to be used in a safe and appropriate manner.
2. Baseballs and softballs may be used on the playground for pitch and catch only. **NO BATS.**
3. If a ball goes off school grounds, get a person on duty to help you.
4. Once outside, stay outside unless you have permission to reenter the building.
5. Pile games are not allowed. i.e. King of the Mountain
6. Only touch or flag football is allowed.
7. Stay away from classroom windows.
8. Keep your hands and feet to yourself.
9. Swearing, inappropriate language/gestures and making fun of others are punishable offenses.
10. Stones, sticks and dirt are not to be thrown. Leave these items on the ground.
11. Sliding on ice and throwing snowballs on school grounds is not permitted.
12. Snowsuits, snow boots, etc. must be worn to play in the snow. During winter weather, students not wearing boots must stay on the sidewalk/blacktop.

Bicycles

1. Students park bicycles in the rack in front of the building.
2. Students are not to borrow or lend their bikes while at school.
3. Students are to walk their bikes when they are on school property.

Skateboards, Roller Blades, and Roller Shoes

Skateboards, roller blades, and roller shoes **ARE NOT** to be used on school property.

Toys and Electronic Devices

No toys should be brought to school without the permission of the classroom teacher. Toys that are brought to school must be available for use by all the students, and the school is not responsible for any loss or damages to the toys. **Radio controlled toys, battery operated games, radios, CD players, electronic games and cameras, etc. are not to be brought to school.**

Hats and Caps

Hats and caps may not be worn in the school building. Students may wear hats/caps at athletic events, except during the playing of the National Anthem. There may also be special occasions when hats/caps will be allowed during school hours.

Clothing

Appropriate clothing should be worn at all times. Inappropriate dress includes short shorts, mid-riff shirts, spaghetti strap tops, t-shirts with distasteful messages. Tights/Yoga pants can only be worn if the student's top completely covers the student's bottom. Face paint, hair paint, and face stickers are distracting, please refrain from doing so.

Gum and Candy

The chewing of gum and the eating of candy is not permitted on any school property during school hours, or on school buses. Anyone caught chewing gum or eating candy will receive an after-school detention. There may be special occasions when candy may be eaten on school grounds.

Behavior at School Events

We all represent Fisher Grade School - our best behavior is a must when we are on school business elsewhere. Students are responsible for appropriate conduct when attending school sanctioned events either on or off campus. Such events include, but are not limited to, home or away sporting events, and field trips. (see also Board Policy 7.19, 7.20, 7.31).

Telephone/Cell Phones

Student use of the school business phone is discouraged. Students may not use the phone to make calls for; forgotten homework, forgotten lunch money, cold lunch, permission to go home with another student, etc. Please help us develop student responsibility by planning ahead. If a student must have a cell phone, the cell phone **MUST** remain in the students' bookbag/locker and turned off. Cell phones **ARE NOT ALLOWED** to be taken outdoors to the playground. **CELL PHONES ARE FOR AFTER SCHOOL USE ONLY. If a student has a phone out during the day, or if it goes off, the teacher will collect the phone and take it to the Principal. The Principal will keep the phone until a parent comes to pick it up.**

Lockers

Hallway lockers will be assigned to students in all grades. Lockers are school property and are subject to periodic inspections and may be searched if needed by school personnel (Policy 7.4). We do our best to develop respect for others property at Fisher Grade School, however since lockers are not locked, students should not put valuable things in their lockers.

Locks

Students are not permitted to bring locks from home for their lockers. We use the honor system at Fisher Grade School, and expect every student to respect the property of others by not "borrowing", "using", or "taking" without permission.

RECESS

When lunch is completed students will have a short recess. The students will go outside if the wind-adjusted temperature is +30 degrees (coats, gloves, hats, snow-pants, and boots are recommended, especially if there is snow on the ground).

Grades K-4 may also have other recess breaks during the day at the discretion of the individual teachers.

Students may be kept in during recess to complete work or as discipline for improper behavior.

SPECIAL PROGRAMS

Several special programs are offered by Fisher Grade School so that each student may have the opportunity to reach his or her full potential. These programs include; National School Lunch Program (see Free and Reduced Lunches), Special Education, Title I Reading and Math services, Remedial Reading services, and Summer School.

Special Education (IDEA and 504 Plans)

Special education programs and services are available in our district or in other districts within our special education cooperative. Services are available for all types of handicaps and/or exceptionalities. Parents/guardians or teachers may make referrals of students for special education programs and services. Referral forms are available in the school office. Students will not be referred for a special education case study or be included in a program of special education without prior notification and knowledge of the parent/guardian. Parents/guardians may request a copy of the "Rules and Regulations to Govern the Administration and Operation of Special Education" by writing to the Illinois State Board of Education, Department of Special Education, 100 North First Street, Springfield, IL 62777. "A Parent's Guide -- The Educational Rights of Handicapped Children" is also available in the school offices. If you have any questions about the availability of special education services in this district, please contact the building Principal or superintendent.

Title I

Fisher Grade School participates in this federal program that provides additional assistance to students experiencing difficulty in Mathematics or Reading. For more information about this program, please contact the building Principal.

Remedial Reading

Fisher employs a specially trained reading teacher to work specifically with students having difficulty in the mastery of reading skills. This teacher acts as a reading resource teacher for all the reading teachers in the building, and works directly with individual students or small groups of students in the primary grades.

Summer School

Upon Board approval, Fisher may offer a summer school program. A "Jump-Start" Program may be offered in late July for K-5 students who are recommended by their classroom teachers. Enrollment is limited.

PARTNERS IN EDUCATION (PIE)

Parents are encouraged to join PIE and become active in supporting your schools. This is the parent/teacher group serving the needs of the students at Fisher. This parental organization performs the roles and functions of being the primary parent-teacher organization within the district. For more information, please contact the school Principal. PIE generally meets in the Grade School Library at 6:00 p.m. The 2018-2019 dates are as listed: Sept. 10th, Nov 12th, Feb. 11th, April 8th.

HELPING HANDS

To a huge extent the success of Fisher Grade School is due to a large amount of parental support. One tangible way to provide this support is to become involved in the day-to-day functioning of the school as a Helping Hand. A Helping Hand is an individual that offers a helping hand to the teachers by volunteering to help at the school or to do helpful things at home for the school. Please contact the school office to volunteer your time or efforts.

AGENCY or POLICE INTERROGATION

Sometimes an agency such as the Illinois Department of Children and Family Services (DCFS) or law enforcement agencies need to talk with children at school. Board Policy 7.15 outlines the procedures used in these situations.

ASBESTOS MANAGEMENT PLAN

The Fisher Grade School has its Asbestos Management Plan available for inspection or review as required by the state. The plan may be reviewed at the superintendent's office or the Fisher Grade School Office. (No asbestos containing construction materials were specified or used in the construction of the Fisher Grade School.)

EMERGENCIES AND DISASTERS

Fisher Community Unit School District #1 has a plan (Board Policy 4.19) on how to handle emergencies and disasters, including; district wide emergencies, weather emergencies, hazardous materials evacuation, bomb threat procedures, and other disturbances. Contact the school office or superintendent for copies of this policy.

GRIEVANCE PROCEDURE

A grievance is a difference of opinion raised by a student, a group of students, a parent/guardian, an employee or other individual(s) usually involving; (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of legal requirement, procedures, or rules. Most differences of opinion or misunderstandings can be solved through discussions with the person directly responsible. If this has been attempted, informal discussion with the building Principal is recommended before contacting a Complaint Manager (Policy 2.27). Fisher Community Unit School District #1 has an established Grievance Procedure, which includes designated Complaint Managers (Board Policy 2.27 Uniform Grievance Procedure). Before filing a grievance, the board policies on the area of concern and Policy 2.27 should be read. All Board of Education Policies are available (Policy 2.25, 2.26) from the district office.

HOMELESS STUDENTS

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public

NON-DISCRIMINATION

Fisher Community Unit School District #1 insures that equal educational and employment opportunities are offered regardless of race, color, national origin, age, sex, religion, or handicap (Board Policy 5.1, 7.1, 7.23). Grievance procedures have been established to provide prompt and equitable resolution of student and employee complaints (Board Policy 2.27). Questions in reference to education opportunities or equal opportunity employment should be directed to the superintendent. The superintendent will act as or assign a complaint manager to coordinate the districts' efforts to comply with these laws.

RIGHT TO PRIVACY in the SCHOOL SETTING ACT

Public Act 098-0129

Law permits Illinois elementary and secondary schools to obtain social networking passwords of students if there is "reasonable cause to believe" the site contains evidence that a school rule was broken.

SEXUAL HARASSMENT

Fisher Community Unit School District #1 has in place a policy (Board Policy 7.2) on sexual harassment. It is important that all students, parents/guardians, and employees of the district, know that Fisher Schools will not tolerate this type of activity. Copies of the policy may be obtained from the school office.

SEX OFFENDER STATEMENT

Public Act 94-0994, which was passed by the State of Illinois General Assembly, amends the *Sex Offender Registration Act* and requires school districts to notify parents that information about sex offenders is available to the public as provided for in the Act. The web site for the *Illinois Sex Offender Registry* is: <http://www.isp.state.il.us/sor/>. Click

on “I Agree” at the bottom the page to access the search page. To view a map of registered sex offenders, please go to: <http://www.familywatchdog.us/>