

WARSAW ELEMENTARY SCHOOL

2026-2027 HANDBOOK



WARSAW CUSD 316 ELEMENTARY SCHOOL

220 UNDERWOOD STREET

WARSAW, IL 62379

217-256-4614

WWW.WARSAWSCHOOL.COM

BE SAFE

BE RESPECTFUL

BE RESPONSIBLE

BE A TITAN



BOARD OF EDUCATION MEMBERS

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BOARD OF EDUCATION MEETINGS

Board of Education meetings typically take place on the fourth Wednesday of each month and are held at Warsaw High School at 6:00 PM. Throughout the year, the Board Finance, Community Engagement & Strategic Partnership, and Policy Committees meet.

Dates for all meetings can be found at www.warsawschool.com/district-316/#meetings

If an individual with a disability requires assistance in order to attend a Board meeting, please call 217-256-4281 or fax 217-256-4283

CONCERNS AND CHAIN OF COMMAND

The Board wishes to emphasize that complaints concerning staff members and/or programs will be handled through a proper chain of command. Using this procedure, a citizen with a complaint must first address the complaint with the employee directly responsible. If satisfactory results are not achieved, the citizen may then address that employee's direct supervisor. A normal chain of command for a complaint concerning a classroom teacher, for example, would be to begin with the teacher and continue through the Building Principal, Superintendent, and finally, the Board of Education. The Board will not address complaints concerning staff and/or programs unless the chain of command has been completed up to and including the Superintendent.

STAFF DIRECTORY

ADMINISTRATION

Katrina Nixon	Superintendent	knixon@warsawschooldistrict.com
Trevor Knipe	Elementary Principal	trevor.knipe@warsawschooldistrict.com

TEACHERS AND SUPPORT PERSONNEL

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ADDITIONAL STAFF

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	Social Worker	
Carrissa Moore	School Psychologist	cmoore@wcisec.org
Abi Redenius	Speech Pathologist	aredrenius@wcisec.org

WELCOME LETTER

Dear Parents/Guardians:

Hello, my name is Trevor Knipe. It is with great excitement and heartfelt gratitude that I introduce myself as the new principal of Warsaw Elementary School. I am truly honored to be joining this amazing school community, and I look forward to working together with you and our wonderful staff to support every child who walks through our doors.

At Warsaw Elementary, we believe that every student deserves a safe, caring, and high-quality education each and every day. As principal, I am committed to leading a team of passionate educators who will work daily to help your children grow both academically and personally. Together, we will create an environment where every student feels valued, encouraged, and empowered to succeed.

In addition to strong academics, we are also deeply focused on helping our students grow into confident, compassionate, and capable individuals. We want to nurture future leaders-young people who are not only ready for the next step in their education, but who are also prepared to make a positive impact on our community as they grow.

As principal, I believe in the power of collaboration, trust, and continuous growth. I lead with compassion, high expectations, and a deep belief in the potential of every child. I will work closely with our teachers and staff to create a school culture where every decision we make is guided by what is best for students. I value open communication, shared responsibility, and a strong sense of community. By supporting our educators and empowering them to do their best work, I know we can provide an exceptional learning environment where your children will thrive-both in the classroom and beyond. I am truly excited to get to know each of you and build strong relationships that will help our school thrive. My door is always open, and I welcome your ideas, feedback, and support as we work together to make this a great year.

This handbook is reviewed each spring by a committee of stakeholders and brought before the school board for their consideration. The policies and procedures in this handbook have been approved by the school board. We ask that you familiarize yourself with the handbook's contents and utilize the website below for your continued reference. We recommend reviewing the handbook with your student(s) to help them better understand the expectations for the upcoming school year.

To review the handbook visit
www.warsawschool.com/elementary-school/#handbook

Best Wishes,

Trevor Knipe

Trevor Knipe, Principal

School Phone: 217-256-4614 Ext. 117

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MISSION STATEMENT

In partnership with parents, students and the community, Warsaw Elementary School intends to facilitate **EVERY** student's "**DREAMING, BELIEVING, and ACHIEVING.**" We aim to ensure that every child at our school is provided with high-quality learning experiences based on a broad and balanced curriculum. Our vision is to empower students with knowledge and skills that will support them, as life-long learners.

CORE VALUES

- **Equity:** Equity in opportunity and experience is critical to support the growth and achievement of all students.
- **Whole Child:** We recognize the importance of addressing both the academic and non-academic needs of all learners.
- **Engagement:** We value voice and input to actively involve stakeholders in the learning process.
- **Stewardship:** We commit to using our district resources wisely and responsibly.
- **Continuous Improvement:** We provide educational programming to challenge each individual to ensure learning and growth.
- **Trust & Respect:** We treat all individuals with actions and behaviors that demonstrate trust and respect.
- **Partnership:** We collaborate with others to be responsive to the changing needs of students, families, staff members, and the community at large.
- **Accountability:** We ensure all students are ready for college/career, and life success.
- **Growth Mindset:** We foster a mindset for growth and improvement by using data, research, goal setting, progress monitoring, and reporting.

VISION

Warsaw Elementary strives to empower every student, every day to Dream, Believe and Achieve by utilizing

- **Engaged Educators:** A talented, caring, and inspiring staff that does whatever it takes to instill a love of learning in all students.
- **Environment:** A learning environment that encourages confidence, self-sufficiency, safety, health, and well-being.
- **Culture:** A culture that values diversity and inclusiveness, and celebrates individual differences.
- **Community:** A network of community partners that facilitate learning opportunities beyond the school walls.
- **Curriculum:** A rigorous curriculum that is future-focused and evolving to provide a pathway to high school, college, career, and life success.
- **Instructional Experiences:** Instructional experiences that engage minds, respond to curiosities, and inspire continued learning.

Through our shared vision the faculty at Warsaw Elementary School strives to equip students with the knowledge, skills, and dispositions for real life application for students to demonstrate:

Citizenship	Collaboration	Communication	Confidence
Creativity/Innovation	Critical Thinking	Curiosity	Flexibility
Problem Solving	Resilience	Respect	Responsibility

EQUAL OPPORTUNITY EDUCATION

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religion, physical or mental disability, status as homeless, immigration status, order of protection status, or actual or potential marital or parental status, including pregnancy. No student shall, based on sex, sexual orientation, or gender identity 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 Katrina Nixon, knixon@warsawschooldistrict.com.

AGREEMENT TO ABIDE BY THE HANDBOOK

The Warsaw Elementary School (WES) Student & Parent Handbook contains the school's policies and procedures which pertain directly to the students and parents of WES. The handbook is updated yearly, and you will be informed of any changes from one year to the next. Since support to the entire educational process of WES is essential for the success of the students, students and parents need to be familiar with and follow the policies and procedures. Therefore, all students and parents are asked to sign a statement to show that they have read the handbook and agree to follow the school's policies and procedures. This form will be available during registration at the beginning of the school year and will be kept on file for the duration of the school year.

STUDENT RECORDS

Warsaw CUSD 316 is in full voluntary compliance with Public Law 9-247, Family Education Rights and Privacy Act of 1975, as amended. All educational records shall be open to inspection and review by parents upon written request to the school Principal in accordance with the General Education Provisions Act Title IV, Public Law 9-247 and Public Law 9-380 as amended. Upon a receipt of a written request, parents will be mailed a copy of Warsaw CUSD 316 guidelines for review and inspection of records. After inspection of the records, if a parent feels there is anything misleading, inaccurate, or in violation of privacy, the parent may make an appeal and hearing procedures will then be established.

A signed release by the parent or guardian shall be required before educational records are released by the school. However, teachers and other school officials who have legitimate educational interest may view the records without written consent of the parents. A record of anyone viewing the student's record will be kept on file stating date and purpose of viewing the student's record.

The District may release personally identifiable information regarding students. Parents/Guardians may prohibit such a release regarding their child/ward. Directory information shall be limited to:

Name	Address	Gender
Grade Level	Birth Date	Birth Place
Parent/Guardian Names	Academic Progress	Period of Attendance

Temporary student records are destroyed five (5) years after the student ceases attendance at Warsaw Elementary School. Any former student or his/her agent wishing copies of the temporary record must do so in writing prior to this time. The school district will attempt to contact students with special education records in order to send those records to that student. If the school is unable to contact the student or an immediate relative of the student, the records will be destroyed. In accordance with Illinois law SB404 (PA 93-0462), Warsaw Elementary School does not broker, sell, purchase, or solicit the purchase or sale of student information. A copy of any court order that may affect the dissemination of student records must be on file with the school office in order to be enforced by the school.

STUDENT RECORDS: NOTIFICATION OF RIGHTS

1. The student permanent record consists of basic identifying information, academic transcript, attendance records, accident reports, health record, record of release of permanent information, and other basic information. The permanent record shall be kept for 60 years after graduation or permanent withdrawal.
2. The student temporary record consists of all information not required to be in the student permanent record including family background information, test scores, psychological evaluations, and special education files. The temporary record will be reviewed every four years for destruction of out-of-date information.
3. Parents have the right to:
 - a. Inspect and copy any and all information contained in the student record. There may be a small charge
 - b. Challenge the contents of the records, by notifying the Principal or records custodian of an objection to information contained in the record. An informal conference will then be scheduled to discuss this matter. If no satisfaction is obtained, a formal hearing will be scheduled to be conducted by an impartial hearing officer.
 - c. Receive copies of records proposed to be destroyed. The school will keep all temporary records one month after graduation or permanent withdrawal. However, special education records, by law, will be stored for five years after graduation or permanent withdrawal.
 - d. Inspect and challenge information proposed to be transferred to another school district in the event of a move to another school district.
4. Local, state, and federal education officials have access to student records for educational and administrative purposes without parental consent. Student records shall also be released without parental consent pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other releases of information require the informed written consent of the parent or eligible student.
5. Warsaw Elementary School considers the following categories to be directory information, and as such may be released to any or all inquiries in such forms as news releases, directories, or computer address lists: The student's name, address, telephone listing, date and place of birth, parent's or guardian's name, doctors' names, business telephone of parent, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous education agency attended and the class schedule of the student.
6. A parent or student may not be forced by any person or agency to release information from the temporary record in order to secure any right, privilege or benefit, including employment, credit or insurance.
7. Full and complete copies of the laws, rules and regulations on student records are on file with the record custodian of each school and the District Superintendent.

ENTRANCE AGE

A child entering kindergarten at WES must be five (5) years of age on or before September 1 of the current year. A child entering first grade must be six (6) years of age on or before September 1 of the year in which he/she seeks admission.

REGISTRATION PROCEDURE

All registration is done online at warsaw.powerschool.com/public/home.html

Please complete the registration online, if there are any additional documents that need to be turned in they may be dropped off at the School Office, via mail or in person. Payment of fees may be done online or in the office.

BIRTH CERTIFICATE RESPONSIBILITY

In compliance with legislation passed by the State of Illinois on August 15, 1986, it is necessary for the parents/guardians of students new to the District to furnish a certified birth certificate. (NOTE: A hospital record CANNOT BE ACCEPTED). Copies may be obtained from the County Courthouse of the county in which the birth occurred. This certificate must be supplied within thirty (30) days of the date of enrollment. If this certificate is not furnished within this time period, two actions must be taken:

1. The person enrolling the student will receive written notice that this certificate must be received within ten (10) days; and...
2. The Local Law Enforcement Agency will be notified of this failure to comply. If compliance still does not occur within this additional time period, the Illinois State Police will be notified, as this law mandates

SUPPLIES LIST

When students are registered, parents/guardians will be able to access the supply list from the website. If you have any questions contact the office.

HOMELESS EDUCATION

The McKinney-Vento Act is designed to address the problems that homeless children and youth have faced while enrolling, attending, and succeeding in school. Under this program, schools must ensure that each homeless child has equal access to the same free, appropriate public education, including a public preschool education as other children. The homeless liaison is the elementary principal and may be contacted through the elementary school office. Homeless means individuals who lack a fixed, regular, and adequate nighttime residence...; and includes — children and youths who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations.

BUILDING GOALS

1. Prepare all students for junior high, high school, college/career, the work force and life success.
2. Cultivate a safe and responsive environment that supports each learner's growth.
3. Attract, nurture, and retain effective staff.
4. Strengthen family and community partnerships.
5. Maintain responsible stewardship of District finances, and resources of people, time, and physical space.

SCHOOL HOURS

7:45-8:30 AM	MAIN ENTRANCE WILL BE UNLOCKED
7:45-8:15 AM	BREAKFAST IN THE MULTIPURPOSE ROOM
8:15-10:30 AM	MORNING PRE-K SESSION
12:25	AFTERNOON PRE-K DROP OFF
12:30-3:00 PM	AFTERNOON PRE-K SESSION
8:30 AM	ALL STUDENTS IN THEIR CLASSES
8:30 AM	START OF THE SCHOOL DAY
3:00 PM	WALKERS AND BIKE RIDERS DISMISSED
3:05 PM	PARENT PICK UP
3:10 PM	BUS RIDERS
3:20 PM	ALL STUDENTS SHOULD HAVE BEEN DISMISSED
3:30 PM	PARAPROFESSIONALS DISMISSAL TIME
3:30 PM	TEACHERS DISMISSAL TIME

BEFORE AND AFTER SCHOOL PROCEDURES

Students may enter the building at 7:45 a.m. The school day begins at 8:30am and doors lock at 8:30am. Playground supervision will only be provided after 8:30 a.m. Additionally, the school does not provide supervision outside after the school day. Therefore, students who walk or ride their bike after school are to immediately go home. If a student is with an authorized, supervising adult after school, then that student may use the playground area. All other students must go home after 3:30PM.

Student Drop-Off and End-of-Day Transportation Policy

To ensure student safety and accountability, each student must have one designated primary drop-off location and transportation plan on file with the school office.

The school will dismiss students according to the established primary transportation or drop-off arrangement unless the school office receives notification of a change from the student's parent or guardian.

Any transportation or drop-off changes must:

Be communicated directly to the school office by a parent/guardian

Be received no later than thirty (30) minutes prior to the end of the school day Ex: Normal school day is 3pm, must be known by 2:30pm. On a 1pm early dismissal, must know by 12:30pm.

Include clear instructions regarding the updated dismissal plan

If notification is not received within the required timeframe, the student will be dismissed according to their normal primary drop-off or transportation arrangement already on file.

For student safety, the school may require verbal confirmation or additional verification from a parent/guardian before approving transportation changes.

The district reserves the right to deny transportation changes that cannot be safely or reasonably accommodated.

Extended Vacation/Trip Absences

If a student will be absent for more than three (3) consecutive school days due to a family vacation or trip, the school office must be notified no later than two (2) weeks prior to the beginning of the absence. Administration reserves the right to approve or deny requests for make-up work based on advance notice and academic considerations.

If the school is not notified at least two (2) weeks in advance:

- The absence may be marked as unexcused.
- Teachers will not be required to provide make-up work for assignments missed during the absence.

Families are reminded that regular attendance is essential for academic success and participation in classroom instruction.

Attendance and Excused Absence Policy

In accordance with the Illinois Model Student Handbook, including provisions related to compulsory attendance and excused absences under 105 ILCS 5/26, the Board of Education recognizes the importance of student attendance while also supporting student mental health and family needs.

Students enrolled in the district shall be permitted up to approximately nine (9) Mental Health/Parent Choice Days per the last 180 days (note that is not limited to the current school year). These days may be used when a parent/guardian determines that a student is not emotionally, mentally, or physically prepared to attend school or simply needs to remain home for personal well-being reasons. Parent choice days include up to five mental health days. No doctor's note or additional documentation shall be required for these five (5) days.

Students will be considered truant (or skipping) when the student is absent without valid cause (unexcused). This includes all day truancy and partial days. Any student truant for more than 5% of the last 180 school days will be referred to the Regional Office of Education Truancy Officer. A parent/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 30 days in jail and/or \$1500 fine.

Once a student has used all nine (9) Mental Health/Parent Choice Days during the school year, any additional absences without appropriate documentation shall be recorded as unexcused absences. Appropriate documentation may include a doctor's note, court documentation, funeral notice, or other school-approved verification.

Parents/guardians are encouraged to notify the school office on the day of the absence and provide a reason for the student's absence.

STUDENT ABSENCES

"Chronic absence" means absences that total 10% or more of school days of the most recent academic school year, including with and without valid cause and out-of-school suspensions. It is the parent/guardian's responsibility to notify the school office prior to the start of the school day when their child will be absent from school. When a student will be absent from school, their parent/guardian must contact the elementary school office by 9:00 a.m. on the day of absence in one of three ways.

- I. Leave a message on the school voice mail at **217-256-4614 ext 105**
 - II. Talk to school personnel after 7:30 a.m.
 - A. If parent contact was not made then a note is to be submitted to the office upon re-admittance to school. Absences will be recorded as unexcused until a note with an excusable reason is received.
 - III. Email the school administrative assistant at pam.teel@warsawschooldistrict.com
 - A. If the parent or guardian has not provided prior notice or called, the student will be assumed to be truant. To ensure the student's safety, a representative of the school will attempt to contact the parent to inquire about the student's absence. This notification will be made by 10:20 a.m. Parents must provide at least one telephone number for notification.
- When calling please give the following information:
 - A. Student's first and last name
 - B. Student's homeroom teacher's name
 - C. Reason for the absence
 - D. Length of absence if it is multiple days
 - E. Phone number to be reached on the day of the absence
- ★ If students are not called in by 9:00 there will be a generated phone call to the parents/guardians regarding the absence of the child/children.
- ★ If students are absent multiple days in a row without a parent/guardian call the office staff will begin contacting parents/guardians.
- ★ It is the parent/guardian's responsibility to provide a note from a physician if the child is absent due to illness from school **for 5 or more consecutive** school days.
- ★ Removing students from school for vacation trips is discouraged. However, if taking students from school cannot be avoided, please notify the principal a week in advance so that plans for keeping up with school work can be made. If the school is not notified a week in advance the absences will be unexcused and teachers do not have to allow students to make up for grades taken while students are absent for vacation.

EXCUSED ABSENCE

Valid causes for absence from school are:

- Personal illness (After 3 days ill within a semester, doctor's confirmation of illness is required. If documentation is not received it will be recorded as an unexcused absence.)
- Death in the immediate family
- Family emergency (determined by the school principal)
- Observance of religious holidays
- Medical appointment for students
- Civil court appearance
- The principal may require a doctor's excuse after three (3) days of absence or longer.

UNEXCUSED ABSENCES

An unexcused absence is defined as, "An absence when a student misses school or a specific class without a valid, school-approved reason or proper documentation." It is important that students attend school whenever physically possible. The following are examples of unexcused absences

- Staying home without being ill
- Birthdays
- Shopping
- Babysitting
- Missing the bus
- Oversleeping or general bad weather
- Family excursions or vacations which are not prearranged
- Haircuts
- Other reasons not listed which are unexcused by the decision of the administration.

STUDENT HEALTH

Students who have chickenpox, measles, mumps, pink eye, or other contagious conditions, will be excluded from school while the condition exists. Additionally, students with fever, noticeable cold, or flu symptoms, should not be sent to school.

24 HOUR RULE

Fever/Vomiting: No child with a fever over 100° should be sent to school. Children should not return to school until s/he has been free of a fever and/or vomiting for 24 hours. Any child with a temperature at 100° or above will be sent home.

- **FEVER:** Keep your child home until his/her fever has been gone without the aid of fever-reducing medication for 24 hours.
- **VOMITING OR DIARRHEA:** Keep your child home for 24 hours after the last time he or she has vomited or had diarrhea and is eating a normal diet.
- **ANTIBIOTICS:** Keep your child home for at least 24 hours after the first dose of antibiotics.

ILLNESS OR INJURY AT SCHOOL

The office will immediately notify parents/guardians if their student becomes ill or is injured at school. Emergency contacts are accessible in the PowerSchool for every student. It is important that parents/guardians **maintain current emergency contact information with the school** so they may be reached should an emergency arise.

STUDENT MEDICATION

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 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." These forms are available online.

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.

HEAD LICE

If a staff member suspects a student has lice, he/she will discreetly inform the **school nurse**. The school nurse will contact and check the student. Students diagnosed with live head lice will have their parent/guardian contacted and the student will be sent home when possible. If nobody answers the phone or is able to pick up the student, the student will remain in the office for the remainder of the day. Once the student is treated appropriately, they may return to class. The student will be rechecked upon return to school to be sure the student is lice free.

IMMUNIZATION RECORDS

Pneumococcal	All Pre K students must show proof of at least one vaccine after 24 months of age.
DPT (Diphtheria/Pertussis/Tetanus)	Four or more doses of DTP with the last booster received after age 4. Any child entering 6 th grade shall show proof of receiving one dose of Tdap (tetanus, diphtheria, acellular pertussis) vaccine regardless of the interval since the last Tdap, DT or Td dose.
TOPV (Polio)	Three or more doses with the last dose being a booster given after 4 years of age.
MMR (Measles, Mumps, Rubella)	Two doses, first dose at 12-15 months, second dose 4-6 years before start of school. All 6 th grader students must show proof of 2 doses.
Hepatitis B	Three dose series, the 2 nd dose should be given 1 month after the 1 st dose, and the 3 rd dose at least 4-6 months after the 2 nd dose.
Chicken Pox Vaccine	Any child entering kindergarten or 6 th grade shall show proof of having received two doses of varicella vaccine, the first dose on or after the first birthday and the second dose no less than four weeks (28 days) after the first dose, or proof of prior varicella disease or laboratory evidence of varicella immunity.
Meningococcal	Students must show proof of one vaccine on or after their 11 th birthday.

★ **Important Note:** State law requires proof of or a schedule for compliance for both the health examination & required immunizations to be submitted to the school by **October 15th** of the current school year. **Noncompliance will result in the student being excluded from school** until proof of or a schedule for both requirements can be presented. During the time of exclusion, the student will be recorded as truant.

ABSENCES FOR RELIGIOUS HOLIDAYS

Any child who is unable, because of the observance of a religious holiday, to attend classes on a particular day shall be excused from any assessment or any study or work assignments on that day. A child who is absent from school because of the observance of a religious holiday will be provided an equivalent opportunity to make up any assessment, study or work requirements, which they have missed because of their absence.

TRUANCY

State law says that school is mandatory for ages six (6) through 17. A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law. State law requires every school district to collect and review its chronic absence data and determine what systems of support and resources are needed to engage chronically absent students and their families to encourage the habit of daily attendance and promote success. This review must include an analysis of chronic absence data from each attendance center. 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. For a full review of the attendance policy beyond truancy, see the Attendance and Excused Absence Policy section below.

Parents are allowed approximately 9 parent choice days each school year for their child to be absent. Parent choice days include up to five mental health days. Students will be considered truant (or skipping) when the student is absent without valid cause (unexcused). This includes all day truancy and partial days. Any student truant for more than 5% of the last 180 school days will be referred to the Regional Office of Education Truancy Officer. A parent/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 30 days in jail and/or \$1500 fine. Supportive services to truant or chronically truant students include: parent conferences, student counseling, family counseling, and information about existing community services.

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

TARDINESS

When children come to school late, they lose valuable time, interrupt the class, and will miss important information and instructional activities. Students and family members are responsible for students arriving at school on time. Punctuality is part of good citizenship, so please help your child be on time. If, on occasion, your child must be late for school, please write a note of explanation to the teacher, escort your child into the office, and sign them in.

Students that are not in their classroom by 8:30 a.m. will be recorded as tardy. Students who are tardy shall come to the School Office for a tardy slip before reporting to class. This must be done regardless of the amount of time tardy. Students who demonstrate a pattern of tardiness will be counseled and their parent's contacted to resolve the problem.

PARENT/GUARDIAN CONTACT INFORMATION

It is very important that we have current phone numbers in our records. At times during the year, an emergency may arise whereby we need to locate parents/guardians, or an individual designated by the parents/guardian. If for any reason the contact phone numbers change during the year, please notify the school office immediately.

PARENT COMMUNICATION

Messages will be taken for students and teachers, but it is not always possible to deliver them immediately. If parents wish to speak with teachers on the phone, it is requested they call before or after school when teachers are not in class. Also, each teacher has voicemail and email, so please ask the office staff for assistance in accessing these features which will allow you to leave a message and contact information so that the teacher can reply and/or return your phone call. In addition, families are expected to register their child to ensure that all contact information is kept up to date including phone number and email addresses.

PARENTAL APPROVAL FORM

At the beginning of the school year parents or guardians will be asked to fill out a form allowing approval or disapproval of their child(ren) to be photographed for media purposes. Consent will allow the child(ren) to be interviewed, photographed, videotaped, and/or placed on our school website in respect to news stories or instructional/informational projects and programs.

TEACHER REQUESTS

Teachers and administrators have an enormous number of factors that are considered when creating class assignments before the beginning of the school year. There needs to be a semi-equal distribution of students by gender, achievement levels, behavioral concerns, and accommodations for students with special needs. Therefore, there are no guarantees that your child will get the requested teacher.

VISITORS

All visitors to the school building or grounds are requested to use the main entrance and **CHECK-IN AT THE OFFICE WINDOW** regarding the purpose of their visit. All visitors are given a **Visitor's Pass**. This will enable faculty and students to quickly identify individuals who entered the hallways or are on school grounds without permission. 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.

If you wish to schedule a visit to volunteer in the classroom, contact the principal to establish a time. This must be cleared with the classroom teachers. When there are class parties teachers will set up a volunteer list. Volunteers will be limited to the number suggested by the teacher and those who volunteer first will be selected first. Students from other schools are generally not given permission to visit WES unless the visiting child would have something of value to offer our school program. Anyone interested in such a visit must first secure permission from their child's teacher(s).

FEES

Each pupil is required to pay a **\$50 instructional materials fee** at the time of registration. The instructional materials fee is used to purchase basic and supplemental texts - hardcover and paperback, periodicals, workbooks and supplies

Each student is required to pay a **\$10 technology fee** at the time of registration. This technology fee is used to replace parts and screen protectors for students' electronic devices.

BOOK REPLACEMENT COST

One textbook per subject is given to each student on the first day of classes. Loss and unreasonable wear or damage is chargeable to the student. No new text will be issued until the lost text is paid for. Payment for loss/damage must be made at the end of the school year. No report card will be issued until payment is made.

CARE OF SCHOOL PROPERTY

Students are responsible for the proper care of all books, supplies, and furniture supplied by the school. Anyone damaging property or abusing equipment, whether by accident or on purpose, will be required to pay for the damage or replace the item in addition to any other disciplinary sanctions that may be imposed.

LUNCH/BREAKFAST FEES

SCHOOL HOT LUNCH/BREAKFAST PROGRAM The Type A lunch is the foundation of the school hot lunch program and provides at least one-third of the student's daily nutritional requirements for good health as established by the U.S. Department of Agriculture. Warsaw Elementary School utilizes the cafeteria for lunch and the multipurpose room for breakfast in order to provide a Type A lunch to each student. **If your child has a food allergy, please pay close attention to the lunch and breakfast menus.**

Money will be collected in the mornings by classroom teachers before school begins. No money should be brought by students through the lunch line. You may pre-pay by the week, every 2 weeks, monthly, etc., whichever is best for you. It is important that all school-related monies are transported safely to school in a sealed envelope, preferably carried in the child's book bag. The child's name and grade level on the envelope helps in case the envelope is lost. The school is not responsible for lost money. For safety reasons, students should not bring other, non-school related monies to school. For safety reasons, students are not permitted to solicit or/collect money for non-school related items at school

Students may bring a cold lunch or eat school hot lunch. School lunch is to be paid in advance. Students with cold lunches may purchase school **milk at \$.40 a carton. STUDENTS MAY NOT HAVE SODA OR ENERGY DRINKS** in the cafeteria. Students who need juice with hot lunch instead of milk must have a doctor's note. Breakfast is to be paid in advance. Breakfast and lunch may be paid together.

MEAL PRICES FOR WES

PRICE OF LUNCH FOR ELEMENTARY STUDENTS \$3.20 PER DAY

PRICE OF BREAKFAST FOR ELEMENTARY STUDENTS \$2.25 PER DAY

ADULT MEALS \$3.25 PER DAY

REDUCED PRICE MEALS

PRICE OF REDUCED LUNCH \$.40 PER DAY

PRICE OF REDUCED BREAKFAST \$.30 PER DAY

Students who cannot afford to purchase the Type A breakfast or lunch may be eligible to eat free or at a reduced price. For any family that qualifies, we do have Free and Reduced Lunch Forms available. These families are able to receive both breakfast and lunch at the free or reduced lunch price. Parents are requested to fill out the appropriate forms and bring them to the district office to determine if they meet federal requirements for free or reduced price meals.

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 parents or guardians 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 applies to all fees related to school, instruction, and extracurricular activities. Applications for fee waivers may be obtained from the school office and may be submitted by a parent or guardian of a student who has been assessed a fee. As 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); or
3. The student's parent is a veteran or active-duty military personnel with income at or below 200% of the federal poverty line.

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.;
- Unemployment;
- 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 or an appeal of the District's decision to deny a fee waiver 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.

GRADING KINDERGARTEN

Academic progress in kindergarten will be reported as follows:

(S+) Very Good **(S)** Satisfactory **(N)** Needs Strengthening **(U)** Unsatisfactory

Progress toward the achievement of specific grade level skills will also be identified so parents are well informed about their child's strengths and needs.

GRADING SCALE FOR GRADES 1ST-6TH

Percentage Score	Grade	Letter Grades will be determined on a percentage basis as shown here. Quarterly grades are a combination of daily work, class participation, and performance on assessments (tests, quizzes, and projects). The weight assigned to assessments is uniform within each grade level. Students and parents will be informed of grade level weighting of assessments at the beginning of school. Late Work is considered late if not handed in when requested by the teacher. Each teacher has their policy on late work. This policy should be in the teachers syllabus. Parents should be made aware of this policy at the beginning of the school year. Make-Up Policy Students are given one day of make-up time for each excused day of absence and work will receive full credit. Elective Classes such as PE, Art, and Music are graded with the special needs scale. (E)-Exceeds (S)-Satisfactory (N)-Needs Improvement (U)- Unsatisfactory
100 - 98	A+	
97 - 92	A	
91 - 90	A-	
89 - 88	B+	
87 - 82	B	
81 - 80	B-	
79 - 78	C+	
77 - 72	C	
71 - 70	C-	
69 - 68	D+	
67 - 62	D	
61 - 60	D-	
59 - 0	F	

HELP TEAM

The Help Team meets on Thursday after school. The help team is data driven and dependent on school personnel available. The Multi-Tiered System of Supports (MTSS) will determine student priority. Students in tiers 3 will take first priority then tier 2 and then tier 1. If parents wish for their child to utilize the help team please contact the district office by calling **(217) 256-4614**.

Tier 1 is whole class core instruction

Tier 2 is whole class core instruction + additional targeted instruction (often small group)

Tier 3 is whole class core instruction + additional targeted instruction + intensive intervention

SPECIAL EDUCATION INFORMATION TO PARENTS

The Warsaw School District offers a free and appropriate education to all children. Any child age 3-21 residing in the School District is eligible for special education services under the following:

Specific Learning Disability	Hearing Impairments	Intellectual Disability	Hearing Impairments
Speech/Language Impairment	Deafness	Emotional Disability	Visual Impairment
Developmentally Delayed		Multiple Disability	Traumatic Brain Injury
Orthopedic Impairment		Autism Spectrum Disorder	Other Health Impaired

STUDENT SCREENINGS: VISION, HEARING, SPEECH

1. A bi-annual screening of all children between the ages of 3 and 5.
2. Hearing and vision screening at regular intervals.
3. Speech and language screening upon initial enrollment in school.
4. An ongoing annual screening by teachers and other professional personnel for referral of those students who exhibit problems that interfere with their educational progress and/or their adjustment to the educational setting.

Referrals for preliminary evaluation may be made through the Building Principal, by School District personnel, or by the parent of the child. Community service agency personnel may make referrals if they have primary care and custody. Additionally, other professional persons having knowledge of the child's problems, the child, or the State Board of Education may make referrals when there is reason to believe that a child may require special education.

ENGLISH LEARNERS

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet. Parents/Guardians of English Learners can be involved in the education of their children. In addition, parents/guardians can be active participants in assisting their children to attain English proficiency

SECTION 504

Section 504 of the Rehabilitation Act of 1973, as amended 29 U.S.C., Section 794, protects disabled persons from discrimination based on their disabled status. The Board of Education recognized the requirement to provide a free appropriate public education to each disabled student within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the Warsaw CUSD 316 to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Students may be disabled under this policy even though they do not require special education services pursuant to the Individuals with Disabilities Education Act (IDEA). **The school must be provided the proper documentation.** Procedural safeguards are guaranteed for disabled students and their parents in the Warsaw School District.

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 22nd birthday for whom it is determined that special education services are needed, except those children with disabilities who turn 22 years of age during the school year are eligible for special education services through the end of the school year. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

DISCIPLINE OF STUDENTS WITH DISABILITIES

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

RESPONSE TO INTERVENTION

The Individuals with Disabilities in Education Act (IDEA) stipulates that schools follow a Response to Intervention (RtI) model of identifying students for special education services.

RTI is a Practice of Providing:

1. High quality instruction/intervention matched to student needs and
2. Using learning rate over time and level of performance (in comparison to peers) to
3. Make educational decisions (including special education entitlement).

This means using differentiated curriculum based instructional strategies for all learners, providing all learners with scientific, research-based interventions, continuously measuring student performance using scientifically research-based progress monitoring instruments for all learners, and making educational decisions based on a student's response to interventions. This model is consistently applied to academic and behavioral issues.

RtI Three-Tier Model that utilizes increasingly more intense interventions:

- I. **TIER 1:** The foundation consists of scientific, research-based core instructional practices and behavioral methodologies, practices, and supports designed for all students in the general curriculum.
- II. **TIER 2:** Supplemental instruction and short-term interventions are provided in addition to core instruction to those students who display poor response to Tier 1 group instructional procedures.
- III. **TIER 3:** Intensive instructional interventions provided in addition to core and Tier 2 interventions to increase an individual student's rate of progress. Students who do not display meaningful progress in response to Tier 2 interventions or those that display progress but continue to need support would be considered for more intensive interventions at Tier 3.

At Warsaw Elementary School, all students' reading and math skills are screened three times a year using the district wide assessment and benchmarking tool AIMSweb in order to determine which students may be in need of additional interventions. This information will be shared with parents. If additional interventions are needed, parents will be informed and the student's progress will be monitored.

PROMOTION GUIDELINES

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.

RETENTION GUIDELINES

In the event the parent does not agree with the school's (teacher-principal) recommendation to retain a student, the building Retention Review Committee will make the final decision. Further the Retention Review Committee will decide all retention cases where the student meets the criteria for retention, but parents or other individuals agree that a promotion is in the best interests of the student.

TIME OUT AND PHYSICAL RESTRAINT

Isolated time out, time out, and physical restraint shall only be used if the student's behavior presents an imminent danger of serious physical harm to the student or others, and other less restrictive and intrusive measures were tried and proven ineffective in stopping it. The school may not use isolated time out, time out, or physical restraint as discipline or punishment, convenience for staff, retaliation, as a substitute for appropriate educational or behavioral support, a routine safety matter, or to prevent property damage in the absence of imminent danger of serious physical harm to the student or others. The use of prone restraint is prohibited.

TRANSFER STUDENTS WITH AN IEP OR 504 PLANS

Federal and state statutes require Warsaw Elementary School to recognize and match, within the scope of programs and facilities available to the school district, any current individualized education plan (IEP) or 504 plans that accompany a transfer student's records. Changes to the previously prescribed IEP or 504 plans must be made during an IEP or 504 meeting. If a student's complete and up-to-date records are not received by the school district within 30 days of enrollment.

EMERGENCY DRILLS

Emergency drills will be held periodically throughout the year. These include fire drills, tornado drills, evacuations and lockdowns. Fire safety, tornado safety, and evacuation instructions will be posted inside each classroom. In the event of a school evacuation, parents will be notified through our school messenger system on Powerschool of important updates as well as details to reconnect with students. We will use the track as a rally point during lockdown drills for those students who are outside during a lockdown. During a fire drill students will line up with their homeroom teachers on the playground by the red slide on the south end of the playground.

WEATHER CONDITIONS AND SCHOOL CANCELCATION

In the event of inclement weather conditions or other emergency situations affecting the school schedule the school principal will make an ALL-CALL canceling school. In addition, the following radio and television stations will be contacted early in the morning of the affected day:

- ★ **WGEM TV, Channel 10 Quincy**
- ★ **KHQA TV, Channel 7 Quincy**
- ★ **WGEM RADIO, 1440 AM - 105 FM Quincy**
- ★ **KOKX RADIO, 1310 AM - 95.3 FM Keokuk**
- ★ **WCAZ RADIO, 990 AM - 92.1 FM Carthage**
- ★ **WTAD RADIO, 930 AM Quincy**
- ★ **WQCY RADIO, 99.5 FM Quincy**

In the event inclement weather conditions strike after school has begun, and a decision is made to dismiss early, that announcement will be placed on the above listed television and radio stations.

SCHOOL CALENDARS

Please check the school website for school events or check our social media pages. Contact the office if you have any questions about events.

PARENT TEACHER ORGANIZATION

The Warsaw PTO works to foster a closer relationship between home and school. The PTO supports the schools mission to develop each child academically and socially to their highest potential. Membership is free and is open to all parents/guardians of children in grades Pre-K-6. If you wish to join the PTO more information is available by email warsaw.il.pto@gmail.com

ACADEMIC ALL-STARS GRADES 4-6

To become an Academic All-Star each quarter, a student must have achieved an average grade of B after grade values for core subjects. Students who achieve this status, will quarterly have their names posted at school, and **QUALIFY FOR BREAKFAST WITH THE PRINCIPAL**. To qualify students must achieve 32 + points/quarter.

Core Subject Area Grades & Grade Value Points:

A+ A A- B+ B B- C+ C C- D+ D D- F

12 11 10 9 8 7 6 5 4 3 2 1 0

ACADEMIC ALL-STARS COMPUTATION

Total the points from the four core subject areas. For example:

	Letter Grade	Grade Value
Language Arts	B	8
Social Studies	B	8
Science	B	8
Math	B	8

Total 32 = Academic All Star List

ACADEMIC INTEGRITY

Academic integrity is of the highest priority at Warsaw Elementary School. Students are expected to abide by the highest academic ethics.

As noted in the discipline section of this handbook, cheating may be considered as severe misconduct. Cheating may include, but is not restricted to, the following:

1. Copying another student's homework as a student's own work.
2. Use of another person's work in term papers or other documents without giving credit to the author.
3. Using cheat sheets or any device that contains, provides, or otherwise allows communication of answers to tests or quizzes.
4. Trying to read answers from another student's test or quiz.
5. Allowing another student to copy their work or doing another student's work for them.

A student who is found to have violated academic ethics will, at minimum, receive a zero for the work in question and a note will be added to the student's file. In severe or repeated cases, further disciplinary action may follow, including lunch detention or suspension from school.

STATE REQUIREMENTS FOR ENROLLMENT

A **certified live birth certificate** must be submitted for each Pre K & Kindergarten student and for each student new to the district. A certified live birth certificate (not a hospital record) must be presented within 30 days of enrollment. If 30 days have elapsed, the school will send a notice to the person enrolling the student that compliance must occur in 10 days. If compliance doesn't occur in 10 days, the district is required by law to submit a report to the police. All children enrolling in kindergarten or upon first entry into an Illinois school beyond kindergarten are required to have an **eye examination**. Examinations must be performed by a licensed optometrist who shall complete and sign the Eye Examination Report form. These examinations should be completed BEFORE school registration in July.

STUDENT DRESS & PERSONAL ITEMS

The dress and grooming of students at Warsaw Elementary School shall be the responsibility of parents and students. A student is expected to be clean, neat, and decently dressed. A student who does not conform to the student dress policy will be required to correct the violation. Refusal to comply may result in disciplinary action. Students who must be reminded multiple times will be subject to disciplinary action. Students will call their parents from the office and either a change of clothes will be brought to them or students will be sent home.

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.

A student's appearance, including dress and hygiene, must not disrupt the educational process or compromise standards of health and safety. The school does not prohibit hairstyles historically associated with race, ethnicity, or hair texture, including, but not limited to, protective hairstyles such as braids, locks, and twists. Students who disrupt the educational process or compromise standards of health and safety must modify their appearance.

1. Student dress (including accessories) may not advertise, promote, or picture alcoholic beverages, drugs, drug paraphernalia, violent behavior, or other inappropriate images.
2. Student dress (including accessories) may not display lewd, vulgar, obscene, or use offensive language or symbols, including gang symbols.
3. Hats, hoods, coats, chains, sweatbands, and sunglasses may not be worn in the building during the school day. Coats may be allowed if the classroom is abnormally cool.
4. Hair styles, dress, and accessories that pose a safety hazard during science labs or physical education will not be permitted. These parameters will be discussed with students as needed by the classroom teachers.
5. Clothing that shows undergarments may not be worn at school.
6. The length of shorts, skirts, and shirts (including holes in clothing – be it arm holes or holes in jeans/pants) must be appropriate for the school environment.
7. Appropriate footwear must be worn at all times.
 - a. If tennis shoes are not worn to school, students should have a pair in their backpack or locker for recess
 - b. All students need a pair of clean tennis shoes to be kept at school for indoor PE.
8. If there is any doubt about dress and appearance, the building principal will make the final decision.
9. A 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.

ITEMS BROUGHT TO SCHOOL

Extra items are **NOT** to be brought to school unless needed for the purposes of education. Students are **NOT** to bring the following items to school: toys, living things, flammable/explosive items, sharp objects and projectile devices. In no case may animals be transported on a school bus. Also, floral or balloon deliveries to students are **NOT PERMITTED** due to student allergies. **However, edible treats and invitations are permitted, as long as they are for the whole class. Due to health concerns, all treats brought to school for distribution to the other students must be store bought.** If a student wishes to bring something for recess or a field trip etc. it must be approved by the building principal.

LOCKERS

Fourth, fifth and sixth grade students will have lockers. All lockers made available for these students to use on the school premises, whether in the hallway, classroom, or locker room, are the property of the School District. These lockers are for student use in storing school materials and personal items necessary for school use. Keep your locker door shut when not in use, and do not use any other person's locker other than the one assigned to you.

Students must use the locks provided by the school. If a lock is lost there is a replacement fee of \$5.

Never leave articles of value or money in your locker. Please remember that the school is not responsible for any articles stored in your locker including books. Your locker is school property and is not to be abused in any way. Your locker is to be kept neat and clean. Periodic locker checks will be made during the year. You will be responsible for any negligence or damage to your locker. The school retains the right to inspect lockers and their contents to ensure that school property is being used in accordance with its intended purpose and to eliminate fire and health hazards, maintain sanitary conditions and attempt to locate lost or stolen materials.

Lockers are assigned by the school and are not to be traded or changed without permission of the office or the assigning teacher. Students who have difficulty with a locker or need repairs should report this to the office so that repairs can be made.

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 principal 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.

FOOD ALLERGIES/CHRONIC ILLNESS

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal as Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed support so that your student can access his or her education as effectively as students without disabilities.

CLASSROOM RULES

Each teacher establishes and posts rules for general behavior in their classroom.

PLAYGROUND RULES

Due to space and supervision limitations, few students can be supervised indoors during outdoor recess periods. Recess will be outside when it is not raining and the wind chill is above 25 degrees Fahrenheit. The app the school uses to measure windchill is called AccuWeather. Consequently, students must come to school appropriately dressed for the prevailing and forecasted weather conditions. Parents are asked to monitor their student's dress to ensure that weather appropriate clothing is worn to school.

1. Students will show respect for and follow the instructions of playground supervisors.
2. Students will promptly go outside for recess and remain outside unless given permission from a playground supervisor to be in the building.
3. Students shall remain in the designated play areas during recess.
4. When the wind chill is below 50 degrees F, coats must be worn while on the playground. Boots or a change of shoes are required to play in snow covered areas.
5. Students are not to eat food, consume beverages or chew gum on the playground.
6. Students are expected to use playground equipment in the manner it was designed for and intended to be used.
7. Students are expected to exhibit good sportsmanship in all play activities. Rough game play such as: tackle football, intentionally knocking others down during soccer, throwing elbows in basketball, etc., is not permitted.
8. Physical aggression such as- punching, pushing, grabbing, choking, wrestling, or using martial arts on school grounds is not permitted.
9. Making threats, name calling, using racial or ethnic slurs, inappropriate gestures/language, and/or contact are not acceptable.
10. Use of any object in an effort to injure others is prohibited on school grounds.
11. Throwing anything other than a school supplied ball in a game activity, is not permitted. Students are **NOT** allowed to bring toys or any play items onto the playground without previous permission from playground supervisors.
12. At the signal for the end of recess, students are to promptly stop play and line-up for return to class.

CAFETERIA RULES

1. Students shall not save seats for other students.

2. Students shall walk to and from lunch and shall be orderly and use voice level 1 or 2 during lunch.
3. Trays shall be stacked neatly after placing silverware in its proper container. No food shall leave the cafeteria.
4. Loud talking, yelling, screaming, and other disruptions are prohibited.
5. Students shall not throw food, milk cartons or other items.
6. Students shall not trade food.
7. Students shall follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
8. Students shall remain seated while in the cafeteria except to return to the lunch line or return trays.
9. Students shall immediately become silent when staff or presenters make announcements in the cafeteria.
10. Students shall report spills and broken containers to cafeteria staff immediately.
11. Students shall be dismissed from the cafeteria by the lunchroom supervisor.
12. Misbehavior will result in disciplinary action

LIBRARY

The library provides a wealth of learning materials for leisure and assigned reading, research, and independent study. The library is open daily. All classrooms have a designated period of time to enjoy the library resources. Students will be given assistance checking out books in the library either by their classroom teacher or a classroom assistant.

Library Rules

- Library books need to be returned by the date due and/or renewed.
- No food or drinks are allowed in the library at any time.
- Behavior must be appropriate at all times.
- Books need to be kept in proper condition.
- Students are liable for lost or damaged books.

OPEN HOUSE

Open House gives parents and students the chance to get acquainted with your student's teacher, see the school building and classrooms, and begin building a positive relationship between students, teachers and parents. Additionally, Open House can offer students comfort and confidence for the first day of school. **This school year's Open House is August 12, 2026 from 5:30-6:30 PM.**

CELL PHONES AND OTHER ELECTRONIC DEVICES

Phones that are brought to school should be kept in the student's locker. Cell phones should remain off during school hours. Students who are caught with their cell phones during school hours will bring the phone to the office and will be allowed to pick it up at the conclusion of the school day. A second offense will result in the parent/guardian coming to school and retrieving the cell phone from the office and a lunch detention. Students may wear smart watches. However, if the watch is a distraction or being used to communicate with others it will be confiscated and the student will be given a cell phone violation. Teachers can also ask students to remove watches during testing.

PHYSICAL EDUCATION INFORMATION

Clothing and Attire

Tennis shoes are required for physical education classes. Students not wearing appropriate shoes or clothing will not be allowed to participate in class that day. Students will need to have a clean pair of tennis shoes kept in their locker for PE use only. WES encourages wearing shorts underneath dresses.

Excused P.E. Absences

Students may be excused from P.E. class due to illness or injury with a note from parent/ guardian. After one (1) week, a doctor's note is required.

Participation

Participation: Students unable to participate in P.E. class due to injury or illness will be unable to participate in recess that same day. Students will be assessed based on participation and behavior each quarter

Exemption From PE Requirement

A student who is eligible for special education may be excused from physical education courses in either of the following situations:

1. Starting in 3rd grade IEPs require that special education support and services be provided during physical education time, and that the parent/guardian agrees or the IEP team makes the determination; or
2. The student participates in an adaptive athletic program outside of the school setting, and the parent/guardian documents the student's participation as required by the Superintendent or designee.

A student requiring adapted physical education will receive that service in accordance with the student's Individualized Education Program.

Threats, Intimidation, and Extreme Language Policy

Warsaw CUSD #325 is committed to maintaining a safe, respectful, and orderly learning environment for all students and staff. Any verbal threats, intimidating statements, or use of extreme language directed toward students, staff members, visitors, or the school itself regardless of the student's educational status shall be treated seriously and investigated by school administration. Examples of prohibited conduct include, but are not limited to:

- Threats of violence or harm
- Statements implying physical injury
- Threats involving weapons
- Severe verbal intimidation
- Extreme or abusive language that substantially disrupts the educational environment

Any student engaging in such conduct may be subject to disciplinary action consistent with Illinois School Code and district discipline procedures. Consequences may include:

- Parent/guardian conference
- Administrative meeting
- Loss of privileges
- In-school suspension
- Out-of-school suspension
- Referral to law enforcement when appropriate

School administration will determine disciplinary consequences based on:

- Severity of the incident
- Student intent
- Prior disciplinary history
- Impact on school safety and operations

The district reserves the right to conduct threat assessments and implement safety plans when deemed necessary.

DISCIPLINARY ACTIONS

- ★ **The nature of the parent response to a behavioral referral from the office will influence what the child learns from the experience. Parents, who work with school personnel in a constructive spirit to resolve the problem, will model an appropriate way to solve problems and reinforce to their child that misbehavior is unacceptable.**

The Illinois School Code provides schools jurisdiction over their students during the regular school day and while going to and from school on school transportation. Jurisdiction includes any school activity and related misconduct regardless of time and location. To achieve a safe and orderly environment, schools must set expectations for conduct (establish rules), teach appropriate conduct and teach that there are consequences for misbehavior to insure compliance to rules.

Please note, all referrals made to the office result in the principal meeting with the student to review the incident. Office action regarding the referral will be based upon the reported information on the referral and any new information resulting from the meeting with the student and/or other witnesses.

Major Disciplinary Infractions

Stealing	Cheating	Fighting/Biting	Making a threat to someone or towards the school
Bullying/Hazing	Possession of a Weapon	Destruction of Property	Possession/use/or delivery of tobacco or alcohol
Behavior that Disrupts Learning	Inappropriate Language or Gestures	Messing with fire alarms/extinguishers	Possession/use/or delivery of a controlled substance
Lying	Habitual Class Disruption	Habitual Defiance	Cell Phone Violation

Minor Disciplinary Infractions

Defiance	Disrespect	Disruption	Lying
Property Damage Misuse	Physical Contact	Teasing	Inappropriate Language

Types of Discipline Assigned by Administrator

Verbal Warning	Timeout in Office	Loss of Titan Ticket	Atonement
Lunch Detention	In School Suspension	Out of School Suspension	Sent Home
Bus Suspension	Parent Contact	Loss of Privilege	Expulsion

SUSPENSION POLICIES

1. The Principal will decide when a suspension shall start and end and whether a suspension shall be in or out-of-school.
2. Suspension will be immediate and may be an in-school suspension, or out of school suspension.
3. Suspensions may be for a period of up to 10 days per suspension.
4. The Principal will attempt to reach a student's parent by phone when a suspension is to be issued. The Principal will also send a letter to the parents.
5. The Principal may request the parent(s)/guardian(s) to appear for a conference.
6. If the suspension is an in-school suspension, the student will be required to eat his/her lunch in a designated place and may only be on the school premises from 7:45 a.m. to 3:30 p.m.
7. If the suspension is an out-of-school suspension, then the student may not appear on the school premises at any time during the suspension period without the Principal's permission.
8. Failure to abide by the rules of an in-school suspension will cause the student to be suspended out-of-school for the remainder of the suspension, with an additional day added to the suspension.
9. A student who leaves the school campus without permission will receive an in-school suspension for the remainder of the day and have their parents/guardians contacted on their first offense. On their second offense the student will be suspended out of school for one day and an additional day for each additional infraction thereafter.

EXPULSION

Parents/guardians will be notified as soon as possible regarding the circumstances and disciplinary action. If continued suspensions occur, the building principal will refer the student to the district administrator for possible expulsion proceedings. The district administrator will decide if the student, along with his/her parent/guardian should appear before the Board of Education for possible expulsion proceedings. The Board of Education will make the final decision concerning expulsion. In exceptional cases, the administration may request the Board to consider expulsion for a first offense. Expulsion from school is an extreme action that may be taken when all efforts to counsel with the student and the parents have failed to bring acceptable behavior, and when very serious incidents occur that require immediate action.

DUE PROCESS

The Board of Education and Administration intend to protect student's rights. The policy below pertains to discipline matters that involve suspension:

- A student has a right to hear the charges/evidence.
- The student may deny the charges and give his/her story.
- A student has the right to be informed of the decision.
- A student and parents have the right to a hearing with:
 - First – Principal
 - Second – Superintendent
 - Third - Board of Education

BUS TRANSPORTATION

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

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 building principal.

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.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Be waiting at your bus stop on time.
2. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
3. Do not move from one seat to another while on the bus.
4. Keep all parts of the body and all objects inside the bus.
5. Loud conversation, singing, boisterous conduct, unnecessary noise, or profanity are not allowed.
6. Enter and exit the bus only when the bus is fully stopped.

7. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
8. Use the emergency door only in an emergency.
9. In the event of an emergency, stay on the bus and await instructions from the bus driver.
10. Good behavior that will not distract the bus driver from operating the bus safely is required.
11. Climbing over seats, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
12. Do not open windows unless given permission
13. Keep the bus neat and clean.
14. Athletic footwear equipped with cleats or spikes are not allowed on the bus unless in a duffle bag.
15. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
16. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
17. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
18. Eating is not permitted on the bus unless permission is given by the bus driver.
19. Parents will be liable for any defacing or damage students do to the bus.

Bus Suspensions

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on buses 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 the Superintendent's office.

BICYCLES / SCOOTERS

Students who ride bicycles/scooters to and from school shall observe the rules of the road and exhibit courtesy to pedestrians. Bicycles/scooters must be walked on the school playground and parked in the provided racks. Scooters may not be taken to the classroom. Students who disregard the above rules shall have their bicycle/scooter privilege revoked. Warsaw Elementary School will not be responsible for lost or stolen bicycles/scooters.

CRISIS PREVENTION/CHILD RESTRAINT

A teacher may use reasonable force as needed to maintain safety for the other students, school personnel or persons, or for the purpose of self-defense or the defense of property. The teacher may remove a student from the classroom for disruptive behavior and shall include provisions which provide due process. Prone restraint is not permitted.

DRUG USE POLICY

Any student in possession/use/or delivery of tobacco, electronic cigarettes, vapes or any illegal drug or controlled substance or lookalikes on school property or at school activities is considered in violation of the Drug Use Policy. Violation of the Drug Use Board Policy will result in the following acts of disciplinary procedures:

1. The student shall be referred to the Principal.
2. The parent(s)/guardian(s) shall be referred to the Principal.
3. The Superintendent shall be notified.
4. The Police may be notified.
5. If the parent(s)/guardian(s) cannot be located, and if the student is in a clear and present danger to him/herself or others, 911 may be called, and the student may be taken to the hospital.
6. The student may be recommended for counseling at his/her expense.
7. The student will be suspended from school by the Principal. The principal may also refer the student to the Board of Education for expulsion proceedings.
8. The student may be expelled from school by the Board of Education.

SCHOOL OPERATIONS DURING A PANDEMIC

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student populations to minimize the impact of any educational disruption.
8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or other public health emergency should contact school officials.
9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.
10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.
11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.
12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

PREVENTION OF AND RESPONSE TO BULLYING, INTIMIDATION, AND HARASSMENT

Bullying is defined by the State of Illinois, "Bullying as any severe or pervasive physical or verbal act, including electronic communications, that places a student in reasonable fear of harm, causes detrimental effects to their physical or mental health, or substantially interferes with their academic performance and ability to participate in school activities." The state's legal definition under the Illinois School Code (105 ILCS 5/27-23.7).

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 parental status is strictly forbidden. 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 nonschool-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 other 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 district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who have 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.

Cyberbullying

Cyberbullying is sending or posting harmful material or engaging in other forms of social aggression using the Internet or other technology. Cyberbullying may include anger, harassment, trickery, or impersonation and even extend to cyberstalking or cyber threats. The impact of cyberbullying on students can be severe, interfering with education and producing long-term psychological damage. Engagement in online social media such as, but not limited to Facebook, Instagram, Xanga, TikTok, Snapchat, Friendster, etc. may result in disciplinary actions if the content of the student's correspondence includes defamatory comments regarding the school, the faculty, other students, or the district.

Electronic harassment is also prohibited and can occur through personal websites, blogs, email, discussion groups, message boards or cell phones. Although cyberbullying may take place outside of the school, it may become a school issue when it affects the educational environment. Cyberbullying issues will be left up to the discrimination of the WES Administration in the following ways:

- Consultation with students
- Parent notification by phone
- Parent Conference
- Disciplinary action
- If the online material appears to present a legitimate imminent threat of violence and danger to others school officials should contact law enforcement and initiate a protective response.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

What are Positive Behavior Interventions and Supports?

It is not enough just to teach expected behavior; we also need to regularly recognize and reward students for engaging in appropriate behavior. **Research has shown that recognizing students for engaging in expected behavior is even more important than catching students breaking the rules.** School-wide Positive Behavior Support is an organizational framework for discipline. As a framework or approach, it is not a specific “model” or “program,” but a compilation of research-validated and effective practices, interventions, and systems change strategies. School Wide (SW)-PBIS provides the framework for:

- The process of teaching students proper behavior in different contexts
- Improving the social behavioral climate of schools
- Supporting or enhancing the impact of academic instruction on achievement
- Increasing proactive, positive, preventive management while decreasing reactive management
- Integrating academic and behavior supports
- Improving services for all students, including students at risk and students with identified disabilities
- Our motto is- “The Titan Transformation”

Examples of WES School-Wide Rules (Be Safe, Be Respectful, and Be Responsible)

- Cleaning up your spills in the cafeteria is an example of **Being Safe** because someone could slip on the spill and get hurt.
- You were **Being Respectful** by raising your hands to speak and listening to what everyone else had to say about the story.
- You were **Being Responsible** by owning up to a mistake in the classroom or on the playground and taking immediate steps to fix it.

How Will We Acknowledge Expected Behavior

Adults in the building acknowledge appropriate student behavior with Dojo Points/Titan Tickets and/or positive, specific verbal praise. Titan Tickets can be used to purchase items from the store on a weekly basis.

Students may be recognized by their teacher(s) with a Positive Office Referral for exemplary behaviors. Students will be recognized with a phone call home and will be recognized on a Positive Office Referral bulletin board.

WES Student of the Month

Every month, we will have a character assembly. At the character assembly we will recognize the students of the month. One student will be selected from grades k-3 and another will be from grades 4-6. This will start in the month of September and end in May. Assemblies are a chance for schools to celebrate positive behavior, highlight students and regularly re-teach school-wide rules. Students of the month will receive a certificate and 10 Titan tickets.

SEARCH AND SEIZURE

If there is reasonable suspicion that the safety of students or school personnel is at risk, school personnel may initiate a search. Illinois Statute (105 ILCS 5/10-22.6) permits searches of “lockers, desks, parking lots and other school property owned or controlled by the school as well as personal effects left in those places and areas without notice or the consent of the student.” In addition to safety, if items of importance or value are missing and there is a reasonable chance they have not left a defined area, that area and persons in that area may be searched. If a search of an elementary student becomes necessary, students may be asked to turn their pockets inside-out, roll-up long sleeves or trouser cuffs, and/or remove their shoes. Although pat-down searches are permissible, they would only be done if safety was an immediate concern. In that event, two adults of the same gender as the student would perform that search. Parents will be immediately contacted if a dangerous or missing item is found on or in the possession of their child. Also, parent presence will be required if there is good reason to believe that an item of importance or value may be concealed in such a manner as not to be revealed by the above search procedures.

ADULT CONDUCT TOWARDS SCHOOL PERSONNEL

Adults who direct derogatory personal remarks, use profanity, and/or make threats toward school personnel, will be subject to a review of their conduct by the school administration with possible referral to the school board. The

school board has the authority to ban individuals from school grounds for such behavior. **Threats of violence will be cause for immediate contact with the police. In the interest of a safe school environment, the school district has zero tolerance for threats of violence from students and parents alike.**

DEVICE AND INTERNET USAGE

At WES we teach students digital citizenship. Digital citizenship refers to the responsible use of technology by anyone who uses computers, the Internet, and digital devices to engage with society on any level. Much like we have rules for the way we behave in society, we have rules for how we should behave in our digital society.

Digital Responsibilities

- Use appropriate language and behavior when interacting with others (i.e. no cyberbullying)
- Respect the opinions and ideas of others
- Obey all intellectual property laws
- Do not use or share others' work without permission
- Follow rules and/or codes of conduct for every Internet site

Expectations while using technology are in place to help create the best technology environment possible. Students will learn about internet safety, cyberbullying, digital footprint and other important aspects of digital citizenship in their classes while staff will receive information via email tips and also through information found on the website.

1:1 Technology

Students at WES are one-to-one with technological devices. One-to-one refers to an educational program where each student is provided with their own personal learning device. Students use lap-tops and iPads. These devices help supplement instruction, provide access to the Internet's resources, and develop computer skills that are necessary in today's world. Electronic devices are connected to a central file server providing each student a connection to all school district libraries, installed software programs and the Internet. Through supervision and the installation of screening software, access to controversial material is restricted. It must be recognized however, as new filtering software programs are developed, some computer "hackers" find ways to defeat the software. WES will remain proactive, keeping to date with technology practices to best filter internet sites to protect students online.

Technology Agreement

Parents and students will need to fill out the technology agreement which releases the district from claims and damages arising from the use of the Internet. The form also stipulates that, if students commit any violation (intentionally enter addresses seeking undesirable sites) computer privileges may be revoked.

CLASSROOM TREATS

Due to health concerns, we ask that all treats brought to school for distribution to the other students be bought at the store. Treats should be either taken to their homeroom classroom or to the office immediately when the student arrives at school. Deliveries such as balloon bouquets, stuffed animals, flowers, etc. should not be sent to school but rather to the child's home

FIELD TRIPS

Before students are allowed to go on field trips, consent must be received via the school's online registration form. Additional forms may be sent home closer to the date of the field trip. If you did not grant consent at the time of registration but wish to do so, please contact the office. We will attempt to notify parents of dates and destinations of field trips in advance. If your child has strong allergic reactions to bee stings or other special medical needs, kindly remind his/her teacher of that on the permission slip to ensure that the appropriate precautions are taken or needed medication is taken along. Students must maintain passing grades in their classes to be eligible for field trips. Those who are not meeting academic requirements will not be allowed to participate in the field trip.

HOMEWORK

High expectations lead to improved student achievement and self-image. Well-planned assignments that require time outside the classroom can broaden knowledge, establish good work habits, and promote a sense of

responsibility. In general, homework increases gradually as students advance through the grades. Additionally, home assignments enable parents to see what the student is doing in school and provide opportunities for parents to demonstrate their interest in their child's educational progress.

STANDARDIZED TESTING

ILLINOIS ASSESSMENT OF READINESS

(IAR) is the state assessment and accountability measure for Illinois students enrolled in a public school district. IAR assesses the Illinois Learning Standards incorporating the Common Core and will be administered to students in English Language Arts and Mathematics. IAR assessments in English Language Arts and Mathematics will be administered to all students in grades 3-6 according to their current grade level.

ILLINOIS SCIENCE ASSESSMENT

(ISA) Warsaw Elementary School will administer a science assessment to students enrolled in a public school district in grade 5. The assessment will be administered in an online format and is aligned to the Illinois Learning Standards for Science incorporating the Next Generation Science Standards(NGSS), which were adopted in 2014.

AIMSweb BENCHMARKING

AIMSweb is a benchmark and progress monitoring system based on direct, frequent, and continuous student assessment using brief, accurate measures of reading, math, spelling, and writing. Students will be benchmarked in grades K-3 in reading, writing, and math.

REPORT CARDS

Report cards will be given to parents at first quarter parent teacher conferences. Each subsequent quarter report cards are sent home. Additionally, in the middle of each quarter, mid-term reports are mailed home to parents. Individual reports are issued on an "as needed" basis to parents of students who are not performing near their ability level.

PARENT TEACHER CONFERENCES

Parent-teacher conferences will be scheduled at the end of the first. This is strongly suggested to be in attendance. Also, by appointment only in the third quarter. When teachers determine that particular children are having difficulty at school, the parents will be contacted and a conference scheduled if necessary. Parents may also initiate the request for a conference with their students' teacher(s).

TITLE I

Title I is a federally funded program designed to assist students in the area of reading and language arts. Students who receive our services are usually a year or less behind their actual grade level in reading. Students enter the program in the early grades based on teacher recommendation. Older students enter based on both teacher recommendation and the STAR reading assessment. If a parent would like their child to receive services, they should discuss this with the child's teacher. Students are placed on monitors, where we no longer provide services but we monitor their success in the classroom, once they reach their grade level in reading. In the program, we provide reading activities to small groups of students to boost their skills and self-confidence. We work with the student's daily for one half an hour. While they are out of the classroom, they are not missing any core subject material. In order for your child to receive Title I services, parents must sign a compact when it is sent home with your child. If you ever have questions about anything sent home for Title I, please contact Megan Ritter at the email megan.ritterwk12@warsaw schooldistrict.com

FOOD PANTRY

River Bend Food Bank will be partnering with the Warsaw community and the Warsaw School District to provide a food pantry to children in need. River Bend Food Bank strives to reverse the effects of childhood hunger by providing mentoring and nutritional support to those in our community.

The program will work on an opt-in basis. If you are interested in having your child/children participate, please return the attached form to school. Warsaw Schools food pantry will be open every other week and your participation will be managed by your child's school office. Your information will not be shared outside of the school.

If you have any questions, or would like more information, please do not hesitate to contact the Elementary or High School Office. We appreciate the opportunity to partner with River Bend Food Bank and hope that this program can be beneficial to our students and their families.

USE OF SCHOOL FACILITIES

All outside school groups wishing to use the buildings should direct their inquiries to the District Athletic Director at coy.dorothy@warsawschool.com for permission. Liability insurance, availability of faculty and custodial help will determine the charges to be considered. The scheduling of the multi-purpose room/gym must be done through the Elementary Principal.

LOST AND FOUND

The school is not responsible for lost valuables carried by students. If items are lost, the office "Lost and Found" box should be periodically checked.

STUDENT WITHDRAWAL PROCEDURES

Parents or guardians wishing to withdraw a student from school need to stop in at the school office to sign the necessary forms. At that time, a transfer form will be issued to be presented to the new school where the child will enroll. All bills owed the school must be paid and all textbooks must be returned.

ASBESTOS

Warsaw School District is required by the Environmental Protection Agency (EPA) to maintain a plan for managing all building materials that contain asbestos. Warsaw School District is in full compliance with the Asbestos Hazard Emergency Response Act, and inspects all materials for damage every six months. Warsaw Elementary School also performs a major quantitative re-inspection every three years, per EPA rules. Please note that the presence of asbestos in a school does not endanger the health of building occupants. It is our policy to work closely with our environmental consultant regarding the maintenance or removal of all asbestos-containing materials in the district.

PESTICIDES

Warsaw Elementary School establishes a schedule for pesticide application to maintain a pest free school environment. Upon prior written request from the parent/guardian, written notification at least two business days in advance shall be provided before any pesticide is applied either inside or outside the school building/grounds to persons requesting to be placed on the pesticide application notification registry.

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.

SEX OFFENDER NOTIFICATION LAW

Sex Offender & Violent Offender Community Notification Laws requires schools to notify parents/guardians that information about sex offenders and violent offenders against youth is available to the public on the Illinois State Police (ISP) website at <https://sor.isp.illinois.gov/sorpublic/map>

Eligibility in Extracurricular Activities

Students must be passing all courses to be eligible to participate in extracurricular activities. Eligibility will be taken each Friday. If students are ineligible they will remain ineligible for the week until eligibility is taken again the following Friday. If a student is ineligible for three weeks (weeks do not have to be consecutive) they will be removed from the extracurricular activity for the remainder of the season. If a student fails a course for the semester they will be removed from the extracurricular activity at the end of that semester or ineligible for extracurricular activities the following semester.



Warsaw C.U.S.D. #316

340 South 11th ST
Warsaw, Illinois 62379
(217)256-4281



Dear Parents and Guardians of the Warsaw School District:

River Bend Food Bank will be partnering with the Warsaw community and the Warsaw School District to provide a food pantry to children in need. River Bend Food Bank strives to reverse the effects of childhood hunger by providing mentoring and nutritional support to those in our community.

The program will work on an opt-in basis. If you are interested in having your child/children participate, please return the attached form to school. Warsaw Schools food pantry will be open every other week and your participation will be managed by your child's school office. Your information will not be shared outside of the school.

If you have any questions, or would like more information, please do not hesitate to contact the Elementary or High School Office. We appreciate the opportunity to partner with River Bend Food Bank and hope that this program can be beneficial to our students and their families.

Regards,
Katrina Nixon, Superintendent

I would like to receive food from the School Food Pantry.

PARENT/GUARDIAN NAME: _____

NAMES OF CHILDREN AND GRADES IN OUR DISTRICT:

Name:

Grade:

(add more on back if need)

Total Number of people in the household: _____ Adults: _____

School Age children: _____

Other children not in our school: _____

Warsaw Community Unit School District #316

340 South 11th Street - Warsaw, IL 62379

217-256-4281 Fax 217-256-4283

Mrs. Katrina Nixon

Superintendent

knixon@warsawschooldistrict.com

Mr. Trevor Knipe
Elementary Dean of Students
217-256-4281 ext. 117
trevor.knipe@warsawschooldistrict.com

Mr. Brad Froman
High School Principal
217-256-4281 ext. 102
bfromanwk12@warsawschooldistrict.com

REQUEST FOR USE OF SCHOOL FACILITIES/PAYMENT IN ADVANCE

Name of Organization: _____
Contact Person: _____ Phone #: _____
Address: _____ Reservation Date(s): _____
_____ Time(s) Needed: _____ Number of People: _____
_____ Type of Event: _____

BUILDING NEEDED FOR EVENT:

_____ Elementary Multipurpose Room
_____ Elementary Gym
_____ hour
_____ High School Gym
_____ High School Cafeteria
_____ Other: Please list location to be used

PERSONNEL NEEDED:

Cook _____ \$25 per hour
Custodian _____ \$25 per

A custodian will be required when a crowd of any sort is expected. The cost of the custodian will be \$25 per hour. The custodian will need to be paid for an hour before to prepare for the event and an hour after to clean up after the event.

Circle one of the following:

1. RENT FREE BASIS:

- Local Non-Profit Organizations
- Student and School Activities
- Interscholastic Events
- District/School Related Banquets
- District/School Related Meetings
- District/School Related Organizations
- Community Groups NOT charging a fee for the activity
- NOTE-Custodial Fees will be charged if clean up is required.

AREA/resources NEEDED:

_____ Auditorium
_____ Cafeteria/Commons
_____ Classroom
_____ Gymnasium _____ Other (list below)
_____ Kitchen (A kitchen employee must be present during kitchen use)

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2. RENT & PERSONNEL FEES CHARGED:

- All Groups (for profit organizations) charging an admission or attendance fee
- The School District reserves the right to priority booking when a non-school or community organization books a facility for an extended period of time (for example: the gym every Sunday)
- All groups not covered under the school district's insurance policy, must provide proof of insurance for minimum coverage amounts of:
 - Liability-\$500,000 per person-\$1,000,000 per occurrence
 - Property Damage-\$500,000
 - Putting up decorations or scenery, moving of pianos, or other furniture is prohibited, UNLESS permission is granted beforehand by the building principal.
- Authorization must be given in advance by the building principal for all items sold, distributed, exhibited, or displayed.

AREA NEEDED

_____ Auditorium-\$100
 _____ Cafeteria/Commons-\$100
 _____ Classroom-\$50
 _____ Gymnasium-\$100
 _____ Kitchen-\$100 (A kitchen employee must be present during kitchen use)
 _____ Other-\$_____

Office Use Only:

Approved_____ Not Approved_____

Principal Signature:_____

Date:_____ Superintendent

Signature:_____ Date:_____