

GEORGETOWN SCHOOL
PARENT-STUDENT HANDBOOK
2009-2010

“Spread Your Wings and Learn”

School Phone Numbers:
Attendance- 375-3464
Main Line-375-3456

Kim Stephens-Principal

WELCOME TO GEORGETOWN
Our school motto: "Spread Your Wings and Learn!"

August 2009

Dear Students and Parents,

We are looking forward to a new year at Georgetown Elementary! This Handbook has been prepared for you in an attempt to answer questions you may have about our school or scheduled events. We hope you'll put it in a handy place and refer to it often.

Georgetown's educational strength lies in the effort of students, parents and staff working together. Through our joint efforts, we can make Georgetown an outstanding place for children to grow, learn and become prepared for the challenges they will meet after leaving our school. It is "OUR" school and we are proud of it! The Georgetown Web site, monthly Georgetown "Hawk Flyer," and individual teacher newsletters and calendars are excellent sources of information regarding current classroom and school-wide activities. We hope you will read these and be knowledgeable about Georgetown.

Curriculum Night is scheduled to begin at 7:00 p.m. on September 17th. Curriculum, expectations, and classroom procedures will be just a few of the important topics discussed so we certainly hope you will be able to join us that evening.

If you have any questions regarding your child's progress, please do not hesitate to call or set up a conference appointment. We want the school year to be an enjoyable learning time for you and your children.

Sincerely,

The Staff of Georgetown

Mission and Belief Statements

STATEMENT OF MISSION

To prepare all students to succeed in an ever-changing world through comprehensive programs and experiences in collaboration with family and community.

DISTRICT VALUES

We know:

Including and respecting all people strengthens public education;

We cultivate a climate charged with enthusiasm for teaching and learning;

We challenge all students to reach their potential;

Our students must develop the skills to become life-long learners;

Students learn best in a safe and caring environment;

Education works best when the entire community participates and shares the responsibility.

GEORGETOWN SCHOOL CALENDAR 2009-2010

- August 17 Meet and Greet/Ice Cream Social 12:00-12:45pm
August 20 Classes begin
August 27 PTA Meeting – 6:30 p.m.
PTA Parent Information Program – 7:00 p.m.
September 1 5th Band/Orchestra Parent Preview Night
September 7 No School - Labor Day
September 17 Curriculum Night – 7 – 8:30 p.m.
September 18 No School - Building Articulation Day
September 23 Progress Reports
September 24 PTA Meeting – 7:00 p.m.
October 1 School Picture Day
October 12 No School– Columbus Day
October 14 School Dismissed at Noon – Teacher In-Service
October 22 PTA Meeting – 6:30 p.m.
PTA Parent Information Program – 7:00 p.m.
October 23 End of the First Quarter
October 30 Report Cards Issued
Halloween Parade/Parties - 2:45 p.m.
November 4 Parent/Teacher Conferences 4:30-8:00 p.m.
November 10 No School- Parent/Teacher Conferences
8 a.m. to 3 p.m. and 4:30 p.m. to 8:00 p.m.
November 11 No School – Veteran’s Day
November 16 School Picture Retakes
November 19 PTA Meeting – 7:00 p.m.
November 25-27 Thanksgiving Break
December 2 Band and Orchestra Concert 6:30 p.m. @WVHS
December 2 Progress Reports
December 8 Gr. 4 and 5 Chorus Concert – 7:00 p.m.
December 18 Last day before Winter Break
December 21 Winter Break Starts
January 4 School Resumes
January 14 End of Second Quarter/First Semester
January 15 No School – Teacher Work Day
January 18 No School – Dr. Martin Luther King, Jr. Day
January 22 Report Cards Issued
January 28 PTA Meeting – 7:00 p.m.

**Georgetown Spirit Days are every Friday. Wear your spirit clothing
and colors of maroon, white, and gray with pride as we
"Spread Our Wings and Learn!"**

February 1 Grade 2 Music Program - 7:00 p.m.
 February 2 No School – Parent/Teacher Conferences – 1:00-8:00 p.m.
 February 12 Valentine Exchange and Parties-2:45 p.m.
 February 15 No School - Presidents' Day
 February 17 Progress Reports
 February 25 PTA Meeting – 6:30 p.m.
 PTA Parent Information Program – 7:00 p.m.
 February 26 No School - Institute Day
 March 1-12 ISAT Testing - Grades 3-5
 March 16 Band/Orchestra Concert 6:30 p.m. @ Fischer M. S.
 March 19 End of Third Quarter
 March 25 Kindergarten Orientation 7:00 p.m.
 March 25 PTA Meeting – 7:00 p.m.
 March 26 Report Cards Issued
 March 29-April 2 **No School** - Spring Break
 April 5 School Resumes
 April 15 Open House – 6:30 – 8:00 p.m.
 April 16 No School – School Improvement Planning
 April 20 Grade 5 Music Program – 7:00 p.m.
 April 22 PTA Meeting – 6:30 p.m.
 PTA Parent Information Program – 7:00 p.m.
 April 28 Report Cards Issued
 May 8 Fine Arts Festival at WVHS
 May 14 No School –School Improvement/Planning Day
 May 20 PTA Meeting – 7:00 p.m.
 May 24 5th Grade PTA Lunch - Tentative
 May 26 Field Day
 May 28 Last Day of Classes – Tentative *
 Report Cards Issued
 June 1-4, 7 Emergency Days (used if needed)

* Tentative Dates, depending on school closures and use of emergency days.

ARRIVAL TIME AND PROCEDURES

Students are admitted to the building upon their arrival between 8:50 and 9:00 a.m. with school starting promptly at 9:05 a.m. Students on school property are expected to enter the building at any door and go directly to their classrooms. For safety reasons, students are not to play on the playground equipment before school begins. There is no supervision prior to the students' entering the building. **Students should not arrive before 8:50 am.**

Exception: On Wednesdays, all elementary schools will have a student arrival time of 9:00 a.m., ten minutes later than the other four weekdays. As part of the approved teacher's contract for 2009-2010, teachers are required to participate in a weekly staff training session. This set block of time would occur each Wednesday before school. The start of the school day is adjusted each Wednesday morning to accommodate this program. School buses will pick up students from their homes 10 minutes later than on the other four school days. The school day will still end at the regular time, 3:35 p.m.

Elementary school parents unable to make the 10 minute adjustment will be allowed to drop off students at 8:50 a.m. as on other days. Students will report to the multi-purpose room and read silently. Supervision will be provided. A note with more details will be sent home separately.

The neighborhood bus stops are not supervised by school personnel. Your diligence in monitoring your child at the bus stop will help insure the safety and well-being of our students. Thank you for your help and cooperation.

STUDENT ATTENDANCE

Instructional time directly and positively affects student achievement. Maximum success can best be attained through prompt, regular attendance. If a child is ill, a note to the teacher indicating the reason for the absence is required. Children should be fever-free for 24 hours prior to returning to school. Absences for reasons other than illness should be minimized and may be recorded as unexcused.

If your child is absent you must call the school by 9:30 a.m. at 375-3464. We are required by state law to attempt to contact you.

A request to have a child dismissed early should be sent with the child on the morning of dismissal. Parents must come to the school office to sign the child out. We will send for the child. A child will be released only to parents or to those listed on the emergency card unless other arrangements have been made. Unless we hear from a parent, children will not be able to alter their normal dismissal routine.

Students arriving after 9:05 a.m. are marked tardy. **Students arriving after 9:35 a.m. and before 12:05 p.m. are marked a half day absence.** (School bus and announced weather problems are excluded). Students leaving school after 9:05 a.m. and missing more than 90 minutes, are marked one half day absence. State of Illinois reporting requires us to report only half and full day absences; no other fraction is acceptable.

Late arrivals must report to the office for a pass before going to class.

EMERGENCY INFORMATION

Please update your emergency card(s) throughout the year if changes in your employment, phone number, or contact person has changed. This is for your child's protection. Any temporary medical information requiring special considerations or accommodations for your child must be submitted in written form to the office.

We will be using the ConnectEd email and phone communication system again this year. Parents will receive routine announcements and emergency announcements through this system. Please be sure to

inform the office of changes in your phone number or email address so that we can update this in our system in order to keep you informed. You may send a note to the office or phone at 630/375-3456.

WALKING TO SCHOOL

All students walking to school who must cross Long Grove are to do so at the Fox Hill or Middlebury stop signs while remaining in the crosswalks. Students are expected to respect and obey the parent crossing guards on duty. Walkers are dismissed through the rear doors and are not to walk through the parking lot. Everyone's cooperation is needed to assure our children's safety.

BUS TRANSPORTATION

A list of bus routes is available in the school office. Questions concerning routes should be directed to the Transportation Supervisor at 904-0900. Rules of conduct must be adhered to in order to keep bus riding privileges. Due to liability and concern for safety, buses may be equipped with active video cameras and outside safety arms. Students are not permitted to ride any other bus other than their assigned route.

VISITOR PARKING AND STUDENT DROP-OFF/PICK-UP

School buses use the front driveway for loading and unloading. **Cars are not permitted in the circle drive until all buses have arrived in the morning or have left in the afternoon.** When the circle drive is clear, parents should move forward to the main entrance. **Posted signs indicate NO PARKING in the circle drive from 8:40-9:00 am and 3:10-3:40 pm. This time will be adjusted for ten minutes later on Wednesdays due to the late arrival (see above). Obey all traffic control signs and curb markings. There is NO PARKING on the right hand side of the circle drive due to fire code.** Parents may move along Long Grove Drive on the school side of the street, where permitted, to pick up students. Students are not to be picked up in the staff parking lot unless handicapped access is required and permission is granted from the principal. There is no parking allowed on the south side of Long Grove Drive.

BICYCLE RIDING

Bicycle riding to school is permitted. However, it is imperative that safety rules are adhered to and that these are discussed with your child before you allow him/her this privilege. **Bikes must be walked on school property.** Students should promptly walk their bikes to the racks, lock them, and enter the building after 8:50 am. **Skateboards, roller blades, shoes with wheels (Heelys) and scooters are not permitted at school.**

RECESS

All students are expected to go out for recess unless a doctor's excuse is on file. Be sure that your child is dressed appropriately for the weather. Students will go outside unless the wind chill temperature is 0 degrees or below. Please send warm clothing suitable for play in snow during the winter months, including snow boots. Girls are not allowed to carry purses outside during recess. Students are asked to leave toys and sports equipment (e.g., balls, ropes) at home as the school will not be responsible for loss or damage. Georgetown provides equipment for many activities during recess.

EMERGENCY SCHOOL CLOSING

In case of bad weather or dangerous road conditions, school closings or early dismissals will be announced over the following radio stations: **WMAQ 670 AM, WGN 720 AM, WYSY 1280 AM, WKKD 96 FM** Indian Prairie District #204 uses these radio stations as well as the ConnectEd parent email and phone system to inform parents of such closings as quickly and as widely as possible. Calling the school during these times seriously clogs our phone lines and makes it difficult to make vital outgoing calls. The District Information Line is 375-3015.

VISITORS

All visitors, including parents and volunteers, are required by state law to report to the main office upon entering the building. **Everyone must sign in/out, state the purpose of the visit, and obtain an identification badge.** Visitors may gain entry at the main doors by ringing the buzzer. All other doors remained locked.

All persons are required to make prior arrangements before visiting a teacher and/or classroom. Classroom instruction is not to be interrupted for individual concerns unless an emergency exists. Forgotten lunches, clothing, etc., will be brought to the lunchroom or classroom by Georgetown staff. **Pets are prohibited in school and on school grounds during morning entry and after school dismissal times.**

CLASSROOM VISITATION

Parents are welcomed to spend time in their child's classroom. If parents wish to visit the classroom, they are to make prior arrangements with the classroom teacher. As a guide, we ask that parents adhere to district policy of spending no more than an hour with their child's class, either in the morning or after lunch. Parents may sign their child out for lunch if they so desire. Visitors in the classroom may affect the students' ability to focus; therefore, we must monitor this situation with diligence. As with any visitor to the school, parents must stop by the office to sign in and receive an identification badge. Thank you for your cooperation.

GEORGETOWN SPIRIT DAYS, COLORS, AND MOTTO

Georgetown Spirit Days will be celebrated on each Friday of the month. On these days, the faculty, staff, and students are encouraged to wear our school colors of maroon, white, and gray. For those who are interested, the PTA has Georgetown spirit wear for sale during the year. Our mascot is the HAWK. Our motto is "Spread Your Wings and Learn." In the spirit of acknowledging outstanding citizenship, students may receive a "Golden Feather" certificate when sighted by a staff member doing a good deed. Let's all catch the SPIRIT!

STUDENT EXTRA-CURRICULAR ACTIVITIES

Georgetown students in grades four and five are given opportunities to take part in several extra-curricular activities. These students may participate in chorus, chess club, and intramural sports activities throughout the year. Fifth grade students may take instrumental music lessons as well. Band and orchestra lessons are given during the school day with practice sessions and concerts required outside of the school hours. Information about instrumental music orientation and sign-up occurs early in the fall. Activities for younger students are created and developed during the year as interests are expressed and instructors are available. All extra-curricular activities require parent permission and transportation responsibilities.

SCHOOL-HOME COMMUNICATION

Communication between school and home is essential in providing the best education for our students. We encourage parents to call teachers or administrators with their questions and concerns. We recently restructured our Web site and will work hard during the year to keep information current. Please visit it at **<http://georgetown.ipds.org/>** A list of phone numbers has been included in this handbook to contact school personnel through voice mail. E-mail addresses are available for all Georgetown and district staff members following the same format:

First name_Last name@ipds.org
(ex: Jane_Smith@ipds.org)

PTA information and reminders will be distributed electronically, on our Web site and will be sent home via backpack mail. A monthly **Georgetown Hawk Flyer** will be sent home and posted on our Web site.

Please be diligent in checking your child's folders for important notes.

NON-CUSTODIAL PARENTS

According to Illinois state law, a non-custodial parent has the right to copies of notices, calendars, conferences, report cards, and other school communications afforded a custodial parent unless a court issues an order limiting those rights. **A non-custodial parent must annually request such communications in writing and include a correct address and telephone number. Forms are available in the school office.**

It is not the purpose of the school to become involved in any custodial issues between parents. The most recently dated court documents will dictate the handling of such issues, and as such, must be on file in the school office for reference.

INTEGRATED PEST MANAGEMENT

IPM requires that parents be notified of pesticide applications at school for those who may have sensitivities to take precautions. A form will be distributed to new students at Georgetown. Those who have previously submitted a notification form to the office will not need to renew this information. Your application for notification remains on file.

PARENT VOLUNTEERS

Georgetown School encourages parents to become involved in their child's education through volunteer activities. Many opportunities are available to help the teachers and staff in their mission to educate all students to succeed. Volunteers are needed in the LMC and in the classrooms for student skill building. Opportunities for parents to volunteer from their homes are also possible with many clerical and creative projects presented each year. Parent support of the many PTA activities assures that our curriculum is enhanced while children and parents enjoy being part of the community of learners. Teachers will be specific about their need for volunteers throughout the school year. Your participation is appreciated.

CELEBRATING DIVERSITY

Georgetown School welcomes all children. As teachers and parents, we realize that each child is unique in cultural and ethnic heritage. We seek to celebrate our diversity while developing strong interpersonal relationships as a learning community. If any parent requires a translation of school documents, please let us know. Several of our staff members are available to serve as translators during conferences or other scheduled activities. Additionally, if a child's particular religious practice precludes participation in a special holiday function of the school, please send a note to the classroom teacher so that an alternative activity may be planned for your child.

LUNCH

We will have a thirty-five minute lunch/recess period for grades K-5. Kindergarten students will be given a slightly longer lunchtime until they become comfortable with the schedule and are not rushed while eating. Sack lunches are needed except for those ordering hot lunch through the district program – Chartwells. The hot lunch includes milk. Parents may purchase milk separately for students who bring a lunch from home. Visit the MealpayPlus Web site at: **www.mealpayplus.com** or phone **866-260-6822** for hot lunches and milk. More detailed information is available in the school office or on the District 204 Web site at **www.ipdsd.org**. Please be sure that your child has a lunch, with needed utensils, every day as there are no extra provisions at school. Students are expected to respect the lunchroom supervisors, the rights, and property of others. Good manners are essential. Please review the basic rules with your child:

1. Walk in the lunchroom.

2. Remain in your seat until you have permission to leave.
3. Talk at a low, conversational level.
4. Raise your hand to ask for assistance.
5. Never throw food.
6. Do not exchange food with other students.
7. Clear the tables and floor.
8. Discard all garbage and recyclables into the proper containers.

STUDENT BIRTHDAYS

A student's birthday is a special day. Each classroom honors the child in a manner appropriate for the grade level. The principal announces birthdays daily, and the children receive a Georgetown pencil. Due to allergies and health concerns, **no birthday treats are allowed. No birthday invitations or special deliveries are to be passed out at school to avoid hurt feelings among classmates.** Thank you for your cooperation!

TELEPHONE USE

Our primary goal is to educate children. To help accomplish this goal it is important to avoid classroom disruptions. It is for this reason that parent cooperation is requested and appreciated in helping students be aware of their after school schedules and plans BEFORE coming to school in the morning.

1. Students will not be called from class to answer the telephone.
2. Messages will not be delivered unless it is an emergency.
3. Teachers will not be called away from class to speak on the telephone.

Voice mail messages may be left for the teachers. Teachers will promptly return calls and e-mail during their planning time, before or after school.

CELL PHONE POLICY

Georgetown Elementary does not encourage the bringing of cell phones to school. Cell phones have the potential of disrupting classes and negatively impacting the educational environment of the school. If a parent wishes for a child to carry a cell phone, it must be turned off and kept in the child's backpack during the school day.

If a cell phone is seen by any staff member during the school day from 9:05am-3:35pm, the cell phone will be taken from the student and turned in to the principal. The student's parent must make arrangements to pick the cell phone up after school hours.

Students are discouraged from using cell phones on the bus. The school district's transportation office has the right to discipline students that abuse the use of cell phones on the bus.

Students bringing cell phones to school do so at their own risk, and if a cell phone is stolen at school the school administration will not make any extra efforts to retrieve it.

The above policy applies to any other electronic equipment brought from home by students that is not required as a part of any school activity.

DISCIPLINE

One goal at Georgetown is to create a school environment where students develop self-discipline. A positive atmosphere conducive to effective learning is created by trust, respect, good manners, fairness, and cooperation. Georgetown practices the 3R's - Respect for Self, Respect for Others, and Respect for Property. If all groups involved - teachers, students, parents, and administrators promote these traits in themselves and in others, the school becomes a very positive force.

At Georgetown, we intend to take physical aggression, irresponsible threats, and acts construed as sexual harassment seriously. We caution all students that physical violence, threats, bullying, hazing, and acts of sexual/racial/ethnic harassment will result in serious disciplinary consequences. **We have a “zero tolerance” policy on fighting and physical aggression with a one day out of school suspension as the consequence.** Repeated violations of this policy can result in a longer suspension. A police investigation, arrest, suspensions, and recommendation for expulsions may be warranted.

Several items are expressly prohibited in school for health and safety reasons. Students may not bring tobacco, alcoholic beverages, illegal drugs, weapons or “look-alikes,” cosmetics, incendiary devices (e.g., matches, bullets, fireworks), radios, pagers, laser pointers, toys, or other similar items which will disrupt the learning environment. Student clothing may not exhibit alcohol or tobacco pictures, inappropriate language, violent content, or gang related symbols. Neither hats, head coverings (exception: religious), nor outdoor attire may be worn in school. Clothing must cover the student’s torso (e.g., no bare midriffs, backless, strapless, one shoulder, thin-strapped, cut-out shirts or blouses). The complete statement of the attire policy is in the District 204 Parent-Student Handbook. Please read and adhere to the guidelines within and share with your child.

Students are to respect the rights and property of others. It is most important, for the safety and general welfare of all students, that directions are followed. The consequences of inappropriate behavior include warnings, parental involvement, principal conferences, detention, suspension or expulsion from school. In accordance with Illinois Senate Bill 730, teachers are assured that they may remove a student from the classroom for disruptive behavior. Due process is provided to all students.

COMMON BEHAVIOR EXPECTATIONS

The entire staff assumes responsibility for the teaching and enforcing of the common behavior expectations. Students are expected to follow the expectations whether during the school day, or at a school activity before/after/or away from school. Consistency in behavior expectations creates a safe and secure environment for all students.

Common Behavior Expectations

- Respect yourself.
- Respect others.
- Respect property.

Movement

1. Unsupervised students must have passes.
2. Walk quietly in a line on the right side of the hall.
3. Keep hands, feet, and objects to yourself.
4. Go directly to your destination.

Rest Rooms

1. Use closest student rest room.
2. Use equipment properly.
3. Use quiet voices in the rest room.
4. Flush toilet and wash hands before leaving the rest room.

Playground

1. Follow adult directions the first time.
2. Keep hands, feet and objects to yourself.
3. No teasing, name calling or swearing.
4. Use conflict management strategies to solve problems.

Cafeteria

1. Follow adult directions the first time.
2. Keep hands, feet and objects to yourself.
3. Speak in a quiet voice.
4. Once you have your food, condiments, silverware, and napkin, go to your table and remain seated.
5. Eat only your food.
6. Food stays in the cafeteria.
7. Clean up your area...table and floor.

Before & After School Grounds

General:

1. Keep hands, feet and objects to yourself.
2. No yelling, teasing or swearing.
3. Walk bike.
4. Use sidewalks.

Morning:

5. Line up at your designated outside entrance.

Afternoon:

6. Immediately walk to school bus, day care bus, car or directly home.
7. Pickup/meet others outside at designated areas.
8. If you miss the bus, go back to office

Assemblies

1. Use rest room and get drinks before assembly.
2. Enter and wait quietly with your class.
3. Sit flat on your bottom.
4. Keep hands and feet to yourself.
5. Appropriate appreciation is shown at assembly.

Quietly means that only the person seated next to you can hear you.

Gum chewing is not allowed at any time at school.

DISCIPLINE PROCEDURES

Consequences will be tempered by the circumstances involved, the number of prior offenses committed by student, and the ability of the school to obtain accurate information. Consequences will be administered in a fair and consistent manner and may not always be the same.

The Discipline Plan involves a three level process. Expectations and consequences apply to any student who is on school property, who is in attendance at school or any other school sponsored activity, or whose conduct at any time or any place interferes with or obstructs the mission or operations of the school district or the safety and/or welfare of students or employees.

First Level: Classroom Consequences

Each teacher designs his/her own classroom behavior expectations with rewards and consequences. The behavior expectations and rewards/consequences are clearly communicated and posted in the classroom. The consequences for inappropriate behavior in the classroom build in severity and typically include a warning, name on board, timeout in the classroom, loss of a recess, phone call to parents, and staying after school.

Second Level: Office Intervention

When teachers exhaust their series of classroom consequences or if a student demonstrates a serious violation of rules, the staff member completes a referral form and sends the student to the student services coordinator or principal.

Consequences for behaviors leading to an office referral depend on the circumstances of the behavior, the seriousness of the offense, and the history of the student. Absolute discipline, or black and white policies, is at times ineffective and inappropriate. Society is not that way. Neither are children, especially as they journey through their development with different abilities, attitudes and experiences. Interventions/consequences may include one or more of the following:

- problem solving with students
- verbal or written apology to the persons involved
- a written plan for solving the problem and/or future behavior expectations
- loss of a privilege at school (ex: recess or eating in the cafeteria)
- conference with student, parent, teacher and principal
- initiation of an individualized contract with student aimed at a specific behavior change

Third Level: District Behavior Standards Enforcement

Prohibited Student Conduct(taken from Board Policy on Discipline)

Disciplinary action may be taken against any student guilty of gross disobedience or misconduct, including, but not limited to, the following:

1. Using, possessing, distributing, purchasing, or selling tobacco materials.
2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have alcohol in their possession.
3. Using, possessing, distributing, purchasing, or selling illegal drugs or controlled substances, look-alike drugs and drug paraphernalia. Students who are under the influence are not permitted to attend school or school functions and are treated as though they have drugs in their possession.
4. Using, possessing, distributing, displaying, purchasing, or selling explosives, firearms, knives, or any other object that can reasonably be considered a weapon, or used as a weapon, or that looks like a weapon.
5. Using or possessing electronic signaling devices, unless authorized and approved by the building principal. Electronic signaling devices include pocket and all similar electronic paging devices or "beepers".
6. Using or possessing cellular radio telecommunication devices in a manner which violates Board policy.
7. Disobeying directives from staff members or school officials and/or rules and regulations governing student conduct.
8. Engaging in aggressive behavior such as violence, force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct.
9. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property at school.
10. Unexcused absenteeism (subject to the truancy statutes and Board policy concerning chronic and habitual truancy).
11. Being a member of, joining, promising or pledging to join, or soliciting any other person to become a member of any public school fraternity, sorority or secret society.
12. Involvement in gangs or gang-related activities, including but not limited to the display or possession of gang symbols, identifiers or paraphernalia, soliciting others for membership, requesting payment of dues, insurance or other forms of protection from any individual, intimidating or threatening any individual, and/or inciting others to participate in any form of physical violence involving persons or property.
13. Engaging in any activity that constitutes an interference with or disruption of school purposes or an educational function.
14. Harassment of any type, including sexual harassment and racial/ethnic harassment.
15. Misuse of electronic technology at school.
16. The District will not tolerate hazing (subjecting others to pranks or humiliating ordeals) by any individual, any school-sponsored club or organization or at any school-sponsored activity. Students involved in hazing will be subject to disciplinary proceedings and action.

These grounds for disciplinary action apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. In school buildings;
2. On school grounds before, during, or after school hours and at any other time when the school is being used by a school group;
3. Off school grounds at a school activity, function, or event
4. On a school bus or other vehicle traveling to or from school or a school activity, function or event; or
5. Anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member or an interference with school purposes or an education function.

Disciplinary Measures

Disciplinary measures include, but may not be limited to, the following:

1. Personal counseling.
2. Withholding of privileges.
3. Seizure of contraband.
4. Suspension from school and all school-sponsored events for up to 10 school days, provided that appropriate procedures are followed.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.

6. Expulsion from school and all school-sponsored events for a definite time period not to exceed two (2) calendar years, provided that appropriate procedures are followed.
7. Notification of juvenile authorities whenever the conduct involves illegal drugs (controlled substances), look-alikes, alcohol, or weapons.
8. Notification of parent(s)/guardian(s).
9. Removal from classroom.
10. In-school suspension for a period not to exceed five (5) consecutive school days. The building principal or a designee will ensure that the student is properly supervised.
11. Detention provided that the student's parent(s)/guardian(s) has been notified, transportation arrangements are agreed upon, and proper supervision is ensured.

Suspension of a student from Georgetown means the student may not attend classes or any school sponsored event. **Suspended students are not to be on school grounds.** Students are expected to make-up all schoolwork missed.

The Superintendent, building principals, assistant building principals or deans of students are authorized to impose the same disciplinary measures as teachers. Also, they may suspend students guilty of gross disobedience or misconduct from school (including all school functions) and from riding the school bus for a period not to exceed 10 school days, provided the appropriate procedures are followed.

The Board may suspend a student from riding the bus in excess of 10 days for safety reasons. Further, students guilty of gross disobedience or misconduct may be expelled from riding the bus for the remainder of the school term or for a shorter period, as determined by the Board.

Student-Parent Handbook

The Superintendent or his/her designee, with input from the parent-teacher advisory committee, will prepare disciplinary rules that implement the District's policies. A student-parent handbook that includes the District disciplinary policies and rules, will be published and distributed to each student's parent(s)/guardian(s) within 15 days of the beginning of the school year or the student's enrollment.

Suspension Procedures

The following suspension procedures will be followed:

1. The appropriate school official will provide the student with oral or written notice of the charges against him/her and the reasons for the charges. If the student denies the charges, the student will be given an opportunity to present his/her explanation of the conduct to school officials.
2. Prior notice and hearing are not required. The student can be immediately removed from school when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption of the educational process. In such cases, the notice and hearing will follow as soon as practicable.
3. A suspension will be reported immediately to the student's parent(s)/guardians(s). The student will not be sent home during school hours until the appropriate school official has contacted the student's parent(s)/guardian(s).
4. A written notice of the suspension will be given to the student's parent(s)/guardians(s) as soon as possible and will contain the reasons for the suspension, the rule(s) or regulation(s) that the student is accused of having broken, the beginning date and number of days of the suspension, and the right to review the suspension.

The principal/ student services coordinator maintains a discipline file on each student sent to him with a serious violation (level 3 consequences). The file contains documents that reveal information about the student's violations of the disciplinary code. The file contains only information about the specific student to which the file belongs. References to other students are not listed in the record so that their confidentiality is protected.

TRAVEL TO AND FROM SCHOOL

The administration at Georgetown Elementary **may suspend students**, whose behavior **off of school grounds on the way to and from school constitutes a threat to the safety and welfare of students at our school.** Our district administrators and our district's law firm have recently clarified this issue for us.

We have had incidents off of school grounds as students walked home from school involving fighting, threats and violence that resulted in police reports being filed. We have entered into a cooperating agreement with the juvenile division of the Aurora Police Department to share information with each other in an attempt to stop this behavior.

We are working with the school resource officer at Fischer Middle School and also with administrators at Fischer Middle School making them aware of unacceptable behavior of middle school students who, while waiting to pick up siblings, have made threats to some of our students.

If your child is involved in an altercation with other students **going to or from school** please follow these procedures:

1) Call the Aurora Police Department at 859-1700 and ask for the patrol or juvenile division and file a police report.

2) Call the school and talk to either Mr. Garcia, Ms. Guzman or Mrs. Stephens, giving us details about the incident.

We are taking this situation seriously, and have high expectations of our students and of our parents and guardians that this type of behavior will not occur. Our students need to know that they will be safe on their way **to and from school** and that fighting and threats will not be tolerated. Your cooperation in helping us is greatly appreciated. These procedures only apply to students **going to and from school during school hours**.

STUDENT PICKUP AFTER SCHOOL

Parents, please be aware that if your child is being picked up and walked home by a middle school or high school brother, sister or other relative that is not an adult, they will need to comply with all school rules and expectations. If behavior from these older siblings becomes an issue on the Georgetown campus, students will be required to complete a school information form from our office. This form will need to be completed and signed and returned to the office and a campus pass will then be issued which will indicate that they have permission to be on Georgetown School grounds after school. This policy is designed to provide a safe school environment during dismissal time. Students without a pass who are disobeying school rules may be asked to leave school grounds and may be banned from being on school property if their behavior constitutes a threat to the safety of Georgetown students.

Please review the above policies with your children and make sure they understand the possible consequences for misbehavior.

LIBRARY MEDIA CENTER

Believing that the Library Media Center is a fundamental part of the educational program of the schools of Indian Prairie District 204, the mission of the LMC is to encourage, promote and assist students and teachers to be effective users of ideas and information and to foster reading habits and use of the library for lifelong learning.

The LMC program supports the district curriculum and state standards through direct involvement. Instruction includes information acquisition skills and research project development. Many enjoyable LMC learning activities include story time, reading incentive programs, and theme week activities.

Students who lose or misuse books will be charged an additional fee based on the decreased life of the book. This policy includes library books as well as textbooks. **Please put all water bottles brought to school in backpacks in a zip-lock plastic bag to protect library and textbooks carried home in backpacks.**

TECHNOLOGY

Each Georgetown classroom has access to computers with PC platforms. The lab consists of 28 PC computers. The school is wired for voice, video, and data collection and now has wireless connections to the Internet. Each classroom has a link to the outside world with voice mail, e-mail, and full access to the Internet. Any special education student who is provided with instructional technology devices is responsible for its return at the end of the school year. Failure to return this equipment will result in parents being charged a replacement cost. **Parents may elect to sign a form to have their child opt-out or be excluded from Internet activities. If you desire to do this please contact the school office and a form will be sent home to you. Please realize that this will not allow them supervised access to the Internet for school related projects.**

STUDENT SERVICES

The Student Services team at Georgetown School consists of the student services coordinator, support teachers, Project Arrow (gifted) resource teacher, reading improvement teachers, English Language Learners (ELL) teachers, Bilingual Education teachers, nurse, social worker, psychologist, speech and language therapists, occupational, and physical therapists. These specialists work with teachers, individual students, and groups based on needs. Services are delivered based on students who qualify through our Problem Solving or RtI initiative. Short-term remedial classes are offered during the school day to raise deficient academic levels. Social skills instruction is presented to individuals and classes as needs dictate. Curriculum enhancement and enrichment are provided students by integrated activities or pull-out classes as appropriate.

Georgetown is fortunate to have teacher assistants on staff who work directly with special needs students and others who benefit from extra support. These paraprofessionals also help guide the children's safety with traffic control and welcoming of the children at the doors and buses.

Contact Elly Goldstein, Student Services Coordinator, with questions regarding any of these services.

GRADES

Grades are an evaluation of current achievement of grade level objectives, not potential, or social performance. Effort, attitude, cooperation, and behavior are also noted on report cards and are frequently commented upon by teachers. Teachers use frequent and ongoing assessment in determining grades. Components of these grades will reflect numerous and varied age appropriate opportunities for students to succeed and demonstrate learning. Components of grades include: tests and quizzes, daily work, special projects, assignments, class participation, and discussion. The following grading scales have been established for all District 204 students:

Grades 1&2	Grades 3, 4, & 5	Effort
S+ demonstrates strength	A 91-100	O outstanding
S satisfactory progress	B 81-90	S satisfactory
U unsatisfactory progress	C 71-80	U unsatisfactory
I showing improvement	D 65-70	
N needs to improve	F 64 and below	
NA not applicable		

INDIAN PRAIRIE UNIT DISTRICT 204 ELEMENTARY HOMEWORK STATEMENT

The following information supports District 204's Homework Policy 725.03, current research, and the philosophy and practices of elementary school educators.

Please keep in mind as homework is assigned and completed that homework benefits student learning when it connects to, not replaces, direct instruction. It should be used for remediation, meaningful practice, and to expand concepts taught in the classroom.

The following specifics support positive, productive homework as a tool for learning:

- The "Ten Minute Rule" should be applied as a general rule for homework assignments; ten minutes multiplied by the grade level per night. (up to 10x1 for kindergarten, 10x1 for first grade, 10x5 for fifth grade, etc.) These minutes represent a total expectation from all teachers with which a child works but do not include independent reading. The time requirements and the frequency of homework will vary according to each student's abilities, grade level, and the subject matter; however, if a child is consistently devoting time beyond the "Ten Minute Rule", parents should contact the classroom teacher. Workload adjustments, time management improvements, and/or motivation strategies are examples of ways to address such issues.
- Projects assigned as homework should be included in the "Ten Minute Rule."
- Nightly study to include homework assignments should occur on weeknights only. Weekends and vacation periods will be avoided for specific assignments unless students are making up work previously assigned. Independent reading is encouraged on a routine basis, including over the weekend and during vacation periods.
- Once homework is assigned the teacher is responsible for appropriate follow through until the assignment is completed with feedback offered in a timely fashion.
- It is appropriate for parents to answer occasional questions or provide guidance regarding an assignment. It is not appropriate for parents to do most of the assignment for their child. It is not appropriate for an assignment to require a parent to be the primary instructor. If parents feel that their child is particularly struggling with an assignment or is confused, parents should contact the classroom teacher.

Make Up Work:

- Make up work is determined by the teacher involved. Considerations include length of absence and nature of absence.
- When a student has been absent for three or more days, teachers will provide homework as appropriate given adequate time to prepare. A teacher might advise alternative assignments such as keeping a journal and assigning some reading when appropriate. Parents are asked to keep in mind that much of what happens in class (direct instruction, discussions, activities, informal assessing, group work, etc.) cannot be made up by sending paper/pencil work home.
- Upon return from an absence, students will submit make-up work in a timely fashion, generally within one to two days for every day absent.

Grading:

Assessment of student learning should occur in conjunction with instruction. Grades for that student learning should be based solely on academic achievement that takes place during instructional time. Therefore, although it is appropriate to provide feedback to students on their quality and completion of homework, their effort, behavior, and attendance, this feedback should be kept separate from that provided on academic achievement.

REPORT CARDS AND PROGRESS REPORTS

Report cards are distributed quarterly according to the district calendar. Progress reports are given to all students during the middle of the first quarter and at the teacher's discretion for the remaining quarters. Home and school communication is essential in providing the best educational advantage for your child. Teachers will establish with parents the best means of communicating with them. Please e-mail or call your child's teacher with any concerns. **Dates when progress reports and report cards are to be sent home will be published in school communications.**

FIRE/DISASTER/SAFE DRILLS

Fire drills and severe weather drills are practiced routinely throughout the school year to familiarize the students with the alarm sound and procedures. Fire and tornado exit guidelines are posted in all school areas. Safe school drills are also conducted to practice what we would do in the event of an unexpected situation (e.g., stranger on the premises). Georgetown School has safety procedures and guidelines on file with the Aurora Police and Fire Departments.

LOST AND FOUND

The Lost and Found is located in the Multi-Purpose Room. Please be sure that your child's clothing is clearly marked so that we might easily return lost items. Small items and those of a valuable nature are brought to the main office. Unclaimed items are donated to local charities after a reasonable amount of time.

WATER BOTTLES

We have had a significant number of books ruined as a result of water bottles leaking in student backpacks. If students are bringing water bottles from home they must secure them inside a zip-lock bag inside of their backpack.

WHEELED SNEAKERS-HEELYS

Wheeled sneakers or "heelys" are not to be worn at any time unless the wheels are locked or removed from the sneakers. Students who wear these shoes to school without the wheels removed or locked and who are caught "wheeling" on school grounds will be required to call home to have a parent bring them another pair of shoes. The American Academy of Orthopedic Surgeons has recommended that any child wearing these shoes wear a helmet, wrist protector, and knee and elbow pads. These shoes are too dangerous in a school setting and are too great of a safety hazard.