

MILLEDGEVILLE ELEMENTARY SCHOOL



**2008-2009
HANDBOOK
225-7141**

www.dist399.net

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INTRODUCTION

The faculty and staff of the Milledgeville Elementary School hope you have enjoyed your summer and are anticipating, as we are, the challenges and rewards of a new school year. We will be available throughout the school year to provide quality instruction, which together with the interest and assistance of the parents, will help our students become the best they can be.

This Handbook has been prepared to assist and guide students and parents throughout the school year. Additional school information and news will be presented through an insert in the Prairie Advocate newspaper on the last Wednesday of each month. Much of our school news is also available on the District web site: www.dist399.net. We hope you will contact us if you have any questions, concerns, or suggestions. The office phone number is 225-7141.

We wish to remind parents that the school buildings are not open before 8:15 a.m., at which time school employees will enable students to enter through the various doors. Students arriving after 8:15 a.m. need to enter through the following unlocked doors:

Chadwick School – West front main entrance on School Street
Milledgeville School – North rear main entrance from the parking lot
(bus platform entrance)

All other exterior doors at each building are locked from the outside on a permanent basis during the school day to enhance safety and security.

All visitors (those who are not students or school employees) need to report to the school office to state their business and receive a visitor badge. Upon the completion of their business, the visitor will return the badge to the office. Alternate arrangements may be made by parents who pick up their pre-school students on a daily basis by contacting the student's teacher directly.

We hope you find this school year to be fun and rewarding.

Sincerely,

Mr. Schurman
Principal

CHADWICK-MILLEDGEVILLE
COMMUNITY UNIT SCHOOL DISTRICT #399

BOARD OF EDUCATION

Mr. Rahn, Jr., President
Mr. Daehler, Vice-President
Mrs. Baylor-Schmidt, Secretary

Mrs. Adolph
Mrs. Hutchison

Mrs. Gebhardt
Mr. Wagenknecht

Superintendent of Schools
and PreK-3 Principal

Mr. Schurman ext. 224 tschurman@dist399.net

PreK-3 Faculty

NAME	POSITION	PHONE EXT	EMAIL ADDRESS
Mrs. Herbeck.....	Early Step PreSchool	249.....	jherbeck@dist399.net
Mrs. Bates	Kindergarten	251.....	sbates@dist399.net
Mrs. Skoog.....	Kindergarten/Reading Recovery.....	250.....	kskoog@dist399.net
Mrs. Morgan	Reading Recovery/Title I.....	228.....	dmorgan@dist399.net
Mrs. DawTyne	1 st Grade	254.....	cdawtyne@dist399.net
Mrs. Patterson	1 st Grade	248.....	lpatterson@dist399.net
Mrs. Mickelson	2 nd Grade	252.....	smickelson@dist399.net
Mrs. Parks	2 nd Grade	253.....	sparks@dist399.net
Ms. Smith.....	2 nd Grade	259.....	asmith@dist399.net
Mrs. Engelkens	3 rd Grade.....	256.....	jengelkens@dist399.net
Mrs. Newton	3 rd Grade.....	255.....	anewton@dist399.net
Mrs. Weber	Vocal Music	258.....	mweber@dist399.net
Ms. Jill Hesse	Special Education.....	227.....	jhesse@dist399.net
Mrs. Hansen	Art	261.....	dhansen@dist399.net
Mr. Kelly.....	P.E.	tkelly@dist399.net
Mr. Nesemeier.....	P.E.	262.....	jnesemeier@dist399.net
Mrs. Osborne.....	Speech Correction.....	268.....	aosborne@dist399.net

Staff

<u>NAME</u>	<u>POSITION</u>	<u>PHONE EXT.</u>	<u>EMAIL ADDRESS</u>
Mrs. Carter	Nurse	226.....	scarter@dist399.net
Mrs. Ebersole	Cafeteria.....	246.....	none
Mrs. Frank.....	Library/Computer Coordinator	232.....	cfrank@dist399.net
Mr. Geary.....	Custodian	267.....	none
Mrs. Graff	Cafeteria Manager.....	246.....	sgraff@dist399.net
Mr. Gregory	Custodian	none.....	none
Mr. Haan	Technology Coordinator	239.....	ehaan@dist399.net
Mrs. Hayen.....	Secretary	221.....	thayen@dist399.net
Mrs. Leech	Cafeteria.....	246.....	none
Mrs. Meador.....	Cafeteria.....	246.....	none
Mrs. Tarbill	Clerical/Cafeteria	223.....	atarbill@dist399.net
Mrs. Wolf.....	Custodian	none.....	none

K-3 DAILY SCHEDULE

Students should arrive at school no earlier than 8:15 a.m. unless special arrangements are made with the teacher. Children do not enter the building until 8:15 a.m. unless the weather is bad.

Classes for K-3 students begin at 8:30 a.m. and dismiss at 3:15 p.m. Some days are scheduled for 11:30 a.m. or 2:00 p.m. dismissal and are listed in the school calendar located at the end of this handbook.

CLASS DISMISSAL AND BUS TRANSPORTATION TIMES

11:30 AM EARLY DISMISSAL

On the first day of school and on other days listed as 11:30 AM dismissal, the students will be dismissed as follows:

Junior High and High School at 11:10 AM.

Grades K-5 students:

- a. who ride shuttle buses will be dismissed at 11:10 AM. Their shuttle buses depart at 11:15 AM, arriving at the other school at 11:30 AM. Bus students will then leave on their regular route buses at 11:35 AM.
- b. who walk home will be dismissed at 11:15 AM.
- c. who ride regular route buses home will be dismissed at 11:30 AM and their buses will leave at 11:35 AM.

2:00 PM EARLY DISMISSAL

On days listed for 2:00 PM dismissal, the students will be dismissed as follows:

Junior High and High School at 1:40 PM.

Grades K-5 students:

- a. who ride shuttle buses will be dismissed at 1:40 PM. Their shuttle buses depart at 1:45 PM, arriving at the other school at 2:00 PM. Bus students will then leave on their regular route buses at 2:05 PM.
- b. who walk home will be dismissed at 1:45 PM.
- c. who ride regular route buses home will be dismissed at 2:00 PM and their buses will leave at 2:05 PM.

REGULAR SCHOOL DAY DISMISSAL

On regular school days the students will be dismissed as follows:

Junior High and High School at 3:10 PM.

Grades K-5 students:

- a. who ride shuttle buses will be dismissed at 3:10 PM. Their shuttle buses depart at 3:15 PM, arriving at the other school at 3:30 PM. Bus students will then leave on their regular route buses at 3:35 PM.
- b. who walk home will be dismissed at 3:15 PM.
- c. who ride regular route buses home will be dismissed at 3:30 PM and their buses will leave at 3:35 PM.

Regular Route and Shuttle Bus Times

Regular route AM buses will drop off their students at either school at 8:05 AM and then shuttle to the other school, arriving at 8:20 AM.

PM shuttles will leave each school at 3:15 PM, arriving at the other school at 3:30 PM.

SAFETY FOR STUDENTS RIDING BUSES HOME

Students who ride buses home from school may be dropped off at home/babysitter as much as 15-20 minutes earlier than the normal time when one or more students who live in outlying areas are not riding home. We are asking that the following measures be taken to help ensure the safety of the students:

1. Please plan on being home (or have your babysitter be at home) when school is dismissed rather than at the time the bus normally drops off your student(s).
2. Establish and review emergency procedures with your student(s) so they know what to do if no one is home, the door is locked, and so on.
3. If you live in an especially isolated area and feel the need to discuss special safety precautions in which the bus driver can be of assistance, please phone the building principal.

ATTENDANCE POLICY

The process of education requires participation, learning experiences, and study in order to reach the goal of maximum educational benefits for each individual student. The school cannot reach or teach students who are not present. If the student is absent, the benefit of regular classroom instruction is lost and cannot be entirely regained.

Students must be in attendance a full day on the day of the activity to be eligible to attend extra-curricular events that evening, unless prior consent is given by the principal.

PROCEDURES

1. Parents are requested to call the office between 7:45 and 8:30 a.m. to report the reason that their son or daughter is unable to attend school that day. The phone number is 225-7141 or 225-7143. The school will contact the parent at home or at work if the parent has not notified the school of the student's absence that day.
2. The student must bring a written statement signed by the parent stating the date and reason for the absence, unless parent contact has been made by phone.

EXCUSED ABSENCES

1. Student illness
2. Serious illness in immediate family
3. Death in family
4. Medical, dental, or legal appointments which cannot be arranged outside of school time.
5. Emergency situations or other reasonable parental requests, as determined by the principal.
6. Observance of religious holiday.

Students absent 3 or more days may be required to submit a doctor's release form to the school.

PRE-ARRANGED ABSENCES (EXCUSED)

If it is known in advance that the student will be absent for any length of time and for any reason, the parent is to contact the principal prior to the absence.

Reasonable parental requests will be approved by the Principal. Lengthy pre-arranged absences are discouraged, especially during the first and last months of school.

UNEXCUSED ABSENCES

The following are examples of unexcused absences.

1. Suspension
2. Truancy
3. Leaving school without notifying the office
4. Shopping
5. Working
6. Hair appointments
7. Oversleeping
8. Babysitting
9. Hunting
10. Any other absence not covered in the excused absences section.

A truant student may be suspended from school and/or referred to the County Truant Officer.

P.E. EXCUSES

1. If a student is to be excused from P.E., the student must bring a note signed by the parent, stating the reason and date.
2. If a student must be excused from P.E. for more than 1 day at a time, a note, signed by the doctor, may be required.

TARDINESS

If you know in advance that the student will be tardy, please call us.

Students must report to the office if they are tardy and inform the secretary of their late arrival.

SIGN-OUT PROCEDURE

A student is not to leave the building during the school day unless he/she has a note from home, phone call from home or receives permission from the office to leave. The parent must pick up the student at the classroom or office door.

STUDENT CONDUCT

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

SCHOOL-WIDE BEHAVIOR GUIDELINES

1. Children will be quiet when in areas such as halls, restrooms, and library.
2. Children will walk (not run) when traveling in classrooms and throughout the school.
3. Children will turn off and put away any electronic game or device once they enter the building. Students will not be allowed to use electronic games or devices during the school day.

4. No one will chew gum or eat candy (unless special arrangements are made by a teacher).
5. Children will act in a respectful manner toward each other and all staff members.
6. Children will use all equipment and materials with proper care to protect such from unnecessary damage.
7. Children will leave the playground immediately after dismissal.
8. Students will not disrupt the educational process within the classroom.

CONSEQUENCES FOR VIOLATIONS

Disciplinary action appropriate to age and grade level will be taken by school authorities and parents will be notified whenever it is considered necessary.

SEXUAL HARASSMENT

The School Board shall not tolerate sexual harassment of students and/or employees of the District.

Sexual harassment as defined in the Illinois Human Rights Act means any unwelcome sexual advances or requests for sexual favors or any conduct of a sexual nature when "such conduct has the purpose or effect of substantially interfering with an individual's school performance or creating an intimidating, hostile or offensive school environment."

When there is evidence of violation of this policy or violation of provisions of Title VII and/or Title IX as they apply to sex discrimination, the administration shall take appropriate action including warning and/or disciplinary action as warranted.

BEING KEPT AFTER SCHOOL

Students may be kept after school for failure to do work or for disciplinary action (detention), to receive individual help, or upon agreement of the parent and teacher/or principal. When the teacher or principal requires the student to stay after school for a detention at least one day written or phone notice will be given to the parents so they can arrange transportation. Same day detentions can be arranged by phone if agreeable to parents. Detentions are not the choice of the parent or student. They are the result of misbehavior or failure to do required work. They are assigned by the teacher or principal as necessary to modify student behavior.

PLAYGROUND RULES

GRADES PreK-3

ALL TEACHERS AND SUPERVISORS ARE REQUESTED TO ENFORCE THE FOLLOWING RULES AND REGULATIONS:

1. Students are not to return to the building without permission from the teacher or supervisor.
2. Students must sit on slides.
3. Standing on or jumping from swings is not permitted.
4. Walking or standing on teeter-totters is not allowed.
5. Rough play, tackle football, wrestling and "smear the queer" are not allowed.
6. Students are not to play around the parked cars.

7. Softball is to be played on the ball diamonds only and with close supervision. Hard balls are not to be used.
8. Play guns, sticks, etc. are banned.
9. Students are not to climb fences.
10. Ropes are to be used only for jumping rope.
11. When snow is on the ground:
 - A. students without boots must stay on the blacktop
 - B. only saucers and plastic sleds are allowed
 - C. ramps are not to be built on the inclines
 - D. students are to leave ample room so that they do not run into each other
 - E. standing on sleds is not permitted
 - F. students are not to play “King of the Mountain” on the piles of snow
 - G. snowballs are not to be made or thrown
 - H. students should have boots and snow pants to play in the bowl.

STUDENTS WHO VIOLATE THESE RULES, AFTER WARNINGS, WILL BE SENT TO THE OFFICE.

GENERAL INFORMATION

GRADES AND PROGRESS REPORTS

Our school operates on a 9-week system. Grades are given at the end of each nine weeks. Report cards will be sent home on the dates listed on the calendar which appears at the end of this Handbook. The marking system is:

<u>Grades 1-3</u>	<u>Art, Physical Education, Music</u>
A 93-100	E Excellent
B 85-92	S Satisfactory
C 77-84	U Unsatisfactory
D 70-76	
F 69 and below	

Mid-term progress reports will be sent if the teacher feels it is necessary. Parent-Teacher Conferences are held in early November for all students. Conferences will be held again in late March if the teacher or parent deems it necessary. Please feel free to schedule other conferences as they are needed.

PROMOTION AND RETENTION

Since the lessons learned in school are sequential it is necessary to be successful at one grade level to be successful at the next. If a child is not doing satisfactory work the following steps will be taken.

1. At the end of the first semester students who show potential need for retention will be identified to the principal by the teachers.
2. Parents will be contacted for a conference with the teacher and principal. At this meeting the following will be discussed.
 - a. Present social and emotional maturity of the child
 - b. Present academic standing of the child

- c. Goals for growth for the child for the second semester
3. During the fourth quarter parents will again be contacted for conferencing as in step 2.
4. Parents are encouraged to contact the classroom teacher or the principal at any time with any concerns or needs.
5. The decision for retention or promotion shall be made by the teacher and principal before the end of the school term.
6. Parents will be informed of the decision.

SPECIAL EDUCATION

Chadwick - Milledgeville Community Unit School District #399 provides special education evaluation, identification, and placement services to students suspected or identified as handicapped. These services are at no cost to parents and are consistent with the provision to provide a free, appropriate public education to handicapped students. If you suspect your child has a handicap, or would like more information regarding the provision of these services, you may contact the school or the Bi-County Special Education Cooperative, 506 W. 4th St., Suite B, Sterling, IL 61081 or call (815) 622-0858.

A speech and language pathologist is available at the school for regular sessions with students identified in need of speech and language development.

A resource room is maintained in the building. The specially trained teacher works with students with specific identified learning disabilities on a regular basis.

PERFECT ATTENDANCE HONOR ROLL

In order to receive this honor, students must have perfect attendance during the grading period.

FIELD TRIPS

Field trips are often taken by elementary classes. These will vary in length from a walk to the grocery store to a bus trip. Field trips are not automatically taken every year by every teacher. Whether or not a class takes a field trip is at the discretion of the teacher with approval by the Principal. Such a decision will be based on the educational value of the trip, the educational progress made by the class and the behavior of the class.

It should be noted that going on a field trip is a privilege earned by the class as a whole and by each individual student. Those students who do not complete their work or who have excessive disciplinary problems may be omitted from the trip at the discretion of the teacher and principal.

DRESS

While there is no formal dress code, students are expected to be clean and neat and to wear clothes and shoes that are not distracting (i.e., halter or midriff tops, mesh t-shirts, cut off t-shirts, short-shorts, and so on). Students are not to wear hats in the building. T-shirts must be long enough so they may be tucked in pants or jeans. Obscene or suggestive labels or patches (i.e., alcoholic beverages, controlled substances, sexual connotations, etc.) are not allowed.

Students will be sent home to make necessary changes. A parent conference may be requested if a student's appearance is continuously unacceptable.

Wearing shoes in school is required by State law.

RECESS

Recess is a break for those students who have been working. If a student doesn't have his/her work completed the teacher may direct the student to stay in the classroom to study. Homework may not be done on the playground. In case of inclement weather, recess will be held inside. Notes from parents asking to keep a child inside during recess will be honored at the discretion of the teacher. If your child is ill he/she should be kept at home or have a Doctor's excuse to stay in at recess.

REQUESTING MAKE-UP WORK

When you call the school to inform us that your child will be absent, you may make arrangements to pick up homework after school or have a brother or sister pick it up.

A homework request made late in the day can cause disruption of teaching and is not fair to the other students or the teacher. If you do not request homework before noon your child will need to make up his/her work upon return to school.

PARTY INVITATIONS

Party invitations may not be distributed at school unless everyone in the class section has been invited.

VISITORS

All visitors will report to the school office to sign in and receive a visitor's badge. Visitors will return the badge and sign out before leaving the school.

BUS TRANSPORTATION

School bus transportation is provided for students who live more than 1 ½ miles from school, and to those students living within the 1 ½ mile limit when safety conditions dictate. Buses are also used in transporting teams and groups to various activities.

Safety dictates that students obey the following rules, as well as all rules established by the bus driver.

1. Bus students are permitted to converse quietly with persons sitting near them.
2. All students must be seated and are not permitted to change seats when the bus is in motion or annoy other riders on the bus.
3. Students must not, under any circumstances, put their head or arms out of the windows and windows must not be lowered below the mark shown on the bus. This is a state regulation.
4. Treat bus equipment as you would valuable furniture in your home. Damage to seats, etc., must be paid for by the offender.
5. In the case of a road emergency, remain in the bus until instructions are given by the driver.

6. The use of profane or abusive language will not be tolerated on the bus.
7. Smoking or striking matches is not permitted on the bus.
8. Drivers are not permitted, except by proper authorization by a school official, to stop at places other than the regular bus stop. If special arrangements are required, please contact the principal.
9. Do not push or crowd when loading or unloading, be courteous to fellow passengers, allowing front row students to disembark first.
10. Unload only by the front door. Rear door is for emergency only.
11. The throwing of any articles on the bus or out of the windows will not be tolerated.

All students going on the bus to school-sponsored activities must return on the same bus. If a student wants to return home with his/her parents, one of the parents must either see the person in charge and ask permission or send a signed note of approval to the bus driver prior to departure from the school.

If any student is reported by the bus driver for misconduct, that student may be suspended from riding the bus to or from school until the matter has been resolved.

BICYCLES

Students may ride bicycles to school if the parent feels the child is responsible enough to handle this situation. Bikes and scooters must be parked at the bike rack as soon as the child arrives and may not be ridden again until school is dismissed. Bike racks are located so that it is unnecessary for bikes to ever be on the playground. Parents are encouraged to provide locks for both bikes and scooters. Riding bikes and scooters will be curtailed for those students who do not follow these rules. Skateboards are not permitted on school grounds.

LUNCH ARRANGEMENTS

We have a good hot lunch program. Menus are posted in your child's classroom and are also published in the insert from the Prairie Advocate.

Hot lunch tickets are to be purchased on Monday or the first school day of the week.

If your child wishes to bring a sack lunch, milk tokens may be purchased on Mondays.

LUNCHROOM RULES

The lunchroom is to be a relaxed environment in which children are to enjoy their meal. It will not be a stressful place in which a few students believe they have the right to be loud and overactive. The playground is the proper place to exercise one's body (and vocal cords). These rules will be enforced for the benefit of the majority.

1. Courteous manners will be followed in lining up and picking up food. Generally accepted table manners will be used by the children when eating.
2. Children eating a hot lunch must assume the responsibility for having purchased a lunch ticket.
3. Children will talk in a normal conversation voice.
4. Children will remain seated at their tables until directed to line up to leave the lunchroom. They will raise their hand if they need assistance.

5. Children will help to tidy their eating space when they are finished eating.
6. Children will walk, not run, when moving to pick up food, going to a table, disposing of food trays and going out of the lunchroom.
7. Children will be expected to eat the lunch which has been provided by their parents or guardian, either a sack lunch or a hot lunch. Healthy eating habits will be encouraged.
8. Food will not be taken out of the cafeteria.

What are the disciplinary actions if these rules are broken?

1. First offense: The child is warned by the lunchroom supervisor.
2. Other offenses: Disciplinary action appropriate to age/grade level will be taken by the lunchroom supervisor. The principal and the parents will be notified as needed.

Weather permitting, students are to go outside after eating. Do not loiter in the halls, restrooms, or outside classes in session. During inclement weather, go to the classrooms after eating.

Students are not allowed in or around the cars in the parking lot during the lunch period.

HEALTH EXAMINATIONS, INOCULATIONS AND DENTAL EXAMINATIONS

All health requirements set by the State of Illinois for kindergarten pupils must be met by the first day of school, or the student will not be allowed to attend. Any child not meeting these requirements by this date may be reinstated by the administration upon the receipt of evidence of the completion of all requirements or upon notification of the day, time, physician or dentist, and location of an appointment for the completion of all requirements. Dental examinations are required for students entering Kindergarten and 2nd grade.

MEDICAL SERVICES

If it is necessary for a student to receive prescription or non-prescription medication during school hours, the following information must be sent by the physician with the medication:

- a. student's name and birth date
- b. physician's name, signature and phone number
- c. name of medication, including dosage, route of administration, frequency and time of administration
- d. beginning and ending dates of prescription/order
- e. diagnosis requiring medication and intended effect
- f. other medications the student is receiving
- g. time interval for re-evaluation

The medication, whether prescription or non-prescription, must be brought to the school in the original package. Medication must be left in the school office. No medication is to be kept in a student's possession.

In addition to the physician's written order, the school must receive a written request, signed by the parent/guardian, that the medication be given during school hours. The request must include the parent's/guardian's name and phone number in case of emergency.

In the event of illness or accident, school personnel will give emergency care only. Parents will be contacted immediately and are responsible for any additional care needed.

ILLNESS

Any student who becomes ill while at school should go to the office. School personnel will contact the parent by phone before the student is allowed to leave school. A cot is available for student use when it is unnecessary or impossible for the student to go home.

COMMUNICABLE DISEASES

The following diseases require written permission from the doctor for a student to return to school: measles, pink eye, impetigo, ringworm, rash of unknown origin.

The following diseases require precautions as follow, and the student must see the school nurse upon return to school:

- Chicken pox – may return six days after lesions appeared and when all lesions are dry
- Rubella – may return when rash is gone
- Mumps - may return when swelling is gone
- Head lice – may return after affective treatment
- Scabies – may return after affective treatment

ACCIDENTS

Any accident in the school building, on the school grounds, or at any school-sponsored activity must be reported immediately to the person in charge or to the school office.

Proper medical referrals will be made when necessary.

It is the responsibility of the students and parent to fill out “emergency cards” each year and to keep them up to date. Student insurance claims must be filed within 90 days.

EMAIL NOTIFICATION WHEN SCHOOLS ARE CLOSED OR DISMISSING EARLY DUE TO EMERGENCY CONTITIONS.

We are offering an email notification service when our schools are closed or dismissing early due to emergency conditions. The email notification system may be affected by weather conditions and the email message is intended to supplement notifications made via radio and TV, not to replace them. We will send a group email message to parents/babysitters at home, at work, or at both locations. If you are interested in having one or more of your email addresses listed for this notification service please contact either school office: Milledgeville – 225-7141 or Chadwick – 684-5191.

SCHOOL CLOSINGS

When snowstorms, bad roads, or other emergencies make it necessary to close school for a day or more, students and parents will be notified via radio as soon as a decision has been reached to close school. Hopefully, this decision will be made no later than 6:30 a.m. The following radio/TV stations will be given this information:

WSDR – Sterling, 1240AM	KROS – Clinton, 1340 AM
WSSQ – Sterling, 94.3 FM	KCLN – Clinton, 97.7 FM
WFPS – Freeport, 92 FM	KLNT – Clinton, 1390 AM
WFRL – Freeport, 1570 AM/98.5 FM	WLLT – Dixon, 107.7 FM
WCCI – Savanna, 100.3 FM	KWQC – Davenport, Channel 6

In case school is dismissed early or it is necessary to delay the running of buses due to inclement weather, the information will also be broadcast over the same stations. Regardless of the official action to close or not to close, students and parents are urged always to use discretion in deciding whether or not to travel to school.

DISASTER PROCEDURES

When the disaster alarm, which is announced over the intercom, is sounded, students will move to the following areas immediately, and sit on the floor, back to the wall, in a bent position, with their knees and arms protecting their heads.

An announcement will be made over the intercom when students may safely return to the classrooms.

<u>Room</u>	<u>Assigned area</u>
101	West wall outside classroom door
102	East wall to North of classroom door
103	East wall to South and North of classroom
104	West wall across from Room 103
105	South wall to East of classroom door
106	North wall to West of classroom door
107	North wall to West of classroom door
108	South wall to East of classroom door
109	South wall to East of classroom door
111	South wall to East of classroom door
201 & 202	Go down Northeast stairs and line up along East wall to North of classroom 102
203	Go down Southeast stairs and proceed to regular hallway location for your class
204 & Speech Room	Go down Southeast stairs and line up along South wall to the East of classroom 105
206	Go down Southeast stairs and proceed to regular hallway location for your class

Windows, doors, window shades and lights are to be left as they are. All teachers are to be in the lower hall to help supervise.

FIRE PROCEDURES

When the fire alarm is sounded, students should walk quickly and quietly to a distance of at least 75 feet from the building.

Students will be notified by school personnel when it is safe to return to the building.

Fire Exit Routes

Room:	Exit:
101	Northeast Exit
102	Northeast Exit
103	East Back Exit
104	East Back Exit
105	Southeast Exit
106	Northeast Exit
107	Northeast Exit
108	Southeast Exit
109	Front Main Exit
110	Front Main Exit
201	Northeast Exit
202	Northeast Exit
203	Northeast Exit
Speech	South Exit
204	South Exit
206	South Exit

All doors and windows are to be closed and lights turned off.

STUDENT/PARENT NOTIFICATION OF RIGHTS

Milledgeville Elementary School is in compliance with the following legislative directives.

FEDERAL RIGHTS AND PRIVACY ACT

1. Students/Parents have the right to:
 - a. Inspect and copy any information contained in either the permanent or temporary record
 - b. Challenge the contents of either record
 - c. Receive copies of either record

Students or parents who wish to view their permanent/temporary records must contact the principal or guidance counselor to make the necessary arrangements.

Parents and students are hereby notified that the district will maintain permanent student records for a minimum of 60 years and temporary records for a maximum of 5 years from the time a student graduates, transfers or permanently withdraws from the school district. Parents/students have the right to request copies of such records at any time prior to their destruction.

2. The following is public information unless the student/parent requests that it not be released.
 - a. Student's name and address, grade level, birthdate, and birthplace.
 - b. Parents' names and addresses.
 - c. Record of school activities and athletics.
 - d. Period of attendance.

EQUAL EDUCATIONAL OPPORTUNITIES

It is the policy of Chadwick-Milledgeville Community Unit School District #399 the equal opportunities in educational programs, extra-curricular activities, employment practices and general services and benefits are offered without regard to sex, race, color, national origin, religion, handicap or age.

GRIEVANCE PROCEDURE

Student and parent complaints should be directed to the following people until the complaint is resolved.

1. The faculty or staff member directly involved.
2. The Principal
3. The Superintendent
4. The Board of Education

ASBESTOS CONTAINING MATERIALS NOTIFICATION

The Chadwick - Milledgeville CUSD #399 conducts surveillance inspections for asbestos containing materials every six months. You are hereby notified that major asbestos abatement projects were completed at the Milledgeville School during the summer of 1990, and at the Chadwick School during the summer of 1993. All friable asbestos was removed under the direction of C & W Bradley, P.C., of Rockford. Only some very minor amounts of non-friable asbestos containing materials, i.e., floor tile and ceiling tile, remain in the structures.

The Asbestos Management Plans and Inspection Reports may be examined at the individual school offices and at the Superintendent's office. Questions regarding any asbestos concerns may be answered by contacting the Superintendent at (815) 225-7141.

PARENT AND STUDENT RESPONSIBILITIES AND RIGHTS

Parents have the responsibility to:

1. Assume responsibility for the student's prompt and regular compliance with attendance rules and procedures.
2. Work with the school in fulfilling recommendations made in carrying out disciplinary actions taken in the best interests of the student.
3. Plan the time and place for homework assignments and provide necessary supervision.
4. Assume the responsibility to talk with the student about school activities and expected behavior.
5. Recognize that in the school the teacher stands in the relation of parent and guardian to the student.
6. Instill in the student respect for the law, including the rights of others.

Parents have the right to:

1. An explanation of the basis for any conduct mark given by the teacher.
2. Request and be granted a conference with the teacher and/or the principal.
3. Know that the disruptive action of a few will not interfere with the opportunity of the majority for academic and social growth.
4. Be granted reasonable access to all school records pertaining to their child subject to the statutes of the State of Illinois.
5. Share in their child's right to due process procedure in matters of disciplinary actions.
6. Be notified of their child's serious or repeated violation of school rules and regulations.

Students have the responsibility to:

1. Know and obey school rules.
2. Obey city, state, and federal laws.
3. Respect the individual rights and property of fellow students and school personnel.
4. Avoid abusive language, verbal or written.
5. Dress appropriately and practice habits of personal cleanliness.
6. Be punctual and attend school regularly.
7. Not disrupt the educational process.
8. Respect authority both in school and at school-sponsored activities.
9. Respect school and community property.
10. Be responsible for their own actions and assist in providing a good learning climate.
11. Make every effort to improve their performance upon notification of unsatisfactory progress.
12. Not have items that violate laws, policies, or procedures or that detract from the educational process.

Students have the right to:

1. A written discipline policy
2. An explanation of the basis for any conduct marks given.
3. Be disciplined in a humane and appropriate manner.
4. Dress and groom themselves according to their (or their parents') personal taste as long as such dress and grooming do not present health or safety hazards or substantially disrupt the educational process.
5. Due process in matters of disciplinary action.
6. A formal due process hearing before a hearing officer when being considered for suspension and expulsion.
7. Privacy in their personal possessions, subject to the right of school officials to conduct searches when there are reasonable grounds to suspect that a student has violated or is violating either the law or school rules.

2008-2009 SCHOOL CALENDAR

- August 18.....Teachers Institute – NO SCHOOL, NO WACC
- August 19.....First Day of School – Grades K-5 8:30 – 11:30 a.m.
Grades 6-12 8:30 – 11:10 a.m.
Students will attend WACC
- August 20.....First Full Day of School. First Day for Lunch Program.
- September 1.....Labor Day – NO SCHOOL, NO WACC
- September 12.....11:30 a.m. Dismissal – School Improvement Teacher Meetings.
No student lunches will be served.
- October 13.....Columbus Day – NO SCHOOL, NO WACC
- October 17.....End of 1st 9 weeks
- October 24.....11:30 a.m. Dismissal – School Improvement Teacher Meetings.
No student lunches will be served.
- October 24.....Report Cards Issued
- November 1.....Teachers Institute – No School but WACC is in session; Parent/Teacher
Conferences 4 – 8:00 p.m.
- November 2.....NO SCHOOL, but WACC is in session.
Parent/Teacher Conferences – 8:30 a.m. - Noon
- November 21.....2:00 p.m. Dismissal for Thanksgiving Vacation
- November 26.....School Resumes, WACC Resumes
- December 6.....2:00 p.m. Dismissal – Teacher Inservice
- December 18 – 20.....Semester Exams for Grades 9-12
- December 20.....2:00 p.m. Dismissal for Christmas Vacation.
- December 20.....End of 1st Semester
- January 3.....School Resumes, WACC Resumes
- January 11.....Report Cards Issued
- January 16.....11:30 a.m. Dismissal – School Improvement Teacher Meetings.
No student lunches will be served.

January 21Martin Luther King Day – NO SCHOOL, NO WACC

February 15NO SCHOOL, NO WACC – Teacher Institute

February 18Presidents’ Day – NO SCHOOL, NO WACC

March 14End of 3rd 9 weeks.

March 20Report Cards Issued

March 21-28.....Spring Vacation (Unless snow days are used). WACC is not in Session.

March 31School Resumes, WACC Resumes

April 25School Improvement Day

May 111:30 a.m. Dismissal – School Improvement Teacher Meetings. No student lunches will be served.

May 16Last Day of Senior Attendance

May 18Baccalaureate – 7:00 p.m.

May 20-22.....Semester Exams for Grades 9 – 11

May 22Last Day of School – 2:00 p.m. Dismissal for Teacher Inservice. End of 2nd Semester.

May 238th Grade Graduation – 7:00 p.m.

May 22No WACC pending snow days.

May 23Teacher Institute – NO SCHOOL, NO WACC

May 24High School Graduation – 5:00 p.m.

May 26Memorial Day – NO SCHOOL, NO WACC

May 28 - June 6.....Report Cards Issued in School Offices 8:00 a.m. – 2:30 p.m.