

Roosevelt School



Wildcat Pride

August, 2016

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Dear Parents,

Here at Roosevelt School we utilize a school wide Positive Behavior Intervention and Support Program (PBIS). The PBIS program teaches and reinforces expected behavior. Each week we teach an expected behavior using a “Cool Tool” to help students understand the expected behavior. When students are observed demonstrating the “cool tool” taught they are rewarded with a Roosevelt School Pride Paw. Students are able to redeem their Pride Paw for a No Uniform Today (NUT) reward, as well as various activities.

Students are learning our three expectations: Respect, Responsibility, and Readiness, Roosevelt School’s three R’s. All of our cool tools contribute to good citizenship, conduct and character building. A School Matrix of our expected behaviors in non-classroom settings is on the next page.

A team of dedicated teachers volunteered many hours to organize our PBIS program. We look forward to the continued successful and positive implementation of this program.

Purpose

The goals of our Positive Behavior, Intervention, and Support (PBIS) program are:

To maintain an environment conducive to proper learning, good behavior in classrooms, halls, and other areas of the school is necessary.

To help all students develop an attitude of responsibility for their goals and actions as they seek individual and group identity, we believe that guidelines and steps in disciplinary procedures are necessary.

Individual behavior affects the total learning atmosphere. Each student is expected to know the limits of acceptable behavior and apply these limits to every part of the school day.

Because of the affect that student behavior has on the total learning experience, there are certain things, which need to be stated and followed if a sound educational environment is to be maintained.

While it is impossible to write all the “do’s” and “don’ts” related to student behavior, stated guidelines and recommended steps in procedures will lead to relative consistency, as we work with students on matters of discipline.

STUDENTS WHO WALK TO SCHOOL

Students who walk to school are to cross at the corners at all times.

Students, who cross Route 30, **must use the overpass**. All other students are to stay AWAY from Route 30.

Students who receive an after school detention:

Parents will be expected to pick their child up at Roosevelt School, or
Give their child written permission to walk home.

ATTENDANCE POLICY

Regular attendance at school is mandated by the State. Except in the case of illness or family emergency, it is every parent's responsibility to see that their child attends school.

When a student will be absent from school, the parent should call the school's office before 8:30 a.m. If no call is received, the school will call the home of the absent student.

As required by state law, when a student is absent from school, he/she must bring a note to school upon his/her return, explaining the reason for the absence, signed by a parent. This note is in addition to any phone notification that may have been made.

If a student is absent for three consecutive days, and no contact has been made with the absent student's parents, it may be necessary to request that the district truant officer visit the home.

Students who are absent excessively will be reported to the school district truant officer for possible action.

When students are absent, they must assume the responsibility of making up the work missed during their absence. They should find out from their teacher(s) what they have missed. Students will be given a reasonable amount of time to make up the work depending on the number of days absent.

Consistent and regular school attendance is essential for the achievement of a sound, basic education.

Please call in the morning if you wish to pick up your child's work at the end of the day.

TARDY POLICY

Students who are tardy are required to bring a note from the parent noting the reason for lateness.

The school should be called if it is known that a student will be tardy.

Tardy students are expected to report to the school office upon their arrival at school.

Students who are tardy must assume the responsibility of finding out what work they may have missed due to their tardiness, and make up the work.

When a student is continuously and frequently tardy, the following procedures may be followed:

<u>Offense</u>	<u>Action</u>
1 st offense	1 st Classroom Referral (Warning)
2 nd offense	2 nd Classroom Referral (Warning)
3 rd offense	3 rd Classroom Referral 20 Minute Detention
4 th Offense	Parent Conference 40-Minute Detention No Participation List for trimester. Truant Officer Notification
5 th offense	Parent Conference, parent, principal, truant officer.

Students who are tardy excessively will be reported to the school district truant officer for possible action.

The Illinois State Board of Education has contacted all School Districts notifying them that any student tardy more than 31 minutes are to be marked a half a day absent.

Please make sure your child/children are on time for school, which begins at 7:50. Breakfast begins at 7:30.

During all after school detentions, student must do homework or any assignment that the detention supervisor assigns.

Uniform Policy

For proper uniform see district uniform policy on following page and in District's Parents Handbook.

Uniforms will be neat and clean. All uniform shirts will be worn tucked into the pants.

All pants must be worn at the hips. Belts must be worn with pants.

Students are not permitted to have rubber bands or elastic cords on their pants legs.

All undershirts must be white and may not be visible, or hanging out of the sleeves.

On no uniform days appropriate school wear is required.

PLEASE NOTE:

1. No jeans/jean material will be allowed.
2. Gym shoes must be all white or black with matching shoestrings.
3. Earrings for boys are prohibited.
4. Uniform must be worn properly.

OFFENSE

1st offense

2nd offense

3rd offense

4th offense

ACTION

Warning

After school detention (20 minutes)

After school detention (40 minutes)

No Participation List per trimester

SCHOOL UNIFORM FOR BOYS

- Navy dress slacks or shorts (bottom of shorts must reach top of knee).
- White shirt with collar, or turtleneck shirt.
- Black, brown or navy dress shoes or plain white or black gym shoes. White, navy, black or brown socks.
- Navy or white sweaters, vests or sweatshirts can be worn over the shirt.
- Plain white shoes for gym.

7th & 8th Boys:

- Khaki dress slacks or shorts (bottom of shorts must reach top of knee).
- Navy or white shirt with collar, or turtleneck shirt.

Not Permitted

- Hoodies or any clothing with a hood cannot be worn as uniform attire.
- Blue jeans, slacks or shorts made of denim.
- Baggy pants, rolled-up pant legs, or pants worn below the waist.
- Shirts that are not tucked in.
- Shoelaces that do not match the color of the shoes.
- Insignias, emblems, writing or pictures on any item of clothing or shoes.
- Razor cuts, designs or symbols in hair or eyebrows.
- Earrings or straws in ears.
- Accessories that increase a child's risk for accidents or injury such as large chains, excessively large belt buckles, studded accessories.
- Body piercing in eyebrows, nose, lips, tongue, etc.
- Hats or head coverings in the building.
- Boots in the classroom.
- No Silly Bands

SCHOOL UNIFORM FOR GIRLS

- Navy skirt, jumper or shorts (bottom of skirt, etc., must reach top of knee), slacks or capris.
- White blouse with a collar, or turtleneck shirt.
- Black, brown or navy dress shoes or plain white or black gym shoes. White, navy, black or brown socks, tights, or nylons.
- Navy or white sweaters, vests or sweatshirts can be worn over the blouse or shirt.
- Plain white shoes for gym.

7th & 8th Girls:

- Khaki skirt, jumper or shorts (bottom of skirt, etc., must reach top of knee), slacks or capris.
- Navy or white shirt with collar, or turtleneck shirt.

Not Permitted

- Hoodies or any clothing with a hood cannot be worn as uniform attire.
- Blue jeans, skirts, jumpers or shorts made from denim or spandex.
- Sheer or low-cut blouses or shirts; blouses or shirts that do not cover the midriff.
- Blouses or shirts that are not tucked in.
- Shoelaces that do not match the color of the shoes.
- Insignias, emblems, writing or pictures on any item of clothing or shoes.
- Accessories that increase a child's risk for accidents or injury such as dangling earrings, large chains, excessively large belt buckles, studded accessories.
- Body piercing in eyebrows, nose, lips, tongue, etc.
- Hats or head coverings in the building.
- Boots in the classroom.
- No Silly Bands

N.U.T. Day Policy

Students are required to wear appropriate clothing to school in order to maintain student safety and to promote a positive learning environment.

Students will abide by the following N.U.T. day procedures:

Shoes **must** be **all black** or **all white** with **no** designs, logos, or colored laces. Laces **must** be the same color as the shoes.

Gym shoes must be laced up or buckled at all times.

Wear clothing that fits. Clothing cannot be too tight or too big.

Pants **will** be worn at the waist.

No undergarments should show at anytime.

Blue jeans or any other colors are permitted. Black pants or black jeans are permitted with a **white** t-shirt. No other colors are permitted.

Skulls, wings, crowns, dice, and **hoodies** are **not** permitted.

Clothing with negative sayings, drug and alcohol references are **not permitted**.

The following procedures will be followed when the policies are violated:

<u>OFFENSE</u>	<u>ACTION</u>
1 st offense	Phone call home; parents will have to bring the proper uniform for students to change into.
2 nd offense	Phone call home; loss of N.U.T. day for 1 month.
3 rd offense	Phone call home; loss of N.U.T. day for trimester.
4 th offense	Phone call home; loss of N.U.T. day for the school year.

BUS POLICY

While riding a school bus, whether traveling to and from school, between schools, or going on a field trip, proper behavior is expected and is essential for the safety of all students.

While in transit from home to school and vice versa, school bus riders are under the jurisdiction of the school bus driver.

While in transit on a field trip or between schools, the school bus riders are under the supervision of the designated teacher.

The following instructions are to be adhered to by all school bus riders:

- o Be on time at the designated school bus stop and help keep bus on schedule.
- o Stay well away from the roadway at all times while awaiting the arrival of the bus; avoid fighting or running after other students while waiting.
- o Be careful when approaching the place where the bus will stop. Do not move toward the bus until the bus has been brought to a complete stop.
- o When boarding the bus, students should line up in orderly lines at the stops and board in a single file.
- o Do not leave your seat, stand, or kneel in your seat while the bus is moving.
- o Remember that loud talking and unnecessary confusion diverts the driver's attention and could cause an accident.
- o Throwing or shooting of material (such as stones, rubber bands, snowballs), is strictly prohibited at all times-while awaiting the bus, in transit, and on your return home.
- o Do not put hands or head out of the windows or throw anything from the windows at any time.
- o Be absolutely quiet when approaching and crossing railroad tracks.
- o Stay alert for signals and instructions from the driver.
- o Remain in the bus in the event of a road emergency until instructions are given by the driver.
- o Remember to keep all your belongings out of the aisles (e.g. books, packages, coats, instruments), and to take them all with you when you reach your destination.
- o Assist in keeping the bus safe and sanitary at all times.
- o Bus riders are expected to be courteous to their fellow bus riders, and be helpful with the safety and comfort of smaller children.
- o Observe safety precautions at all exiting points.
- o The rules for safe riding should also be observed on co-curricular and extra-curricular activities under school sponsorship. Be respectful of all supervisors appointed by the school.
- o Bus students are expected to ride the bus at all times, unless they stay after school for an activity or detention. Students walking must have a written note from a parent allowing them to walk home.

BUS POLICIES (continued)

The following procedures will be followed when the instructions are violated:

<u>OFFENSE</u>	<u>ACTION</u>
1 st offense	Principal meet with student(s) and letter to the parents describing problem and requiring parent signature.
2 nd offense	Parent notified (phone and letter); student loses bus privileges for one to five days.
3 rd offense	Parent notified by phone and letter: student loses bus privileges for two weeks (10 school days).
4 th offense	Parent notified by phone and letter; bus privileges suspended for the remainder of the school year or grading period.

Any serious violation of bus behavior, such as fighting or vandalism may result in a suspension from bus transportation with notification to the parents in addition to possible suspension from school.

HOMEWORK POLICY

At this school, homework serves definite purposes in helping boys and girls get a good elementary education. It provides essential practice in needed skills, trains pupils in good work habits, affords opportunities for increasing self-direction, enriches and extends school experiences, helps students learn to budget time, often brings pupils into contact with out-of-school learning resources, and promotes growth in responsibility.

Homework is assigned as a result of work started in class under the teacher's direction and completed at home, or as an assignment given to a student by the teacher to be completed outside of regular class time as an extension of the school program.

Each teacher decides when to assign homework, depending on the ability and maturity of the children in the class.

All students are given a homework planner to log assignments. Parents can assist by checking that the planner is being used daily.

All homework assignments must be completed and returned to the classroom teacher. It is expected that all completed assignments will be turned in at the designated time. Homework counts for 10% of the student's grades.

Parents can assist the school by seeing that their child has a regular, well-lit place to do homework and that the student has the proper materials with which to do the work.

Parents will receive notification from the teacher when a student does not complete work given.

Students who do not complete and return homework assignments may be required to serve in-school detentions, and possibly after school detentions, depending on the frequency of this behavior.

Questions concerning homework assignments should be directed to the individual classroom teacher.

Please remind your child/children that working hard on assignments in class will result in less homework.

Please check your parent Teacher Ease portal for your child/children's grades and/or missing assignments. If there are any questions please call your child's teacher.

Breakfast/Lunchroom Expectations

Respect:

- Use kind words
- Use table manners
- Use indoor voices
- Keep hands/feet/objects to self

Responsibility:

- Pick up after yourself
- Report problems to an adult
- Follow directions
- Raise hand for assistance
- Ask permission to leave
- Be sanitary
- Sit at assigned tables
- Stay in your seat.
- Sign out if you leave the lunchroom with permission.

Readiness:

- Share your table
- Have your lunch ticket ready for collection
- Dispose of trash
- Enter/Exit quietly
- Arrive with classmates

Anyone who violates any of the above expectations will be subject to the following disciplinary actions:

<u>Offense</u>	<u>Action</u>
1 st offense	Warning
2 nd offense	One in-school detention (Primary- no recess: Intermediate./ Junior High- 20 minute detention)
3 rd offense	Primary – No recess for 3 days Intermediate / Junior High – 40 minute detention
4 th offense	1-3 days suspension from the lunch program

CLASSROOM EXPECTATIONS

Respect:

- Talk only when appropriate.
- Be a good listener.
- Accept teacher's decisions.
- Work quietly.
- Keep hands & feet to yourself.
- Follow the 3 R's with guest teachers.

Responsibility:

- Turn in all assignments and notes on time.
- Be an active participant.
- Come to school everyday.
- Study for quizzes and tests.

Readiness:

- Be on time for school and classes.
- Be prepared with all necessary items.
- Be prepared to learn.

Improper or unsatisfactory classroom conduct may require that the following procedures be applied:

<u>Offense</u>	<u>Action</u>
1 st offense	Warning
2 nd offense	Parent Contact/After-school detention
3 rd offense	Parent notification: after school detention *
4 th offense	Sent to principal

*When a student does not return a detention notice given by the classroom teacher with a parent signature, he/she is sent to the principal's office. An attempt will be made to contact the parent to receive permission for the student to serve the detention on that day. If no contact can be made with the parent, the student will be allowed to go home, but will receive an additional detention.

Note: Suspension will override the above-mentioned procedures in situations involving verbal and/or physical abuse or disrespect to school staff.

Playground Expectations

Respect:

- Use kind words
- Use equipment responsibly
- Avoid conflict
- Return equipment when finished

Responsibility:

- Walk to/from playground
- Keep hands and feet to self
- Report problems to an adult
- Think about safety
- Stay in boundaries
- Avoid Rt. 30

Readiness:

- Share
- Enjoy yourself
- Line up quickly
- Go to assigned area
- Be ready to go back to learning

Anyone who violates any of the above expectations will be subject to the following disciplinary actions:

<u>Offense</u>	<u>Action</u>
1 st offense	Loss of recess
2 nd offense	After school detention (20 minutes) parent notified
3 rd offense	Parent conference and a 40 minute detention

ASSEMBLY EXPECTATIONS

Respect:

- Follow directions from adults
- Be courteous of presenters
- Remain in a sitting position (on bottom)
- Appreciate

Responsibility:

- Use appropriate applause
- Participate appropriately

Readiness:

- Enter/Exit in an orderly fashion
- Listen and watch quietly

Anyone who violates any of the above expectations will be subject to the following disciplinary actions:

<u>Offense</u>	<u>Action</u>
1 st offense	Warning
2 nd offense	Removal from assembly
3 rd offense	Parent conference and 40 minute detention

GENERAL DISCIPLINARY POLICY

Procedural steps if being disciplined by the Principal:

<u>Minor Offense</u>	<u>Action</u>
1 st offense	Warning/parent notified
2 nd offense	After school detention
3 rd offense	Ineligible for extra-curricular activities for one week, (parties, field trips), or in or out of school suspension/parent conference

Offenses such as fighting, theft/possession of stolen property or damage to property, possession or use of alcohol or drugs, possession or use of weapons, disrespect, harassment of students or school personnel, physical abuse of school personnel and gang or gang-related behavior please see the School District Discipline Policy for consequences. (A copy is after the no participation list)

NO PARTICIPATION LIST

In order to keep our building's learning atmosphere productive and consistent, we are going to add a "No Participation List" to our Discipline Policy. The list is not being added to our policy to create new rules, but to make all classes in our building consistent.

When dealing with children, we find the best approach is to be fair, firm, and consistent. They must know what is expected of them, and the consequences for certain types of behavior. If a student were put on the "No Participation List", he/she would not be allowed to participate in class parties, assemblies, field trips, or athletic programs for that grading period. The following violations would place a student on the "No Participation List":

1. Four tardies per trimester.
- 2 Ten missing assignments per grading period (K-4)
Five missing assignments per grading period (5-8)
- 3 Four - Non-compliance to school uniform.
- 4 Three teacher referrals to the office for misbehavior per trimester.
- 5 One in or out-of-school suspensions per trimester.

The list will remain confidential. A student may be removed from the list during a grading period for improved effort. A parent letter will be sent home for students who go on the "No Participation List".

EXCLUSION FROM THE GRADUATION CEREMONY

1. 10 referrals to the office for the year.
2. 3 suspensions (in-school or out-of-school)

SCHOOL DISTRICT 170 BOARD OF EDUCATION DISCIPLINE POLICY

FIGHTING*

1. 1st offense – 1 to 6 day(s) home suspension and parent conference.
2. 2nd offense – Home suspension and parent conference (suspension will increase by 2 day increments).
3. 3rd offense - Home suspension and parent conference (suspension will increase by 2 day increments): recommendation for multi-disciplinary conference possible.
4. 4th offense - Possible recommendation for expulsion.

* If the aggressor in the fight can be proven, he/she may receive a longer suspension.

POSSESSION OR USE OF CONTROLLED SUBSTANCE *

Drugs and/or intoxicating beverages will be confiscated. All evidence will be turned over to the police.

1. 1st offense – 1 to 6 day(s) home suspension and parent conference.
2. 2nd offense – Home suspension and parent conference (suspension will increase by 2 day increments).
3. 3rd offense - Home suspension and parent conference (suspension will increase by 2 day increments): recommendation for multi-disciplinary conference possible.

* Possible recommendation for expulsion on any of the above depending on the circumstances.

POSSESSION OF ILLEGAL WEAPONS

All weapons will be confiscated. All evidence will be turned over to the police.

1. Up to 10 day home suspension and multi-disciplinary staff conference.
2. Possible recommendation for expulsion from school.

USE OF WEAPONS

All weapons will be confiscated. All evidence will be turned over to the police.

1. Expulsion from school.
2. Re-admittance into school contingent on a Board of Education hearing.

PHYSICAL ABUSE TO A STAFF MEMBER

1. Up to 10 day home suspension and multi-disciplinary staff conference.
2. Possible recommendation for expulsion from school.

To further the education of the children of District 170, we must provide for our students a congenial atmosphere that is conducive to learning. To accomplish this goal, we will adhere and enforce the discipline code as stated.

Bullying Policy

Definition

Bullying is defined as intimidating or threatening another person with words, written notes, or physical actions.

Examples

Physical assault	Verbal assault
Non-verbal threats (rolling eyes, fist, waving, etc.)	Verbal threats
Written threats	Intimidation
Social exclusion	Isolation
Rejecting others	Rumors
Gossip	Extortion
Teasing	Put-downs
Hazing	Name-calling
False accusations	Drawings
Notes	Pushing
Poking	Sarcastic comments
Sarcastic compliments	Blaming other people
Touching other peoples things without permission	Hovering

Use of computers, phone, or other technology to do any of the above.

What to do if you are being bullied?

- | | | |
|--|-------------------|---|
| 1. Do one of the following: | <i>and</i> | 2. Report the problem to any adult |
| 1. Walk away | | 1. Tell them |
| 2. Say “stop” and/or “I need you to leave me alone.” | | 2. Write a note |
| 3. Ignore it | | |

What to do if you witness bullying?

Say “stop” and report the problem to an adult.

Consequences

Any of the following consequences will apply, including but not limited to:

Office referral, detention, parent conference, suspension, police referral, and School Board action.

EXPECTATION VERIFICATION

I/We have received a copy of the Expectation Policy established by this school.

Student's name _____

Grade _____ Teacher _____

Student's signature _____ Date _____

Parent's signature _____ Date _____

NOTE: It is suggested that each parent read through the policies thoroughly and discuss them with their child/children.