

**George Washington School
District 81**

4835 MICHIGAN AVE.
SCHILLER PARK, IL 60176
Phone No. 847-671-1922
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Kristin A. Kopta, Principal

*We believe that all children can learn,
and that we can teach all children at
Washington School.*

*Students at Washington School
are expected to work hard
doing hard work.*

*Here the faculty, staff, students,
parents and community have created
a nurturing learning environment.*

*We're proud of what
we are doing
at Washington School
and pledge ourselves
to the improvement of every student's
cognitive, affective, and social development.*

Student name _____

Grade _____

Room _____

We Do Whatever It Takes

SCHOOL DISTRICT #81 GEORGE WASHINGTON SCHOOL

INTRODUCTION

We believe that lifelong success depends on learning to make responsible choices. We believe students have rights and responsibilities. The most important right every student has is to learn. In order for learning to be maximized, we believe that students must feel both safe and secure. It should be noted that we do not tolerate violence, aggression, or intimidation at Washington School.

An understanding of school rules designed to protect the learning environment enables students to function at a high level intellectually, socially, and emotionally. Students must be guided in the development of a sense of responsibility for his/her behavior and growth. We are dedicated to working with parents to provide a positive, nurturing environment for every student.

This book is intended as a guide. It includes basic school rules including those that protect students in the cafeteria, on the playground, and on the bus as well as within the school building. They are based on courtesy and common sense. Included are some of the expectations we hold based on the belief that all students can be successful. Also there is a copy of board policy #5114 which outlines prohibited student conduct for all students in District 81. Serious violations of school rules may result in a report to Schiller Park police. Furthermore, parents and students must adhere to the rules/policies outlined in the District 81 Handbook.

Read this handbook and the District 81 Handbook with your child. We ask parents to help their children understand that rules for large groups must often be stricter than the rules enforced with small groups at home. Remind them that all of our rules protect their rights and safety. A copy of this document is posted on our school website.

WE HOLD THESE EXPECTATIONS FOR WASHINGTON SCHOOL STUDENTS, PARENTS, AND FACULTY

1. We expect students to take reasonable responsibility for learning. We expect parents to assist students in preparation for school. We ask that parents check that their children have a quiet place for learning at home, school supplies, lunch or lunch money, and encouragement. Parents may expect us to do all we can to meet the educational needs of children.
2. We expect students to dress appropriately for school. We expect parents to guide students in the selection of attire. We ask that parents check to see that their children come dressed for the weather; that they wear clothing with positive, up beat slogans; and that they wear clothing which is not distracting. We expect parents to insure that student clothing is not reflective of cultural violence. Parents may expect us to encourage children to wear appropriate clothing according to the weather during recess and other outdoor activities.

3. We expect students to attend school daily and to be on time. **Any student entering the building after 8:20 A.M. is considered tardy.** Students will not be excused from school to facilitate travel. Students are expected to attend school daily unless ill. Student attendance is monitored by the Illinois State Board of Education as is required by the federal *No Child Left Behind Act*. **State testing (ISAT) will take place in March. Student attendance is mandatory.** Extended absences (10% of the days enrolled or 18 days) may result referral to the state truancy agency. We expect parents to see that students come to school on time, rested, and in good health. We expect parents to call the school office at 847-671-1922 before 8:15 A.M. so that we are aware of reasons for absence. We ask that parents send notes explaining absences to their children's teachers. You may expect us to contact parents when children are not in school assuming that we have current phone numbers.
4. We expect to be able to reach a parent or responsible adult in the case of emergency or so that we are able to discuss students' welfare. We expect to have current phone numbers for parents' homes, places of employment, and for the person designated to assume responsibility for a child in the absence of the parent. We expect parents will update this information immediately should changes occur or if asked by the teacher or principal. From time to time, parents/guardians may desire to pick up their child from school. Occasionally, parents may request that a student be released to a friend or relative. Students will be released only to those individuals listed on the Emergency Information Card. Students will not be released to any person including relatives or friends if they are not listed on this card. It is the parent/guardian responsibility to keep information listed current. Parents may expect us to work with them as partners in education.
5. We expect students to hand in work on time. We expect work to be done to the best of a student's ability. We ask that parents check assignment books daily to see that work is completed. We expect that students who have been absent will complete and turn in assignments given during the absence. When a student is absent five or more days due to illness, a doctor's note is required. We feel that a child absent one day should have one day to complete missing work. We feel that a child absent five days should have five days to complete missing work, etc. You can expect us to work with parents in the event of special circumstances.
6. Students who do not turn in their homework will serve a detention during recess that day in the Student Resource Center (SRC). During that time, missing work will be completed. Students will also serve a detention in the SRC for behavior issues. If students receive more than four detentions in a semester they will not be eligible for the honor roll for that semester.
7. We expect students, parents, teachers, and administrators to work together as a learning community. You can expect us to help your child develop a sense of personal and community responsibility. You can expect us to reflect our school motto, "*We Do Whatever It Takes.*"
8. A written doctor's order must be provided for both prescription and non-prescription medication including Tylenol and cough drops. It must include the child's name, medication name, dosage, time to be given, side effects and duration. Medication must be in a pharmacy labeled container or in the original package container for non-prescription medication. Written permission must be on file in the Nurse's Office for any medication ordered for your child if administered in school.

9. Students may possess an electronic communication device at school only if it is turned off and stored in the assigned hallway lockers. Electronic communication devices should only be used in the event of a life-threatening emergency. Please note students share lockers. There are no locks allowed at Washington School. Students bring electronic communication devices at their own risk for loss or theft.
- 10. This Discipline Handbook contains rules in addition to those in the District Handbook, specifically Board Policy 5114. All rules and expectations contained in 5114 are in effect.**

ALL SCHOOL RULES

1. Come to school every day on time and ready to work. Students are tardy if they enter the building after 8:20 A.M. **School starts at the same time for all students.**
2. Follow the directions of teachers, paraprofessionals, and school staff.
3. Refrain from behavior that endangers your safety and well-being or the safety and well-being of others. Keep hands, feet, objects, and rude remarks to yourself. If any such behavior occurs, students will serve a detention in the Student Resource Center (SRC) during recess that day. During that time, students will complete an action plan which will be signed by the parent and returned the next day.
4. Respect yourself, your classmates, faculty and staff. Do not infringe on the rights of others. You may not use bad language. Sexual harassment is unacceptable. Activities constituting sexual harassment include, but are not limited to, public display of affection such as kissing, sexual references and connotations.
5. Dress appropriately for school. Students may not wear clothing advertising cigarettes or alcohol. Washington School is a violence free zone. Therefore, clothing illustrating and/or glorifying violence is not allowed. Clothing that is revealing, negative or uses profanity is not allowed. Short shorts, halter-tops, crop tops, tank tops and such clothing are inappropriate for school and not allowed. Sleeveless jerseys must be worn with a shirt underneath. Clothing may not be distracting. Wallet chains and chains used for belts are not allowed. Makeup on students is not allowed at Washington School. Sprays and aerosols are not permitted. Baseball hats must be worn with the brim straight in front not pulled to either side and not in the back. Hats are to be removed inside of the building.
6. Take care of books and all other school property. Parents are responsible for damage and loss. A student is not allowed to take school property without permission. Students who do so, will be referred to law enforcement.
7. Take care of your property and respect the property of others. Toys, bikes, scooters, skates, games, dolls, trading cards, tapes, game cartridges etc. are not permitted at Washington School. Handheld devices including games, laser pointers, radios, CD players, IPOD, MP3 players, etc. are not permitted. Only soft, Nerf type balls are allowed. Do not bring an excessive amount of money to school. You are responsible for the money you do bring, so keep it with you. Students wear expensive clothing and jewelry at their own risk.

The school is not responsible for damage, loss or theft of items brought to school. Students may not sell items before, during or after school without approval of the principal.

8. Behavior that reflects gang culture, formal or informal, is negative and, therefore, not allowed. Students who use gang like hand symbols or who draw gang like symbols on books, property, or papers will be suspended, and there will be a referral to law enforcement. Students may not dress in gang colors or clothing styles that denote formal or informal gang affiliation.
9. Treat others fairly. You may not fight, hurt, or intimidate others. Students who fight will be suspended. Suspensions will be lengthened for repeat offences. "Play" fighting and wrestling lead to real fighting and are not allowed at Washington School.
10. We do not bully other students. We try to help students who are bullied. We make it a point to include ALL students who are left out. When we know somebody is being bullied, we tell a teacher, staff member, parent or other adult we trust. Bullying behavior is such that includes, but is not limited to, any aggressive or negative gesture, or written, verbal, or physical act that places another student in reasonable fear of harm to his or her person or property, or that has the effect of insulting or demeaning any student in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Bullying most often will occur when a student asserts physical or psychological power over, or is cruel to, another student perceived to be weaker. Such behavior may include but is not limited to: pushing, hitting, threatening, name-calling, other physical or verbal conduct of a belittling or browbeating nature. Students are to report instances of bullying behavior to teachers or monitors for intervention. Serious instances should be referred to the principal. Students may also report in writing directly to the principal who will then conduct an appropriate investigation.
11. Keep the school safe. Do not open doors for visitors. All visitors, including parents, must come to the school office, wear a visitor's badge, and sign in and out.
12. Report strangers to an adult.
13. **Supervision will not be provided before 8:05 A.M.** Students will not be allowed in the building before 8:05 A.M. regardless of the weather.
14. Walkers may not play on school property including the school park after school. They are to go home. Bicycles are not to be ridden to school. Also, be aware that we do not require a note if a child wishes to walk home. Please be sure your child knows your wishes.
15. Keep money you don't need at home. Never leave money unattended in a book bag, desk, lunch box, or locker. Locks are not permitted. Lockers and desks are school property and are subject to search at any time.
16. Weapons are never allowed in school or on the bus or at the bus stop. Report any weapon you know about to the office or other school adult immediately. Students who bring any type of weapon to school will be recommended for expulsion. Furthermore, the Schiller Park Police Department will be contacted. Toy weapons are illegal in schools. Students who bring such items to school will be suspended and expulsion will be considered.
17. Students may not ride the bus home with a friend or be transported to another stop without the specific permission of the principal. Permission will normally be denied except in rare

circumstances in an emergency situation. Permission will only be granted to students whose parents have submitted a bus application. Permission will not be given to facilitate social occasions.

18. For the safety of all students in physical education classes, proper gym shoes must be worn. Platform or high heel gym shoes may not be worn in physical education classes. Also, safety, rather than fashion, dictates the need to disallow pants that drag the floor. Pants worn to school must be at least 1/2 inch from the ground for safety reasons. Students may not wear jewelry during physical education classes.
19. Extra-curricular activities are held after school. These activities are privileges offered to those who demonstrate appropriate behavior and academic effort at Washington School. Students must follow the all school rules and those applying to specific activities. Students who do not comply with the rules will be dropped from extra-curricular activities.
20. Energy products such as Red Bull drinks, energy bars, etc. are not permitted in school.
21. Field trips are considered a privilege. Students must be in good academic standing to attend. If a student is in SRC more than three times for behavior or homework in the six weeks leading up to the field trip they will not be able to attend.

CAFETERIA/PLAYGROUND RULES

1. We are well behaved in line. We wait our turn. We do not save places in line. We don't cut into the line, and we don't invite others to cut. We never push or rough house.
2. We sit at the tables to which we are assigned. We don't save seats. If there isn't enough room, we sit at the overflow tables when and if granted permission by a monitor.
3. We eat our own lunches in a neat and courteous manner. We do not touch the food of others.
4. We show respect for ourselves, our supervisors, and our fellow students through our language and behavior. We follow the directives of all supervisors.
5. We keep our cafeteria clean. We throw out our garbage, take back our trays, and clean up our spills. We take turns with our classmates in wiping off the tables.
6. We go out at our assigned times. We don't go out early. We stay in the cafeteria unless we have special permission to leave.
7. We stay in the areas provided for our safety.
8. We report strangers and all other safety concerns immediately to the supervisors.
9. We play safely and fairly. We welcome others into our games. We play in the areas to which we are assigned.
10. We never leave the playground. If we need to go back into the school, we ask for permission.

11. We share school playground equipment and use it safely. We may bring Nerf type balls only and at our own risk. Tennis balls only may be used for wall ball.
12. When our bell rings, we line up immediately in a quiet, orderly manner so that we are able to enter the building without disturbing others.

Students who fail to comply with the above rules may have cafeteria and/or playground privileges suspended or they may be assigned other discipline measures as outlined in the Consequences section of this book.

BUS RULES

1. Bus students may only ride the bus for which application was made. Students may not ride another bus to visit a friend, etc. Student must get on and off the bus only at the stop indicated on the bus application. Students who do not have a bus application on file may not ride the bus. The buses are not to be used to transport students to friends, baby sitters or relatives. PERMISSION IS NEEDED FOR NON-BUS RIDERS TO RIDE A SCHOOL BUS TO OR FROM SCHOOL. Students who do not normally ride a school bus (or bus students requesting to ride a bus from a different route) must **present a written request from a parent to a school administrator to obtain permission to ride a school bus. Requests will be approved if there is a family emergency and if, according to the transportation supervisor, there is room on the bus.**
2. Students are to remain seated facing forward on the bus. They may NOT stand, switch seats, or kneel on the bus. If a student is assigned a seat by the driver, he/she must sit in that seat.
3. Students may speak quietly. There is to be NO shouting or name calling.
4. Students must keep their hands and heads inside of the bus windows. They are not to touch the bus windows at all. The windows may not be opened or closed without permission from the driver. Of course, nothing is to be thrown inside of the bus or out of the windows.
5. Students are to engage in proper school behavior on the bus. All school rules are in effect on the bus.
6. Students are to board and leave the bus in an orderly manner. Pushing will not be tolerated.
7. Students are to wait for the bus in an orderly manner at school and at the bus stop. No game playing of any type is allowed. Students may not save places in line for themselves or others.
8. Students are to board and exit the bus only at the stop indicated on their bus applications. They may not ride other buses or invite friends to ride the bus with them.

9. Students are to follow the direction of the driver at all times. Students may not damage or deface the bus in any way. Parents are financially responsible for vandalism to District property.
10. Be on time at the bus stop (no more than 5 minutes ahead of scheduled pick-up time is recommended). Keep the bus on schedule.
11. Pupils are responsible for being on the bus at the designated departure time at the school.
12. Stay off the road while waiting for the bus; use the area along the curb.
13. Show respect for private property – lawns, shrubs, trees, etc. Stay out of garages. Property owners are extending to you the use of their corner or driveway. Any abuse will necessitate moving a stop.
14. Pupils getting on first should move to the rear of the bus.
15. Pupils shall not extend hands, arms, head or any other part of the body out of the window.
16. Remember that loud talking, laughing, or unnecessary confusion diverts the driver's attention and may result in a serious accident.
17. Pupils should never tamper with any bus equipment.
18. Assist in keeping the bus clean. Leave no books, lunches or other articles on the bus.
19. Treat bus equipment as you would valuable furniture in your own home or your car. Willful damage to seats, etc., must be paid for by the offender. YOU DAMAGE, YOU PAY.
20. Eating of lunches will not be permitted on buses.
21. Keep the aisles clear of books, band instruments, and other object.
22. Pupils are to remain seated at all times while bus is in motion.
23. Help look after the safety and comfort of younger children.
24. If it is necessary to cross the road after getting off the bus, cross at least ten feet (10") in FRONT of the bus. Look both ways. Be alert to the danger signal from the driver.
25. The driver will not pick up or discharge riders at places other than the regular bus stop...DO NOT ASK!
26. No animals or pets are allowed on the bus.

Riding the bus is a privilege. Violation of the rules will result in the loss of bus privileges. Any school rules and regulations which are part of the regular school program but not listed above, apply to the school bus.

Students who fail to comply with the above rules may bus riding privileges suspended or they may be assigned other discipline measures as outlined in the *Consequences* section of this book.

Parents of suspended students have the responsibility of arranging for transportation to and from school. Students who stay home as a result of a bus suspension may be considered truant.

CONSEQUENCES

The purpose of school discipline is to maintain a safe, educationally nurturing environment for all students. Students who break the Washington School Rules will face discipline measures including, but not limited to:

- Personal counseling
- Withholding of privileges
- Removal from the classroom
- Seizure of contraband
- Student Resource Center
- Suspension from school
- Suspension from bus use
- Expulsion from school
- Expulsion from bus use
- Referral to local law enforcement

Below is a list of guidelines for discipline consequences that will result from behavior problems on the school district buses. This is in addition to the consequences listed above. Students and their parents must understand that the safety of passengers is of paramount importance. The school district will not tolerate behavior that would jeopardize the safety of others. The principal is responsible for assigning appropriate consequences.

- 1st offense – 1 day removal from bus – parent contacted
- 2nd offense – 2 to 3 days removal from bus – parent contacted
- 3rd offense – 4 days removal from bus – mandatory parent conference
- 4th offense – 8 days removal from bus
- 5th offense – recommendation for bus expulsion

Bus drivers will be requested to attend conferences.

Caring School Community

The Caring School Community program is a research-based program that improves the school community. It focuses on improving student motivation and building relationships amongst students, teachers, families and administrators. The program is based on *logical consequences* to ensure student accountability for student choices. This program will create an environment safe for learning through class meetings, character education lessons, and problem solving.

Washington School strives to be a violence free zone. A violence free zone is a safe place for children. Bullying will not be tolerated. Bullying behavior is defined as harassment, intimidation, or physical and/or verbal aggression that places another student or staff member in

reasonable fear of harm to his/her personal property or self. Each classroom will have rules to prevent bullying, and counseling intervention might be utilized for those students who are unable to follow them.

Dear Parent/Guardian,

I believe teachers, administrators, parents, and students must work together to insure a safe, happy learning environment for all. I believe the parents/guardians and community members of District 81 value and support the idea of a violence free school. I believe that the rules contained in this guide are necessary, reasonable, and effective. They reflect a positive approach. I believe in the goodness of our students and am willing to work with you, the parent/guardian, in helping your child develop a sense of responsibility for his/her behavior resulting in intellectual, social, and emotional growth and learning.

It is in your child's best interest that we work together. If you have any questions or concerns, please feel free to call or stop in to see me.

I appreciate your understanding and cooperation. Thank you.

Sincerely,

Kristin A. Kopta
Principal
Washington School

My child and I have read and understand the discipline plan outlined in the District 81 Washington School Discipline Guide and District 81 Handbook regarding school and bus rules for all children contained in the student organizer. We will follow these rules.

Parent/Guardian signature: _____

Printed name of parent: _____

Student signature: _____

Printed name of student: _____ Room #: _____

Grade: _____ Date: _____

TEAR OUT THIS PAGE. FILL IT OUT AND RETURN IT TO YOUR CHILD'S HOMEROOM TEACHER. REFER TO THE DISCIPLINE HANDBOOK AS NEEDED.

Homeroom Teacher,

You are to record that this was returned to you. Please send this form to the school office where it will be kept on file throughout the school year. It is your responsibility to insure that every student in your class has this paper on file in the office.

Kristin A. Kopta

Principal