

*Franklin Grove Elementary  
School*



*2024-2025*

*Family and Student  
Handbook*

This handbook provides information specific to Franklin Grove Elementary and will be used in conjunction with *The Decatur Public Schools Student Code of Conduct and Parent Handbook 2024-2025*.

## **Franklin Grove Elementary School**

2440 N. Summit  
Decatur, IL 62526  
217.362.3560

**Websites:** <https://www.dps61.org/franklingrove>

**Facebook:** <https://www.facebook.com/dpsfranklinelementaryschool/>

### **Our Mission**

Franklin Grove Elementary is committed to preparing all students to achieve academic excellence by teaching honesty, kindness, respect, and responsibility. We aim to empower our students to become lifelong learners who positively impact their families and communities in a culturally diverse world.

### **Office Staff**

Principal-Heather England

Assistant Principal-Stephanie Strang

#### **Secretaries**

Ally Lancaster

Sarah Monette

Alyssa Wilson-Attendance

## WELCOME

We want to welcome all of our returning and new students to Franklin Grove Elementary School! We are excited to welcome our students back to school and look forward to a great school year.

We wish to work with you to provide what is best for all students. Open communication is a key to success. Please feel free to contact your student's teacher. Together we can provide strategies and additional support to ensure every child is successful every day.

## OFFICE HOURS

The office is open from 7:00AM – 3:30 PM, Monday through Friday during the school term.

## TEACHER WORK HOURS

At Franklin Grove, the teacher's work hours are 7:25 AM – 2:15 PM. Since teachers are busy throughout the day and have limited opportunities to take phone calls or meet with parents, if you need to speak or meet with a teacher, please send an email or call the school office and leave a message. The teacher will respond as soon as possible. If you need to meet in person with a teacher, please arrange for an appointment so the teacher can properly prepare for the meeting and arrange for a substitute.

## DAILY PROCEDURES ARRIVAL AT SCHOOL

Morning supervision for students begins at 7:30 AM. **Students should not arrive or be dropped off at school before 7:30 AM**, unless they are enrolled in our Extended Day program.

<b>Bell Schedule:</b>	7:30 AM	First Bell - Students get breakfast and report to their classrooms
	7:40 AM	Class begins
	<b>7:41</b>	<b>Tadies begin</b>
	7:50 AM	Announcements

**Early Dismissal Day:** 7:40 AM - 10:40 AM

**Franklin Grove Elementary School  
Arrival and Dismissal Procedures**

## **IMPORTANT!!**

**Student Arrivals - Please remain in your vehicle/bus until a staff member arrives. Doors do not open until 7:30 am.**

- **West Parking Lot - BUSES ONLY**

- **All Car Riders will drop off/pick up students in the South parking lot (main entrance parking lot)**

- Remain single file in line
  - Traffic will be directed by a staff member around the drive.
  - **Arrival:**
    - Please follow staff guidance for release from vehicles.
  - **Dismissal**
    - **Please do not arrive to line up until at least 1:30 pm. Lining up earlier creates hardship and access to the homes in our neighborhood!**
    - Will begin dismissal at 2:00 pm. (end of school day)
    - **K-1 families plan to arrive for pick up at 1:50 pm**
    - **2nd-3rd families plan to arrive for pick up at 2:00 pm**
    - **4th, 5th & 6th plan to arrive for pick up at 2:05 pm.**
  - **Please remain in your vehicle in the car line.**
  - **Please pull up all the way to the last cone.**
    - As you arrive - staff members will be notifying the classrooms of your arrival and the students will exit the same doors they entered for arrival.
  - **Parents Walking Up to Pick Up Student**
    - Please stop at the black and yellow sign “**Parents Pick-Up Waiting Area**”. Staff will call your student to come out to you at dismissal time.
      - This ensures the safety of our students and keeps the main entrance from becoming congested during dismissal time.
- **Early Pick up - If an appointment is made and requires early pick up please call the office before 1:00 pm. We will not release students between 1:30-2:00 pm due to transitions in the building and buses arriving.**

Thank you for your kindness and patience as we all learn procedures!

## **DROP OFF AND PICK UP PROCEDURES**

**Student safety is our top priority.** Since young children can be very unpredictable, it is extremely important for drivers to drive slowly and be careful in the parking lot. Drop off and pick up procedures have been developed for safety over convenience or speed. When school personnel are on duty, please follow their directions at drop off and pick up. Your cooperation is appreciated.

Our goal is to dismiss over 450 students in approximately 15 minutes. To make this happen safely, we need your cooperation. When someone else is picking up your student, please explain the process.

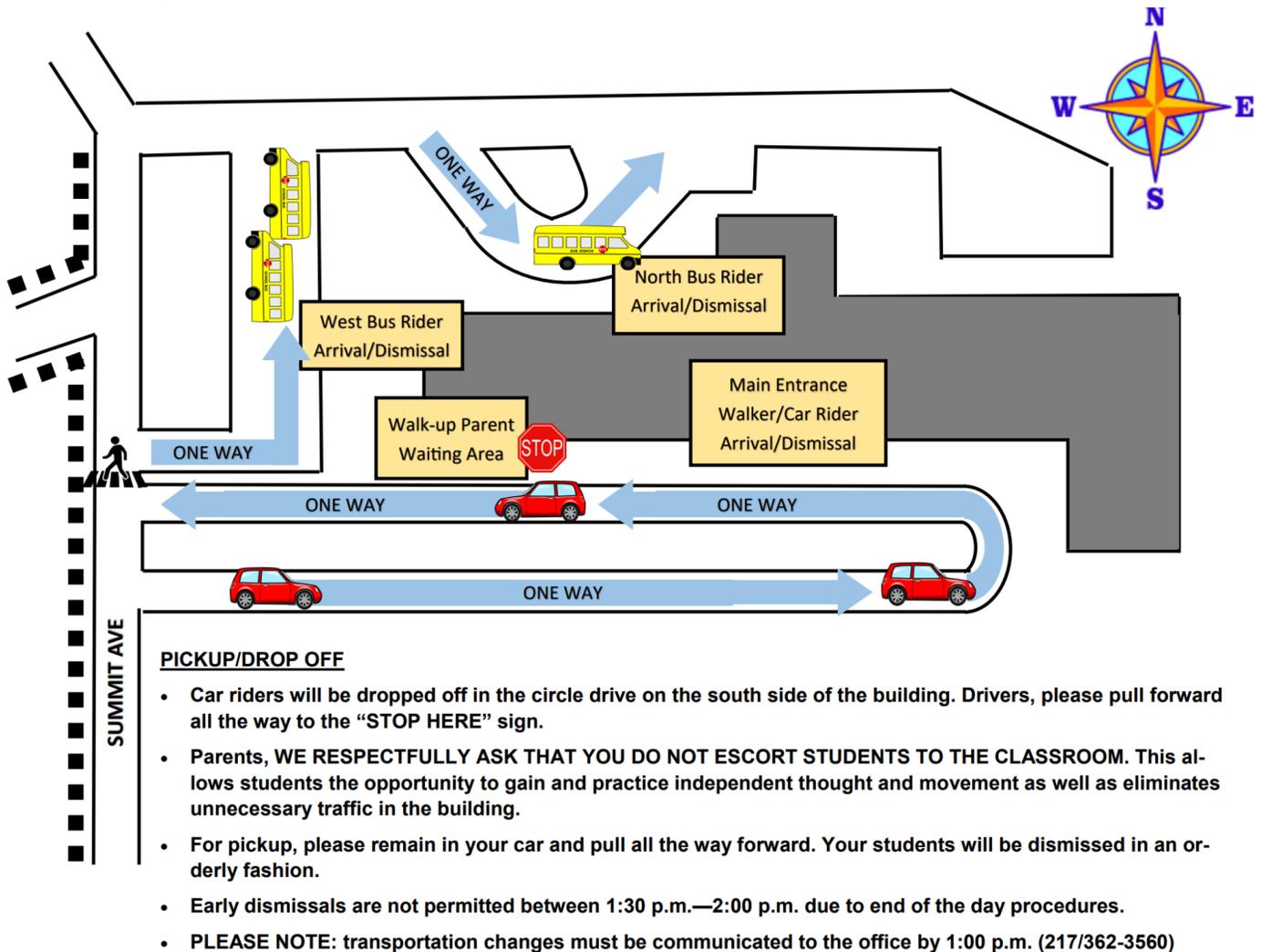
1. Please remain in your vehicle
2. Follow the direction of staff on duty.
3. Cars will proceed around the lane in the South parking lot in a single file line.

4. Stay in line and follow the car in front of you.
5. Continue to pull forward, following the car in front of you.
6. Students will go to the numbered cones to meet their car.
7. Please move forward as cars pull forward, we will have your student move to the numbered cone.
8. Please stay in the line and wait for the car in front of you to leave.

**Please do not park in the car rider line area! Please remain in the car line for your student to be brought out to you.**

We know that it takes us a little while to get the routine down and we appreciate your assistance in making sure that all students are able to load onto buses and into their vehicles safely.

Please see the map below for clarification.



**Please be kind to one another in the car rider line! One lane - one way!**  
**Thank you for your patience as everyone learns the procedures.**

## Visitors

- Please have a valid state ID.
- Our building utilizes Raptor to screen all visitors for the safety of our students and staff.
- **Please contact your student's teacher in advance when requesting a conference.**
- Video cameras are located at the entrances and additional cameras are located throughout the building

## Classroom Visits

- Please make an appointment with the teacher if you would like to observe in the classroom or volunteer. Dropping in without an appointment may result in leaving a request at the office for the teacher to contact you.
- When in the classroom:
  - Observe
  - Limit conversations and interruptions
  - Siblings (younger children) cannot be brought into the classroom.
  - Remain in the classroom or with the class during your observation.
  - Make an appointment or call the teacher to have a conversation about your student, teachers need to focus on their responsibilities to continue teaching and monitoring their classes during the school day.

## ATTENDANCE PROCEDURES

**Parents are to call the school by 7:30 AM whenever the student is going to be absent, unless a prearranged absence has been made through the office. Please state the reason for the absence.**

Unless a student misses more than three days, it is satisfactory for assignments to be made up, when the scholar returns to school. If the student misses more than three days, please contact the teacher 24 hours in advance of picking up the homework.

**If a student is not at school and we have not heard from you by 8:30 AM we will either contact you by phone or our Parent Liaison will visit your home, to make sure the student is at home and safe.**

## LATE ARRIVAL AND LEAVING DURING THE DAY

**ARRIVING TO SCHOOL ON TIME AND DAILY ATTENDANCE INCREASES THE SUCCESS OF YOUR STUDENT!**

**If your student arrives late or leaves early, the parent must come to the office.** Students will need to be signed in/out by an adult. A student must have a tardy slip from the office to enter the classroom after the bell. If picking a student up early, parents must come to the office to sign the student out and we will call the student down to the office.

**All parents coming into the building will be required to have a State Issued ID which must be scanned when signing in and wear a visitor badge.**

**Appointments:** Parents are encouraged to make medical appointments AFTER 2:00 PM to avoid having the student leave during the day. For appointments that cannot be scheduled for after school

the parent should contact the office. Students will not be called to the office until the parent arrives to avoid missing instruction.

**Student Illness:** If a student becomes ill, they are to report to the office. The office will contact the parents if it is necessary for the student to go home. Students will not be sent home without consent of the parent or other responsible adult designated by the parent.

### TARDY TO SCHOOL

Students are to be on time for all classes to receive the maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility.

**A student will be marked tardy if they are not in the building by 7:40 AM.**

Any student tardy to school must report to the office. (Based on DPS 61 Attendance Policy)

### UNEXCUSED ABSENCES

Unexcused absences are those which could not be approved by the administrator for various reasons. See the DPS 61 Student Code of Conduct and Parent Handbook for more information. The student will be responsible for making up missed work. Effort will be made to provide the support services necessary to remedy any attendance concern which inhibit the student's chance of success.

### TRANSPORTATION CHANGES

In the interest of safety, transportation changes **MUST be made NO later than 1:00 PM, or one (1) hour prior to an early dismissal time.** This is to ensure adequate time to notify the teacher and student of the change. A message left on the answering system is not a reliable way to make a transportation change. Make sure you speak with someone directly. Students are not allowed to ride a different bus.

### STUDENT CODE OF CONDUCT

Please see the DPS 61 Student Code of Conduct and Parent Handbook and refer to this publication for specific information.

[2024-2025 Code of Conduct](#)

### BEHAVIOR PLAN

At Franklin Grove, we have adopted the Success Criteria that aligns to B.I.S.T. We want to ensure that our school is a positive, caring environment that expects all students to hold high expectations for the choices they make.

**All Students will be taught the Goals for Life:**

1. I can make good choices, even if I am mad.
2. I can be okay, even if others are not okay.
3. I can do something, even if I don't want to (or even if it's hard).

### **Each student is expected to:**

- 1) Follow directions the first time given
- 2) Be respectful of peers, staff, and property
- 3) Be prepared for class
- 4) Keep hands, feet and objects to yourself
- 5) Follow all school and classroom rules.

### **When students need support, the staff will follow these concepts:**

- **Buddy Room:** A seat in another teacher's classroom to help a student regroup, complete a Think Sheet and process with an adult so they may return to the classroom Safe Seat.
- **Class Meeting:** Weekly meetings facilitated by the adult to help students problem solve, plan events and maintain a positive classroom community.
- **Goals for Life:** Goals we help students obtain so they may have the life they want and deserve.
- **Processing:** Questions the adult asks the student so he/she may take ownership, practice skills and create a plan to make better choices.
- **Care/Transition Room:** A place where students can go to practice replacement skills, calm down, prepare an apology or create a plan to make better choices.
- **Replacement Skills:** Desired student behaviors that are practiced during Triage so the student can be successful at school.
- **Safe Seat:** A seat in the classroom away from other students to help a student regroup, process with an adult, then rejoin the class.
- **Target Behavior Sheet:** A daily visual of goals the student is working on to help him/her problem solve.
- **Think Sheet:** A tool a student completes to help him/her take ownership of the problem, partner with adults and create a plan to be successful.
- **Triage:** Daily adult "check in" to practice replacement skills, assess emotions, focus on what it means to have a successful day and formulate solutions to problems.

### **Our Classrooms are Communities**

Students will work with their peers and teachers to set their Classroom Ground Rules. They will set the expectations for what a Quality Teacher, Quality Student and Quality Work looks like and sounds like in their classrooms.

We encourage families to discuss the Success Criteria with your child. Teachers will send additional information about their specific classroom at the start of the school year. If you have questions, please contact the classroom teacher. At Franklin Grove Elementary School, we are dedicated to creating a positive and safe learning environment for all students and we value your continued dedication and support. Together, we can make a difference!

### **7 Mindsets Social Emotional Curriculum**

Restorative Practices such as reflection forms and discussions, alternative placements and restorative problem solving.

Franklin Grove Elementary is a 7 Mindset's School! We will spend our year learning how to develop strong personal mindsets such as:

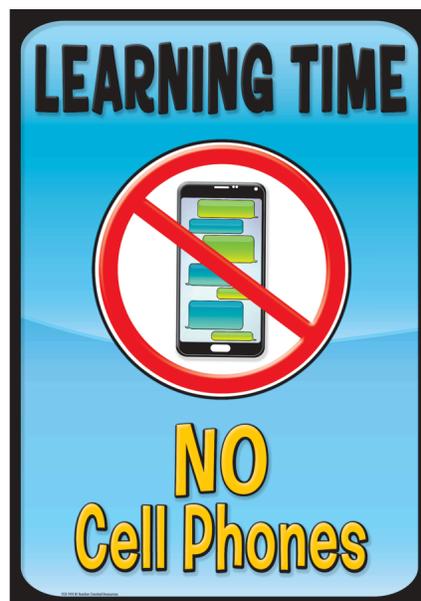
- Everything is Possible
- Passion First
- We are Connected
- 100% Accountable
- Attitude of Gratitude
- Live to Give
- The Time is now

### PRINCIPAL'S CONSEQUENCES

When a student needs to visit the office because of misconduct, the Student Discipline Policy and Procedures, Policy 715.01P of the Decatur Public Schools will be followed. The principal and staff will actively engage parents in the behavior plan for their child. Our goal at Franklin Grove is to work closely with parents in matters related to discipline. It is very important that the parent and school communicate thoroughly when trying to better the behavior of the student.

### ALTERNATIVE CLASS

The building principal as a means of student discipline may assign an alternative class. The student is assigned to a specific room for a period of time or for an entire day. While in alternative class, the student will be given a list of assignments missed from his/her regular classes that day. These assignments are to be completed and handed in at the end of the day.



### Electronic Devices

**\*The district strongly encourages families to keep their student's cell phone and other electronic devices at home as the district/staff will not be held responsible for items left, lost, stolen, or damaged.**

\*Using a cellular telephone, video recording device, personal digital assistant (PDA), paging device(s), smart watch(es), headphones, earbuds, or other electronic device(s) in the classroom,

hallways, lunch periods (PreK–8th grade), or other school environment(s), including school related activities, are prohibited.

\*Electronic devices, headphone, earbuds, smart watches, etc., must be turned off and remain in a secure designated cell phone location in the classroom during the school day. Prohibited technology conduct includes, without limitation, handling, utilizing, creating sending, sharing, viewing, receiving, posting, or possessing a prohibited electronic device, an indecent visual depiction of oneself or another person through the use of any electronic device, and/or any electronic device that disrupts the educational environment or leads to the disruption of the educational environment.

\*All electronic devices not provided by school staff, must be kept powered-off and placed in a secure, designated location in the teacher’s classroom (PreK–8th grade) during the school day. Staff is not responsible for cell phones that are left, lost, damaged, or stolen while at school.

\*Students that refuse to obey this policy and/or guidelines set for cell phone usage and/or other technology violations may receive the following school discipline.

- 1st offense - Warning – Parent/guardian contacted and student must put device away in the designated area. Student may pick the device up at the end of the day.
- 2nd offense – Parent/guardian contacted. Written Warning/Classroom referral. Student must put device away in the designated area. Student may pick the device up at the end of the day.
- 3rd offense – Discipline referral to the office. Parent/guardian contacted. Student must put device away in the designated area. Parent may pick the device up at the end of the day.
- 4th offense and beyond – Student will be disciplined according to the Student Code of Conduct.

**\*Students that become grossly defiant, threaten staff, disruptive, etc., may be suspended for up to 3 days regardless of it being the first or fourth offense. Students will be allowed to make up missed work. Students will not be allowed on school property while suspended. \*Parent/guardian(s) that become belligerent, threaten staff, etc., may be arrested and/or given a No Trespass Letter. A no trespass letter means the individual is not allowed on any DPS property for the length of the time stated in the letter.**

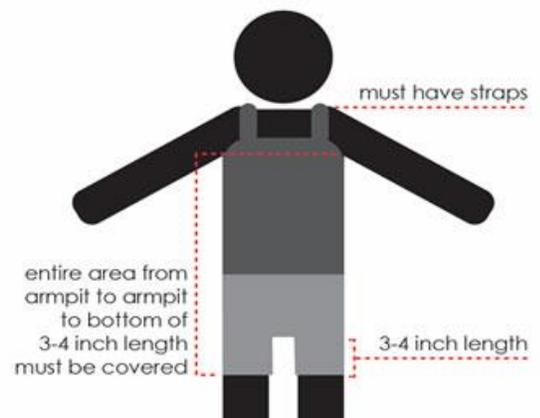
## “DRESS FOR SUCCESS” DRESS CODE

### Student Dress Code (K–12<sup>th</sup> Grade)

Decatur Public Schools respects students’ rights to express themselves in the way they dress. All students who attend Decatur Public Schools are also expected to respect the school community by dressing appropriately for a K - 12 educational environment. Student attire should facilitate participation in learning as well as the health and safety of students, staff and parents.

### Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see image). Tops must have shoulder straps. Rips or tears in clothing should be lower than 3 to 4 inches in length.



2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes or slippers shall not be worn, except for school activities approved by the principal).
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meet the minimum requirements of the dress code.
4. Headgear including hats, hoodies, and caps are not allowed unless permitted for religious, medical, or other reasons by school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

### **Additional Requirements**

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
5. Sunglasses may not be worn inside of the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

*The administration at each school reserves the right to determine what constitutes appropriate dress.* Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

### **BUS CONDUCT**

The district provides bus transportation to and from school for students who meet location or distance requirements. Illinois law states that a student must behave in such a manner so as not to endanger the safety of the operation of the bus. **All school rules apply to students on the bus, those waiting to get on the bus, and those exiting the bus.**

According to School Board Policy, certain misbehavior and misconduct will be grounds for suspension from riding the school buses. It will be the responsibility of the parent/guardian to provide transportation to and from school if this occurs. Behaviors include:

1. Prohibited student conduct as defined in the Student Code of Conduct Policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of the bus driver's or other supervisor's directives.
6. Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.

Students suspended from the school bus who do not have alternate transportation to school shall have the opportunity to complete make-up work for equivalent academic credit. It is the responsibility of the parent/guardian to notify the school that the student does not have alternate transportation.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, the issue will be investigated and handled by the building principal.

**Parents will be informed of inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.**

Please help ensure students are aware of the following bus expectations for their own safety and that of others and to retain their riding privileges.

- Follow all adult instructions.
- Observe the same conduct as rules in the classroom.
- Keep all hands, feet and other objects to yourself.
- Stay in your assigned seat.
- Keep all windows above the line marked on the bus.
- Keep all objects, hands, feet, head, etc. inside the window.
- Keep all personal items and papers in backpack.
- Keep books, bags, coats, and all other objects out of the aisle.
- Respect other student's property.
- Be courteous. Always use respectful language.
- Keep all food, drink, candy, and gum in lunch bag, or backpack.
- Remain in seats when there is a road emergency until the driver provides instructions.
- Smoking is not allowed on the bus.
- Bus riders should speak in normal tones and must become quiet at railroad crossings.
- No animals are allowed on the bus.
- Students must use the bus and stop to which they are assigned.

**Video and audio cameras may be active on buses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. For questions regarding school transportation issues, contact the transportation director or school principal.**

### **FIELD TRIPS**

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Teachers may require a guardian chaperone, as needed.

### **HARASSMENT & BULLYING**

Students have the legal right to come to school and be free of harassment and bullying. **All incidents of harassment or bullying should be reported to the classroom teacher or principal as soon as possible.** Verbal, physical, sexual, and other forms of harassment are not acceptable behavior, and students engaging in such behavior will be disciplined. This applies at the bus stop, on the bus, and at school. Students are expected to show respect for each other at ALL times. Please

refer to the DPS 61 Student Code of Conduct and Parent Handbook for more detailed information about harassment and bullying.

### CARE OF SCHOOL PROPERTY

Students will be held responsible for the proper care of all books, supplies, apparatus or equipment furnished by the Board of Education. Scholars who deface, damage, or lose school property shall be required to pay for damage or loss. Parents shall be notified of any materials lost or damaged by the student and shall pay reasonable replacement costs.

### OUTDOOR RECESS

Recess is monitored by Franklin Grove staff. Recess will be outdoors whenever possible. Exceptions to this are as follows: a) rain, b) heavy snowfall, and/or c) temperature or wind chill factor below 20 degrees. **Please dress your children appropriately** as all are expected to go outside if weather permits. This means boots, hats, gloves, coats, etc. Time children spend outdoors, even if brief, is beneficial. All students will go outside with the class for recess unless the student has a written doctor's excuse. During recess, children are expected to follow all playground rules:

1. Students must stay in designated areas and are not permitted to enter the building without direct consent from the teacher.
2. Students will keep hands and feet to themselves.
3. Contact sports and tackle games are not permitted.
4. Students may not interrupt or run through an organized game.
5. Equipment will be used properly and shared.
6. Rocks, sticks, wood chips, and snow must remain on the ground.
7. Climb and hang only on playground equipment.

Playground rules are made to keep students safe and may change for student safety.

### LOST & FOUND

**Please label all backpacks, lunch boxes, jackets and other clothing items. Items that are labeled are easily returned to their owner.** A lost and found box is in the hallway behind the office. Please check periodically for lost items. Small items of value (jewelry, watches, etc.) will be kept in the office. The Lost & Found will be cleaned out at each report card time and items will be donated to charity.

### TOYS, TRINKETS, GAMES & JEWELRY

**Students are not permitted to bring personal items from home, unless requested by the teacher for a specific activity or event.** We find that children like to share and trade items, but many times this leads to misunderstandings and hard feelings. The school is not responsible for lost or stolen items. Items brought to school may be held by the teacher until the parent comes to retrieve it from school.

## TOY WEAPONS

Students **MUST NOT** bring any toy or item to school that, if it were real, would be considered a weapon. See the Decatur Public Schools Student Code of Conduct and Parent Handbook 2024-2025 for more information.

## UPDATED FAMILY INFORMATION

**Please make sure the school office always has a current telephone number and address for each student. This is very important for the safety of your child and the school. When you call the school office, please make sure you leave a working phone number where you can be reached.**

## SCHOOL MEALS

A free Breakfast and Lunch is provided through a federal grant for all students in the Decatur Public Schools. For students who choose to bring lunch from home, please make sure the lunchbox and containers inside are labeled with the child's name. Parents are expected to pack a nutritious lunch that will support learning. **POP is not allowed. If a parent chooses to send chips, we ask that lunch sized packs be sent. Full size bags are not allowed because they cause a disruption at lunch. Please refrain from sending in fast food, sodas, coffee, etc.**

**Students bringing their lunches should have healthy options.** Students should not bring family size bags of chips, snacks, etc. Students are not allowed to consume soda, energy drinks, coffee, etc. at school. **Students are not allowed to share food items with other students due to health and safety concerns.**

**If an outside lunch is brought in, the student will have lunch in an alternate location. We do not allow purchased lunches (McDonald's, etc) into the cafeteria/classroom to avoid sharing, etc. Students are not allowed to order/receive DoorDash or any meal delivery service at school.**

**A student may not have both a lunch provided from the school with items brought from home.** This causes disruption during lunch. Students must eat a school provided lunch or bring a lunch from home.

## SNACKS

**Due to possible health risks, homemade snacks are not allowed in any classroom. All snacks must be pre-packaged, individual serving size (i.e. professionally prepared, with ingredients listed).** Any snack delivered for student consumption should be selected for its nutritional value. Items low in sugar, fat and sodium are encouraged.

A parent should consult with a classroom teacher before purchasing/sending a snack to the classroom. Teachers reserve the option of limiting the number of snacks served on a given day and may choose to hold a snack until the next day or send one home. For example, if two students bring a birthday treat on the same day, the teacher may choose to serve one of the snacks the next day or send one home for later.

Water bottles are allowed in classrooms with students. **Only clear water is allowed to drink in the classrooms, due to spills which require clean up.**

### **CLASSROOM PARTIES**

If a parent/guardian would like to attend a classroom party (birthday, seasonal, etc.) the parent/guardian must arrange with the teacher ahead of time. Due to instructional minutes, parents will not be allowed to take down birthday/seasonal treats unless pre-arranged with the teacher.

Balloons and flowers sent to school are discouraged. Items are not able to be sent home on the bus. If the delivery of items occur, items will be kept in the office until an adult is able to come pick them up.

### **ACCIDENTS**

In spite of our caution, accidents sometimes happen at school. Minor accidents will be handled at school. Parents will be notified in the event of a serious accident. If a parent cannot be contacted, the person designated as the Emergency Contact will be notified. **Please be sure your information is up to date.**

### **ILLNESS**

If your child becomes ill during the school day, we will notify you for pick up. If we cannot reach you, an emergency contact will be called.

**A student who is ill MUST remain out of school until the student is free of vomiting, diarrhea, or a fever free/symptom free for at least 24 hours.** A fever is considered a temperature of 100.0 degrees or higher without using Tylenol or other fever reducing medications.

### **MEDICATION**

If your scholar requires medication during the school day, the Decatur Public Schools has a set procedure to follow. Please see the DPS 61 Student Code of Conduct and Parent Handbook 2024-2025. We cannot accept any medication unless the proper forms are completed and guidelines are followed. An ADULT must bring the medication and proper form to the office. Students are not permitted to deliver medications to school.

### **CHRONIC HEALTH ISSUES**

If your scholar has a chronic health issue like an allergy, asthma, diabetes, or a seizure disorder, please contact the school nurse so that a plan can be developed to manage the condition while at school.

### **ANIMALS ON SCHOOL PROPERTY**

Due to health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability.

This rule may be temporarily waived by the building principal in the case of an educational opportunity for students, provided that the animal is appropriately housed, humanely cared for, and properly handled, and students will not be exposed to a dangerous animal or an unhealthy environment.

### **EMERGENCY SCHOOL CLOSING**

Should the school need to be closed due to weather conditions or emergencies, a reasonable attempt will be made to contact parents/guardians and/or emergency contacts through the district's mass calling system. To receive this notification, it is imperative that the school has current phone numbers at all times. It is the responsibility of the parent/guardian to contact the school when necessary with this updated information. Should schools dismiss early, it is extremely important that parents instruct their children as to what to do when they arrive home early. Please make sure your children know how to get in and out of your home, or have a friend, neighbor, or relative readily available to take them into their home. Be prepared by having plans made in advance to prevent undue stress on your scholar.

### **SAFETY, FIRE & STORM DRILLS**

Safety, fire, tornado and other safety drills will be held periodically throughout the year. Students are to follow the directions of their teacher as outlined for each room.

### **SCENTED PRODUCTS AT SCHOOL**

Due to allergies and sensitivities of others, **NO SCENTED PRODUCTS MAY BE SPRAYED AT SCHOOL**. Students, visitors and volunteers will be directed to avoid wearing scents to school that can cause illness to others. If someone enters the school with a scented product that is extremely strong, they may be asked to wash off the scent or return after the scent is removed.

### **STUDENT PROGRAMS**

#### **ATHLETICS**

DPS61 offers a complement of athletic programs for students in the upper elementary grades. Student athletic programs will meet either before or after school for coaching during their season. Sports offered may include:

August – October	Cross Country	Boys & Girls
September – October	Wrestling	Boys & Girls
October – December	Basketball	Boys
October – December	Basketball	Girls
January - April	Volleyball	Girls
March – May	Track & Field	Boys & Girls

## MUSIC

Students in grades K – 6 receive general music instruction. Additional music opportunities include:

- Orchestra is available for students in 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades. Lessons begin in September.
- Band is available for students in 5<sup>th</sup> and 6<sup>th</sup> grades. Lessons begin in September.
- Choir is available for students in 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grades beginning in September.

Students who enroll in a performing group such as band, orchestra or choir are REQUIRED to attend practices and performances. A student who fails to appear without a valid cause (such as a verified illness) may be dropped from the program.

## ART

Students in grades K – 6 receive general art instruction.

## LIBRARY

Franklin Grove has a great collection of books and materials in the library. Each class has a weekly library time for checking out books. Scholars are held responsible for lost or damaged books.

### District 61 Decatur Public Schools Grading & Promotion Policy

#### **6:280 Grading and Promotion**

Grading and promotion policy decisions shall be established by the Superintendent or designee. This system of grading and reporting academic achievement to students and parents/guardians will be recognized in all Decatur Public Schools. This policy will also determine when promotion and graduation requirements are met.

The decision to promote students to the next grade level will be dependent upon academic performance in reading and math, attendance, and performance on **District-Wide Assessment (DWA)** as described below. School Administrators shall ensure a personal learning plan is created for all students who are recommended for retention and/ or retained.

All non-traditional promotion (i.e. accelerated placement) and retention decisions for Decatur Public School must be approved by the Assistant Superintendent of Teaching & Learning.

#### Promotion Criteria

A student's promotion status is determined by the following measures:

##### District-Wide Assessment (DWA)

- The **District-Wide Assessment (DWA)**: The district-wide assessment will be the Fast Bridge or other norm-referenced assessment administered by the district. Students with no DWA scores in either reading or math achievement will be considered based on classroom academic performance. If a student's DWA results are incomplete or inaccessible through no fault of the student, the Assistant Superintendent of Teaching & Learning shall make a promotion decision.

##### Academic Performance

- Report card grades in reading and math shall reflect a student's unit test scores and completion of homework assignments during the school year. The **final report card grade** in each subject is an average of the grades reported at the end of each of the four reporting periods.
- Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. A reasonable attempt to consult with the teacher must be made and documented by the principal prior to any change of a final grade.
- The home school must notify the parent/ guardian of any student being recommended for retention for the following school year no later than ten (10) school days after the conclusion of the first semester (i.e. 2<sup>nd</sup> quarter of grading). This notification must be documented (i.e. parent/ guardian name, contact number, date and time of contact)
- The home school must notify the Assistant Superintendent of Teaching & Learning no later than ten (10) school days after the conclusion of the first semester (i.e. 2<sup>nd</sup> quarter of grading) of any student the school may recommend for retention for the following school year.

Reasons for changing a student's final grade include:

- A miscalculation of test scores;
- A technical error in assigning a particular grade or score;
- The teacher agrees to allow the student to do extra work that may impact the grade;
- An inappropriate grading system used to determine the grade; or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

### **Attendance**

Students should obtain a 90% attendance rate. In Illinois, chronic absence is defined as missing 10 percent or 18 days of a school year for any reason, including suspensions, unexcused and excused absences.

Students with less than 90% attendance will be considered for retention and a truancy intervention plan will be created by the school to provide support to the student.

### **Promotion Criteria for Students with Disabilities**

Students with Disabilities receiving special education and related services under an Individualized Education Program (IEP) are expected to meet the same promotion criteria as their same-age, same-grade, non-disabled peers *unless* the IEP modifies the promotion criteria in whole or in part. All students with disabilities should be considered for a modified promotion criteria.

### **Summer School**

All retained students will be considered for summer school placement.

### **Retention**

All retained students will receive a Personal Learning Plan, which is developed by the student's school along with the student's parent/guardian. Grade cycles include grades K-3, grades 4-6, grades 7 and 8. Students Turning 15 on or before September 1<sup>st</sup> (Age Cycle 15): If the student is 15

years old on or before September 1<sup>st</sup> and has not met 8th grade promotion criteria, other attendance placement will be considered.

### **Parent Promotion Appeal**

At the conclusion of the summer school period, parents/guardians of retained students will have ten (10) school days after receiving the promotion determination notice from the home school to submit a written request (appeal) for an additional review to the Superintendent of Teaching & Learning.

### **Final Approval**

All non-traditional promotion (i.e. accelerated placement) and retention decisions for Decatur Public School must be approved by the Assistant Superintendent of Teaching & Learning.

**We are looking forward to an EXCELLENT school year and hope that we can partner with each family to ensure the success of all our students. If you have any concerns or questions, please call the office at 217-362-3560.**