

**WARD GRUNDY ELEMENTARY SCHOOL
HANDBOOK
2009-2010**

Creed for Teachers

*The mediocre teacher tells.
The good teacher explains.
The superior teacher demonstrates.
The great teacher inspires!*

Constitution of the State of Illinois

Preamble

1870

We, the People of the State of Illinois – grateful to Almighty God for the civil, political and religious liberty which He has permitted us to enjoy and seeking His blessing upon our endeavors – in order to provide for the health, safety and welfare of the people; maintain a representative and orderly government; eliminate poverty and inequality; assure legal, social and economic justice; provide opportunity for the fullest development of the individual; insure domestic tranquility; provide for the common defense; and secure the blessings of freedom and liberty to ourselves and our posterity – do ordain and establish this Constitution for the State of Illinois.

DISTRICT 709 OFFICE

1050 S. Fourth Avenue, Morton, IL 61550.....263-2581
Regular Hours: 8:00-4:00 Summer Hours: 7:30-3:30
Dr. Roger Kilpatrick, Superintendent
Mr. Craig Smock, Assistant Superintendent
Dr. Troy Teater, Director of Research and Information Systems
Mrs. Dana Ashby, Director of Special Education
Mrs. Nancy Weigle, Transportation Director
Mrs. Robyn Ekstam, Food Service Director

WARD GRUNDY ELEMENTARY SCHOOL

1100 S. Fourth Avenue, Morton, IL 61550.....263-1421
Regular Hours: 7:45-3:45 Summer Hours: 7:30-3:30
Mr. Michael Saunders, Principal 312 Conaghan Drive, Groveland, IL 61535.....387-2146
Mrs. Kathy Shaw, Secretary 66 N. Oregon Court, Morton, IL 61550.....263-0094

- Attendance Line: 284-2000
- Fax Line: 284-2015
- E-mail: michael.saunders@morton709.org

WHO WAS WARD GRUNDY?

Ward Gladstone Grundy was born on June 7, 1903 to Fred and Lora Grundy of Morrisonville, IL. Mr. Grundy moved to Morton in 1923 to teach 7th grade and to coach basketball after attending Illinois Normal University for only one year. For the next several years, Mr. Grundy took night classes and attended summer school to earn a Bachelor’s degree from Illinois Normal University and a Master’s degree from Bradley University. By 1928, Mr. Grundy had been named the principal of a six-room wood-frame school in addition to teaching 8th grade and coaching basketball and track. Mr. Grundy’s educational philosophy was to teach the basic courses with emphasis on strict discipline (although Mr. Grundy once told a reporter that he never paddled anyone). His dynamic style captured the imagination of his students. He entertained them with stories by his favorite author, O’Henry. He drilled them mercilessly in English grammar and vehemently encouraged them to be good citizens and to vote. Under his leadership, Morton won three state basketball championships in 1932, 1936, and 1938; and a state track championship in 1935. It was during this time that Mr. Grundy earned a reputation as a lecturer and an after-dinner speaker and became known as “the sage of Morton.” For years he was a regular speaker at the Peoria Sunday Morning League Banquets. As an Optimist, Mr. Grundy spoke throughout the United States from Hollywood, CA to Washington, D.C. By 1958, it was estimated that he had filled over 1400 speaking engagements. In 1954, Mr. Grundy was named superintendent of both the Morton Community Consolidated School District #644 and Morton Township High School District #301. He served in that capacity until July 1, 1958. In accepting his resignation, the Board of Education noted, “Throughout the state, Morton is known for having good schools. This didn’t just happen. It took leadership and guidance. For the past 35 years, Ward Grundy has given untiringly of himself in the development of our educational system, providing educational leadership in our community”. Mr. Grundy’s contributions to the community were recognized in 1961 with the opening of Ward Grundy Elementary School at 1100 S. Fourth Avenue in Morton. Throughout most of his life, Mr. Grundy was gifted with energy, enthusiasm, and a great sense of humor. His most noteworthy talent, however, was his ability to teach. Mr. Grundy passed away on July 1, 1978.

	TEACHER	SCHOOL PHONE	E-MAIL
Principal	Mr. Saunders	284-2010	Michael.Saunders@morton709.org
Secretary	Mrs. Shaw	284-2020	Kathy.Shaw@morton709.org
Clerical Aide	Mrs. Schaefer	284-2021	Kristy.Schaefer@morton709.org
Clerical Aide	Mrs. Urban	284-2040	Annette.Urban@morton709.org
Clerical Aide	Mrs. Vermillion	284-2020	Sarah.Vermillion@morton709.org
K	Mrs. Grant	284-2069	Jeanette.Grant@morton709.org
1	Mrs. Weyhrich	284-2067	Debra.Weyhrich@morton709.org
1	Mrs. Kober	284-2062	Lora.Kober@morton709.org
2	Ms. Pfahl	284-2063	Ashlie.Pfahl@morton709.org
2	Mrs. Elliott	284-2066	Deborah.Elliott@morton709.org
3	Mrs. Gunn	284-2064	Marlynn.Gunn@morton709.org
3	Ms. Huber	284-2065	Jessica.Huber@morton709.org
4	Ms. Dennis	284-2054	Jeanie.Dennis@morton709.org
4	Mr. Wheat	284-2053	Jon.Wheat@morton709.org
5	Mrs. Veskauf	284-2058	Jill.Veskauf@morton709.org
5	Mrs. Weyland	284-2057	Janine.Weyland@morton709.org
6	Mrs. Bazzetta	284-2056	Becky.Bazzetta@morton709.org
6	Mrs. Frickleton	284-2055	Amy.Frickleton@morton709.org
Music Ed	Mr. Breeden	284-2070	David.Breeden@morton709.org
Physical Ed	Mrs. Elliott	284-2072	Dianne.Elliott@morton709.org
Library	Mrs. Jones	284-2051	Chris.Jones@morton709.org
Reading	Mrs. Schell	284-2061	Alicia.Schell@morton709.org
Math	Mrs. Everetts	284-2071	Pam.Everetts@morton709.org
Aide	Ms. Stejskal	284-2071	Sara.Stejskal@morton709.org
Challenge	Mrs. Kaisershot	284-2087	Jami.Kaisershot@morton709.org
RTI Aide	Mrs. Derrick	284-2060	Amanda.Derrick@morton709.org
RTI Aide	Mrs. Hauter	284-2060	Emily.Hauter@morton709.org
Speech	Mrs. Bump	284-2068	Sandra.Bump@morton709.org
Resource K-3	Mrs. Wolfe	284-2060	Corinne.Wolfe@morton709.org
Aide	Mrs. Rogers	284-2060	Amy.Rogers@morton709.org
Resource 4-6	Ms. Harvey	284-2059	Candice.Harvey@morton709.org
Aide	Ms. Hamrick	284-2059	Jessica.Hamrick@morton709.org
Aide	Ms. Benefiel	284-2059	Kari.Benefiel@morton709.org
Social Work	Mrs. Waterfield	284-2043or284-8036	Faith.Waterfield@morton709.org
Psychologist	Mrs. Jennings	284-2043or284-8034	Bobbie.Jennings@morton709.org
Band	Mrs. Fitzpatrick	284-5028	Katrina.Fitzpatrick@morton709.org
Orchestra	Mr. Martin	284-6002	Pete.Martin@morton709.org
Chorus	Mr. Breeden	284-5034	David.Breeden@morton709.org
Comp. Lab	Mrs. Walter	284-2052	Jodi.Walter@morton709.org
Comp. Tech	Mrs. Witherell	284-3070	Beth.Witherell@morton709.org
Custodian	Mr. Schuck	284-2047	Dwight.Schuck@morton709.org
Custodian	Mr. Cole	284-2047	Timothy.Cole@morton709.org
Head Cook	Mrs. Hermacinski	284-2046	Theresa.Hermacinski@morton709.org
Asst. Cook	Mrs. Warner	284-2046	NA
Cashier	Mrs. Crisman	284-2046	NA

MORTON UNIT SCHOOL DISTRICT 709
2009-2010 School Year Calendar

Month	Date	Day			Days of Pupil Attendance
August	17	Monday	Teacher Institute/Workshop School Improvement Inservice, Full-Day	No School	
	18	Tuesday		No School	
August	19	Wednesday	First day of attendance for students: <u>Elementary</u> – 8:25 a.m. to 11:55 a.m. Brown – 8:15 a.m. to 11:40 a.m. <u>Jr.Hi/H.S.</u> – 8:00 a.m. to 11:00 a.m.	A.M. Only	9
September	7	Monday	Labor Day	No School	21
October	12	Monday	Columbus Day Observance Inservice, Full-Day P-T Conf., Inservice, All Day All grades P-T Conf., Teacher Institute, All Day All grades	No School	18
	13	Tuesday		No School	
	29	Thursday		No School	
	30	Friday		No School	
November	11	Wednesday	Veterans Day	No School	17
	25	Wednesday	Thanksgiving Vacation	No School	
	26,27	Thur./Fri.	Thanksgiving Vacation	No School	
December	21-31	Mon.-Thur.	Christmas Vacation	No School	14
January	1	Fri.	Christmas Vacation, cont. School Resumes Inservice, Half-day (p.m.) Martin Luther King Day School Improvement Inservice, Full-day	No School	18
	4	Monday		No School (pm)	
	15	Friday		No School	
	18	Monday		No School	
	19	Tuesday		No School	
February	15	Monday	President's Day (Tentative Emergency Day Make Up)	No School	19
March	19	Fri.	Inservice, Half-day (p.m.)	No School (pm)	23
April	2-9	Fri.-Fri.	Easter Break	No School	16
May	23	Sunday	High School Graduation-2:00 p.m. Memorial Day	No School	18
	31	Monday			
June	4	Friday	<u>Last Day of the School Term</u>	No School	

Summary:	Pupil Attendance Days Scheduled	173 + 5
	Full-Day School Improvement Days	3
	Full-Day Parent/Teacher Conference	1
	Teacher Institute/Workshop Days	<u>3</u>
	Total Days in School Calendar	180 + 5

Note: Any unused emergency days can be declared as special holidays. In the event that no emergency days are used, May 26 would be the last student attendance day and May 27 a Teacher Institute day.

Ward Grundy Elementary School

2009-2010 Calendar

August

- 3 Office opens for the school year.
- 6 Registration from 7:00-5:00.
- 13 Class lists posted at 4:00.
- 17 Inservice day: no school.
- 18 Inservice day: no school.
- 19 First day of school (8:25-11:55).
AM-Kindergarten 8:30-9:30.
PM-Kindergarten 10:30-11:30.
New Parent Tea from 9:00-9:30 and from 11:00-11:30.
- 27 Meet the Teacher Night from 6:30-8:00.
- 31 MAP testing begins in grades 2-6.

September

- 7 Labor Day: no school.
- 9 Band/Orchestra/Chorus demonstration at 10:00 at Grundy.
- 10 Market Day from 6:00-7:00.
- 11 Patriot Day (9/11) flag raising ceremony at 2:00.
- 14 Band/Orchestra/Chorus registration from 3:30-5:30 at Bertha Frank.
- 16 Pumpkin Festival begins.
- 18 PTO room parent meeting from 1:30-2:30.
- 19 Pumpkin Festival Parade at 10:30.
- 21 MAP testing ends in grades 2-6.
- 21 Chorus practice begins (M/W from 2:45-3:30 at MJHS).
- 24 Challenge parent meeting at 6:30 at Bertha Frank.
- 25 1st quarter mid-term.
- 28 Band/Orchestra practice begins (M/W/F 7:40-8:10 at MJHS).
- 28 MAP testing begins in grades K-1.
- 28 PTO meeting at 6:30.

October

- 8 MHS Homecoming Parade at 5:00.
- 8 Market Day from 6:00-7:00.
- 12 Columbus Day: no school.
- 13 Inservice Day: no school.
- 15 6th grade program at 6:30 at Bertha Frank.
- 16 MAP testing ends in grades K-1.
- 19 Red Ribbon Week begins.
- 23 End of 1st quarter.
- 26 Blood drive from 2:15-6:45.
- 26 PTO meeting at 6:30.
- 28 Halloween parties.
- 28 Report cards.
- 29 Parent/teacher conferences: no school.
- 30 Parent/teacher conferences: no school.

November

- 5 Market Day from 6:00-7:00.
- 10 Veterans' Day flag raising ceremony at 2:00.
- 11 Veterans' Day: no school.
- 23 PTO meeting at 6:30.
- 24 2nd quarter mid-term.
- 25 Thanksgiving break begins.
- 30 School resumes.

December

- 3 Market Day from 6:00-7:00.
- 10 K-3 Christmas program at 6:30 at Grundy North.
- 14 Band/Orchestra/Chorus concert at 5:30 at MJHS.
- 18 Christmas sing-along and parties.
- 21 Christmas break begins.

January

- 4 School resumes.
- 4 PTO meeting at 6:30.
- 6 MAP testing begins in grades 2-6.
- 14 Market Day from 6:00-7:00.
- 15 Dismissal at 11:55.
- 15 End of 2nd quarter.
- 18 Martin Luther King Day: no school.
- 19 Inservice Day: no school.
- 22 Report cards.
- 25 PTO meeting at 6:30.
- 29 MAP testing ends in grades 2-6.

February

- 3 District spelling bee at 3:15 at Bertha Frank.
- 11 Market Day from 6:00-7:00.
- 12 Valentines Day parties.
- 15 Presidents' Day: no school.
- 19 3rd quarter mid-term.
- 19 PTO Carnival from 5:00-8:00.
- 22 PTO meeting at 6:30.
- 27 IGSMA competition.

March

- 2 ISAT testing begins in grades 3-6.
- 11 Market Day from 6:00-7:00.
- 12 ISAT testing ends in grades 3-6.
- 19 End of 3rd quarter.
- 19 Dismissal at 11:55.
- 22 PTO meeting at 6:30.
- 23 5th grade program at 6:30 at Bertha Frank.
- 26 Report cards.

April

- 1 Easter parties.
- 2 Easter break begins.
- 12 School resumes.
- 15 Market Day from 6:00-7:00.
- 19 PTO Book Fair begins.
- 22 Open House from 6:30-8:00.
- 26 PTO meeting at 6:30.
- 30 4th quarter mid-term.

May

- 3 MAP testing begins in grades K-6.
- 11 Orchestra concert at 7:00 at MJHS.
- 13 Challenge field trip.
- 13 Market Day from 6:00-7:00.
- 13 Chorus concert at 7:00 at MJHS.
- 17 Band concert at 7:00 at MJHS.
- 18 4th grade program at 6:30 at Bertha Frank.
- 21 MAP testing ends in grades K-6.
- 23 MHS graduation at 2:00.
- 24 Award ceremony at 1:30.
- 24 PTO meeting at 6:30.
- 25 Laugh Olympics/Pool Party.
- 26 Last day of school (8:25-9:30).
Pajama Day.
Volunteer Appreciation Tea from 8:30-9:30.
End of 4th quarter.
Report cards.
- 27 Inservice Day: no school.

June

- 5 District Warehouse Sale from 7:00-2:00.
- 10 Market Day from 6:00-7:00.
- 11 Office closes for the summer.

Grundy Code of Conduct

Personal Conduct

- Students will be honest (no lying, cheating, or stealing).
- Students will speak and behave in a respectful and kind manner and will not use offensive speech, writing, or gestures.
- Students will address staff members as sir/ma'am or Mr./Mrs./Ms./Miss.....
- Students will be obedient to staff members.
- Students will respect school and personal property.
- Students will not bring personal items to school without special permission from a staff member (toys, games, electronics, gum, candy, soda, etc.).
- Students will not ride bikes, skateboards, roller-blades, or scooters on school property.
- Students will park their bikes in the bike rack and will store their skateboards, roller-blades, and scooters in areas designated by their homeroom teacher.
- Students will always give their BEST effort.
- Students will mind their own business.
- Students will not be physically aggressive or violent (touching, poking, pinching, grabbing, bumping, threatening, tackling, hitting, kicking, biting, etc.).
- Students will not run in the building unless the school activity calls for running.

Classroom Conduct

- Students will not enter the classroom until a staff member is present.
- Students will be focused on LEARNING.
- Students will look directly at the speaker.
- Students will not bother or distract others.
- Students will wait to be called on before they speak.
- Students will remain seated unless they have permission to leave their seats.
- Students will remain in the classroom unless they have permission to leave the classroom.

Hallway Conduct

- Students will use hall passes to arrive early, arrive late, depart early, or go to the office.
- Students will walk quickly and quietly in a single file line with their hands at their sides on the right side of the hallway.
- Students will not touch the walls in the hallway.
- Students will not touch school property or personal property in the hallway.
- Students will not cause distractions in the hallway.

Restroom Conduct

- Students will use the restroom quickly and quietly.
- Students will flush the toilets after each use.
- Students will wash their hands making sure the water and soap stay in the sink.
- Students will dry their hands and will dispose of paper towels in the trashcan.
- Students will keep the floor, walls, ceiling, and stalls clean and dry.
- Students will not sit or stand on the urinals, sinks, or heating units.
- Students will not stand on the toilets.
- Students will not hang on the stalls, doors, or window ledges.
- Students will respect the privacy of others by not looking under or over the stalls.
- Students will leave the restroom as soon as they have finished washing their hands.

Cafeteria Conduct

- Students will sit in alphabetical order, no more than 9 to a side.
- Students will sit with their legs under the table and their feet on the floor.
- Students will talk quietly with students at their own table.
- Students will wait patiently until their class is called to go through the line.
- Students will use commonly accepted good manners when they eat.
- Students will not touch or eat anyone else's food.
- Students will never throw anything.
- Students will not leave the table without permission.
- Students will be silent when staff members make announcements.
- Students will clean the tables, benches, and floor before they go to recess.
- Students will walk quietly when they are leaving the cafeteria.

Playground Conduct

- Students will play away from the building and will not stand in the doorways at the ends of the building.
- Students will play within sight of a staff member at all times.
- Students will stay out of muddy areas.
- Students will follow the commonly accepted rules of games.
- Students will not play tackle football or other rough games.
- Students will use the playground equipment safely and properly.
- Students will swing sitting down.
- Students will not push other students on the swings.
- Students will not jump off the swings.
- Students will not run in front of, behind, or in-between the swings.
- Students will not climb up the slides or on the hood of the covered slide.
- Students will not climb the trees or backstops.
- Students will ONLY throw playground balls (no pinecones, sticks, rocks, dirt, mulch, snow, ice, etc.)
- Students will not use playground balls near the windows.
- Students will not retrieve balls from the street.
- Students will not sit or hang on the tetherballs.
- Students in grades K-2 will not use the high monkey bars.
- Students will wear boots to play in the snow.
- Students will not slide on the snow or ice.
- Students will line up quickly and quietly when the bell rings or when a whistle is blown.
- Students will return the equipment that they took outside (whoever brought it out, takes it in).
- Students will enter the building in a quiet and orderly manner.

Grundy Discipline Plan

This is a progressive system of discipline. Under normal circumstances, a student's first violation will result in a less restrictive disciplinary measure. A student's second violation will result in a more restrictive disciplinary measure and so on. However, a student who commits a serious violation may begin with a more restrictive disciplinary measure. A student can also receive the same disciplinary measure more than once.

Initial Disciplinary Conference

The student will have a brief disciplinary conference with the staff member who witnessed the code of conduct violation.

Disciplinary Conference with Homeroom Teacher

The student will have a disciplinary conference with the homeroom teacher.

Disciplinary Conference with Principal

The student will have a disciplinary conference with the principal or his designee.

Disciplinary Measures

The student will be subject to disciplinary measures including but not limited to a writing assignment, morning detention, lunch detention, recess detention, afternoon detention, in-school disciplinary placement, out-of-school suspension, recommendation to the Board of Education for expulsion, etc.

Parent Contact

The principal or his designee will contact the parent and may request a conference.

*A student who commits a crime in the building, on school property, or at any school activity may be referred to law enforcement authorities.

*A student who damages or destroys private or school property will make financial restitution and will perform "community service" within the school until the restitution is complete.

*The possession of or use of tobacco, alcohol, illegal drugs, or look-a-like drugs will result in suspension and may result in a recommendation to the Board of Education for expulsion.

*Dangerous violations that threaten the lives and safety of staff and students or cause serious disruptions will result in suspension and may result in a recommendation to the Board of Education for expulsion. Dangerous acts include but are not limited to:

- Threatening bodily harm or committing bodily harm against a student or a staff member.
- The possession of or use of a weapon. Weapons include but are not limited to: firearms, ammunition, knives, box cutters, razor blades, throwing stars, brass knuckles, black jacks, clubs, chains, etc.
- Pulling a fire alarm.
- Issuing a bomb threat.
- Setting a fire or planting a bomb in the building, on school property, or at any school activity.

*A student facing suspension is entitled to due process rights as provided by the State of Illinois and the Board of Education. The student has the right to know the charges that are being levied and who is making the charges. The student is entitled to a hearing. The student has the right to respond to the charges and the right to appeal to the principal. If not satisfied, the student may then appeal to the superintendent and ultimately to the Board of Education.

Grundy Code of Conduct Violation

Student: _____ Grade: _____

Homeroom Teacher: _____ Date: _____

Date of Violation: _____ Time of Violation: _____

Violation

- _____ Dishonesty
- _____ Disrespect for People or Property
- _____ Disobedience
- _____ Inappropriate/Disruptive Behavior
- _____ Physical Aggression/Assault/Battery
- _____ Offensive Speech/Writing/Gestures
- _____ Lack of Focus/Effort
- _____ Lack of Responsibility

Location

- _____ Office
- _____ Classroom
- _____ Gym/Cafeteria
- _____ Restroom
- _____ Hallway
- _____ Playground
- _____ Bus/Bus Stop
- _____ To/From School

Action Taken

- _____ Initial Disciplinary Conference with _____
- _____ Disciplinary Conference with Homeroom Teacher
- _____ Disciplinary Conference with Principal
- _____ Disciplinary Measures:
 - _____ Writing Assignment due on _____
 - _____ Detention (morning, lunch, recess, or afternoon) on _____
 - _____ In-School Disciplinary Placement on _____
 - _____ Out-of-School Suspension on _____
 - _____ Recommendation to the Board of Education for Expulsion
 - _____ Other _____
- _____ Parent Contact

Parent

Homeroom Teacher

Student Record Folder

Principal

***Notice to Student and Parent: Disciplinary measures will continue until the parent copy has been signed and returned to school.**

GENERAL INFORMATION

Attendance

Philosophy

Absence from school can seriously hamper a student's social development and academic progress. We ask that parents, having the moral and legal responsibility for their child's attendance, give this their most serious consideration and carefully weigh the possible consequences of allowing their son or daughter to be absent for any but the most serious reasons.

The Illinois Education Reform Act of 1985 requires schools to make a reasonable effort to notify parents when students (in grades K-8) are absent, if the school has not been notified in advance of such absence. The law authorizes school districts to require parents to call the school for notification purposes.

Reporting Absences

For your convenience, each elementary school has been assigned an absence reporting telephone number which can be called 24 hours a day. When calling, parents should state the student's name, the date of the absence, the reason for the absence (as specifically as possible), and should indicate if homework should be prepared for the student. Homework can be sent home with another student or can be picked-up in the office after school

- Brown School 284-1000
- Grundy School 284-2000
- Jefferson School 284-3025
- Lincoln School 284-4000

If a call has not been received regarding a student's absence by 9:00AM, the school is required to call the parents of the absent student. The Board of Education has determined that two attempts to notify the parents of an absent student constitute a reasonable effort on the part of the school. If the school is unable to reach the parents of an absent student, the student's absence will be considered unexcused.

Excused Absences

An excused absence is a valid and authorized (by parent and school) absence from school. Examples of excused absences include:

- Personal illness or injury (if a student is absent for 3 or more days due to personal illness or injury, the school may require a note from a physician)
- Critical illness or death in the immediate family (grandparents, parents, siblings)
- School related activities

For each day of absence, the student will be given a one day grace period to make-up any missing assignments (10 day maximum). For example, if a student is home sick for 3 days, the student will be given a 3-day grace period to make up any missing assignments after the student returns to school. The student may not receive credit for assignments turned in after the grace period has expired.

Limited Excused Absences

A limited excused absence refers to a special category of absences that are limited in number and require approval by the principal. Examples of limited excused absences include:

- Pre-approved vacations with parents
- Religious trips/retreats
- Court appearances

Limited excused absences must be prearranged at least 5 school days before the first day of absence, by completing and returning a prearranged absence form available in the school office. A maximum of 5 days of limited excused absences will be granted per student per year. Any limited excused absences over 5 days will be considered unexcused. Requirements for completing missed assignments must be prearranged with the teacher. If the teacher and the parent agree for assignments to be prepared in advance of the absence, the student must return the assignments on the first day back to school in order to receive full credit.

Unexcused Absences

An unexcused absence is an invalid or unauthorized (by parent or school) absence from school.

Examples of unexcused absences include:

- Baby-sitting
- Hair appointments
- Hunting or fishing
- Leaving school without permission
- Missing a ride or the school bus
- Oversleeping
- Shopping
- Working at home on a school project
- Limited excused absences beyond the 5 day maximum

Students will be given 1 day to make-up missed assignments from an unexcused absence and will receive 50% credit for the assignments.

After School/Evening Events

A student who was absent during the school day or needed to leave early due to illness should not be in attendance at any after school or evening events sponsored by the school district including:

- After school clubs
- Student council meetings/events
- School open houses
- School carnivals
- School music programs
- PTO events
- Athletic events

Unexcused Tardies

A student who arrives after the tardy bell will be given a recess detention, unless the parent can provide a valid and authorized reason for the student's tardiness (medical or dental appointment). Recess detentions will be served the same day during noon recess.

Administrative Attendance Procedures

The principal will send an attendance letter to the parents of students who have been absent (excused, limited excused, or unexcused) for:

- 5 or more days by the end of the 1st quarter
- 10 or more days by the end of the 2nd quarter
- 15 or more days by the end of the 3rd quarter
- 20 or more days by the end of the 4th quarter

The parents of students who are in violation of the district's attendance policies may be referred to a school social worker or the Tazewell County Truancy Officer.

Asbestos Management Plan: This is to notify you that Morton Unit School District 709 has submitted its Asbestos Management Plan pursuant to the requirements of the Asbestos Hazard Emergency Act (AHERA, 40 CFR 763) for the school buildings. Copies of the Asbestos Management Plan are available in the district office and in the principal's office. These plans are available for your inspection during normal business hours and during other times by special arrangement. We request that appointments be made with us to review such plans. To make arrangements, please contact the principal at 263-1421.

Bus Pass: We must have a note from the parents of both parties involved (the guest and the rider) in order to issue a bus pass.

Bus Rules:

- A. All school rules apply on the bus.
- B. Obey driver's directions the first time they are given.
- C. Remain in your seat facing forward at all times.
- D. Eating or drinking on the bus is not allowed.
- E. Show common courtesy (keep hands, feet, and objects to yourself). No throwing objects out the window. No spitting.
- F. Loud, vulgar, and abusive language or noise is not allowed.
- G. Do not litter, write on, or damage the bus (school property) in any way.
- H. Keep all harmful objects (drugs, tobacco, alcohol, weapons, etc.) off the bus. No animals.
- I. Parents are allowed to ride the school bus to and from school only with the Principal and Director of Transportation's approval.

Care of Books: Students are expected to take good care of their textbooks and are not to write in them. A fee will be assessed for repair or replacement of textbooks that are abused or damaged beyond normal wear. Workbooks should also be kept clean and in good order.

Change of Address or Telephone: It is important that the school have your correct address and phone number. In cases of illness, accident, discipline, etc., the school must be able to contact you immediately. Therefore, any change in address, telephone number, employment or emergency contact person must be reported in writing to the office promptly.

Change in Transportation: Please notify us by phone or in writing if your child's transportation arrangements change.

Daily Schedule:

7:45	Office Opens	AM Kindergarten	8:25-11:00
7:50	Teacher Day Begins	PM Kindergarten	11:55-2:30
8:15	First Bell		
8:25	Second Bell		
11:15	1 st /2 nd Grade Lunch/Recess Begins		
11:45	3 rd /4 th Grade Lunch/Recess Begins		
12:15	5 th /6 th Grade Lunch/Recess Begins		
2:30	Grades K-3 Dismissal		
2:35	Grades 4-6 Dismissal		
3:40	Teacher Day Ends		
3:45	Office Closes		

Discipline: Students are expected to conduct themselves in a manner that will permit them to benefit from the educational program. School rules and policies have been established so that all children may gainfully participate in the educational program. We respectfully request the support of all parents.

Distribution of Materials: The district office will review and approve informational materials before distribution to the students. Materials would be rejected on the following basis: material is libelous, invades the privacy of others, is obscene or pornographic, is pervasively indecent and vulgar, will cause a material and substantial disruption of the proper and orderly operation of the school or school activities, or advertises a product or services not permitted for use by minors under the law.

Dress Code: If a style of dress or grooming becomes, or appears to become, disruptive to the educational process or constitutes a threat to the safety or health of students, it will not be permitted in school. Furthermore, some types of dress are considered inappropriate when worn in school since they do not promote an educational atmosphere that is conducive to wholesome learning. The way a student dresses reflects his/her attitude toward school and class work. Students are expected to be neat, clean, and fully dressed in good taste at all times.

- Shorts must be at least at mid-thigh length
- Dress and appearance must be such that all students are covered from shoulders to mid-thigh. Boys shirts must have sleeves. All blouses, dresses or tops must have a minimum 2-inch shoulder strap for both shoulders. Shirts, blouses, and tops which are not tucked in must be long enough to cover the midsection when the student is in a standing or sitting posture
- No pajamas may be worn without prior school authorization
- No clothing which is torn or altered in an explicit or suggestive manner will be permitted
- No Spandex clothing is permitted

Examples of inappropriate dress include but are not limited to:

- Hats, caps, or head coverings of any kind
- Accessories with chains or spikes
- Sunglasses
- Tank tops with less than a 2-inch strap
- Dresses with spaghetti straps
- Transparent clothing
- Mesh clothing
- Brief, immodest, or sexually suggestive clothing
- Clothing with any references to drugs, alcohol, tobacco, sex, obscenity, bigotry, superiority, violence, death, gangs, or the occult
- Undergarment exposure
- Heelys (shoes with built-in wheels)

Outerwear (including but not limited to coats, jackets, and gloves) may not be worn in the classroom without the teacher's permission.

Shorts, skirts, and shorter dresses may not be worn during the 2nd and 3rd quarters of the school year (unless worn with tights).

Footwear must be worn at all times.

Students who violate the personal appearance policy will be required to change clothes.

Emergency Procedures: There are emergency procedures in place to deal with missing students, intruders, terrorism, severe weather, utility failures, and fire. We teach these procedures to our students by conducting emergency procedure drills every month. In the event that Grundy School must be evacuated, students will be moved to the District Office across the street.

Emergency School Closing: In the event that the school would need to be dismissed early due to serious weather conditions or other emergencies, notice will be broadcast by local radio and television stations, and an attempt will be made to contact parents by phone. Parents will be **REQUIRED** to stop at the table in the hallway outside the office to sign-out their children. Parents will then be allowed to go to their child's classroom to pick-up their child. Teachers will be posted at the classroom doors and will **REQUIRE** parents to sign-out their children once again. If school is being dismissed early due to a utility failure (heat, water, electricity), parents will be allowed to sign-out their own children and the children of friends. However, if school is being dismissed early due to a weather emergency (tornado, blizzard), parents will only be allowed to sign-out their **OWN** children. Parents will **NOT** be allowed to sign-out the children of friends due to the liability and risk involved in a weather emergency.

Evaluation of Student Learning: The following is a copy of the new requirements from Board Policy 655.02: "Evaluation shall be based upon the Learner Objectives of the District's curricula as set forth in the Goals and Objectives for Instruction. The evaluation system shall reflect available research concerning individual differences of students. Evaluation shall serve a constructive purpose in helping the student, parent and teacher evaluate student growth in all areas of performance and behavior. Evaluation shall be the result of a carefully developed plan for gathering data and the utilization of a variety of instruments and devices. Evaluation shall foster a cooperative approach between student and teacher. It shall be a method of determining student progress, and the student shall be involved and have knowledge of this ongoing process. The student evaluation system shall further the student's growth toward self-direction and self-responsibility. The conversion of percent scores to letter grades shall be determined by the following scale:

A+	100-99	C+	84-83	U	69-0
A	98-95	C	82-79		
A-	94-93	C-	78-77		
B+	92-91	D+	76-75		
B	90-87	D	74-72		
B-	86-85	D-	71-70		

Grading Philosophy: "Equal treatment of unequals is not equal". Grades are a function of the interactions of student abilities, growth, effort, district and building achievement standards, and expectations. Therefore, grades will be based on the student's ability, effort, and growth as they relate to the achievement of standards and expectations.

Homebound tutors: Homebound tutors are available to students with an extended illness of 10 or more consecutive days of school. A doctor's report of the illness must be completed for school records. The process will be started when the parents contact the school indicating a need.

Homework Policy: We feel that homework is a necessary part of the learning process and helps to develop independent learning responsibilities, which are vital to becoming a responsible adult. As a guideline we are suggesting that the average student during the average week would spend the following amounts of time at home on schoolwork each day:

- First Grade - 10 minutes
- Second Grade - 20 minutes
- Third Grade - 30 minutes
- Fourth Grade - 40 minutes
- Fifth Grade - 50 minutes
- Sixth Grade - 60 minutes

Homework would include assignments to be done at home following instruction and unfinished work from daily exercises. Allowances will need to be made for individual differences in students and the time should be "quality" study time in the proper settings. Please communicate with your child's teacher if you feel your student is spending too much or too little time on schoolwork at home.

Honor Roll: Students in grades 4-6 who earn a grade point average of 3.45-3.93 will be named to the honor roll. Students in grades 4-6 who earn a grade point average of 3.94 and above will be named to the high honor roll. GPA letter grade values are as follows:

A+	4.300	C+	2.300	F	0.00
A	4.000	C	2.000		
A-	3.675	C-	1.675		
B+	3.300	D+	1.300		
B	3.000	D	1.000		
B-	2.675	D-	0.675		

Lost and Found: Please check in the office for items that cannot be found in the classrooms. Each year we have many unclaimed articles. It is always wise to label with the child's first and last names any clothing that is to be removed (such as boots, sweaters, coats, etc.). At the end of each quarter, we donate all unclaimed lost and found items to a charitable organization.

Lunch: Money for lunch or milk should be sent in an envelope with your child's name, grade, and teacher. Also indicate the days for which payment is being made. These envelopes will be collected by the teachers daily. Checks should be made payable to Sodexo. You may purchase as many lunches as you would like. Students will be limited to a maximum of 3 charges. After 3 charges, students will receive a peanut butter sandwich and milk for lunch at a \$1.75 per day until the charges are paid in full. You will receive a daily note from the office to remind you of your child's charges.

Student lunch prices are:

Daily Lunch (including milk)	\$1.75	Flavored Water/Juice	\$.60-.65
Adult Lunch (including milk)	\$2.45	Dessert/Snacks	\$.50-.65
Milk	\$.40	Bottled Water	\$.40

Lunch (free or reduced): Children from families whose gross income is at or below the levels set each year may be eligible for either free meals or for reduced price meals at \$.40 for lunch. To apply at any time during the year for free or reduced price meals for your children, complete an application form available at the school.

Medication: All medication must be dispensed from the office, with the exception of inhalers.

Morton CUSD #709 Mission Statement: The Mission of Unit School District 709 is to serve the Groveland-Morton community by stimulating a desire for life-long learning, graduating productive individuals, and challenging all to achieve their highest potentials as active participants and leaders in a dynamic, global society.

Morton CUSD #709 Philosophy of Education: The Board of Education of Morton Unit School District 709 has adopted the following basic philosophic statement as a guide for the staff in working effectively toward desirable school objectives. The purpose of public school education is to aid individuals in developing desirable moral, ethical, spiritual, and cultural values as well as academic competency in preparation for constructive participation in the social, economic, and political structure of our society. It is understood that all students do not learn all things equally well, but that all students should be given an equal opportunity to learn, regardless of race, color, or creed. The Board of Education shall require a balanced program to provide quality education suitable to the interest and abilities of the students in the schools. In that all students are individuals, instruction should be individualized as much as possible within the limits of available staff, facilities, equipment, and material. The Board subscribes to the theory that the center of the school curriculum is the student and that the instructional program should be so constructed as to fit the development pattern of children and youth; further, that the schools have the obligation to inculcate in each child a sense of responsibility, respect for the rights of others, and a desire to be of service. And finally, the Board accepts the conclusion that the education of children requires close cooperation between the school and the home.

Parent-Teacher Conferences: Parent-Teacher conferences are encouraged. A parent who desires a conference with a teacher or administrator should call the office or send a note and request that a conference be arranged. It is necessary to schedule parent-teacher conferences in advance to prevent interruption to classroom instruction. Regularly scheduled parent-teacher conferences are planned for late October or early November.

Physical and dental examinations and complete immunization information: Kindergarten students, 6th grade students, and ALL out-of-state transfer students are required to have Illinois physical exams and a complete record of immunizations by October 15th. All student medical records will be checked and parents will be notified of any noncompliance. We are required by law to exclude students who are not in compliance with State requirements by October 15th. If you are unable to meet this requirement, an appointment card must be provided to avoid exclusion. Kindergarten students and other students enrolling for the first time are required to have an eye exam by October 15th. Kindergarten students, 2nd grade students, and 6th grade students are required to have a dental exam by May 15th.

PTO: The primary purpose of this organization shall be to promote parent, teacher, and child involvement and to cultivate a sound social and educational relationship between home and school. As a secondary function, it will serve as a fund raising medium with such funds being expended to further its primary goals. Every parent with a child attending Grundy School is automatically a member of the PTO.

Safety:

1. In the morning from 7:30-8:30, the circle drive on the west side of the building is reserved for school buses. Parents should drop-off their children in the parking lot on the north side of the building.
2. In the afternoon from 2:15-3:00, the parking lot on the north side of the building is reserved for school buses and day-care vans. Parents should park in the circle drive, on Fourth Avenue, or in the District Office parking lot and wait by the front door to pick-up their children. There is no parking allowed on Greenwood.
3. Students who walk home must cross the street in the crosswalk at the corner of Greenwood and Fourth Avenue. A crossing guard is on duty at this crosswalk in the morning and after school. Please instruct your child to respect the crossing guard, to use the sidewalks and crosswalks, and to use care when crossing any street.

Crossing guard rules:

- a. Wait on the sidewalk until signaled.
 - b. Bicycles are to be walked across the intersection.
 - c. Obey the directions given by the crossing guard.
4. It is recommended that a child be in at least the second grade before being allowed to ride a bicycle to school. At that time, parents should consider their child's maturity, neighborhood traffic conditions, and riding ability before allowing this privilege. Wearing of bicycle helmets is recommended. Children must walk their bicycles on school property.
 5. District 709 has always made the safety of the children a top priority. Building security can only be maintained with the support of all District staff, students, and visitors. All visitors and parents to any of our six school building are asked to support the following practices:
 - All exterior doors will remain locked except the front door.
 - All visitors must register in the office and wear a visitor badge.
 - The visitor badge must be returned to the office when the visitor leaves the building.
 - Students who arrive late must sign-in in the office and must be accompanied by a parent.
 - Students who depart early must sign-out in the office and must be accompanied by a parent.
 - All district employees will wear district employee identification.

The purpose of these expectations is to proactively address security and prevention concerns. We are asking for your understanding and support as we endeavor to keep the education, safety, and welfare of all who attend our schools each day a top priority. Grundy parents are asked to wait for their children at the front entrance area at the end of the day.

6. Dress your child for the weather as he or she spends as much a 20 minutes outside at noon. Students will go outside for recess everyday unless the temperature or the wind-chill falls below zero.

School Board Meetings: The District Board of Education usually meets the first Tuesday of each month at the District Office. The public is welcome to attend. Time is allotted on each agenda for public questions or comments. A copy of the agenda is posted in each school building prior to each meeting.

Sexual Harassment Policy: The School Board believes that each student has the right to be free from sexual harassment and the harm resulting from such anti-social acts or conduct while the student is attending school or engaged in school activities. Furthermore, the School Board will neither condone nor tolerate sexual harassment of any student of the District.

For the purposes of this policy, the term sexual harassment is defined as follows:

Verbal or physical conduct of a sexual nature, imposed on the basis of sex, by a student, or employee or agent of the District that denies, limits, differentiates, or conditions the provision of aid, benefits, services, or treatment in violation of the protection under Title IX.

The School Board interprets the definition of sexual harassment to include (but shall not be limited to) the following behavior:

- Unwanted sexual behavior, such as touching; verbal comments; sexual name calling; spreading sexual rumors; gestures; jokes; pictures; leers; overly personal conversation; concerning or blocking student's movement; pulling at clothes; attempted rape; rape.
- Purposely limiting or denying a student's access to educational materials, tools, or programs on the basis of gender.
- A student in a predominantly single-sex class or extracurricular activity subjected to sexual remarks by teachers, coaches, or other District employees who regard the comments as "joking" and part of the normal atmosphere of the class or activity environment; representative examples are:
 - Impeding a girl's progress in classes, such as industrial arts, by questioning her ability to handle the work; hiding materials or tools; or suggesting she is somehow "abnormal" for enrolling in such a class.
 - Teasing a male student about his enrollment in a class such as home economics.
 - Purposefully limiting extracurricular activity participation on the basis of gender.

Sexual harassment perpetrated by one student against another will not be condoned nor tolerated. Allegations by one student against another shall be handled by the Building Principal. The Building Principal shall proceed with the investigation immediately, adhering to the District's procedures and notifying the Superintendent. Complaints and investigations will be handled with appropriate confidentiality.

Student Celebrations in the Classroom: While we support honoring students for special days (birthdays, etc.). We would ask that you limit the celebrations to treats. Balloon bouquets, pizza parties, etc. for one student sometimes causes hurt feelings for others whose special days are marked by treats only. We request that birthday or other party invitations NOT be distributed in the classroom for the same reason.

Student Records: In compliance with state and federal law, the District shall maintain two sets of student records. These shall be:

1. A permanent record, which follows the student and shall include:
 - basic identifying information
 - academic transcripts (achievement tests and grades)
 - attendance record
 - accident/health reports/birth certificate attached
 - information pertaining to release of this record

Additionally, the permanent record may include:

- honors/awards
- activities/athletics

No other information shall be placed in the permanent record. The permanent record shall be maintained for at least 60 years after the student has graduated, withdrawn, or transferred from the District.

2. A temporary record, which stays at student attendance center, shall include:

- family background
- intelligence/aptitude scores
- psychological reports
- honors awards
- athletics/activities
- disciplinary information
- teacher anecdotal records
- special education files
- information pertaining to release of this record
- other relevant information not required to be in the permanent record

Information in this record shall reference authorship and date. Temporary records shall be reviewed at least every 4 years or upon a student's change in attendance centers, whichever occurs first, to verify entries and correct inaccurate information.

The District shall maintain the student's temporary record during the period of usefulness to the school and the student, but in no case longer than 5 years after the student has transferred, graduated or permanently withdrawn from the District. However, the District may maintain indefinitely anonymous information for authorized research and planning.

Visiting the Schools: You are invited to visit your child's classroom. Visits provide you with a better understanding of your child's educational program. Visits can be scheduled by through your child's teacher. It is best to avoid visiting during the first two weeks and the last two weeks of school. Visitors to the building are to stop in the office and follow security procedures. Visitors who plan to eat lunch in the school cafeteria should call the office before 8:45 or send a note.