

KINGSTON ELEMENTARY SCHOOL
Student & District Handbook
2018-2019



Kingston Elementary School
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The mission of Genoa-Kingston CUSD 424 is . . .
'Preparing students to excel and contribute to their
community.'

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SCHOOL HOURS

Regular School Day 8:05 a.m. – 2:50 p.m.
Tardy Bell 8:10 a.m.

ARRIVAL AND DISMISSAL

In the morning, the bell rings for students to line up on the playground at 8:05 a.m. The children enter the building immediately following the bell. This allows students approximately five minutes to get to class. Students are considered tardy if they have arrived in the classroom after 8:10 a.m. We encourage your help in getting your child here in time for a calm start to the school day.

Walkers and car riders should not arrive at school before 7:45 a.m. as supervision is not available prior to that time. **The doors will NOT open until 7:45am.** Please adjust the departure time from home for your child so he/she does not arrive at school before 7:45 a.m.

It is important that your child dresses appropriately for the weather. Students will be required to go out for recess before school unless weather permits us from going outside. If there is a medical reason why your child needs to remain inside, please send the required note from the child's doctor.

All students walking from school should leave the school grounds immediately at 2:50 p.m. as there will not be supervision. Please remind your child to walk straight home and not play along the way. All students being picked up after school **should be picked up promptly at 2:50 p.m.** at the north doors on School Street.

REMOVING A CHILD FROM SCHOOL EARLY

We would greatly appreciate your efforts in keeping your child in school for the full school day. Parents are asked to make every effort to arrange appointments for their child during non-school hours. If you occasionally need to remove your child from school during school hours, please come to the office where you will be asked to sign your child out. Please do not go to the lunchroom, playground or classroom to take your child. We request that you limit the number of times that you pick up your child before the school day ends. Missing an average of 10 minutes per school day is equal to almost 30 hours of instruction in a school year.

If your child returns to school during school hours, please bring him/her to the office and sign the student into school for the remainder of the day. Parents/guardians must accompany the child into the school. **For the child's safety, please do not drop him/her off at the door.**

Students leaving the school from an area other than the classroom, such as the health room, prior to the end of the school day must also be signed out in the office. This is for your child's protection and for us to be able to notify the teacher that your child has left the school.

Proper identification must be shown if school personnel cannot positively identify the person who is picking up the student. If someone other than the parent/guardian will be picking up a student, a note should be sent or a call made stating who will be coming for the child, the time and a phone number where the parent can be reached for confirmation. The child must be signed out.

CUSTODY AND ORDER OF PROTECTION

Questions regarding the custody of a child and rights of parents regarding picking up the student and parent-teacher conferences may sometimes come into question and should be discussed

with the principal. Both natural parents have equal rights, unless a copy of a legal document indicates otherwise. Such a copy of documentation must be on file in the front office of the child's current attendance center. It is the responsibility of the custodial parent to insure that a current copy of any court order is on file annually. In the case of a legal order of protection, the same requirements apply.

CHANGES IN TRANSPORTATION

Parents need to provide a **written note** or call the front office indicating any changes in transportation for the end of the school day. If the child does not bring a note or the parent/guardian has not called the office, the student will go home his/her 'regular' way. An alternate person picking up a student will be asked to provide a valid Illinois Driver's License or State of Illinois I.D. at the front desk if that person cannot positively be identified by office personnel. The above procedures are created for the safety of your child.

If your child will be going home a different way, please be sure to have **sent a note or contacted the front office before 2:15** so we can ensure that your child gets home safely and according to your request. Often students at this age level get confused on the correct days or times when changes are made. Therefore, we do not accept the child's verbal communication of a change in the way home.

ABSENCE

If a child is going to be absent, please call the school at **(815) 784-5246** prior to 10:00 a.m. If we do not receive a call from the parent/guardian of a child who is not at school by 9:45 a.m. we will make every effort to contact you to confirm the absence using the contact numbers that we have been given. If you have not called the school and we are unable to reach you at that time, the absence will be considered 'unexcused'.

You may call prior to office hours and leave a message on the voice mail. When calling, please *slowly* leave the following information:

- Your name
- Your child's name
- The teacher's name and grade level
- Reason for the absence

If your child is a bus rider, you should then call the transportation office at **(815)-784-5271**.

ATTENDANCE AND PARTICIPATION

When a child returns to school after an illness, he/she should be well enough to participate in all activities. In extreme cases, a child will be allowed to stay in from outdoor activities or be excused from PE for up to **two days** with a parent note. The only exception to this procedure would be written directions by a doctor to keep the child indoors for more than two days. **If your child is excused from PE (from you or a doctor) they will NOT be allowed to go out for recess.**

PHYSICAL EDUCATION MEDICAL EXCUSES

The teacher will handle daily excuses for P.E. on an individual basis. Students may be excused for up to two days with a parent's note. If it is determined that a student may not participate for more than two days, a note from a doctor will be required to be exempt from P.E. class. The P.E. teacher will consider cases in which a student does not feel his/her best on an individual basis and may adapt the P.E. activities accordingly. A student unable to participate in PE will remain indoors for recess and participate in non-physical activities.

HOMWORK

In District 424, homework is considered a component of the district's mission of 'helping students to excel and contribute to the community'. The purposes of homework are to provide practice, preparation and extension of classroom learning. At Kingston Elementary, we strive to provide a developmentally appropriate amount and type of homework for our students. Typically homework consists of, but is not limited to, reading and math every night.

A student who is absent from school may have homework requested of the teacher with advance notice of the request. Please make phone requests by 9:00 a.m. for homework to be available for pick up after 3:00 p.m. In the event of a vacation, most often the majority of the work will be provided for the child following the trip. Please discuss this matter with your child's teacher prior to your trip.

CHARACTER EDUCATION

At Kingston Elementary School, we will focus on one Character Trait each month. We will encourage and model the use of good manners. We will also strive for students to take responsibility for poor choices and determine a better choice for a future situation.

SECOND STEPS

The social worker at KES will provide monthly lessons to all classes on social skills through the Second Steps program. Lessons will focus on various skills including being a friend, handling anger and making wise choices. Students will also spend time focusing on bullying, what kids really think about bullies and appreciating how the targets of bullying behavior feel. Students will view short videos, participate in class discussions and role playing during the Second Steps lessons.

PBIS

PBIS is a prevention-based school-wide system of positive behavior support. The three main expectations at Kingston Elementary School are: **Be Respectful, Be Responsible and Be Safe**. Positively stated rules have been created by KES staff for specific areas of the school such as the classroom, halls, playground, lunchroom and bathroom. Incentives are determined for meeting expectations and consequences are formed for not following the rules. Students demonstrating positive behaviors will have the opportunity to participate in activities such as but not limited to the Cogs Store, school-wide Bingo games, and other rewards. Students learn the expectations through class role modeling and practice. The focus of the program is to: make sure all students know the rules and expectations, build a positive attitude in the students of wanting to comply with the rules, having consistent consequences when the rules are not followed, and consistent incentives when they are followed. When a teacher believes that a student needs to see the principal regarding his/her behavior, a student will receive a *Discipline Referral Form*. The form will indicate what occurred, if other students were involved and the consequences for the behavior. The form is sent home for the student and parent to discuss and must be signed and returned to the principal the next day. In addition, some students may participate in our 'Check In-Check Out' support. These students will meet briefly with a CICO 'coach' before and after school. Throughout the day, they will be encouraged to earn points for each content area or activity. The purpose of CICO is to provide students with positive support and attention during the school day.

GENERAL SCHOOL RULES

The following is a list of Kingston Elementary general school-wide rules students are expected to:

1. Be Respectful

- ❑ Take turns with the equipment.
- ❑ Use appropriate language.
- ❑ Use good sportsmanship.

2. Be Responsible

- ❑ Take care of and use equipment properly.
- ❑ Tell an adult if there is a problem.
- ❑ Line up quickly and quietly when the bell rings.

3. Be Safe

- ❑ Help other students.
- ❑ Include others in play.
- ❑ Play safely.

It is our expectation that students behave responsibly and respectfully toward adults and other children. Students are expected to comply promptly and courteously with requests from any faculty/staff member (including staff at other buildings while waiting for a bus) or during a school activity. When a student is on school property or off the school grounds on a school related activity, he/she is considered under the supervision and authority of school staff. Disrespect toward an adult will result in an appropriate disciplinary action.

Any student's conduct that jeopardizes the safety, welfare, and learning of other students is considered unacceptable. At Kingston Elementary School, students are expected to be respectful at all times and follow school rules. Difficulties with respect, following directions, physical harm or bullying may result in a referral to the principal, loss of privileges or in a possible suspension.

Students will not be allowed to leave the playground (this includes going through the fence to get a ball) unless they have permission. **Toys and playground equipment should not be brought from home.** Throwing rocks, stones, or snow will not be allowed. Spitting, skidding, sliding on icy blacktop, pulling or throwing other students' clothing is not permitted. Teasing, bullying, harassing and name-calling are not acceptable. No fighting of any kind, pretend or otherwise, will be permitted.

New playground equipment, such as soccer balls, basketballs and playground balls are re-supplied each quarter by the PE teacher. We encourage our students to take care of the playground equipment. When the supply is depleted or damaged during a quarter, we do not replenish it until the start of the new quarter.

BUS CONDUCT

It is the intention of Genoa Kingston District 424 to operate a safe and efficient transportation system for all eligible riders (see page 21 in District handbook.) This intention can best be achieved through consistent expectations for appropriate behavior and a consistent discipline plan. Bus riders are expected to remain seated throughout their ride and to follow the directions given by the bus driver. At times, it may be in the best interest of the children to be assigned a seat. This is at the discretion of each bus driver. Bus rules and consequences are created in order to provide a safe ride to and from school. Twice during the school year, bus safety drills are conducted with all students. Students are not allowed to have balloons on the bus or very large items that do not fit in their laps. In addition, they are not permitted to have insects or any type of living animal.

CAFETERIA

It would be preferred to have checks/cash for MealTime accounts **sent to school on Mondays or the first day of the school week**, but will be accepted any day. Parents may also make deposits to the MealTime account on their own through the website anytime. Additional cartons of milk may be purchased separately for \$.45. If a child's account does not have adequate money to cover a meal, he/she will only be permitted to charge up to \$9.00, once they reach the limit, there is **NO** additional meal charging. They will be served a cheese sandwich and milk (after 3 times, they will be served dry cereal and water). **We make every effort so this won't happen by sending notes and reminders home when the limit gets low and may have the child call home.** You can avoid this by getting e-mail notices by signing up on 'MealTime'.

Free and reduced meal applications are available in the school office anytime throughout the school year or through the district office. The information on these forms is strictly confidential. **Please be aware that new applications must be completed each year. Prior to receiving a Free or Reduced status, parents are responsible for providing a sack lunch or paying for their child's lunch.**

CAFETERIA RULES

1. Students will be encouraged to use appropriate voices and good table manners.
2. For safety purposes, running or cutting in the line will not be allowed.
3. Students must ask permission to leave the table for any reason.
4. Students will be asked to help in picking up their napkins, milk cartons, wrappers etc. before leaving the lunchroom.
5. Students will have assigned tables for each classroom at lunch. On Fridays, if students have had a good week behaviorally, they will be rewarded with 'Friend Friday'. On these days, students are able to sit with a friend at any table in the cafeteria.
6. If the cafeteria becomes very loud, students may be asked to discontinue talking for a designated time period. Students, who have been reminded and continue to display inappropriate cafeteria behavior, may be asked to sit at a silent lunch table.

BREAKFAST SCHEDULE

Kingston Elementary will offer a breakfast program for our students. Breakfast will be served between 7:45-8:05 as students will need to report to their classrooms prior to the 8:10 tardy bell. Breakfast includes a cold breakfast option (served daily) that consists of cereal, milk, and fruit juice as well as a warm breakfast choice too.

Parents are welcome to have breakfast or lunch with their child at school. **Please be sure to notify the front office prior to 8:30 a.m.** if you would like to join your child for lunch as we submit our lunch numbers at that time. If possible, notify the school the day before you wish to have breakfast with your child. It would be helpful if you could send a note to the child's teacher so that he/she is expecting you.

BREAKFAST, LUNCH AND MILK FEES (PLEASE NOTE PRICE CHANGES)

| | |
|-------------------------|---------|
| Daily Breakfast | \$ 1.75 |
| Daily Hot Lunch | \$ 2.80 |
| Daily Reduced Breakfast | \$.30 |
| Daily Reduced Lunch | \$.40 |
| Carton of Milk | \$.45 |

(One milk is included with meals and is available for cold lunch students to purchase.)

STUDENT DRESS

School clothing should not interfere with schoolwork or create a classroom or school disturbance. Jackets and jacket-type coats (outer wear) should not be worn during the school day under normal circumstances. School dress should be in accordance with present style trends and good taste with emphasis on cleanliness, good health and safety. Students are expected to wear tennis shoes on the days they have PE. These may be left in the child's locker throughout the school year. Heelies are not allowed in the school building or during recess. As we do have mulch on the playground, parents may want to consider tennis shoes or closed toes shoes for school. Parents may be called to bring appropriate clothing for the child or the child may be removed from class until a parent can be reached. Judgment of questionable dress will be made on an individual basis by the principal. At this age, students do sometimes have accidents or get wet on the playground. It would be a good idea to keep an extra pair of pants and underpants in the child's locker in case of these emergencies. (See District Handbook page 11.)

BICYCLES

The students at Kingston Elementary School are not allowed to ride their bicycles to school. With the traffic around the school building before and after school hours we are concerned about the safety of our children. We do not have bike racks available.

PERSONAL ITEMS

Items shall not be brought to school which will interfere with the educational environment of the building and/or which may jeopardize the safety and welfare of the students and building staff. **Absolutely no weapons, real, play or look-alike are allowed on school grounds.** This includes any type of knife, gun or dangerous object. If a child finds a dangerous object, he/she is to immediately notify an adult. Should a student find a dangerous object, he/she should not pick it up or display the object to other children but tell an adult immediately. There may be an exception to this rule when the teachers request an electronics/game day or teachers may also request that students bring books, magazines, toys or specific objects for classroom use and/or school projects. Notes/permissions slips will be sent home on those occasions.

USING THE SCHOOL PHONES

Students will only be allowed to use the phone for emergencies and special situations with permission from their teacher, office staff, or principal.

SNACK BREAK

Many of our students seem to get hungry in the middle of the morning and need a "picker-upper". Teachers will plan a snack break when the children may eat fruit, fresh vegetables, cheese, popcorn, crackers, granola bars, etc. Sugar treats such as candy bars or candy and sweet drinks are not permitted. The snack should not require silverware or preparation. Teachers at each grade level will decide when students will have snack break. This may be scheduled when students are working or doing any other activity the teachers choose.

REMEMBER – Only fresh fruit, vegetables, cheese, popcorn, crackers, snack bars, etc. We appreciate your guidance in what your child brings for a snack. Our goal is for the children to have something *healthy* to eat. If you have questions about specific snack items, feel free to contact your child's teacher. If a teacher has on-going concerns about snack items that a child brings to school, he/she will contact the parent just to be sure you are aware of what the child is bringing to school. The final decision is up to the parent/guardian. **Students are allowed to bring water bottles throughout the school year.**

LIBRARY

We encourage our students to read daily. Library books will be checked out through the media specialist for a week period, however, books may be returned prior to the week period and new books may be checked out. There may be times when students also wish to renew a book for an additional week. Fines are not charged for overdue books; however, please encourage your child to be responsible in returning books to the Media Center. Students are expected to pay for damaged or lost books. Encyclopedias are only used in the Media Center and may not be checked out of the building.

COMPUTER LAB

Kingston students will have a scheduled weekly session in the computer lab. Students will use educational software and/or internet sites that focus on reading, phonics, social studies, math and science, as well as to gather research data for reports and projects. Open periods in the computer lab are available for additional computer time on a flexible schedule. We will continue to build technology skills such as keyboarding, using the internet and more.

TEXT BOOKS

Textbooks are issued to students at the beginning of the school year. Fines will be charged to cover the cost of books that are damaged beyond normal use. Students will be charged replacement cost for lost or destroyed books.

GRADING/REPORT CARDS

Grades will be represented by assessing academic growth on the Illinois State Learning Standards. Within the areas of Reading, Writing, Math, Science, Social Studies, Music and PE specific standards will be identified and the child's progress on these standards will be assessed. Student progress will be assessed using anecdotal notes, student conferencing, checklists, rubrics, observation, projects and written assessments. In addition, the student's Guided Reading level will be included on each quarterly report card.

Report cards are **sent home** with the students. The envelopes must be signed by a parent/guardian and returned to school as soon as possible.

PARENT VOLUNTEERS/VISITORS

Parents are greatly appreciated and highly encouraged to volunteer for activities at Kingston either in their child's classroom or in the building in general. Often there may be tasks that can be completed at home to assist teachers. Most teachers would appreciate a prior call or contact if you are interested in visiting in the classroom. **Out of a respect for learning, we highly discourage parents or visitors from disrupting class while it is in session and that younger siblings are not present.** All visitors are required to show a driver's license or state issued ID at the office. All visitors will be required to wear a visitor's sticker while in the building. Please realize that this procedure is carried out for the safety of the children. We require the same procedure for all adults working or visiting in the building. We greatly appreciate your involvement at KES but want our children to be safe at all times within the school setting.

FIELD TRIPS

During the school year, teachers take their classes on educational trips that reinforce learning the grade level standards. A field trip offers the students opportunities to secure additional knowledge from firsthand experience and information on topics that the class is studying. These trips are planned carefully by the teachers. **Parents must sign the permission slip their child brings home before each field trip, even if the trip is local.**

Students who have demonstrated **appropriate** behavior at school will attend special programs, events, and educational field trips. **Students who have difficulty complying with adult requests and following directions may require a parent/guardian as a chaperone on the field trip.** If a student does not participate in the field trip, he/she is still expected to attend school and do school activities. Failure to do so will result in an unexcused absence.

SCHOOL PARTIES

There will be three parties planned for the students during the school year. These will include Halloween, Winter/Christmas and Valentine's Day parties. Teachers may ask for parent volunteers to help in providing food or other items for class parties as well as planning games or activities. Only those parents signed up to help with the party will be allowed to be in the classroom during the party. We ask that parent helpers do not bring younger siblings to the parties. We do allow food/treats for holiday parties because teachers make accommodations for their students with allergies or intolerances. **All volunteers must show a driver's license or state issued ID at the office prior to volunteering or attending the event.**

If you do not want your child to participate in any one or all of the parties, please send a note to your child's teacher several days prior to the party. School staff will be happy to provide non-holiday activities for any children not celebrating the holiday.

BIRTHDAYS

You are welcome to send birthday celebration gifts for the members of your child's class for his/her birthday. The celebration gifts should be limited to items such as pencils, stickers or small note pads are appropriate. **Food items are no longer be allowed**, as there are a number of risks associated with food products for students with allergies or intolerances.

Birthdays are also a special time to have lunch with your child. You can bring in food from outside or notify the office no later than 8:30 a.m. if you would like to have school lunch.

*****Please do not send birthday invitations to be given out at school unless the entire class is being invited.** We ask this in consideration of the feelings of those students who are not invited. We are not allowed to give out personal information about a child's address or phone, however, if you wish to bring the invitations to the office in stamped envelopes, we will be happy to address them and mail them for you.

PUBLISHING STUDENT PICTURES

Students may occasionally appear in photographs and DVDs, such as grade level concerts, taken by the school staff, other students or individuals authorized by the building principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, school facebook, and school website. Student pictures may also be taken throughout the school year for publication in local newspapers or broadcast on TV for local news interest stories. Unless a parent specifies otherwise, in writing on the District form, no consent or notice is needed before the school uses pictures of unnamed students taken while they are at school or a school related activity.

Parents/chaperones/volunteers visiting the school or chaperoning an event should refrain from posting personal pictures including students, other than their own child, on any form of social media.

MOVING

It is important that you notify the school of the exact date you will be moving, the name and address of your child's new school and the date your child will enroll in the new school. Records will not be forwarded until your child has actually enrolled in the new school. Please make sure that all textbooks, library books and school materials have been turned in to your child's teacher. It is also necessary that all fees be paid in full before withdrawing the student. **If there is a change of address, while still living within the school district, PLEASE notify the office of the new information right away.**

EMERGENCY NUMBERS

Please make sure that the school has at least one phone number on file at which you can usually be reached in the event of an emergency such as the child's becoming ill, an accident or early school closing. It is important to list the number of a person who can be responsible for your child's care in case you cannot be reached. Please be sure to notify any people you list for emergencies so they understand their responsibilities. Each time any of the phone numbers change it is important that you notify the school office.

LOST AND FOUND

KES has a lost and found box located in the front lobby area in the wooden bench. Clothes, lunch boxes and larger items are placed in this box. Smaller items such as jewelry and glasses are kept in a drawer in the office. PLEASE mark all of your child's clothing and other possessions with his/her name. Periodically, we will set up tables in the hallway and display the clothing that has been in the Lost and Found. We will send a note home notifying you that we will be displaying the clothing for a period of time. Any unclaimed items will be given to the Good Will or washed and saved for students who may need a change of clothing.

SMOKING

It is unlawful for parents/guardians or any individuals to smoke on school property. This includes the inside and outside of all buildings, parking lots and all school grounds.

PETS ON SCHOOL PROPERTY

Every year we have a number of students with severe allergies and fear of animals. For the safety of these children and all our children, please leave your family pet at home when picking up or dropping off your child. No pets are to be on school property for any reason. An exception to this case is a service animal accompanying a student or other individual with a documented disability.

MONTHLY SCHOOL NEWSLETTER

The monthly KES school newsletter will be sent home monthly and posted on the school website (www.qkschools.org) under the Kingston tab.

SPECIAL KINGSTON ELEMENTARY SCHOOL EVENTS

Please check the district website, www.qkschools.org, under Kingston Elementary for the school calendar and additional information about KES events. Information/reminders will be sent home regarding school events prior to the actual dates. Many additional activities take place throughout the school year by class, grade level or the whole school.

OPEN HOUSE AND ORIENTATION

There will be an evening open house in September. Parents, family members and children are welcome to attend. This is a time for you to visit your child's classroom and tour Kingston Elementary School. You will be able to see displays of student work and materials that your

child uses during his/her school day. **Please save personal discussions regarding your child's academic/social progress for Parent Teacher conferences in November or request a conference for a day before or after school.**

WINTER/SPRING CONCERTS

The students will perform in a grade level concert. Notes will go home and dates will be posted on the website calendar. The performances will be held at the Genoa-Kingston High School auditorium. All parents, friends, and relatives are invited.

FIELD DAY

Mrs. Hale, PE teacher, plans a field day for KES students in May near the end of the school year. Students will participate in a number of individual and team events. Parent volunteers will be invited to assist with the day's activities. **All volunteers must show a driver's license or state issued ID at the office prior to volunteering or attending the event.**

ENROLLMENT PLACEMENT REQUESTS

Students are placed in classes by a combination of well studied and thought out processes. Your input is carefully considered **if it is relevant** to your child's progress or success in school. Classroom placement is based on the following criteria: reading and math levels, male/female balance, student personality and emotional needs, special program schedules such as Title I reading, English Language Learners, Resource and Speech, teacher/student compatibility, physical handicaps, teacher input, learning style, social balance and academic balance. Please submit your placement form (available on the website) and forward it to the Building Principal by **the announced date in the spring.**

CONFERENCE DAYS

Conferences are held twice a year; once in November and again in February. We highly encourage your participation in parent-teacher conferences. Our school goal is to have 100% of parents or guardians attend the fall conferences. This is such an important time to discuss the academic and social growth of your child. In addition, the teachers will contact parents throughout the year through notes, phone calls and e-mails to discuss your child's progress. Parents or teachers may also request a conference at any time during the school year.

ASBESTOS MANAGEMENT

As required, our buildings have been inspected for asbestos. Our latest inspection was conducted in 2014. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

THE FOLLOWING SECTION OF THE KINGSTON ELEMENTARY SCHOOL HANDBOOK HAS INFORMATION THAT APPLIES TO STUDENTS IN KINDERGARTEN THROUGH 12TH GRADE. THE AGE AND GRADE LEVEL OF OUR KINGSTON ELEMENTARY STUDENTS WILL BE TAKEN INTO CONSIDERATION IN THIS SECTION.