

KINGSTON ELEMENTARY SCHOOL

Student & District Handbook

2011-2012

Principal:
Angelo Lekkas

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

Parents and Guardians of KES students,

We are pleased to have you with us at Kingston Elementary School and are looking forward to a great year. The most effective educational and emotional growth happens when students, parents, and teachers all work together. It takes all of us to make KES a great place for kids to learn, succeed, and create happy memories.

Please visit [Mr. Lekkas' KES Blog](http://mrlekkas.blogspot.com) to stay in touch with curriculum, events, and other happenings around the school.

I look forward to a great year!

<http://mrlekkas.blogspot.com>

Mr. Lekkas

SCHOOL HOURS

Regular School Day (2nd & 3rd Grade)
Tardy Bell

8:05 a.m. – 2:45 p.m.
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. 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 2:45 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 2:45 p.m.** at the main doors on School Street or the gates off the playground on Windhaven. Both exits will be supervised until 3:00. At that time, students will enter the building and sit in the lobby area. Parents **must** send a note or call the front office if there is a change in the plans for after school transportation home. ***Without a note or call, students will go home according to their regular plan.*** Since our students are 7, 8 or 9 years old, we do not accept a verbal statement from the student for a change in the way home. Please be sure that any calls with changes of way home are made before 2:15 pm so that we can get all messages to the children.

CHANGES IN TRANSPORTATION

Parents need to provide a **written note** or call the front office indicating any changes in bus to walking, bus to car pick-up, change in bus stop for drop-off, or an alternative person to pick child up at end of 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.

Unavoidable Late Pick-Up-At times, parents are unavoidably delayed in picking up their children. Whenever possible, office staff will have your child remain in the front office until your arrival. If the pick-up will be more than 30 minutes after dismissal, we request that you call one of your emergency contacts to pick up your child.

ABSENCE

If a child is going to be absent, please call the school at **(815) 784-5246** prior to 9:00 a.m.

You may call prior to office hours and leave a message on the answering machine. 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**.

If we do not receive a call from the parent/guardian of a child who is not at school by 8:45 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'.

ATTENDANCE

There is a high correlation between student attendance, success in school and graduation rates. In fact, regular attendance is one of the most important factors in determining the success or failure of a student in school. A child who misses a great deal of school often finds it difficult to make up missed work and frequently misses out on many key lessons that are necessary for progressing to higher levels of understanding. Developing the habit of regular and punctual attendance while in elementary school is a quality that will follow a student throughout his/her school life and work life.

The Illinois School Code requires parents/guardians to ensure that their school-age children attend school. *Parents will be notified in writing by the school upon absences of 5, 9 and 17 days.* The DeKalb County Truancy Intervention Program will be notified at 9 days and 18 days of 'unexcused' absence, as it is the school's responsibility to report students who are continually absent to the county truancy officials. Students with more than 9 absences will be required to have a doctor's excuse or the absence will be considered 'unexcused'. (See the District Policy.)

Absence from school for a valid reason will be considered 'excused'. The Illinois School Code defines a valid reason in the following manner: "A valid cause for absence shall be illness, death in the immediate family, family emergency, observance of a religious holiday and shall include such other situations beyond the control of the student as determined by the Board of Education in each district, or such other circumstances which cause the parent and/or administration reasonable concern for the safety or health of the student." Family vacations are excused for up to a total of five days. Additional days over five are considered 'unexcused'. Please notify the office at least two days prior to a family trip.

Upon the 10th absence of any kind, a physician's note stating specific medical reasons for the student's absence will be required within 24 hours of the student's return to school to excuse each absence. The medical note must state the specific date/s the child was excused from school. Students may also be brought to school to have the school nurse assess for symptoms of illness after 9 absences have been accumulated. If a child is sent home from sick from school, a doctor's note is not required. If the parent/guardian chooses not to secure a medical excuse, the absence will be considered 'unexcused'.

VACATIONS

Family vacations are 'excused' for a total of five days, however, any days beyond that number are considered 'unexcused'. Please notify the office and your child's teacher at least two days prior to the family trip. Vacation/trip absences count toward the 'excused' absence limitation of nine days. Therefore, if a student goes on a family vacation for 5 days and then is sick later in the school year for an additional 4 days, a physician's note stating specific medical reasons for the student's absence would be required for any other absences in order for them to be considered 'excused'.

TARDIES

If your child is tardy, (after 8:10 a.m.) **please bring your child to the office** before he/she goes to the classroom. Your child will pick up a 'tardy' pass that he/she will take to the classroom teacher. The teacher will then be aware that the student has been checked in at the front office. This will also prevent us from calling you regarding the student's attendance that day.

Parents will be notified in writing by the Kingston Elementary School office if your child has been tardy 9 times. If a child reaches 18 tardies, he/she is referred to the DeKalb County Truancy Intervention Program for assistance. Two tardies are considered to be equal to one 'unexcused' absence. (See district policy.)

ATTENDANCE AND PARTICIPATION

When a child returns from being absent, he/she should bring a note from home explaining the reason for the absence.

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 for one day. A child who needs to be in for more than one day is most likely not well enough to be working productively at school. It is generally recognized that fresh air and outdoor activity are not detrimental to a child with a common cold. The only exception to this procedure would be written directions by a doctor to keep the child indoors for more than one day.

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 on the school log.

Please be sure to notify the principal if you have any custody concerns or court situations of which we should be aware in regard to a child being picked up from school. This information will only be shared with the secretary and the child's teacher.

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. 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.

SICK CHILD PROCEDURES

Occasionally, a child may not feel well or have a minor injury during the school day. A brief rest or simple first aid will often allow the child to return to class. School personnel will make a decision to the best of their abilities determining if the child's illness or injury warrants going home. If this is necessary, the parent/guardian will be contacted so arrangements can be made to pick the child up from school. For this reason, **it is very important that you keep the school office up to date with home, employer and emergency phone numbers.**

If a child has been diagnosed, by a doctor, as having PINK EYE, the child must remain home at least 24 HOURS after medication has started AND there must be NO MATTER OR DRAINAGE apparent in or around the eyes. Any child with medication that still has drainage or matter will be sent home, as they are still infectious and can spread PINK EYE to other classmates. This requirement is per the Illinois Department of Public Health.

We understand that it may be an inconvenience for you regarding childcare, but no child should be sent back to school until he/she is fever free and experiencing no vomiting or diarrhea.

Determination of head lice will be made by the school nurse or health room personnel. The need for removal from school will be decided at that time. Mass letters are NOT sent home if a student is diagnosed as having head lice.

Be sure to contact transportation if your child is sick and will not be riding the bus.

HEALTH EXAMS

Any students entering KES during the school year will be given 30 days to have their health records up to date. Students will be excluded for incomplete health records under the State of Illinois Law. All required State of Illinois medical evaluations must be up to date and in compliance.

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 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.

MEDICATION IN SCHOOL

Ideally, all medications should be given at home. The School Code allows for medication to be dispensed at school only when there is no other way that the child can receive proper treatment for medical needs. The following steps must be adhered to for any medication being given at school:

1. The medication must be prescribed by a licensed physician.
2. A medication permission form available at the school office must be signed by the parent and physician.
3. The medication must be in a labeled container with the child's name, the name of the medication, the dosage, time and duration medication is to be taken.

Non-prescription medication, e.g., aspirins, ointments, cold tablets, cannot be given at school. Should a child need these on a routine basis for a given medical problem, the same procedure must be followed as with prescription medication.

Under no circumstances is a student to bring pills, cough drops or liquid medication to school for self-administration. If your child needs medication, parents are responsible for delivering the medication to the school nurse/nurse's aide. The parent/guardian may also bring medicine prescribed for the child or non-prescription medication (cough syrup, Tylenol) to school and administer it to his/her child. The school district does retain the discretion to reject requests for administration of medication.

By law-No prescription medication or non-prescription medication may be shared with a student other than the student for whom it is intended.

MAKE UP WORK PROCEDURES

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. Often the only time a teacher has available to gather work is during his/her planning time, before or after school. Usually, the classroom teacher will send the assignments to the front office for the parent to pick up. 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. Students will be granted the same amount of time to complete work as the days absent from school.

HOMEWORK

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 second and third graders. For second graders, approximately 20 minutes of focused homework time is considered appropriate and 30 minutes of focused homework time is considered appropriate for third graders on a regular basis. If you find that your child is often spending considerably more time on homework than these guidelines suggest, please make the child's teacher aware of the situation.

Students are expected to: complete their homework in accordance with the directions, do the work independently (with parent support) and to complete the work to the best of their abilities. Teachers are expected to: explain the objective of the homework, provide a time frame for homework completion, provide differentiation of assignments, monitor assignments and provide materials unique to specific assignments. Parent suggestions for assisting with homework include: establishing a routine homework time, providing a study area, maintaining communication with the classroom teacher regarding homework concerns, helping the child to balance academics with other activities and monitoring the child's grades.

Long term projects or research papers should be worked on over time to prevent from needing to spend a large amount of time on the work prior to turning it in at school. If any supplies for a project are needed to complete the work at home, please let the teacher know in advance if you need supplies. We are happy to provide any needed materials.

EARLY DISMISSAL OR SCHOOL CANCELLATION

In case of emergency dismissal, radio stations will be notified as soon as possible. Please have a plan for your child to follow in case of an emergency closing. The district currently has the Connect-Ed phone system in place to contact parents/guardians of emergencies. During periods of weather changes/concerns, please be alerted to the possibility of an early dismissal.

It may occasionally be necessary to cancel school due to inclement weather (heat or snow) or some other emergency. If this occurs, the superintendent will notify the following radio stations:

| | | | | | |
|-------------|---------------|-------------|---------------|-------------|-------------|
| WLBK | 1360AM | WNIU | 89.5FM | WZOK | 97.5 |
| WSQR | 1560AM | WGN | 720 | WNIJ | 90.5 |
| WBBM | 780 | WDKB | FM95 | | |

In addition, the following television stations will broadcast late starts and school cancellation:

| | | | | |
|-------------|-----------|------------|-----------|----------------------------|
| WIFR | 23 | FOX | 32 | Channels 2, 5 and 7 |
| WTVB | 17 | WGN | 9 | |
| WREX | 13 | | | |

CHARACTER EDUCATION

At Kingston Elementary School, we encourage the use of good manners and polite words such as 'thank you', 'please' and 'excuse me'. We also strive for students to take responsibility for poor choices and determine a better choice for a future situation.

As part of our character education program we will focus on the six pillars of character, however, we will begin the year with an additional trait- 'friendship'. Following friendship, we

will implement activities from the CHARACTER COUNTS! program on traits of trustworthiness, respect, responsibility, fairness, caring and citizenship. This program will be infused into all of the schools in District 424, as well as in our community. Throughout the school year, students will be learning about these different character traits through literature and discussions. We will also be 'catching' students as they demonstrate the desired traits and having drawings on the morning announcements each Friday.

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

District 424 began implementation of the Positive Behavior Interventions and Supports program at all grade levels, K-12, during the 2009-2010 school year. 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 Caring.**

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 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 and 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 by both 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. Show respectful attitudes and behaviors toward self, other students, adults and the property of others.
2. Follow the directions given by the teachers and other staff.
3. Leave toys, games, playground equipment, trading cards, electronic games, CD players, cell phones and other personal items at home. Often these items are lost or damaged and the child becomes very upset. If a child brings an item for use on the bus, it must be put in the student's backpack before exiting the bus and remain in the backpack until the child boards the bus at the end of the day. Items observed by the

teacher or staff member will be held until arrangements can be made for the items to be picked up by a parent or guardian.

4. Dress appropriately for elementary school as based on District Policy. Students will be asked to remove hats and caps when entering the building. Undergarments should not be visible.
5. Be in class by 8:10 a.m. but arrive no earlier than 7:45 a.m. (unless riding a bus)

BUILDING RULES

1. Be considerate of other learners.
2. Use quiet voices.
3. Do your best.
4. Listen and follow directions.
5. Keep hands, feet and belongings to yourself.
6. Share.
7. Help others.
8. Include others.

BULLYING

Students will not be subject to bullying, aggressive behaviors (hitting, kicking, throwing rocks, etc.) or any type of violence. As well, students will not be permitted to verbally bully with threats, use aggressive behaviors or any type of violence at Kingston Elementary School, on a school bus, on the internet or at any school-sponsored event. Students in all classrooms will be shown a 15 minute video that will help children in identifying different types of bullying behavior, consider the consequences of their own behavior and feel comfortable turning to an adult for help when needed. In addition, the social worker will present monthly social skills lessons to each class including a lesson on bullying.

PLAYGROUND RULES

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

It is important that the children are dressed appropriately for the weather. When there is snow on the ground, students must wear boots, snow pants, a hat, gloves/mittens and a winter coat to play in the snow. Boots must be worn for students to move from the blacktop area when we have snow. If the temperature is below 65 degrees, students must wear a jacket at recess. Please help your child in making good choices about what he/she wears to school.

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 is 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.

STUDENT BEHAVIOR

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.

BUS CONDUCT

It is the intention of Genoa Kingston District 424 to operate a safe and efficient transportation system for all eligible riders. 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.

Misconduct on the bus is reported to the Director of Transportation and the school principal. After a verbal warning, students receive a written bus conduct report. The principal or Director of Transportation will share this report with the student/s and discuss how the problem could be solved. Behaviors resulting in more than one reminder may result in a bus suspension. Students may be suspended from riding the bus if harming others, not remaining in their seats, causing disruption that distracts the driver or not following the directions given by the driver. An increasing number of conduct reports results in an increased number of days of bus suspension.

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

Genoa Kingston School District 424 implements an automated lunch program titled 'MealTime'. Parents may access 'MealTime' through our district website at www.gkschools.org. Parents fund the child's account for food and milk purchases at school. On-line payments may be made using a credit card through the district website or students may bring money/checks to school for deposit in their Mealtime account. We request that money for lunches be sent to school on Mondays. **In order for an on-line deposit to be processed, it must be submitted several hours prior to the time of the meal.**

Students are allowed one charge using the 'Mealtime' system. If students do not have funds in their account and did not bring a sack lunch, they will be provided a regular lunch for one day only. On additional days without money or a sack lunch, the child will be served a sandwich with a side item and milk. This is a district-wide procedure.

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. Checks/cash for MealTime accounts should be **sent to school on Mondays or the first day of the school week.** Funds may be added to the MealTime account through the website throughout the week. Additional cartons of milk may be purchased separately for \$.35.
5. If a child's account does not have adequate money to cover a meal, he/she will only be permitted to have one regular meal. There is no additional meal charging.
6. Students will be asked to help in picking up their napkins, milk cartons, wrappers etc. before leaving the lunchroom.
7. 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.
8. 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 AND LUNCH SCHEDULE

| | | |
|--|----------------------|-------------------------|
| 2 nd and 3 rd Grades | Breakfast and recess | 7:45 a.m. - 8:05 a.m. |
| 2nd Grade | Lunch and recess | 11:00 a.m. – 11:40 a.m. |
| 3rd Grade | Lunch and recess | 11:50 a.m. – 12:30 p.m. |

Beginning in the fall of 2011, 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. The cold breakfast will consist of cereal, milk, and fruit juice.

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 also 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

| | |
|-------------------------|---------|
| Daily Breakfast | \$ 1.50 |
| Daily Hot Lunch | \$ 2.15 |
| Weekly Hot Lunch Ticket | \$10.75 |
| Daily Reduced Breakfast | \$.30 |
| Daily Reduced Lunch | \$.40 |

Carton of Milk .35

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

REGISTRATION FEES AND FORMS

2nd & 3rd Grade

\$80.00

*******Registration fees are due when registration forms are completed.*******

Registration papers are sent home with the students at the end of the school year. Additional registration forms are located on the district's website at www.gkschools.org. If you do not have internet access, please feel free to stop by Kingston Elementary or the Genoa-Kingston District Office located in the GK High School Mail for a hard copy. **Mail in registration is due the first Monday in August and should include the \$80.00 registration fee.**

A 'walk in' registration day is held at all the buildings the first week of August in Genoa Kingston 424. Parents/guardians may register students from any building at one school site and paperwork will be sent to the correct building. It is very important that we have all emergency numbers and contact information completed on the registration forms. If there are changes in personal information during the school year, please notify the teacher AND the office as we always need to be able to reach you. Please notify the transportation office as soon as you are aware of any changes in bus transportation for your child. Student registration fees are due at the time of registration.

Also, school registration fees are to be paid before athletic/ extra-curricular payments are credited. If you need to make payment plan arrangements, a form will need to be completed at the time of registration indicating when the payments will be made. If payments are not made in a timely manner, the accounts will be turned over to a collection agency. You will have ample opportunity to make arrangements to satisfy the charge prior to the account being sent to collections.

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. Caps, hats, hoods, bandanas or sunglasses shall not be worn while in the building. Shorts and skirts should be a reasonable length. Clothing containing wording or drawings that could be considered offensive, containing inappropriate double meanings, or advertising alcohol, drinking establishments, tobacco or drugs is prohibited. 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 Policy.)

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

Students are not permitted to have **personal items** such as radios, phones, cassette/CD players, collector items and cards including Pokeman cards, toys or electronic games at school. If the bus driver allows the students to have earphones, CD players etc. on the bus, the student should NOT take the items out of their backpacks at any time while at school. No computer software and/or disks brought from home will be allowed on school machines. The teacher will contact the parent in regards to the item/ brought to school and arrangements will be made for them to be picked up or sent home. If a parent wishes a child to have a cell phone in his/her backpack for emergency or safety reasons, please contact the principal regarding the situation. **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. At times, teachers may request that students bring books, magazines, toys or specific objects for classroom use and/or school projects.

OUTDOOR RECESS

Students at Kingston Elementary will have a recess following lunch and either in the morning or afternoon.

If the temperature is at or below 65 degrees students are required to wear a jacket, sweatshirt or a sweater at recess. Students will have outdoor recess if the temperature is at or above 10 degrees or if the combination of wind chill and temperature is at or above 10 degrees. On days that the temperature/wind chill prevents outdoor recess, a supervised indoor recess will be held. Please make sure that your child is dressed appropriately for the weather.

USING THE SCHOOL PHONES

Students will only be allowed to use the phone for emergencies and special situations with permission from their teacher and/or the principal or secretary. Hallway phones are reserved for faculty and staff use.

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 or nuts. 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 or nuts. 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.**

MEDIA CENTER

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 two weeks. 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.

Kingston students will have a scheduled 30-minute+ weekly session in the computer lab. Students will use educational software that focuses on reading, phonics, social studies, math and science, as well as using internet sites 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 creating Power Point presentations in 2nd and 3rd grade.

TEXTBOOKS

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 2 and 3 will represent student progress as in kindergarten and first grade 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.

Students are expected to have work completed and ready to turn in at the assigned time. Late assignments may result in lower assessments.

If a student is absent, it is his/her responsibility to arrange for missed work with the support of the parent/guardian. Deadlines for make-up work are at the discretion of the teacher, but usually equal the number of days missed. For example, if the child missed two days, he/she would have two days to complete the work.

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

RETENTION AND PROMOTION

At Kingston Elementary School students are promoted one grade each year. On **rare** occasions, it may be beneficial to retain a student in the same grade or promote a student two grades based on the most appropriate academic program for that individual. The student's age, academic needs and social/emotional skills will also be considered. Students who do not meet the requirements for promotion may be required to attend summer school or complete remedial learning packets over the summer to provide an on-going review of skills learned.

The Kingston Elementary staff will make every effort to help all children accomplish the grade level standards and achieve satisfactory marks in each of the subjects throughout the school year. All appropriate personnel including teachers, parents, counselors and the Problem Solving Team may be consulted for assistance with interventions if a student is struggling with grade level work or would benefit from enrichment activities.

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.

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. All visitors are required to sign-in and sign-out of 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. Although several KES staff members may know a visitor, there may be other staff members who do not know a visitor. 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.

SCHOOL PARTIES and BIRTHDAYS

There will be three parties planned for the students during the school year. These will include Halloween, Winter/Christmas and Valentine's Day parties that will be held toward the end of the school day. Teachers may ask for parent volunteers to help in providing food or other items for class parties as well as planning games or activities.

Should you not wish 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 are important events in the lives of most children. You are welcome to send a birthday treat for the members of your child's class for his/her birthday. Usually, the treats will be shared at lunch or at the end of the school day to reduce the loss of instructional time. For those parents wishing to send birthday treats, please:

1. Send individual treats that can be eaten with little mess, without the need for kitchen utensils and in a short period of time.
2. Notify the teacher at least a day in advance so that he/she can limit the number of treats brought on one school day.
3. Deliver treats to the front office and the office staff will deliver them to the classroom to reduce interruptions to the learning environment.

Birthdays are also a special time to have lunch with your child. Also, please notify the office no later than 8:30 a.m. if you would like to have lunch with your child.

*****Please do not send birthday invitations to be given out at school unless the entire class is being invited.** We ask that you do so 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 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.

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.

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.

MONTHLY SCHOOL NEWSLETTER

The monthly KES school newsletter, which has been printed in hard copy in past years, will be available on-line at the www.gkschools.org website under Kingston Elementary. If you do not have internet access, please let the office know and we will be happy to send home a hard copy with your child each month. Although we certainly want you to be informed of school happenings, we also are trying to conserve on our use of paper.

SPECIAL KINGSTON ELEMENTARY SCHOOL EVENTS

Please check the district website, www.gkschools.org , under Kingston Elementary for the school calendar and additional information about KES events. Detailed KES updates will be available through the principal's blog at <http://mrlekkas.blogspot.com> . 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 on **Thursday, September 15th, from 6:30-8:00 p.m.** 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. We do not wish to have other parents or students to hear about your child's progress.***

KINGSTON SCHOOL FAMILY FUN NIGHT

Each year, Kingston Elementary School will host a family night with activities centered on our school theme for the year. The fun night is usually planned for the second semester of the school year. The type of fun night held may vary each year.

FAMILY READING NIGHT/AUTHOR VISIT

A family night will be planned each school year that will focus on enjoying reading and appreciating literature. This event is planned around the schedule of the author. Activities will be held during the school day and an evening presentation will take place.

WINTER/SPRING CONCERTS

The students in **2nd Grade** will perform a **Winter Concert** and the students in **3rd Grade** will perform a **Spring Concert**. The performances will be held at the Genoa-Kingston High School auditorium. All parents, friends, and relatives are invited. In attempt to have adequate seating for our audiences, we may hold two 2nd grade concerts (3 classes on one night and 3 classes on another) and two 3rd grade concerts (3 classes on one night and 4 classes on another).

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. In the past, PTO has provided ice cream or freezy pops for 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 and forward it to the Building Principal by **the announced date in the spring (usually the third week of April)** for the following school year. The final date for 2011-2012 requests is Friday, **April 20th, 2012**.

***It is most helpful to us to receive a description of the type of teacher traits that you feel would be most beneficial for your child's learning. Please feel free to list this information on the request instead of specifically naming teachers.

If you wish a specific teacher request to be considered, please be sure to list two teachers, as we may not always be able to honor your first request. Listing the same teacher twice does not meet the requirement of listing two teachers. It is also necessary to complete the entire form in order for us make the best decision for your child. A copy of the request form is included in this packet.

MUSIC AND PE

Students at KES receive Music and PE for a total of five 40 minute sessions each week with special teachers. The school operates on an 'A' and 'B' day schedule. Days alternate 'A', 'B', 'A', 'B' throughout the year. The P.E. and Music programs are based on the standards in Music and PE and stress cooperation, teamwork and social skills, as well as building an interest in both areas.

TESTING

Both second and third grade students take part in the Measures of Academic Progress (MAP) assessments in the fall, winter and spring. These assessments are taken on the computer in the areas of Reading and Math. The students receive a RIT score in each main area and a breakdown of the subtests. By giving the benchmark assessment each fall, winter and spring, we are able to focus instruction on areas of strength and weakness and analyze the amount of growth each student has made over the school year.

Three times during the year, all students are assessed on their oral reading fluency using Aimsweb. The assessment is done individually with each student orally reading three on-grade level selections for one minute each. The child's reading is then scored by the number of words read correctly per minute.

Third graders take the ISAT each spring. This test is based on the Illinois standards and provides scores in Reading and Math. Students fall into score ranges placing them at different levels-Warning, Below, Meets and Exceeds expectations.

CONFERENCE DAYS

November 3rd

**½ Day Student Attendance on Thursday
No school on Friday for students**

February 16th and 17th

½ Day Student Attendance on both days

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

Our building has been inspected for asbestos and all asbestos containing areas are encapsulated. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every 6 months and a re-inspection conducted every 3 years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

The Inspection/Management Plan is available for public review in the District Office. Should you wish to review the plan, please call Jim Slater, Director of Maintenance, during the school day to make an appointment. Questions relating to asbestos containing materials and areas should also be directed to Jim Slater at 815-784-6222.

THE FOLLOWING SECTION OF THE KINGSTON
ELEMENTARY SCHOOL HANDBOOK HAS
INFORMATION THAT APPLIES TO STUDENTS IN
KINDERGARTEN THROUGH 12TH GRADE. NOT ALL
ITEMS APPLY TO STUDENTS IN 2ND AND 3RD GRADE.

THE AGE AND GRADE LEVEL OF OUR KINGSTON
ELEMENTARY STUDENTS WILL BE TAKEN INTO
CONSIDERATION IN THIS SECTION.