

FISHER GRADE SCHOOL

2003-2004 Staff

Jim Moxley, Principal

Kathy Reynolds, Secretary

Cindy Zehr, Kindergarten

Bernice Sparks, Kindergarten

Theresa Cox, 1st Grade

Deb Sans, 1st Grade

Julie Edwards, 2nd Grade

Roxann Nuss, 2nd Grade

Kelly Harvey, 3rd Grade

Marla Mowbray, 3rd Grade

Tes Camp, 4th Grade

Deb Warner, 4th Grade

Kathy Brake, 5th Grade

Erin Remington, 5th Grade

Brian Vincent, 6th Grade Math, Science, Gifted

Deb Lammle, 6th Grade Social Studies, Title I

Kim Clemmons, 6th Grade Reading/Language Arts, Gifted

Deanna Alexander, Technology Coordinator

Susan Shields, Special Education

Megan Hedrick, Special Education

June Volkening, Special Education

Karen Derges, Speech/Language Pathologist

Linda Hughes, Remedial Reading Resource Teacher

Milt Kelly, 5-8 Band

Tom Cravens, Music, 5-8 Chorus

Sue Rountree, Art

Donna Meier, K-6 Physical Education

Kelly Friedlein, Librarian

Vicki Land, Library Aide

Diane Bergman, Instructional Assistant/Aide

Janice Kuhns, Instructional Assistant/Aide

Denise Peters, Instructional Assistant/Aide

Cheet Winkler, Head Cook

Muriel Birkey, Cook/ Asst. Secretary

Mary Kerns

Sandy Moore, Transportation Director

Glenn Baker, Maintenance Director

Rosie Zahnd, Custodian

TELEPHONE NUMBERS

Grade School 897-1133

High School 897-1225

District Office 897-6125

SCHOOL DAY 8:15 - 3:03

Before Labor Day 8:15 - 2:03

School Improvement Days 8:15 - 11:30

Early Dismissal Days 8:15 - 2:03

INCLEMENT WEATHER INFORMATION

School information during inclement weather may be obtained by listening to radio stations WKIO 92.5, WIXY 100.3, or television stations WCIA and WICD. PLEASE DO NOT CALL THESE STATIONS FOR INFORMATION.

STUDENT BEHAVIOR (see also Discipline)

It is each student's responsibility to listen attentively, participate actively, follow teacher directives, and comply with classroom rules. Students will be expected to maintain a high level of personal behavior so that they may pursue high academic goals. Honesty, accepting responsibility, and politeness will be stressed in the day to day behavior of all students. Students must be properly prepared -- supplies at hand and homework completed -- before class each day.

ATTENDANCE

Attendance is closely associated with good scholarship. It is important that each student attend school with as few absences as possible.

School doors open at 8:05 A.M. Students are encouraged to arrive no sooner than 8:10. Classes begin at 8:15. Students arriving after 8:15 are tardy. Students who arrive after 9:10 will be assessed a half-day absence.

Parents/guardians are asked to notify the school (897-1133) before 9:00 A.M. each day their child is absent. Illinois law requires the school to notify the parent/guardian of a child who is absent from school by 10:30 A.M. This may result in contacting the parent/guardian at work if the parent/guardian has not called to inform the school.

Excused Absences

An absence due to illness, death in the family or similar situations, as determined by the principal, is considered an excused absence. The student must make arrangements to make up all work if he/she is to receive credit for work missed. Special help and additional time will be given by the teachers if such help is desired by the student. Please make every effort not to schedule vacation time during the regular school term. Generally students are allowed one day to make up work for each excused absence day.

If a student must be absent from school due to non-emergency family plans, such planned absences are not to exceed five (5) days per school year. The student and/or parent will be responsible for obtaining a Planned Absence Form that is to be signed by his/her teacher(s). Upon completion of the form, it is to be returned to the principal for approval. Students will be allowed one day for each two days missed to make up and/or turn in required schoolwork.

Students should try making up class work before they leave or get their assignments and complete some of the work during their absence from school.

Unexcused Absences / Truancy

The most serious type of absence is the unexcused absence, commonly called "truancy." Truancy is absence from school without permission of school authorities. It is possible for a student to be truant from school with his/her parents'/guardians' permission. In cases of unexcused absences, the student will be given a grade of zero (0) for the class work missed. Excessive unexcused absences or excessive continued tardiness would result in the student being referred to the Regional Office of Education.

Tardiness

Students are to be in their room and in their seats when the tardy bell rings for the first period of the day. Tardy students must report to the office for an admission Slip. Classroom teachers will assume responsibility for handling tardiness for all other periods.

If a student suspects that he/she may be tardy, he/she should request a pass from that teacher to the next class.

Habitual tardiness disrupts class and will not be permitted.

Leaving School during the Day

Students who need to leave school during the day must sign out and back in at the office. If leaving at the request of parents, the office before school must receive A written or telephoned request.

If a student leaves during the lunch period and for some reason does not return for the afternoon session, his/her parent/guardian is expected to call the school. The student's absence becomes excused when, on returning to the school, he/she presents a written note from his/her parents/guardians which gives excusable reasons for the absence.

Returning After an Absence

Students should bring a note from home, signed by a parent or guardian, indicating the reason for the absence. This note should be given to their classroom teacher.

Students arriving after classes have begun for the day should bring their note directly to the school office before going to class.

LUNCH

Fisher Grade School offers a well-balanced, low fat lunch menu for all students in grades 1-6. Students who remain at noon to eat in the cafeteria are to remain seated until dismissed by the person in charge. Those who bring lunches must eat in the cafeteria and will be similarly dismissed, milk \$.25 may be purchased daily in the cafeteria. Food may not be taken from the cafeteria (kindergarten milk is \$.10 per day purchased by the semester).

Students are not permitted to leave the school grounds during the lunch hour unless they go to their own home for lunch. Students going home, or anywhere other than the school, for lunch must have a signed note from home that is approved by the office.

Lunch Tickets

Students in grades 1-5 may purchase lunch tickets for \$6.25, for 5 lunches, from their classroom teacher on the first day of the week. Students in grade 6 purchase their lunch tickets before school outside of the cafeteria. Lunch tickets lost are not refundable and may not be used by another student. If a student forgets his/her money or ticket, he/she may charge his/her lunch for that day. A student can accumulate no more than five (5) lunch charges. Lunch charges must then be paid before another charge can be made. Students wishing to only eat the school lunch occasionally may bring the daily lunch price of \$1.25 to school and purchase a lunch when they go to the cafeteria.

Free and Reduced Lunches

Fisher Grade School participates in the National School Lunch Program. Families who qualify are encouraged to take part in this program which provides free or reduced priced lunches for students so that they have a good healthy noon meal. Information may be obtained from the school office for this program.

VISITORS

Visitors are welcome, all parents are encouraged to visit and to become actively involved in the education process at Fisher Grade School.

All visitors are required by state law to check in at the school office prior to visiting other parts of the building.

If you wish to visit a classroom, it would be appropriate to call the teacher at least one day prior to the visit, as a professional courtesy.

School-aged visitors are generally not allowed during the instructional portion of the day, if they would like to join us for lunch or recess time that is allowed as long as arrangements are made in advance.

GENERAL RULES

Care of School Property and the Property of Others

We all share ownership in the school facility, equipment, and materials. It is our responsibility to keep the school property in the best condition possible. In addition to disciplinary measures, misuse or abuse of school property will require payment of damages by the parents/guardians.

Other people's property is just that, other peoples. Students are required to ask before using, and return in as good or better condition, and generally be extra responsible when using someone else's property.

Hallways and Stairs

1. Walk on the right side in a single file line.
2. Remain quiet so that you will not disturb other classes.
3. Be courteous, hold doors for others, help guests or visitors find their way, etc.

Playground

1. Hardballs should not be brought to school. Rubber coated balls may be used if approved by the adult on duty. Balls are not to be thrown against the building. All playing should be done with the consideration of others.
2. There should be no "mob action" such as running in groups, or piling onto each other.
3. Swearing, using offensive language and making fun of others is not allowed.
4. Children who are playing outside shall not return to the building before the end of the scheduled recess unless they have permission from the person in charge of the playground.
5. All playground equipment is to be used in a safe and polite manner and in the way it was built to be used.

6. Use the swings in the following manner: swing in a straightforward line --not side to side or twisting. No jumping off of the swings, one person on a swing at a time, no lying down on the swings. If you are not swinging, stand clear of the swings. The poles for the swings are not to be climbed!
7. While playing on the slides, children are to go down it sitting down, one at a time, and not bump into each other. Do not block the slide at the bottom or play under the slide. Do not walk up slides or roll toys, balls, etc. down it.
8. When using the teeter-totter, children are to be sitting and holding on. Only one person is allowed on each end. Be careful not to jump off and bump the person on the other end.
9. During cold weather, there will be no snowball throwing, and sliding on ice will be allowed only if the teacher on duty permits it in a designated area.
10. There will be no throwing of stones, sticks, dirt, wood chips, or other objects.
11. If a ball goes into the street or over the fence, get the person on duty to help you.
12. No tackle football is allowed. Only touch football is allowed.
13. Ropes are to be used for jumping games only. They are not to be used on other people or on playground equipment.
14. Do not play under classroom windows because it disturbs the classes in session.
15. When it is time to line up, do so quickly and quietly. Hold on to the balls at this time. Please check shoes for excessive dirt, mud, snow, stones, etc. and clean them off before entering the building.
16. If there is not a teacher on duty, students must notify the office immediately.
17. Do not sit or stand on top of the bars or supports.
18. Do not push, pull, tickle, or bother anyone at any time.
19. During winter weather, students not wearing boots must stay on the blacktop.
20. "King of the Mountain" and other pile-on games are not allowed.
21. Snow pants are required when sliding down snow.
22. Leave alone areas where other children are building things or playing.
23. No running or playing tag on playground equipment.

24. One person at a time on hanging glider. No jumping to get on the glider.
25. No climbing or hanging on soccer goals.
26. No aggressive pretend martial arts play such as "Ninja", "Power Rangers", and "V.R. Troopers".
27. No acrobatic flips off any equipment.

Bicycles

1. Students are to park their bicycles in the rack west of the building.
2. Students are not to borrow or lend their bikes while at school.
3. Students are to walk their bikes when they are on school property.

Skateboards and Roller Blades

Skateboards and roller blades are not to be used on school property between the hours of 7:30 A.M. and 3:45 P.M.

Toys and Electronic Devices

No toys should be brought to school without the permission of the classroom teacher. If toys are brought to school they must be available for use by all the students, and the school is not responsible for any loss or damages to the toys. Radio controlled toys, battery operated games, radios, tape players, boom boxes, CD players, electronic games and cameras, etc. are not to be brought to school.

Hats and Caps

Hats and caps may not be worn in the school building. Students may wear hats/caps at athletic events, except during the playing of the national anthem. There may also be special occasions when hats/caps will be allowed during school hours.

Gum and Candy

The chewing of gum and the eating of candy is not permitted on any school property during school hours, or on school buses.

Behavior at School Events

We all represent Fisher Grade School - our best behavior is a must when we are on school business elsewhere. Students are responsible for appropriate conduct

when attending school sanctioned events either on or off campus. Such events include, but are not limited to, home or away sporting events, and field trips. Inappropriate conduct will result in the same disciplinary sanctions that apply to similar conduct violations occur in at the school during school time (see also Board Policy 7.19, 7.31).

Weapons

Weapons, including but not limited to, firearms, knives, swords, clubs, and martial arts devices, are not permitted on school grounds. Confiscation, disciplinary action And legal action may result.

Alcohol, Tobacco, Drugs

The possession and/or use of alcohol, tobacco, drug/drug look-alike and drug paraphernalia by students is illegal. and therefore on school grounds is prohibited. Disciplinary actions for possession or use of such products will include confiscation of the product, appropriate disciplinary action and probable legal action.

Telephone

Student use of the school business phone is discouraged. Students will not be allowed to use the phone to make calls for matters such as; forgotten homework, Forgotten lunch money or cold lunch, permission to go home with another student, etc. Please help us develop student responsibility by planning ahead.

Lockers/PE Baskets

Hallway lockers will be assigned to students in grades 4-6. Lockers are school property and are subject to periodic inspections and may be searched if needed by School personnel (Policy 7.14).

We do our best to develop respect for others property at Fisher Grade School, however since lockers are not locked students should not put valuable things in their lockers.

PE baskets will be issued to all fifth and sixth graders since they change clothes for PE instruction. Since we host many practices for athletic teams, and some Athletic contests, students are encouraged to rent a lock for their PE basket.

Locks

Students are not permitted to bring locks from home for their lockers. We use the honor system at Fisher Grade School, and expect every student to respect the property of others by not "borrowing", "using" or "taking" without permission.

MEDICAL REQUIREMENTS

Physicals

All Kindergarten, 5th Grade students, and students entering from out of state must have a physical examination on file in the school office before entering grade school. This is in accordance with the state law, and a student may be denied attendance at school if the physical is not completed before October.

Physical examination forms may be obtained from the school office.

Athletic Physicals

All students who go out for athletics, including cheerleading, must pass a physical examination each year before they are eligible to compete in athletics. 5th grade Students may use their regular school physical. These physicals are good for one year. It is recommended that students schedule physical appointments during the summer so that they are prepared to participate in extra-curricular activities throughout the year.

Athletic physical examination forms are available in the school office.

Immunizations

The school code of Illinois requires that all students in all public, private, and parochial schools be immunized against polio, diphtheria, tetanus, whooping cough, measles, rubella, and hepatitis B. Students will be denied admission to school if they do not have their immunization shots, unless there is a valid medical or religious exception.

Taking Medications at School

Fisher Community Unit School District #1 has a policy concerning the administration of medications at school. Parents who have students that require medications, prescription or non-prescription, during the school day should carefully read Board Policy #7.27 Medication at School. Copies of this policy are available at registration and from the school office.

DISCIPLINE (see also School Bus Discipline)

The ultimate goal of the disciplinary policy is that each student develop self-control and accept full responsibility for their actions. The disciplinary procedures described in this section should be considered as a way to achieve this goal. These policies also reflect the concept that the school rules insure an atmosphere exists

where teachers can effectively teach and students have the opportunity to learn without unreasonable distractions.

Learning proper school behavior is an important task.

We believe in using a positive approach to discipline whenever it is possible. When serious or repeated problems occur, the teacher will contact the parents to discuss the situation and formulate a solution based on the individual needs of the child. We ask parents/guardians to be supportive of the school in helping our students develop good school behaviors.

Loss of Privileges

Students may lose privileges such as recess time, special class activities, field trips, etc. as a result of misbehavior.

Detention

Students may be assigned detention time by any teacher or other school employee for unexcused tardiness or unacceptable behavior in the classroom, halls, restrooms, cafeteria, library, or at school sponsored events. Detention time will be served from 3:15 to 3:45 P.M. Teachers assigning detentions will instruct the student to report to that teacher's room for study or special assignments. All parents/guardians will be notified at least 24 hours prior to the time of the detention so that they may make transportation arrangements.

Removal from Class

Students who are disruptive or undermine the authority of the teacher in the classroom may be temporarily removed from a class.

If there is a major infraction or if other means fail to correct on-going minor disruptions, a teacher may send the student to the principal's office. The student must go directly from the classroom and report to the principal immediately. Typically the principal will talk with the student, and parents will be notified of the incident. The parents may be asked to arrange a conference concerning the matter, and/or other disciplinary actions may be imposed.

Often a student-teacher-parent conference may be conducted in an attempt to remedy the situation. Parental support is essential to the maintenance of good student behavior.

In-school All-day Detention

An in-school all-day detention of up to 10 days in length may be imposed upon students guilty of gross disobedience or gross misconduct. During an in-school all-day

detention, the student is required to attend school in a room designated by the principal. Assignments and all materials needed for the day must be gathered before the start of school. Any work not completed will be graded as incomplete.

During an in-school detention, the student will go with the assigned room to lunch.

Cheating

Classroom cheating is a serious breach of discipline. Any student who cheats on a class assignment, quiz, or test will be given a grade of zero (0). Parents/guardians will be notified of the violation. Students who knowingly allow others to copy their work will also be given a grade of zero (0).

Gross Disobedience and Gross Misconduct

Section 10-22.6 of the School Code of Illinois gives the Board of Education and principals the power to expel or suspend students for "gross disobedience Or misconduct". (see also Suspension, Expulsion, Due Process, and Grievance Procedure).

The following acts are considered to be gross disobedience or misconduct and may because for suspension or expulsion. These rules apply to students at all school Related activities both on or off school grounds.

1. Fighting
2. Assault on a student, teacher, school employee or visitor
3. Arson or the inappropriate use of fire on school grounds
4. Creating a false fire or emergency alarm
5. Truancy
6. Repeated tardiness
7. Verbal abuse, profanity or threats directed toward a student, teacher, school personnel or visitor
8. Insubordination -- refusal to follow reasonable requests, directions, or stated school rules
9. Participation in acts designed to disrupt the mission of the school
10. Repeated failure to follow rules

11. Use or possession of tobacco on school property
12. Possession, use, being under influence, or transference of alcohol, other drugs (controlled substances), or drug "look-a-like" on school property
13. Destruction of property
14. Theft
15. Possession of weapons
16. Acts that obstruct or interrupt the instructional process in the classroom
17. Sexual discrimination or harassment
18. Harassment or hazing of other students including "initiations"
19. Any other acts that endanger the well-being of students, teachers, other school employees, or visitors

Students and parents/guardians should be aware that some of the above acts can also result in criminal prosecution and penalties. Legal action may be initiated by the school, police, states attorney, or other citizens.

Suspension

The superintendent or principal may suspend a student for up to ten (10) days, according to the school suspension procedure, if the student is guilty of Gross disobedience or misconduct. Parents may request a copy of these procedures in the principal's office. A conference with the parent/guardian is required before the student can return to school.

Parental Guidance

As an alternative to serving a suspension, the principal may authorize all or any part of a suspension to be replaced with Parental Guidance days. During Parental Guidance the student will attend school under the direct supervision of a parent or guardian. The parent will accompany the student to each class and assure that the student's behavior is appropriate at all times. The parent will be responsible for supervising the student before school, during lunch, during class, between classes, and after school. Parents are required to take care not to interfere with the normal teaching of classes while attending school with their child.

Expulsion

Students may be permanently expelled from school only by action of the School Board.

Due Process for Suspension and Expulsion

The Constitution of the State of Illinois states that "a fundamental goal of the People of the State is the educational development of all persons to the limits of Their capacities." However, when citizens act irresponsibly, violate the rights of others, or present an actual or threatened danger to persons or property, they are subject to lose some of their rights.

Such is the case with the right of education. When a student commits acts of gross disobedience or misconduct, the right to an education may be temporarily forfeited. But no government agency such as a school may deprive a citizen (student) of rights without due process of law. Due process is afforded to guarantee that the accused person has a chance to present a defense, to explain the circumstances of the alleged improper actions or to attempt to prove innocence.

Prior to the imposition of a suspension the following procedures shall be observed:

1. The suspending school official shall give the student oral or written notice of the charges and evidence to support the charges
2. If the student denies the charges an opportunity shall be given the student to present an explanation in a conference with the suspending school official. The school official shall then inform the student whether or not the suspension is to be imposed.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from the school. In such cases, the requirements of notice and hearing shall follow as soon as practicable.

In addition to the procedures required by the United States Supreme Court, an Illinois statute and a Federal Court of Appeals decision outline the following in suspension cases:

1. The student's parents must be notified immediately by the dean of students, principal, or superintendent of the reason(s) for the suspension, including a copy of the rules and regulations allegedly violated, in the number of days of the suspension (may not exceed 10 school days), and the right to appeal the suspension to the local school board(Board Policy 2.27 Uniform Grievance

Procedure).

2. At the hearing conducted by the school board or hearing officer appointed by the board, the student has the right to legal counsel at his/her own expense, the right

to question the person who made the decision to suspend, the right to be present and question witnesses, and the right to make a statement in his/her own behalf.

3. If requested by the student, the parents or their representative, a transcript maybe kept of the proceedings.

4. If the opinion of the school board upholds the suspension, the student and the parents shall be notified of the right of an appeal to the educational service region superintendent and then to the State Superintendent of Education.

5. If the suspension decision is reversed, all references in the student's records shall be removed, and the school shall afford whatever assistance is necessary to the student to make up schoolwork missed.

In expulsion cases the following is required:

1. The student and the student's parents/guardian shall be notified of the reasons for the expulsion, including a copy of the rules and regulations allegedly violated, the length of the expulsion, (not to exceed the current school term), and the date, time and place of the school board hearing. The expulsion shall not take place until after the school board hearing.

2. At the hearing by the school board, the student has a right to counsel at his/her own expense, the right to question the person who made the recommendation to expel, the right to be present and question witnesses, and the right to make a statement in his/her own behalf.

3. If requested by the student, the parent/guardian or their representative, a transcript may be kept of the proceedings.

4. If the school board decision is to expel, the student and the student's parents/guardian shall be notified of the right of an appeal to the educational service regional superintendent and then to the State Superintendent of Education.

The basic differences in suspension and expulsion are as follows:

1. A suspension is for a period not to exceed 10 school days; an expulsion is for a period not to exceed the school term.

2. The principal or the district superintendent may suspend a student; only the local board of education may expel a student.

3. A student may be suspended prior to a hearing; a student may not be expelled until after a hearing.

In the interest of helping students, the school district may assist in providing or locating alternate educational opportunities for the suspended or expelled student. These alternative opportunities could include homebound or telephone instruction, reading lists, adult evening classes, or alternative school settings. The Illinois Office Of Education provides assistance to school districts and students who want to know about alternatives within a school or off campus.

SPECIAL PROGRAMS

Several special programs are offered by Fisher Grade School so that each student may have the opportunity to reach his or her full potential. These programs include; National School Lunch Program (see Free and Reduced Lunches), Special Education, Gifted Education Programs, Title I Reading and Math services, Remedial Reading services.

Special Education (IDEA and 504 Plans)

Special education programs and services are available in our district or in other districts within our special education cooperative. Services are available for all types of handicaps and/or exceptionalities. Referrals of students for special education programs and services may be made by parents/guardians, or teachers. Referral forms are available in the school office. Students will not be referred for a special education case study or be included in a program of special education without the prior notification and knowledge of the parent/guardian. Parents/guardians may request a copy of the "Rules and Regulations to Govern the Administration and Operation of Special Education" by writing to the Illinois State Board of Education, Department of Special Education, 100North First Street, Springfield, IL 62777. "A Parent's Guide -- The Educational Rights of Handicapped Children" is also available in the district office.

If you have any questions about the availability of special education services in this district, please contact the building principal or superintendent.

Gifted Education

The identification of students for the gifted programs is done by examining national achievement tests results and teachers recommendations. Visual arts and other areas may require performance based criteria.

Title 1

Fisher Grade School participates in this federal program that provides additional assistance to students experiencing difficulty in mathematics or reading. For More information about this program, please contact the building principal.

Remedial Reading

Fisher Community Unit School District #1 employs a specially trained reading teacher to work specifically with students having difficulty in the mastery of reading skills. This teacher acts as a reading resource teacher for all the reading teachers in the building, and works directly with individual students or small groups of students in the primary grades.

Transitional First Grade

This is a full day program designed to serve developmentally young students who have gone through the regular kindergarten program. It is a "half-step" Promotion from kindergarten and is designed to give students an extra year of instruction. This instruction includes second semester kindergarten curriculum as well as first semester first grade curriculum. Students enter first grade the year following transitional first(pre-first) grade.

Students are placed into the program on the basis of the Gesell test results and teacher recommendations. Teachers will test students that are being considered for The program at the end of their kindergarten year. Parents may request that their child be tested if they feel he/she is a possible candidate. The test results and Teacher recommendations will be reviewed by the "Transitional First Grade Committee" to determine placement into the program. Parents of students being recommended for the program will be contacted. Students not meeting the criteria for placement will be placed into other classrooms.

This pre-first classroom will give developmentally young students time to develop at their own pace. The class size will not exceed 12 students. The goal of this program is to help students be successful and instill in them a positive self-esteem that will carryover throughout their school years.

For more information about this program please contact the grade school principal.

GRADES

The following grading scale has been adopted by the Fisher Board of Education for use in grades 4 through 12:

A 93 - 100

A- 91 - 92

B+ 89 - 90

B 84 - 88

B- 82 - 83

C+ 80 - 81

C 75 - 79

C- 73 - 74

D+ 71 - 72

D 67 - 70

D- 65 - 66

F 64 and below

Parents should check with their child's teacher to get a more complete picture of just how their child will be assessed throughout the year.

Unsatisfactory Progress Reports

Parents should expect regular updates from the teachers on how your child is doing in school. Parents are encouraged to contact the teachers at any time if they have a question, concern, or just to check and see how things are going.

In addition, at the close of the fifth week of each grading period, a progress report will be mailed home to parents/guardians of fifth and sixth grade students that are doing unsatisfactory work in their classes.

PARENT / TEACHER CONFERENCES

Parents and teachers are encouraged to communicate regularly throughout the school term. The best time to address a problem or concern is when it happens or as soon as possible. Fisher teachers are here to help. In addition, time has been set aside for parent/teacher conferences.

Meeting Procedures

The following are procedures to facilitate meaningful and productive meetings between educators and parents/guardians.

Guidelines for teachers:

1. All parents/guardians are welcome to visit the school and specifically to visit with the classroom teacher.

2. It is advisable to have parents make appointments for meeting times in order to have the appropriate information available at the meeting.
3. If a parent interrupts your class, please respond by saying, " This must wait until the class is not in session. Please wait until _____ when I am free or contact me later to set up a date to discuss this." If the interruption continues, notify the building principal.
4. If a parent acts in an inappropriate or threatening manner, stop the meeting immediately. Inform the principal who will either participate in the meeting or schedule a time when he/she can attend the meeting.
5. Do not attempt to confront an irrational parent by yourself. Have the principal or a fellow faculty member sit in on the meeting.

Guidelines for parents:

1. You are welcome to visit your child's school. We are here to help. Please make it as positive an experience as possible.
2. Please contact the teacher to arrange a meeting. This allows everyone to have the information necessary to make the meeting more productive.
3. Please do not interrupt the class. Teachers are advised to not stop instruction for a parent meeting unless there is a legitimate emergency.
4. The goal of each meeting should be to help your student. Please approach the concern in a calm and responsible manner in order to facilitate a better teacher response to solving your student's needs.
5. The best way to achieve results is to set an appointment with the teacher, identify the issues, and come with a positive attitude and proposed solutions.
6. Board of Education policy institutes a chain of command whereby parents initiate inquires with the classroom teacher involved. Administrators are to become involved only after unsatisfactory discussions with the teacher.
7. Either the parent or the teacher may request that an administrator be present for a conference.

PIE (Partners in Education)

Parents are encouraged to join PIE and become active in supporting your schools. This is the parent/teacher group serving the needs of the students at Fisher. This parental organization performs the roles and functions of being the primary parent-teacher organization within the district.

HELPING HANDS

To a huge extent the success of Fisher Grade School is due to a large amount of parental support. One tangible way to provide this support is to become involved in the day-to-day functioning of the school as a Helping Hand. A Helping Hand is an individual that offers a helping hand to the teachers by volunteering to help at the school or to do helpful things at home for the school.

To volunteer your time or efforts.

CITIZENS ADVISORY COUNCIL

The Board of Education and the Superintendent have established a Citizens Advisory Council as an additional avenue for public input concerning the Fisher Community School District #1 schools. The organization has regular members in addition to being open to the public.

If you are interested in serving as a member or desire more information concerning the Citizens Advisory Council, contact the unit office at 897-6125.

NON-DISCRIMINATION

Fisher Community Unit School District #1 insures that equal educational and employment opportunities are offered regardless of race, color, national origin, age, sex, religion, or handicap (Board Policy 5.1, 7.1, 7.23). Grievance procedures have been established to provide prompt and equitable resolution of student and employee complaints (Board Policy 2.27).

Questions in reference to education opportunities or equal opportunity employment should be directed to the Superintendent. The superintendent will act as or assign a complaint manager to coordinate the district's efforts to comply with these laws.

SEXUAL HARASSMENT

Fisher Community Unit School District #1 has in place a policy (Board Policy 7.2) on sexual harassment. It is important that all students, parents, and employees of the district know that this type of activity will not be tolerated by Fisher Schools. Copies of the policy may be obtained from the school office.

EMERGENCIES AND DISASTERS

Fisher Community Unit School District #1 has a plan (Board Policy 4.19) on how to handle emergencies and disasters, including; district wide

emergencies, weather emergencies, hazardous materials evacuation, bomb threat procedures, and other disturbances. Contact the school office or superintendent for copies of this policy.

WAIVER of STUDENT FEES

Students whose parents are unable to afford student fees may receive a waiver of fees. Applications for fee waivers are available in the school offices. (Board Policy 4.14)

AGENCY or POLICE INTERROGATION

Sometimes an agency such as the Illinois Department of Children and Family Services (DCFS) or law enforcement agencies need to talk with children at school. Board Policy 7.15 outlines the procedures used in these situations.

STUDENT RECORDS

Due to national occurrences involving the invasion of personal privacy by governmental agencies and officials, much activity and interest has been directed toward information contained in students records. Federal law and the Illinois Office of Education regulations go into detail on the rights and responsibilities of students, parents and school officials on the subject. The following is a summary of the basic provisions and the current laws and regulations:

- 1) Parents must be granted access to all official records pertaining to their children maintained in any form by the school. Students over the age of 14 or with parental consent under the age of 14, shall also have access.
- 2) The student's records, or information contained in those records shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents. If the student is above the age of 18 or attending post secondary institution, only that student may grant such release.
- 3) The parents of the student shall be provided the opportunity to challenge or rebut information contained in the student's records. The local school districts should establish appropriate procedures for such appeals.
- 4) The school should provide appropriately trained personnel to assist the parent or student in understanding certain evaluations, social work profiles, and health data.

5) No information should be kept on file by the school that is inaccurate, out-of-date or of no value in the educational development of the student.

GRIEVANCE PROCEDURE

A grievance is a difference of opinion raised by a student, a group of students, a parent, an employee or other individual(s) usually involving; (1) the meaning, interpretation or application of established policies; (2) difference of treatment; or (3) application of legal requirements, procedures, or rules.

Most differences of opinion or misunderstandings can be solved through discussions with the person directly responsible. If this has been attempted, informal discussion with the building principal is recommended before contacting a Complaint Manager (Policy 2.27).

Fisher Community Unit School District #1 has an established Grievance Procedure, which includes designated Complaint Managers (Board Policy 2.27 Uniform Grievance Procedure). Before filing a grievance, the board policies on the area of concern and Policy 2.27 should be read. All Board of Education Policies are available (Policy 2.25, 2.26) from the district office.

BUSES: RULES AND REGULATIONS

1. When waiting for a school bus, pupils will form a line. Pupils must walk toward a waiting bus without pushing in line.

2. Pupils must board the bus in an orderly manner and go immediately to their assigned seats and sit down.

3. Pupils will occupy at all times the seats assigned to them. They will be held responsible for any unnecessary or malicious damage which they inflict upon the bus.

4. Pupils will remain seated at all times when bus is moving.

5. Pupils will keep arms, hands, and other parts of the body inside the bus - never through windows.

6. Pupils must not throw waste paper or other rubbish on the floor of the bus or out of the window. Pupils must help keep the bus clean, sanitary and orderly at all times.

7. Pupils must keep books, packages, coats, and all other objects out of the aisles.

8. Classroom conduct must be observed in the bus. Ordinary conversation is permitted - never shout or make loud noises that may distract the driver and endanger all the pupils on the bus.
9. Pupils must recognize that playing or fighting on the bus may distract the driver.
10. Pupils must refrain from unnecessary conversation with the driver.
11. Pupils must report at once to the driver any damage to the bus.
12. Pupils must be on time at the designated stops., The bus cannot wait beyond its regular time schedule (1 minute - if safety is impaired) for those who are tardy.
13. Pupils must not stand in traffic lanes while waiting for the bus.
14. When pupils must cross the road to be picked up, the driver after looking for approaching cars, beckons them to cross. The pupils must await the proper signal and cross promptly.
15. No eating or drinking on the bus.
16. Pupils must have signed written permission from parent/guardian to board/ride/exit bus other than their regular destination. Pupils who do not ride on a regular basis and desire to ride home with another pupil must also have signed written permission from parent/guardian.
17. The driver is in full charge of the pupils and bus. His/Her relationship with pupils will be on the same plane as that expected of the teacher. Pupils will obey the driver cheerfully and promptly. The right of all pupils to ride on the bus is conditioned on their good behavior and observance of the rules and regulations. Safety demands complete cooperation. Should any pupil persist in violating any of the rules and regulations; it shall be the duty of the driver to notify the school administrator and after due warning has been given to the pupil, the school administration may then forbid such pupil the privilege of riding buses.
18. If boarding/destination point (such as baby-sitter) needs to be other than residence a written request made by parent/guardian should be submitted to the superintendent's office each year. This point must be on an established route and subject to available space. If a temporary need arises a request should be submitted to the building principal. Again this point must be on an established route and subject to available space.

SCHOOL BUS DISCIPLINE

Bus Driver Responsibilities

1. "Minor" Discipline - Handle accordingly:
 - A. Warn student(s) firmly.
 - B. Put student up front in warning seat.
 - C. Report to transportation director.
 - D. Call parents. Inform them next step is a write up of "Unsatisfactory Bus Conduct Report".
2. "Major" Discipline - "Unsatisfactory Bus Conduct Report"
 - A. Write up bus conduct report, be very specific what the problem is.
 - B. Turn in to transportation director.
 - C. Parents will be called by director.
 - D. Discipline will be followed "strictly" according to "Rules of Bus Ridership".
3. "In Route" Discipline
 - A. Pull bus off road, with flashers on, in a very safe place.
 - B. Try to get situation under control.
 - C. If situation merits, call principal to remove student from the bus.