

# NEW BOSTON ELEMENTARY SCHOOL

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## Parent-Student Handbook



**2021-2022**



**Mercer County School District #404**  
**District Office: 309-582-2238**  
**New Boston Elementary: 309-587-8141**  
**Mercer County Junior High: 309-584-4171 Ext. 6**

[www.mercerschools.org](http://www.mercerschools.org)

# New Boston Elementary Parent/Student Handbook

## **District Mission Statement**

Mission Statement MCSD #404, in an active partnership with family and community, shall provide a positive environment in order to promote excellence in education, enabling students to become respectful, productive, and responsible citizens.

New Boston Elementary School  
301 Jefferson Street  
New Boston, Illinois 61272

Phone: 309-587-8141  
Fax: 309-587-3349

**This handbook has been approved by the Mercer County School District Board of Education. This handbook is not a contract and is subject to change at the discretion of the administration. This handbook reflects the status of the rules and procedures currently in practice and is subject to change.**

New Boston Elementary Vision Statement:  
*Creating a respectful community of personal excellence and determination.*

Mission Statement:  
Our mission is to develop a sense of determination and leadership in our students, so they may become productive members of their community.

Motto:  
Soaring to excellence.

Core Values:  
Excel and  
Achieve your  
Goals  
Lead your peers  
Everyday have fun  
Show your pride

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## New Boston Elementary Staff

### Administration:

Petrie, Scott – Superintendent  
Bush, Marcus -Principal

### Office:

LeHew, Tonya- Secretary  
Lamkin, Holly - Nurse

### Teaching Staff:

#### PreK/ECE:

- Fisher, Asya
- Murray, Cassidy

#### Kindergarten:

- Olson, Jennifer
- Plohr, Kyrstin

#### Grade 1:

- Sedam, Shannon
- Sywassink, Megan

#### Grade 2:

- Duncan, Samantha
- Stice, Ashley

#### Grade 3:

- Meyers, Kaylie
- Nimrick, Miranda

#### Grade 4:

- Carey, Pam
- Matlick, Michaela

### Other Services:

Adams, Kristen – Speech & Language Pathologist  
Baker, Hannah – Art Teacher  
Call, Ariane- Music Teacher  
Gatton, Andrea – Special Education  
Hofer, Amy- Special Education  
Louck, Mick – Physical Education  
Molburg, Amy – Title I Reading Specialist  
Saey, Taylor –Special Education Coordinator  
Thomson, Jessie – School Counselor/Social Worker

### Paraeducators:

- Kylee Busch – Special Education
- Callahan, Patty – Special Education
- Giles, Deb – Title I
- Hill, Katie – Special Education
- Hockenberry, Jennifer – Special Education
- King, Angie – PreK
- Lenz, Nikole – Special Education
- Nelson, Brianna – Special Education
- Scott, Sharon - PreK
- Sell, Carlene – Special Education
- Smith, Paula – Title I
- Zimmerman, Tonia – Special Education

### Support Staff:

- Daum, Tiffany – Custodian
- Giles, Lyla – Custodian
- Frieden, Tina - Cafeteria
- Luxmore, Joan – Cafeteria



**Mercer County School District  
Calendar Description  
2021-2022**

August 5, 2021	~	Registration 10:00 AM - 6:00 PM
August 16, 2021	~	NO SCHOOL Teachers' Institute
August 17, 2021	~	NO SCHOOL Teachers' Institute
August 18, 2021	~	1st Day of School - 12:30 PM Dismissal
September 3, 2021	~	SIP DAY- 12:30 PM DISMISSAL
September 6, 2021	~	NO SCHOOL LABOR DAY
October 1, 2021	~	SIP DAY- 12:30 PM DISMISSAL
October 11, 2021	~	NO SCHOOL COLUMBUS DAY
October 15, 2021	~	End of 1st quarter
October 28, 2021	~	NO SCHOOL PARENT TEACHER CONFERENCES
October 29, 2021	~	NO SCHOOL PARENT TEACHER CONFERENCES
November 5, 2021	~	SIP DAY- 12:30 PM DISMISSAL
November 11, 2021	~	NO SCHOOL VETERANS DAY
November 23, 2021	~	2PM HOLIDAY DISMISSAL
November 24, 2021	~	NO SCHOOL THANKSGIVING BREAK (EMERGENCY DAY)
November 25, 2021	~	NO SCHOOL THANKSGIVING DAY
November 26, 2021	~	NO SCHOOL THANKSGIVING BREAK
December 3, 2021	~	SIP DAY- 12:30 PM DISMISSAL
December 17, 2021	~	2PM HOLIDAY DISMISSAL
December 17, 2021	~	End of 2nd quarter/ 1st semester
Dec. 20, 2021- Jan. 2, 2022	~	NO SCHOOL WINTER BREAK (EMERGENCY DAYS 20 & 21)
January 3, 2022	~	NO SCHOOL Full Day Inservice
January 4, 2022	~	CLASSES RESUME
January 17, 2022	~	NO SCHOOL MARTIN LUTHER KING DAY
February 4, 2022	~	SIP DAY- 12:30 PM DISMISSAL
February 21, 2022	~	NO SCHOOL PRESIDENTS DAY (EMERGENCY DAY)
March 4, 2022	~	SIP DAY- 12:30 PM DISMISSAL
March 7, 2022	~	NO SCHOOL CASIMIR PULASKI DAY (EMERGENCY DAY)
March 11, 2022	~	End of 3rd quarter
April 1, 2022	~	SIP DAY- 12:30 PM DISMISSAL
April 13, 2022	~	2PM HOLIDAY DISMISSAL
April 14, 2022	~	NO SCHOOL SPRING BREAK (EMERGENCY DAY)
April 15, 2022	~	NO SCHOOL SPRING BREAK
April 18, 2022	~	NO SCHOOL SPRING BREAK
April 19, 2022	~	NO SCHOOL SPRING BREAK (EMERGENCY DAY)
May 6, 2022	~	SIP DAY- 12:30 PM DISMISSAL
May 24, 2022	~	End of 4th Quarter/ 2nd Semester
May 24, 2022	~	Last Day of School - 2PM DISMISSAL
May 25, 2022	~	NO SCHOOL Teachers' Institute
May 26, 2022	~	Proposed Emergency Day
May 27, 2022	~	Proposed Emergency Day
May 31, 2022	~	Proposed Emergency Day

## **Daily Schedule**

7:35 – Students who do not ride a bus to school may enter the building. The breakfast program will begin serving at this time.

7:55 – Students need to be in the building. First bell rings.

8:05 – Second bell rings.

8:05 – Announcements

10:45 to 11:05 – Kindergarten recess / Kindergarten lunch – 11:10 to 11:30

10:50 to 11:10 – Grade 1 recess / Grade 1 lunch – 11:15 to 11:35

11:00 to 11:20 – Grade 2 recess / Grade 2 lunch – 11:25 to 11:45

11:10 to 11:30 – Grade 3 recess / Grade 3 lunch – 11:35 to 11:55

11:15 to 11:35 – Grade 4 recess / Grade 4 lunch – 11:40 to 12:00

3:05 – Dismissal, 1<sup>st</sup> busses leave

3:05 – Walkers are dismissed

3:35 – Late busses leave

### **Note:**

- o Individual class schedules vary on a daily basis as well as from grade to grade.

## **Student Attendance**

New Boston Attendance Policy 2021-2022 School Year

Absences:

- If a student arrives 30 minutes or later after the start of the school day, that absence will be recorded as a half day absence.
- If a student leaves with more than 30 minutes left at the conclusion of the school day, that absence will be recorded as a half day absence.

Tardies:

- If a student arrives within 30 minutes of the beginning of the school day, that will be counted as a tardy.
- If a student leaves with less than 30 minutes left at the conclusion of the school day, that will be counted as a tardy.
- Should a student accrue five or more tardies within a semester, those tardies will then be counted as a half day absence.

Truancy:

- Students are allowed five parent call-in days per semester. These call-in days may be used for any reason the student is not in attendance at school. There are only two exemptions for an excused absence: a death in the immediate family or a visit to the doctor's office for the student with an excusal from the doctor for that date. These excusals do not count toward a parent call-in or truancy. Once a student has missed five days or used all of their parent call-ins, the student will then be considered truant by the state and district. Truant days continue throughout the year.
- Guidelines for truant students: (after all five call-ins have been used per semester)
  - 3 days truant (8 total)
    - Letter sent to the parents/guardians from the Regional Office of Education
    - Student is referred to the Regional Office of Education for truancy
  - 6 days truant (11 total)
    - Second letter sent to the parents/guardians from the Regional Office of Education
    - Student is again referred to the Regional Office of Education for truancy
    - Regional Office of Education will make contact with the parents/guardian
  - 9 days truant (14 total)
    - The parent/guardian will be issued a citation from the Regional Office of Education
  - 12 days truant (17 total)
    - Third letter sent to the parents/guardians from the Regional Office of Education
    - Contact made from truancy intervention and liaison officer from the Regional Office of Education
  - 15 days truant (20 total)
    - A Legal Notice to Appear will be sent to appear before the Truancy Review Board
  - 18 days truant (23 total)
    - Upon any additional unexcused absences after the Truancy Review Board a petition to the State Attorney of the County resided in will be filed



### **Emergency School Closings**

Parents will be notified of emergency school closings through a phone notification system as well as announcements through local media. Radio stations include: WRMJ (102.3FM), WRAM (1330AM), WMOI (97.7FM), and TV stations include: KWQC, WHBF, and WQAD. It is recommended that parents have plans in place for emergency closings about what your child is to do in such events.

### **Request for Early Dismissal**

To ensure safety, teachers will not release any student from the classroom during the school day without authorization from the office. Parents who need to speak with or pickup their student(s) during school hours MUST CHECK IN at the school office. Their student(s) will then be called to the office. Parent or guardian must sign and date the Student Arrival & Departure record book in the office. Anyone picking up a student may be requested to show identification.

### **Transportation to and from School**

Students who regularly ride the bus, walk, or are picked up by their parent after school, are not to leave school in any other manner unless written permission, signed by a parent, is received by the teacher. If an emergency arises and a parent must make a change in the location of after-school care or supervision, school officials must be notified immediately of the change. It is preferred that the office is notified no later than 2:30 to make sure that students, teachers, and transportation personnel can be notified in a timely manner. Without proper notification, a student will be sent home according to the regular schedule and location.

#### **Parent and Community Complaints Regarding Transportation**

It is permissible for parents to talk with the Transportation Supervisor about daily route changes or to ask questions about route times. However, all parent and community complaints should be directed to the Transportation Director, not the Transportation Supervisor. School bus transportation is provided to those students living one and one half miles or more from a school building. Courteous behavior is the standard while riding on a school bus, the same as in a classroom. Misbehavior will be reported to the bus contractor, and in turn to the building principal and superintendent. Misbehavior could result in suspension from riding the bus. By signing off that you have received and read this handbook, you have given the school district the right to audiotape and/or videotape your child for safety purposes while he/she is riding the bus. These tapes may be viewed by school administration and may be used to address safety/discipline issues.

## **Student Conduct and Discipline**

One of the more important lessons education should teach is self-discipline. It is the shared responsibility of the home and school to accomplish this goal. Effective training develops self-control, character, orderliness, and efficiency. Self-discipline is the key to good conduct and proper consideration for other people and their property. Students are expected to conduct themselves in a manner that will promote a safe, orderly learning environment for all. Any behavior which causes the learning atmosphere to be disrupted, or which infringes upon the rights of others in the school, will not be tolerated.

Those students who are unsuccessful following our school-wide effort may move to a more focused level of support. Students may be referred to our Student Assistant Team (a team of teachers who work together to seek solutions so students may be successful in school). These students may be placed into a “Check/In, Check/Out” system that is designed to give more focused support to students through a designated teacher. Other students may need an individual plan.

When students fail to meet expectations, consequences should be expected. Office Referrals will be issued and depending on the severity and frequency of unacceptable behavior along with the age of the student consequences may be any one or more of the following, or other consequences as deemed appropriate in specific situations:

- Verbal correction from adult supervisor/teacher
- Office referrals (minors, majors). **NOTE: Students receiving three major referrals per quarter will be eligible for a one day in-school suspension. Three minors per month becomes a major.**
- Loss of recess time
- Denial of special privileges (ex. Student council, miss parties, field trips)
- Natural consequences related to unacceptable behavior (ex. Cleaning up mess)
- Time-out from classroom
- Referral to the PST team
- Communication with parent via note, telephone call, or conference

This list does not represent a sequential list of consequences and is not inclusive. Consequences of behavior choices will follow SB100 law and will trump language written in this handbook as needed.

### **Special Education Students/Discipline**

The Mercer County School District #404 has adopted a policy concerning discipline and special education students. The policy is in compliance with federal and state guidelines. The policy explains the rules and procedures that will be followed when disciplining special

education students. Parents of special education students are to receive a copy of the policy within fifteen days after the start of school.

### **Suspension and Expulsion Policies**

Students who are guilty of gross disobedience or misconduct are subject to suspension from classes. Two types of suspension are possible. One is the in-school suspension when the student remains in an assigned school area under the supervision of a staff member. An out-of-school suspension may be assigned by the building principal at his/her discretion, up to a maximum of 10 days. All out of school suspensions will be treated as unexcused absences. Parents will be notified of the suspension. Parents will receive a written notice of the reasons of the suspension and the beginning and ending dates of the suspension. They will also be advised of a right to a hearing with the District superintendent and then the Board of Education, if needed. The decision of the Board of Education is final. Student serving out-of-school suspensions are not permitted on school property and may not participate or attend any school activity. Before the student returns to school, a conference with the parents will be arranged.

### **Appropriate Language**

Students should speak and converse appropriately for a school setting. Swearing, profanity, vulgar, suggestive or threatening expressions may result in severe penalty.

Students will not use any form of aggressive behavior that does physical or psychological harm to someone else. Students will not urge other students to engage in such conduct. Prohibited aggressive behavior includes, but is not limited to, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, or other comparable conduct.

### **Cell Phones/Electronic Devices**

Cell phones and similar electronic devices must be kept “powered-off” and kept out of sight (in locker or book bag) during the regular school day. Students will be issued a warning the first time their phone is taken. The student may pick the device up at the end of the day. A parent will be required to pick up the phone the second time. Upon a third time and the student will have to check the device into the office from then on.

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of not less than one year:

(1) A firearm. For the purposes of this Section, “firearm” means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including “look alikes” of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

**SEVERE CLAUSE:** If a student's misconduct is severe, as in cases of fighting or threatening injury, possession of a weapon or any other object used or attempted to be used to cause bodily harm, willfully damaging property, displaying extreme disrespect or other extreme misbehaviors, other disciplinary action will be determined and the parents will be contacted immediately. Disciplinary actions may range from a one day in-school suspension, to a ten day out-of-school suspension, to expulsion by the Mercer County Board of Education.

### **Bus Conduct and Discipline**

To ensure the safety of all students, it is extremely important that every student behaves properly and follows the rules for riding the school bus. The Board of Education and the Mercer County School District #404 expect students to cooperate at all times and exhibit attitudes of respect and courtesy to other children, teachers, school personnel and property. Mercer County School District provides transportation to all students who abide by reasonable rules of conduct. Students, who cannot behave on the bus or while waiting for the bus, will be issued bus conduct cards. Bus video may be used to monitor student's behavior on the bus. Parents will be informed of a child's misbehavior on the bus with a Bus Conduct Notice. Cards may be issued for any of the following reasons:

- Refusal to cooperate with bus driver
- Obscene and unacceptable language, gestures, remarks, or signs.
- Excessive talking and unnecessary noise, lack of courtesy and respect
- Throwing items of any kind in the bus or out of the windows
- Fighting or scuffling on the bus or at the bus stop, not keeping hands and feet to yourself
- Deliberate delay – loading or unloading
- Refusal to stay seated – turning around in seat or switching of seats
- Having or using tobacco on the bus or at the bus stop

- Extending arms, hands or head out windows- not keeping all body parts inside the bus
- Tampering with equipment
- Eating or drinking on the bus

## School Services

### Student Health

#### Physical Examinations and Immunizations

In accordance with Illinois law, before entering kindergarten, all students are required to have a physical examination, including required immunizations. Any students who are new to the Mercer County School District must also show evidence of the required examinations and immunizations. The examination must be completed within one year prior to the entrance date by a physician on the Illinois physical form, and the documentation should be provided to the school at the time of registration. **Students whose records are not complete and on file in the health office will be excluded from school until the records are complete by the 15<sup>th</sup> of October each year.** For all kindergarten students lead screen, dental examination, and vision examination are also now required by the state.

Dental examinations are required for all second grade students.

#### VISION/HEARING SCREENING

We will be screening vision for prekindergarten, special education students, and kindergarten, second, and third grade. This vision screening will not take the place of the vision exam required for kindergarten entrance or first time enrollees in Illinois schools. The Illinois school code states: Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Hearing screening will be done for kindergarten through third grades and those new to Illinois schools.

#### When Is Your Child Too Sick For School?

Many parents wonder when their child is too ill to attend school. If your child experiences any of the following symptoms before school, please keep them home:

- Sore Throat or Rash of Unknown origin
- Fever – 100 degrees or over
- Poor Appetite
- Runny nose (with yellow or green discharge)
- Headache
- Severe Coughing or Sneezing
- Nausea, vomiting, or diarrhea within the last 8-12 hours
- Chills
- Red, burning, itchy or watery eyes – white or yellow discharge, eyelids stick together in the morning, or eyelids that are red and swollen
- Swelling in the face or jaw – can be due to swollen glands underneath your child’s jaw or the back of the neck. It may also be due to an abscessed tooth
- Earache – a child pulling on his ear, bleeding or drainage from the ear canal or pain

**Please make sure your child is fever free for 24 hours without fever-reducing medication and has not vomited for 24 hours before they return to school.**

### Request for Administration of Medication

Students are not permitted to keep medication in their possession while at school. The Mercer County School Nurse will provide first aid only as authorized by the State Board of Health. Over-the-counter medication will only be given with written permission from the parent. Prescriptions

medication will be administered at school only if the physician completes the medication administration form.

- Any medication to be taken **Three Times A Day Need Not** be taken at school.
- Any child taking medications must:
  1. Leave medication at the school office
  2. Have medication in bottle or box plainly marked with the following
    - Name of student
    - Name of medication
    - Dosage
    - Doctor prescribing medication
    - Reason for taking medication
    - Termination date for Administering the medication
  3. Be responsible to come to the office at designated time to take medication.
  4. Be responsible for picking up medication if it is to be taken home at the end of the day.

### Self-Administration of Medication

A student may possess an epinephrine auto-injector, e.g. EpiPen®, and/or asthma medication prescribed for use at the student's discretion, provided the student's parent/guardian has completed and signed a *School Medication Authorization Form*. The school District shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's arising from a student's self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student's parent/guardian must indemnify and hold harmless the School District and its employees and agents, against any claims, except a claim based on willful and wonton conduct, arising out of a student's self-administration of an epinephrine auto-injector and/or medication, or the storage of any medication by school personnel.

### Communicable Disease Re-Admission Procedure

Children who develop cases of communicable diseases may be re-admitted to school after all health department provisions for isolation and quarantine have been met and the attending physician has given permission, in writing, for return to school.

### Head Lice

Researchers have shown that the discovery of lice or their eggs on the hair should not cause the child to be sent home or isolated. Therefore, Mercer County Schools will not routinely

send a child home, but will notify the parent of proper methods to treat the head lice after the child returns home at the end of the day.

### Physical Education/Recess Requirements

All pupils will be required to participate in regular physical education activities as well as recesses unless excused for valid reasons, i.e. illness or injury. Request to be excused from Physical Education/Recess must be made in writing by a physician. The parent may request 1 day off from P.E./Recess without a physician excuse.

### Personal Hygiene

Students are responsible for maintaining a reasonable standard of cleanliness and grooming. Counseling will occur to help each student meet appropriate standards.

### Student Injuries – Illness

An attempt will always be made to notify parents when their child is significantly injured or becomes ill at school. When the parent cannot be reached, we will keep the child as comfortable as possible until the parents can be contacted. If a serious injury or illness should occur, and parents cannot be located, we will contact those people listed in the student's registration information, then contact the student's physician if contacts are not available. **It is very important that contact information including phone numbers, be kept updated with our school office.** Should hospital care be required, we will have the child transported to the emergency room of Genesis Medical Center -Aledo by ambulance. An adult will always accompany the child to the hospital if this situation should occur.

### Breakfast and Lunch Programs

Eating well-balanced meals is essential for the physical and mental growth of each child. For this reason, New Boston Elementary provides both a breakfast and lunch program for the students. Students can either eat hot lunch or they may bring a cold lunch from home. You can put money on your child's account on Teacherease or you can **send your check or money in a sealed envelope to the school with your child.** Please write on the outside of the envelope the student's name, the homeroom teacher's name, and the amount enclosed. If writing a check for more than one child, list each child's name, each homeroom teacher's name and the amount of the check. We will be happy to accept your check. If two or more checks are returned for insufficient funds (NSF), then only cash will be accepted for

breakfast and lunches. New Boston Elementary School is a member of the Mercer County State’s Attorney’s Check Enforcement Program and individuals who have NSF checks against the school can be prosecuted. Free and reduced lunch prices are available to students who qualify. The forms for the Free and Reduced lunch/breakfast program are available in the office at any time during the school year for families to fill out to see if the student qualifies. We cannot offer free or reduced-cost meals until the proper papers have been filled out and signed in the school office.

Breakfast – School breakfast is available from 7:35 to 7:55 am. The cost of breakfast is as follows:

	Days	Regular Cost = \$1.50	Reduced Cost= \$.30	Free
Yearly	174	\$261.00	\$52.20	0
Semester	87	\$130.50	\$26.10	0
Month	20	30.00	\$6.00	0
Week	5	\$7.50	\$1.50	0

Lunch- Students may choose to bring a sack lunch. Milk is provided in the price of the school’s hot lunch or it may be purchased for \$.40 with a sack lunch. Parents are not to include pop, energy drinks or candy in lunches. Parents are welcomed to eat the school hot lunch, breakfast (\$3.05- lunch, \$1.90 - breakfast) or to bring home-packed lunches. Parents are not allowed to bring prepared restaurant food for school lunch. The cost of lunch is as follows:

	Days	Regular Cost = \$2.35	Reduced Cost= \$.40	Free
Yearly	174	\$408.90	\$69.60	0
Semester	87	\$204.45	\$34.80	0
Month	20	\$47.00	\$8.00	0
Week	5	\$11.75	\$2.00	0

Treats & Snacks: Due to the district’s current wellness policy students are not allowed to bring home-made treats for birthday treats or any other treats to be provided for other students. Treats must be prepackaged or prepared in a state-licensed kitchen facility. Treats/snacks for any occasion must be arranged in advance with the classroom teacher.

Milk Break: Milk is offered to all students once daily as a snack. This is not covered by the free/reduced program. Students may bring in milk money by the semester (\$30.00) or yearly (\$60.00).

### **School Counselor**

A part time elementary guidance counselor is available. The counselor helps students overcome problems that may impede learning. The counselor may meet individual students or with groups of students who may have similar concerns. The counselor may contact parents directly about the need for continuing services.



### **Student Assistant Team (SAT)**

The SAT team is a joint school staff and community effort to identify, assist and support all students who are at risk of having academic and behavioral issues which may interfere with them having success in school. The team consists of teachers and school staff members who through the problem solving method will evaluate the student's needs and offer solutions to assist and support the student. The main goal of the SAT team is to identify students whose behavior, attendance, health and/or other factors are preventing them from experiencing school success. Faculty, staff, and parents who feel that a student is in need of such assistance or support may be referred to the SAT team for consideration.

### **Learning Resource Center (LRC)**

New Boston Elementary School houses a library and computer lab. The library offers students library classes and lends books to all students. Students are responsible for any books that are checked out. If lost or damaged, students will be required to pay for the book(s) based on replacement or repair costs. It is our policy to not allow students to check out new books until lost or damaged books have been paid for.

### **Preschool Screening**

Each spring New Boston Elementary offers a free preschool screening for children ages 0 to 5. Children are screened in the areas of vision, hearing, cognitive and motor development. The purpose of the screening is to identify delays in development and match student needs with available services. Parents are urged to have their child screened each year as children progress and grow quickly with many changes occurring from year to year. There is no charge for this screening. Screening dates and locations will be announced several weeks in advance.

### **Title I Program**

The Title I program in the Mercer County School District is funded under the No Child Left Behind Act of 2001. Title I of this act provides financial assistance to local school districts to provide services which help at-risk children achieve the high standards expected of all children.

The main goal of our program is to provide a wide range of assistance so that all students can achieve the high standards expected of all students. Characteristics of the New Boston Elementary Title I program is:

1. The New Boston Elementary Title I program is a school-wide program. This allows Title I funding to benefit all students through programs, materials, and professional development for all teachers.
2. In class as well as after class assistance is provided.

3. Through diagnosis and teaching, we endeavor to discover and overcome the special and particular needs of each student.
4. The Title I program is correlated to the student's classroom program.
5. The District/School has a parental involvement plan in order to assist and encourage parents to become involved in their child's education. Those policies are available upon request.
6. An annual parent meeting is held each year. This is part of the Stakeholder's Meeting that is held in the fall/spring. Parents are encouraged to attend.

### **Special Education**

In accordance with federal and state mandates Mercer County School District provides special education free of charge to the parents. Mercer County School District is required to identify and provide appropriate educational programs for students 3-21 years of age residing in the district who require these services. The following special education programs are provided at New Boston Elementary to help each child reach his/her potential: Early Childhood Education (ECE, ages 3-5); Speech/Language; and Special Education services to students qualifying for those services in grades K-4 through in-class support, instructional or resource support, or on a consultative basis. Students requiring further assistance will be referred to other programs through the Black Hawk Area Special Education District.

### **Parent Teacher Organization**

New Boston Elementary has an active PTO that helps serve the needs of the school. They help by volunteering services, sponsoring programs, and funding special projects that are not funded by our district budget. Funds are raised through several projects. You are invited to be a part of this vital group. You may call the New Boston Elementary office for details.

## **General Policies and Information**

### **Grading Scales**

#### **Mercer County School District grading scale:**

- A - 90-100
- B - 80-89
- C - 70-79
- D - 60-69
- F - 0-59

#### **Scoring for standards based skills:**

- 1 = Exceeding Standards
- 2 = Meeting Standards
- 3 = Needs Improvement
- 4 = Unsatisfactory
- x = Not covered at this time

And:

- VG = Very good
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

### **RETENTION PROCEDURE**

*If a student is in danger of failing a grade, parents will be informed well in advance so they are aware that their child needs extra help during the school year. The following procedure will document the student's progress throughout the year so if retention is necessary, a parent may feel comfortable that a right decision has been made.*

- 1. Parents should be informed** of a student's progress during the first parent-teacher conference, or as soon thereafter as difficulties are recognized.
- 2. If the student is having difficulty**, another conference will be set up between the parents and teachers early in the 2<sup>nd</sup> semester. This conference will specifically mention that retention is a possible consideration with written documentation.
- 3. As appropriate**, the teacher will refer the student to the Student Assistant Team for assistance in planning and implementing interventions to provide support for the child who is at risk of not being promoted.
- 4. A teacher/parent/principal conference will be scheduled** after the 3<sup>rd</sup> nine weeks to consider any student who still is not achieving satisfactorily. The purpose of this meeting will be to determine recommendations for promotion or retention of the student.
- 5. By the end of school**, the teacher and principal will meet to determine students to be retained. The parents will be informed of the decision to retain or to promote as well as the reasons for retention.

### **Student Dress**

When dressing your child for school several things need to be taken in to consideration.

**Weather:** Dress your child in cool comfortable clothes, yet must be appropriate for a school setting. Dress your child in warm clothes, including coat, hat, boots, and gloves when the weather begins to get cold. Students are outdoors for recess as well as during their transportation to and from school. Buses can become delayed or disabled and students need to be dressed to keep them safe and comfortable when the weather is cold.

**Safety:** Shoes worn to school should be appropriate for activities at recess and PE that involving running (**flip-flops are strongly discouraged**). If flip-flops are worn the students

should have another pair of shoes available that are appropriate for recess and PE. Shoes with heels are not allowed.

**School Environment:** The administration reserves the right to disallow attire or hair styles (including colors) that may disrupt the teaching environment. No clothing promoting alcohol, tobacco, or illegal drugs, or items displaying lewd or inappropriate statements or pictures, will be allowed in school or at school-sponsored functions. Students are expected to remove hats or caps when entering the building. Students are not allowed to wear hoods inside the building.

### **Personal Belongings**

The school is not responsible for lost, stolen, or broken articles. Please mark all items brought from home with your child's name. Students should not bring items to school that have significant sentimental or monetary value. Students should only bring money to school that is needed for school expenses. Students are not to bring trading cards, electronic games or other devices to school. Cell phones are allowed at school, although discouraged at the elementary level, but must be turned off and must remain in a student's locker or book bag. Scooters, skateboards, and roller blades are not allowed at school. Lost and found articles may be turned into the office.

### **Textbooks**

Textbooks are provided to the students. These will be distributed in the classroom by the teachers. Textbooks will be collected from the students at the end of the school year. Students are expected to take good care of the books issued to them. Charges will be assessed for excessively worn, marked, or lost textbooks.

### **Visitors / Volunteers**

Visitors and volunteers are welcome in our building and encouraged to be a part of our learning community. All visitors during the regular school day must report directly to the office to sign in and obtain a "Visitor's Pass" before entering other areas of the building. Visitors are asked to sign-out in the office when leaving. Non-authorized persons should not be in the school building or on the school premises at any time without clearance from the office.

### **Drug Free Zone**

Mercer County School District #404 has been designated a Drug Free School Zone. This means that any drug or look-a-like drug, alcohol, or tobacco violation on school property and/or at any school function (on campus or off) can result in disciplinary action by school officials.

### **Bicycles**

Students who live within biking distance from school are allowed to ride their bicycles to schools. Parents are encouraged to make sure their child is knowledgeable in bicycle safety rules and regulations. Safety helmets are recommended. Bicycles are to be parked on the

north side of the building and properly locked. Bicycles are not to be ridden on school grounds.