



Conklin Elementary School

Parent/Student Handbook

2020 - 2021

Conklin Elementary School

3003 Halsted Rd.

Rockford, IL 61101

<http://webs.rps205.com/schools/conklin/home>

Phone 815/ 654-4860

Fax 815/ 972-3401

Mission Statement

“Our mission is to provide opportunities for academic and social achievement for our diverse student population.”

WHAT YOUR SCHOOL EXPECTS OF YOU

Students are expected to conduct themselves in such a manner as to bring credit to themselves, their family, Conklin Elementary School, their community, and their country. This applies to activities after school hours and when visiting other schools, as well as during the regular school day. Good behavior makes sense, and it is hoped that because of good student behavior, school personnel will find it necessary to formulate and enforce only a minimum of regulations. The purpose of school rules is to provide a safe environment in which all students can succeed, learn to act responsibly in a variety of situations, and become valuable community members.

Students are expected to perform to the best of their ability. In order to keep high learning standards, our school follows the guidelines for grades and honor rolls presented in the Rockford Public Schools Early Childhood-Elementary Handbook, which is given to parents at the beginning of the school year. For information specific to Conklin School, please refer to this Conklin Elementary School Parent/Student Handbook.

OUR SCHOOL'S PHONE NUMBERS

Main Office	815 654- 4860
Nurse's Office	815 654-4865
Cafeteria	815 654-4863

ARRIVAL AT SCHOOL and SCHOOL HOURS

Our school hours are 7:35 A.M. to 2:00 P.M. The entry bell rings at 7:35 and school begins promptly at that time. Students who arrive after the 7:35 bell must enter through the main entrance, obtain an admit pass, and be escorted to class. Students who are car riders or walkers should arrive **NO EARLIER** than 7:25 A.M. There is no supervision prior to this time and as a result it is unsafe for your child. **DO NOT drop your child off at school prior to 7:25 A.M.**

ALL PARENTS who drop off students in the morning will use specific drop off zones that are clearly marked. **NO PARKING is allowed in designated areas.** Once students have been dropped off they will walk to designated entrances. Students arriving by bus will enter specific entrances that are clearly marked. **Due to current circumstances parents will not be allowed to walk their child into the school or class.**

ABSENT or TARDY STUDENTS

If your child is going to be late or absent from school, please call the school office at 654-4860 between 7:15 A.M. and 7:35 A.M. State law requires that within the first two hours of school, we call the parents of any student who is absent. Students who arrive at school late must report to the school's office for an admit slip before escorted to class.

Vacations during the school year when classes are in session are discouraged and will be considered **unexcused absences.** In cases of extreme emergency, please contact the school office in advance. Remember, if your child is not here, we cannot teach them!

According to Administrative Regulation 7.70R, students missing ten or more consecutive days during the school year will be dropped by the Student Assignment Center.

BREAKFAST

Conklin School offers a Breakfast Program daily from 7:10-8:05. **Due to State Regulations**, we are unable to serve breakfast after that time.

BUS DISCIPLINE CODE

Parents receive the Disciplinary Transportation Code from the Transportation Department at the beginning of the school year. Please refer to this policy for further references. However, we would like to stress a few important rules, which are significant in order to maintain safe conditions during transportation time.

- Students must be on time at the bus stops (five minutes earlier is required)
- Students must sit in their assigned seats
- Students must always be seated unless otherwise directed by the bus driver.

Bus drivers or their supervisors can write transportation referrals for discipline issues. A transportation discipline referral form will be given to the student via the building principal or mailed to the parents when discipline problems occur. Bus suspensions can be issued for up to a ten-day period. Students suspended from the bus are **expected** to attend school with *alternative transportation arrangements* provided by parents.



DISCIPLINE GUIDELINES

Providing the optimum learning environment for all students at Conklin Elementary School is our top priority. Appropriate behavior is always a vital part of a quality instructional program and expected. In that regard, please note the following guidelines that will be followed for the safety and success of all students:

- **Students are required to wear a face covering(mask) at all times. Students not wearing a face covering(mask) will be asked to return home and run the risk of continuing education remotely for the child's safety and the safety of others with in the learning environment.**
- Fighting/play fighting **is not permitted** under any circumstances or for any reason
- The use of inappropriate language (Ex: swearing, name-calling, etc.) **is not permitted** under any circumstances or for any reason.
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- Students are not to have in their possession on school grounds gum, candy, toys, collector cards, electronic devices (e.g. cell phones, games, other electronic devices, etc.) gang related items, or matches/lighters.
- Students may not wear hats/head coverings in the school building except on designated days of special events. Uniforms are required each and every school day including the first and last day of school. For more information on uniform requirements, see Uniform Policy at the back of this handbook.
- Students will **WALK** in the building at all times.
- Students may talk *quietly* during lunch time in the cafeteria. Due to Health Department regulations, **food may not be traded or shared.**
- **For other safety issues or disciplinary concerns please see Rockford Public Schools Student Code of Conduct.**

In addition to these guidelines, Conklin Elementary School is a PBIS (Positive Behavior Interventions and Supports) school as outlined in the PBIS matrix at the back of this handbook. Conklin School also follows the Rockford School District Student Code of Conduct given to parents at registration.

DISMISSAL

Parents are asked to wait outside the building in designated areas at the end of the day for students to be dismissed. All walkers and car riders will be dismissed through designated areas at the second bell (2:00 P.M.).

EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER

Inclement weather may cause the school to be closed. This decision is made by the school Superintendent and shared with the media by 6:00 A.M. Listen to your local radio or TV stations for announcements regarding whether Rockford Public School District 205 will be in session. In this circumstance do not send your child to school.



HEALTH SERVICE

Due to current circumstances student that might have symptoms of Covid 19 should remain at home. If a student comes to school and displays symptoms of Covid 19 they will be quarantined and then sent home.

Medication-According to the School Code, all medication must be given by the school nurse with written directions and approval by a doctor. Over-the-counter medications (aspirin, allergy medication, cough medicine, etc.) are NOT permitted in school without written approval by a parent/guardian and physician. All medication (including over-the counter medication, cough drops, etc.) must be given to the nurse to administer. **No staff member other than the nurse or administration will administer any medication or Acetaminophen/Ibuprofen under any circumstances.**

Physicals/Immunizations/Dental/Eye Exams- School health physicals/exams are required for students entering Kindergarten or any student new to the school district. **Dental exams** by a licensed dentist are required for **kindergarten** and **second grade** students prior to May 15th. Eye exams by a licensed optometrist are required for **kindergarten** students only. All records must be completed and updated in the school office by the beginning of school as required by the Illinois School Code guidelines. All necessary immunizations must be completed by the **FIRST DAY of school**. Students without the appropriate records **can be excluded from school** until records are complete.

PARENT RESPONSIBILITIES

IT IS CRITICAL that the school office has current parent and emergency phone numbers. Please update your information when your address or phone number has changed. We must have **accurate** information to alert you if an emergency should arise.

ITEMS PROHIBITED AT SCHOOL

The following items are a **sample** of articles prohibited at school:

- Gum
- Candy
- Toys
- Electronics (MP3 players, electronic games, CD/DVD players, Ipods, etc.)
- Cell phones (**Cell phones are ONLY allowed at school IF they are turned OFF and in the student's backpack – it will be confiscated**)
- Pop
- Matches/lighters
- Weapons (**real or toy**)
- Gang related items
- Collector cards
- Other items not approved by staff
- See Uniform Policy for dress code

***We can NOT be responsible for lost, stolen, or damaged items. Confiscated items will ONLY be returned to the parent of the child to whom the item belongs.**

LUNCH PROGRAM

School provides lunches for all students throughout the school year and [students may bring their own lunch to school](#).

Candy, gum, and pop should not be included in lunches brought to school from home. When this occurs, students generally eat the sweets and do not eat the nutritious items included. These are also the items students like to share or trade which is against health code regulations

[No outside food will be allowed this year due to current circumstances\(Covid 19 protocols\)](#) After you have signed-in in the office, you may proceed to the cafeteria.

All students have an assigned lunch table. Moving from table to table is NOT permitted or [leaving one area and entering another areas during anytime](#).

Students who are late to lunch will have additional time to finish their lunch. They [will be moved to a designated area](#).

Please be sure all bagged or boxed lunches are identified with your child's first and last name.

Parents will be contacted if students chronically misbehave in the cafeteria or on the playground. Parents whose children repeatedly disobey school rules at lunchtime may be required to make alternative arrangements for their children for a designated length of time (lunch detention and eating with a parent are two alternatives).

During inclement weather, recess will be held in the classrooms. Supervisors will assist students and monitor behavior during this time for the safety of all. Teachers will have activities for students to enjoy during this time. Students are EXPECTED to behave in an **orderly and respectful** manner.

Recess is an important time to exercise and unwind. All students will go outside for recess unless the student is **assigned lunch/recess detention or has a DOCTOR's excuse.** Please **do not** make unnecessary requests for students to remain inside at lunch.

Students are expected to play in a safe manner and should line up in an orderly fashion at the designated door(s) as directed by staff members.



LUNCH RULES

Children are expected to abide by the following cafeteria rules:

- All students are to remain seated during the **entire** lunch period. Lunch supervisors will assist students who forgot lunch items, etc. Switching seats with other students is not permitted.
- Polite table manners are expected and enforced. Popping of bags/milk cartons, throwing food, overly messy eating or bothering other students are examples of unacceptable behaviors.
- All food is to remain in the lunch area. Students may not eat their food later in the day.
- No bottles or cans of soda pop are allowed at school
- No glass items of any kind are allowed at school
- Individual table space should be left in a clean and orderly fashion. Students will be asked to clean up after themselves.
- Trading, sharing, or giving away food is not permitted. (Health Code)
- Students may leave the lunchroom ONLY when dismissed **by school staff.**

MONEY

All money sent to school should be sent **in an envelope** with the following information: child's name, teacher's name, room number, and the purpose for the money (e.g. lunch, fundraiser, pictures, field trip, etc.)

PARENT TEACHER ORGANIZATION (PTO)

The Conklin PTO meets monthly and sponsors many activities throughout the year. We hope you will plan to join this group, attend their meetings, and participate in our school activities. Collaboration between parents and school is vital to our students' success.

PARENTAL CONCERNS

If you have a question or concern, please contact the classroom teacher by phone or make an appointment to meet with him/her at a convenient time for both parties. It is important for parents and teachers to be able to share information, observations, and give suggestions for the overall benefit and success of each child.

If your concerns or questions have not been resolved by speaking with the classroom teacher, please **make an appointment** to meet with the building administrator.

PROGRESS REPORTS

Students at every grade level will receive a mid-term progress report each trimester. Parents are expected to **sign and return** the form to the student's teacher.



REQUEST FOR CHANGE OF PLANS FOR STUDENTS

From time to time, it may be necessary to change your child's transportation plans for the end of the day. If you know about these changes in advance, please send a note to the teacher. Please try to keep these changes to a minimum. If you do not know ahead of time, please call the school office by 1:30 P.M. in order to get this information to your child in a timely manner. It is not possible to guarantee that your child will receive any last minute messages regarding changes in routine if you call the school any later than 1:30 P.M.

STUDENT COUNCIL(Will not take place this year due to current circumstances)

One to two elected representatives from each classroom in grades 3, 4 and 5 attend meetings periodically throughout the year to plan and discuss school activities. This is a great opportunity for your child to develop his/her leadership skills.

VISITORS and LEAVING SCHOOL EARLY

**Due to current circumstances parents will not be able to visit classrooms.
Parents will be notified when it is appropriate to visit individual classrooms.**

Parents are most welcome, and we encourage visiting the classroom for a reasonable amount of time when appropriate arrangements have been made. We strongly believe that visits to the classroom help foster understanding and encourage good home-school communication. Please contact your child's teacher to make sure the day you desire to visit is one that is good for the class in general. If you intend to bring "treats" for any special event for your child or your child's class, please contact the teacher ahead of time for special instructions regarding food items in the classroom.

All visitors must enter through the front main entrance. For the safety of our students, **all visitors are required to report to the main office when they arrive at school, then sign in at the office and pick up a visitor's badge. ALL VISITORS ARE REQUIRED TO SHOW AN ID FOR EVERY VISIT. This is a Board of Education policy.** Visitors are required to display a visitor's badge at all times. All other entrances will be locked during the school day.

Parents picking up students during the school hours must report to the office. The secretary will call the child from the classroom. **Parents must show their ID** and sign their child out in the school office before leaving the building. Students should be picked up early from school **ONLY** in case of **EMERGENCY!** Please try to arrange medical/dental appointments and things of that nature so students do not have to leave school early. Attendance is important to your child's academic success!

UNIFORM POLICY FOR CONKLIN ELEMENTARY SCHOOL

It is our sincere belief that students dress has an effect on the learning environment. Our school implemented the uniform policy beginning with the 2005-06 school year. Students need to be in compliance with the uniform policy or it will result in disciplinary consequences.

Pants (Boys & Girls): Navy or Khaki dress pants (slacks); jeans of <u>any type or color</u> are not allowed.
Shorts (Boys & Girls): Navy or Khaki shorts (no short shorts)**
Belt recommended for all pants with belt loops
Shirt/blouse: A blue (any color), black, or white shirt/blouse with a collar. In cold weather, a long sleeve <u>collared</u> shirt is appropriate in blue (any color), black, or white. <u>If the student wears a shirt</u>

under the uniform shirt, it is recommended to also be a uniform color. Conklin spirit wear is welcomed.
Jumper: A uniform jumper in Navy or Khaki
Skirt/Skort: A uniform skirt/skort in Navy or Khaki (no short skirts)**
Socks: All socks (boys and girls)- any color.
Sweaters/Cardigans (Boys & Girls): Sweaters and non-hooded jackets in uniform colors are preferred, but plain hooded sweatshirts in uniform colors will be allowed
Shoes: Dark dress shoes or tennis shoes; no stack heels, sandals, or flip-flops allowed for safety reasons.

****Students must be able to pass the “fingertip length” test.**

“Fingertip length” test is: when standing up straight, hands down at your sides, the length of the garment must be beyond the length of the child’s fingertips. All pants and/or shorts must be worn with the waistband at the waist level of the child.

ALL PARENTS:

Please take special note of specific items that are in bold print to ensure compliance with the Conklin Uniform Policy!

Uniforms are approved by the board of Education and therefore Conklin Elementary School will comply with board policy.

ANY CLOTHING WORN THAT DOES NOT MEET THE UNIFORM POLICY WILL RESULT IN PARENT CONTACT AND REQUIRE A CHANGE OF CLOTHING.

