

### **VISION FOR WHEATFIELD ELEMENTARY:**

***Working Together to build a foundation where students will have success for today and be prepared for tomorrow.***

### **MISSION STATEMENT FOR WES**

***Working Together to Encourage & Empower Students for Success***

### **VISION FOR DEMOTTE ELEMENTARY:**

***DeMotte Elementary will model and provide an environment that will educate, inspire, and empower staff members and students to be lifelong learners. We seek to develop well rounded responsible individuals who will attain the skills to reach their full potential.***

### **MISSION STATEMENT FOR DES**

***To Educate, Inspire, and Empower all students.***

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**APPROVAL** This handbook was approved by the Kankakee Valley School Corporation Board of School Trustees in June 2023.

**ASSESSMENTS** Students will be administered assessments throughout the school year to track academic progress. The following assessments are administered:

- a. Kindergarten & 2nd Grade: CogAT Testing (Spring Semester)
- b. Second Grade: IREAD-3
- c. Third Grade: IREAD-3 and ILEARN
- d. Kindergarten-Third Grades: NWEA (Beginning, Middle, & End of Year)
- e. Kindergarten-Second Grades: Universal Dyslexia Screener (Beginning of Year)

**ATTENDANCE** Consistent attendance is expected of all students and is a major factor in achieving academic success. Indiana laws also require school attendance. Attendance is recorded once in the morning and again in the afternoon. Generally, students are marked as present, absent (excused and unexcused), tardy, or left early. The only excusable absence is for illness, note from a doctor, death in the family, or a prearranged absence approved in advance.

- a. Parents should call the Main Office by 9:00 am to report your child's absence for that school day. Upon returning to school from an absence, the student should submit any documentation for the necessity of the absence. If no communication for an absence is made to the Main Office **within 48 hours**, that absence will be considered unexcused.
- b. KVSC will send out automated calls every day at 10:00 a.m. to inform parents of unexcused absences.
- c. If a child has an illness which will cause him or her to be out of school for more than three days, the office or the school nurse should be informed concerning the illness.
- d. A doctor's excuse may be required for all absences after three days.
- e. A Pre-Planned Absence Form must be submitted to the Principal at least five (5) days before the start of a planned absence. To be excused, a trip or vacation needs to meet criteria for being excused. Educational trips may be exempt while family vacations, for the most part, would not. Approval for vacation/educational trip requests will be evaluated by the following standards: previous attendance records, previous requests, academic performance and the educational value of the activity. Trips should be limited to one each school year and normally not exceed five school days in length. Trips which include days of mid-term/final examinations,

achievement testing and State Testing will not be approved. Although the absence may be deemed an excused absence, it does count against perfect attendance and/or final exam exemptions. Please see the Pre-Planned Absence Form for further details. Absences listed and approved still count towards cumulative attendance for the year.

- f. A student has one day to make up work for each day he or she has been absent.
- g. Any student absent during the school day may not participate in extracurricular activities that day, unless arrangements for the absence were made through the principal's office. This includes PTO and all after school school events.
- h. Tardiness. Students who are signed in after 8:55 a.m. and are not on a "late" bus are considered tardy. Excessive tardiness could require before or after-school detention to make up time. Parents must sign tardy students in at the school office.
- i. Missing the bus may be considered an unexcused absence.
- j. Excessive tardiness and/or absences must be reported to appropriate agencies by school officials.
- k. Attendance Awards will be given to students at the end of each quarter and the end of the school year. In order to qualify, a student must be present the full time for the entire day each day during the quarter or the school year.
- l. Unexcused absences are reported to the State of Indiana.
- m. Please see the **Kankakee Valley School Corporation Attendance Policy** for more information.

**PARENT REPORTS** will inform parents about their child's behavior at school. A well-behaved child surrounded by other well-behaved children will learn more. A parent report is sent home with students who break school rules. Parents need to sign and return the form.

Each report has a specific consequence and will start over at the beginning of each 9 weeks grading period.

A detention center will be available as needed afternoons from 3:35 p.m. to 3:55 p.m. The detention will be a quiet time unless the homeroom teacher sends work to be completed.

Parents are responsible for the child's transportation. If a student does not serve a detention within a two-week period after it has been merited, that student may be suspended from school attendance.

This program is designed to enhance and give support to the individual teacher's discipline plan. It is important to realize that the Behavior Report is a tool for communicating with parents. We need parental support when dealing with student conduct. Behavior Reports may be used to inform parents of problems such as misbehavior or that a student is not prepared for class.

**BICYCLES DEMOTTE**-Due to our location on the state highway, bicycles are not allowed at our school.

**Wheatfield**- Bicycles must be parked in the rack provided and are not to be used again until the end of the school day. The school is not responsible for the safety of bicycles brought to school. Students may want to purchase bike locks to ensure the safety of their bicycles.

**BIRTHDAYS** Birthdays are a special time. However, at this age, class time is not used for birthday parties. With teacher permission, **a single, commercially wrapped food item** may be sent to school to be shared with all during a teacher-selected time. Parents should contact the teacher the day before the treat will be sent. Special gifts such as flowers, balloons, etc., are not delivered to classrooms for students at school.