Dr. Maude A. Sanders Primary School

2021-2022
Student/Parent Handbook

Dan Hiles, Principal
Krystle Padilla, Assistant Principal
Amanda Chrestenson, Administrative Assistant
Dr. Maude A. Sanders Primary School Families,

I want to take this opportunity to thank everyone for your patience, flexibility, and understanding during the 2020-2021 school year. Between learning how to do school online, pivoting back and forth between online and in-person learning, and keeping our students and staff safe by implementing COVID-19 policies and procedures, the school year had its share of challenges for families, to say the least. Despite these hardships, everyone persevered by helping students check out devices, learning how to operate MS Teams, staying in contact with student’s teachers, and keeping up with the many platforms which were introduced during the school year. Your efforts did not go unnoticed and were greatly appreciated. On behalf of the students and staff at Dr. Maude A. Sanders Primary School, I extend my most sincere gratitude for your commitment to our students and their education.

As we move towards a more “normal” school year again, please refer to this handbook for information on school policies and procedures. The policies and procedures in the handbook are subject to change and will be updated as needed. With COVID-19 still being a prevalent concern, there will still be policies regarding mitigation efforts outlined in this handbook and in other school and district communication. Please continue to read updates and information regarding this so we can continue to keep our students, staff, and school community safe, happy, and learning.

I wish you all the best and look forward to a great 2021-2022 school year.

Sincerely,

Dan Hiles
Principal
Dr. Maude A. Sanders Primary School
SCHOOL HOURS

9:10 AM - 3:40 PM

Students should not arrive on school grounds until 8:55 a.m.

VISITOR SIGN-IN

In our efforts to reduce the risk of spreading COVID-19, **visitors will be limited to the main foyer and office**. Guidelines for this are as follows:

- Visitors needing to conduct business in the office (student enrollment, drop off items, etc.) will be subject to a health screening upon entering the building.
- ALL visitors to Dr. Maude A. Sanders Primary School will be asked to wear face coverings and practice social distancing.
- Visitors wishing to speak with a staff member need to call the school at 309-672-6571 or contact staff through email. Teachers are usually not available to speak with families during school hours due to their teaching schedule.
- Visitors picking students up early need to call the office or buzz the front door to let office staff their student(s) are leaving. Staff will call student(s) down from their classroom and meet their family member picking them up. **No student pick-up is available between 3:00-3:40 p.m.**

COMMUNICATION

Communication is an essential component of ensuring students are safe and successful in school. Here is how we communicate with families at Dr. Maude A. Sanders Primary:

- Teacher communication through notes, phone calls, or messaging apps such as Class Dojo, Remind, or Skooler (please check with your student's teacher regarding their messaging platform)
- Weekly family phone calls and emails (usually on Sunday at 5:00 p.m.) with pertinent information about the upcoming week
- Monthly newsletters from the school which are put on the school website, Facebook page, and sent home as a hard copy
- Facebook posts on the Dr. Maude A. Sanders Primary School page and Dr. Maude A. Sanders PTO page

Please be sure to keep your phone number, email address, and home address so you stay updated with our information. Please follow us on our Facebook page and on Twitter, as well.

ATTENDANCE & TARDINESS

All students are required by law to attend school every day it is in session. The regular school day is from 9:10 a.m. to 3:40 p.m.
Excused Reasons for absences are as follows:

1. Illness (Including extended absences due to COVID-19)
2. Observance of religious holidays (with 48 hours notice requested)
3. Death in the immediate family
4. Family emergency
5. Situations beyond the student’s control as determined by the Board of Education
6. Other situations which cause reasonable concern to the parent for the safety or health of the child

Parents should call the school to report a child’s absence before 8:55 a.m. If you do not call, you will receive a recorded message indicating that your child is not in school. A written excuse signed by the parent or doctor is also acceptable to explain an absence. Without a phone call and/or written excuse, an unexcused absence will be recorded.

When a student is to be dismissed early, a request must be written by the parent stating the reason for early dismissal and must be presented to the teacher.

Requests for students to be absent for personal family reasons other than those listed above must be made in writing to the principal by parents at least 48 hours in advance. The student shall be permitted to make up the missed work. The teacher will assign a make-up date and the grade will be recorded at that date, not the original date of the unauthorized absence.

When students leave or return during the school hours, they must report to the office and sign-in or out with the school secretary.

**Tardiness**
When a student arrives at school after 9:10 a.m., they will be considered tardy. The number of tardies a student accumulates is factored into the student’s truancy standing. If a student is tardy multiple times (10), a Project Target truancy officer may conduct an investigation into the student’s attendance and tardy status.

If a student is tardy due to circumstances beyond your control, the principal may elect to excuse certain tardies. For example, if a school bus arrives late because of traffic problems, the student will not be counted tardy.

**STUDENT ILLNESS/COVID-19 INFORMATION**

*Your child should stay home from school if he/she has any of the following:*

- Fever of 100.4° or higher
- Diarrhea / Vomiting
- Rash with fever
- Pink eye
- Tuberculosis
- Impetigo
- Strep throat
• Scabies
• Chicken pox
• Hepatitis A virus
• Infection
• Ringworm
• Any other obvious signs of illness

COVID-19 Information

• Fever or chills
• Cough
• Shortness of breath or difficulty breathing
• Fatigue
• A measured temperature of 100.4 degrees Fahrenheit or greater
• Headache
• New loss of taste or smell
• Sore throat
• Vomiting
• Known close contact with a person who has been diagnosed with COVID-19

Clerical will request specific symptom reporting when absences are reported along with COVID-19 diagnoses and COVID-19 exposure and this information will be documented in Skyward. In accordance with state and federal guidance, staff and students who are sick should not return to school until they have met criteria to return. CDC and IDPH guidelines for students who were suspected of having COVID-19, whether they were tested or not, state that 24 hours must elapse from resolution of fever without fever-reducing medication and 10 days must pass after symptoms first appeared.

Guidance over COVID-19 is constantly changing as we move towards the end of the pandemic. Please be on the lookout for information regarding changes in policies related to COVID-19.

GRADING
Subject Areas

Primary school students shall receive a grade in the following subject areas:

Kindergarten: Reading, Language, Math, Music, P.E., and Art
First Grade: Reading, Math and Language Music, P.E. Art
Second Grade: Reading, Math, Language Arts, Music, P.E. and Art
Third Grade: Reading, Math, Language Arts, Music, P.E. and Art.
Fourth Grade: Reading, Math, Language Arts, Music, P.E. and Art.

Progress Reports/Report Cards: Report cards and progress reports are given out 4 times each school year. Check the school calendar for the exact dates. In addition to parent conferences, which will be scheduled during the first semester, parents will
receive a mid-grading period progress report each grading period. Standardized and state assessment results will be provided to parents by the classroom teacher.

**Grading**
The following is the grading and promotion procedures direct from Peoria Public Schools Board Policy 6:280. Some of the high school information outlined in the policy was omitted from this handbook due to lack of applicability for K-4 students.

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<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
<th>Master Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>5.00</td>
<td>Student has exceptional master of topic</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>4.00</td>
<td>Student has good master of topic</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>3.00</td>
<td>Student has acceptable master of topic</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>2.00</td>
<td>Student has partial master of topic</td>
</tr>
<tr>
<td>F</td>
<td>50-59</td>
<td>1.00</td>
<td>Student is not demonstrating any mastery of topic</td>
</tr>
<tr>
<td></td>
<td>40</td>
<td>0.00</td>
<td>No evidence of learning available</td>
</tr>
</tbody>
</table>

In first through twelfth grades shall be figured on a percentage basis to promote consistency.

III. **Missing Assignments.** A missing assignment shall be marked as "missing" in the Skyward Gradebook. A student shall be provided the opportunity to make up the assignment or offered an alternative assignment to be completed in a reasonable amount of time for full credit.

IV. **Late Assignments.** Each day an assignment is late past the date of teacher entering assignment grades, 10% will be taken off up to a week. If the assignment is not done, the score for that assignment shall be marked as forty
(40%). A student may be given the opportunity to do additional work to make up for the incomplete assignment and receive full credit.

V. Evidence of Learning. Students who make a legitimate attempt on an assessment (The definition of legitimate attempt is based on teacher discretion; however, factors considered include whether the student willingly took the original assessment and/or the student read and attempted all portions of the assessment showing work where applicable.) will earn no lower than a 50 percent on the assessment. However, students who do not make a legitimate attempt on an assessment or do not complete an assessment will earn a 40 percent to indicate that no evidence of learning was available.

VI. Category Weighting. Grades will be organized into categories with the assigned weight for each.

Kindergarten — Standards Based Reporting

<table>
<thead>
<tr>
<th>Mastery of Standard</th>
<th>Progressing Towards Mastery of Standard</th>
<th>Not Making Progress Towards Mastery of Standard</th>
</tr>
</thead>
<tbody>
<tr>
<td>M</td>
<td>P</td>
<td>N</td>
</tr>
</tbody>
</table>

First through Eighth Grade

<table>
<thead>
<tr>
<th>Summative Projects, Tests, Performances, Essays, etc.</th>
<th>Formative In-Class Individual Work, Small Quizzes</th>
<th>Other Homework or group work</th>
</tr>
</thead>
<tbody>
<tr>
<td>65%</td>
<td>30%</td>
<td>5%</td>
</tr>
</tbody>
</table>

VII. Grade Reports & Calendar. Grading will be cumulative throughout each semester resulting in a Semester 1 percent/grade and a Semester 2 percent/grade. Grade reports will be made available every four weeks throughout a semester.

<table>
<thead>
<tr>
<th>SEMESTER 1</th>
<th>SEMESTER 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Progress Report #1</td>
</tr>
<tr>
<td>October</td>
<td>Progress Report #2</td>
</tr>
<tr>
<td>October</td>
<td>Parent-Teacher Conferences</td>
</tr>
<tr>
<td>November</td>
<td>Progress Report #3</td>
</tr>
<tr>
<td>December</td>
<td>Semester #1 Final Grade</td>
</tr>
<tr>
<td></td>
<td>February</td>
</tr>
<tr>
<td></td>
<td>Progress Report #1</td>
</tr>
<tr>
<td></td>
<td>March</td>
</tr>
<tr>
<td></td>
<td>March</td>
</tr>
<tr>
<td></td>
<td>Parent-Teacher Conferences</td>
</tr>
<tr>
<td></td>
<td>April</td>
</tr>
<tr>
<td></td>
<td>Progress Report #3</td>
</tr>
<tr>
<td></td>
<td>May</td>
</tr>
<tr>
<td></td>
<td>Semester #2 Final Grade</td>
</tr>
</tbody>
</table>

In Grades 1 through 8, the End of Year Grade (EOY) will be determined by averaging the earned percent for Semester #1 and Semester #2.
VIII. **Absences.** Excused and Unexcused Absences are defined in Board Policy 7:70 ("Attendance and Truancy"). ESSA (Every Student Succeeds Act) defines absences as the same regardless of the absence being excused or unexcused. Therefore, all responses and actions shall be the same for either reason.

Students with an (excused or unexcused) absence, including suspensions, shall be given a forty (40%), but they shall be allowed to make up the work for full credit. Students will be allowed two (2) days for every day of unexcused absence or suspension. A student who completes the assignment within the time guidelines shall receive full credit. The percentage grade would then replace the forty (40%) given. Incomplete or work not turned in would still be given a forty (40%). Refer back to late/missing assignment procedures on page I for more detail. If an absence(s) occurs at the end of the grading period, the student will be given an incomplete forty (40%). A student who completes the assignment(s) within the time guidelines shall receive full credit. The percentage grade would then replace the incomplete given and the new grade would be issued. Incomplete work or work not turned in would still be a forty (40%).

VIII **Parent Conferences.** Parent Conferences shall be conducted after the first nine weeks of school of the first semester.

IX. **Notification of Unsatisfactory Student Work.** Parents shall be notified whenever a student's work is unsatisfactory. Notification may be by formal or informal reporting procedures. Parents/students have Family Access to monitor grades in real-time online.

X. **Academic Dishonesty:** The act of demonstrating behaviors to gain an advantage on assigned work that no longer allows for assessment of one's own knowledge and abilities (including but not limited to cheating, plagiarism, or using notes or other aids during an assessment).

A. **Definitions.**

1. **Plagiarism.** Plagiarism is the stealing and use of the ideas or writing of another as one's own; appropriating passages from another and using as one's own the writings or the ideas of another. "To be liable for plagiarism, it is not necessary to exactly duplicate another's literary work, it being sufficient if unfair use of such work is made by lifting of a substantial portion thereof." (Black's Law Dictionary)

2. **Author Falsification.** Author falsification is the act of turning in an assignment done by another, and claiming the work to be one's own.

3. **Source Falsification.** Source falsification is the intentional listing of erroneous or nonexistent sources, i.e., attributing ideas, writings, or passages to an incorrect or nonexistent source.

B. **Consequences for Plagiarism, Author Falsification, or Source Falsification.**
A student who commits plagiarism, author falsification, or source falsification shall receive a grade of forty (40%) for the assignment. The student may complete an alternative assignment within five (5) school days (only) of the student notification of the infraction and receive a maximum grade of eighty (80%). Two separate grades will be entered in the gradebook, the first grade for the original assignment and the second grade for the alternative assignment.

C. Consequences for All Other Forms of Academic Dishonesty.
A student who commits academic dishonesty shall receive a grade of forty (40%) for the assignment. The student may complete an alternative assignment and receive a maximum grade of eighty (80%). Two separate grades will be entered in the gradebook, the first grade for the original assignment and the second grade for the alternative assignment.

XI. Reassessment: Every student has the opportunity to show new learning through reassessment of skills presented on summative assessments. Reassessment procedures are available from the teacher and building administrators.

PBIS
PBIS is the school-wide behavior system we use at Dr. Maude A. Sanders Primary School. Positive Behavior Interventions and Support (PBIS) is a program supported by the Peoria Public Schools to promote and maximize academic achievement and positive behavior. It is a school-wide program using positively stated learning and behavior expectations. We know that when good behavior and good teaching come together, our students will excel in their learning. As part of the PBIS program, we have established several clear rules for the behavior we expect in all areas of our school. We will explicitly teach those expectations to the students and reward them frequently with positive tickets and prizes for their great behavior. The expectations for all student behavior will be clear throughout our building, cafeteria, gymnasium, buses, classrooms, and playground. You will be able to ask your student, “What are the rules in your school?” “How do you follow those rules?” “What happens when a teacher sees you following the rules?”

Our school rules will specifically address:
- Respect Yourself
- Respect Others
- Respect Property

These expectations now hang in many areas of our building for reminders. We will apply consistent consequences and positive reinforcement for all students.

Check In/Check Out- This intervention is for any student who may need additional behavioral support to ensure success during the school day. A mentoring teacher will meet with them briefly in the morning and afternoon. The teacher works with a
student to set a goal for the number of points they will try to earn for the week. At the end of the week if a student has met their goal a small incentive will be given. Students are reevaluated after 6-9 weeks to determine their need to continue the program.

**Check In/Check Out Self-Monitor** – If a student is showing progress and reduces their monthly referrals by 50% and make 80% of their CICO points for the month they will transition to this program which is set up the same as CICO but with fewer points. Any student can graduate from the program if they receive fewer than 2 referrals in a month and meet 80% of CICO points for the month.

**Social/Academic Instructional Group** – This program is for any child not showing progress in Check in/Check Out (CICO) and it is determined that a small group intervention in the needed skills is necessary. These groups are led by our Social Emotional Learning Team on a weekly basis.

**Tickets**
Students who are caught being good or who are caught following school expectations while traveling in the hallway or in other sections of the building may be issued a Badger Buck and the student will write their name on the back. Tickets will be stored in the designated spot in the classroom.
## Dr. Maude A. Sanders Primary School
### Badger Behavior

<table>
<thead>
<tr>
<th>Learning Areas</th>
<th>Halls/Stairs</th>
<th>Restrooms</th>
<th>Lunchroom</th>
<th>Playground</th>
<th>Gym</th>
<th>Bus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>We Respect Ourselves</strong></td>
<td>Be Prepared Have school supplies Do Homework Follow All Directions Do Class Work</td>
<td>Walk in Line Order Single File Hands Behind Back Voices Off Walk on Right Side</td>
<td>Be Clean Use Time Wisely</td>
<td>Eat Your Own Food Walk Carefully with Tray</td>
<td>Walk to Playground Play Safely Tell an Adult If Problems When Bell Rings Stop Walk to line quietly</td>
<td>Enter Quietly Find Your Line Sit with Bottom on the Floor/ Bleachers Face Forward</td>
</tr>
<tr>
<td><strong>We Respect Others</strong></td>
<td>Take Turns Keep Hand and Feet to Self Use Polite Language to Staff and Students</td>
<td>Walk in Line Order Single File Hands Behind Back Voices Off Walk on Right Side</td>
<td>Give Privacy Voices Off Use Good Manners</td>
<td>Use Good Manners Use Polite Language to Staff and Students Use Quiet Voice</td>
<td>Share Use Polite Language to Staff and Students Keep Hand and Feet to Self Play by the Rules</td>
<td>Keep hands And Feet to Self Use Quiet Voices</td>
</tr>
<tr>
<td><strong>We Respect Property</strong></td>
<td>Use Materials Properly Clean Up</td>
<td>Use Stairs Correctly One hand on railing Hands off Walls</td>
<td>Use Restroom/ Fixtures Correctly Keep Restroom Clean Floors Dry</td>
<td>Be Neat Pick up litter Clean up your area Empty trays into garbage</td>
<td>Use Equipment Properly</td>
<td>Quiet Feet on Bleachers All Items in Back Packs</td>
</tr>
</tbody>
</table>
**Procedures:**
To operate a safe and effective learning environment, students will be expected to follow school procedures while traveling throughout the building. These procedures are posted throughout the building.

**All Lines/Hallway Procedures:**
- Line up in order
- Use hallway markings to maintain social distancing
- Lines will be single file facing forward
- Lines must travel on the right-hand side, staying clear of the walls
- Lines must remain quiet, so they do not disturb other classes

**Restroom Procedures:**
- Students waiting for the restroom will be sitting in a single file line facing forward, with legs crossed and hands in lap
- Use markings in the hallway and restrooms to maintain social distancing
- Students should wash hands thoroughly after using the restroom
- Students may have a book or other quiet/independent learning activity to work on while sitting in line
- Lines must remain silent as to not disturb other classes

**General Classroom Expectations:**
- Keep hands, feet, and objects to yourself
- Follow directions and procedures the first time they are given
- Raise your hand to speak or leave your seat
- Treat others the way you want to be treated
- No shared objects allowed in the classroom
- Maintain social distancing as much as possible in the classroom

Teachers and students will discuss and make changes to expectations so they will fit their classroom environment. Research states students are more responsible when they play a role in classroom decision-making. All expectations and procedures will be taught, modeled, practiced, and retaught when necessary.

*The following is a list of items that are NOT to be brought to school: trading cards, toy guns/water guns, action figures/dolls of any type, electronic devices (radios, mp3 players, ipods, etc.), fingernail polish, make-up of any kind, perfume/cologne, and toy cars/trucks. If these items are brought to school they will be confiscated. Parents may pick them up in the office. **The school is not responsible for lost items!**

Students may bring cell phones to school, but they must be shut off and put away—there are no exceptions to this. Students may bring cell phones to the office each day for safe keeping or work with their teacher to keep them in a secure location. As with other possessions brought in from home, the school will not be responsible for lost items.
**Discipline:**
While attending Dr. Maude A. Sanders Primary School, students are expected to adhere to high standards of conduct. The staff member determines infractions if it's a minor or a major offense. If the infraction is determined to be a major, the student will be sent directly to the office with an office referral. Discipline is handled by the guidelines established in Peoria Public School Board Policy Section 7:190.

**Bullying Policy:**
*District Bullying and Harassment Policy 7:20 states:*

No person, including students and district staff, should be subject to bullying or harassment. Accordingly, aggressive behavior, bullying, hazing, intimidation, and harassment (including but not limited to harassment based on sex, color, race, religion, national origin, physical or mental disability, sexual orientation, or other protected group) are prohibited while in school, on school property, on school buses, at designated school bus stops, at school sponsored or school-sanctioned events, or in any communication that bears a reasonable relationship to school, or in any communication that uses school computer, networks or systems.

At Dr. Maude A. Sanders we believe that all students want to feel accepted and welcomed in the school and among their peers. Bullying is detrimental to this belief and we will work to deter such behavior. When appropriate, peer mediation and other skill-building strategies will be used to intervene and stop bullying types of behaviors. Depending on the frequency and severity of bullying though, disciplinary action may occur including: verbal or written reprimand, family contact, in school or out-of-school suspension, change of placement and/or other exclusionary discipline. Examples or types of bullying may include, but are not limited to:

a. Physical bullying includes punching, shoving, poking, strangling, hair pulling, biting, aggressive tickling.

b. Verbal bullying includes such acts as hurtful name-calling, teasing, gossip, rejecting, terrorizing, extorting, humiliating, blackmailing, isolating, ostracizing, peer pressure and other similar behavior.

c. Theft or destruction of property

**Safety Plan:**
During each academic year, DMAS will conduct a minimum of:
1. Three school evacuation (fire) drills,
2. One bus evacuation drill,
3. One severe weather (tornado) drill,
4. One shelter-in-place (Lockdown) drill, and
5. One law enforcement drill.

If a crisis situation occurs, please know that the safety of your child is our number one priority. Depending on the situation, our emergency plans establish a communication process so we are able
to keep parents and the community informed. If a crisis occurs, please help us to focus on the safety and protection of the children.

1) Please do not come to the school or location of the crisis.
2) Please do not call the school or District for information. These phone calls can overload the phone lines, which can prevent necessary or emergency communications from getting through.
3) Please talk with your child and encourage them to avoid using cell phones during a crisis. Often incorrect information is relayed to parents, media or the public. This causes communication efforts to focus on correcting rumors instead of providing facts.
4) We will keep you informed. We will provide key information and directions as available through automated phone calls, our website (www.peoriapublicschools.org), and our local media partners - especially WMBD Radio 1470 AM.

**Morning Arrival Procedures:**
- Students will be allowed into the building at 8:55 with staff/administrative supervision
- Drop-offs will ONLY be allowed in the main parking lot and students will proceed to their specific grade level. The entrances are as follows (this is subject to change as guidance regarding COVID-19 policies and practices evolve):
  - **Kindergarten:** Kindergarten doors in parking lot
  - **1st Grade:** Side door in parking lot (next to Kindergarten doors)
  - **2nd Grade:** Back door in alley (next to stairs)
  - **3rd Grade:** Back door next to gym
  - **4th Grade:** Finnell St. door next to art room
  - **Bus Students:** K and 1st will enter through the gymnasium and be guided to their classrooms. 2nd, 3rd, and 4th grade students will go to their respective entrances unless there is inclement weather.

  - All students will immediately head to their classrooms. 2nd, 3rd, and 4th grade students will pick up their breakfast on their way there. Kindergarten and 1st grade will have their breakfasts delivered to their room.

**P.M. Pick-up Procedure:**
*Just like arrival, these procedures are subject to change guidance regarding COVID-19 policies and practices evolve:*

**Bus Students**
Bus students will remain in their classrooms with their teachers until their bus is called. Once a bus arrives, supervising staff outside will radio Amanda and an all-call will be made with that bus number. Support staff assigned to specific grade levels will escort those students who ride that bus down to their bus. Once that bus is loaded and staff have time to get back to their respective grade levels, we will call the next bus.

**Walkers**
Walkers will go down with the bus students as close to dismissal as possible. Designated, socially-distanced spots near the back gym doors will be where students go while they wait to get picked up or dismissed through the door.

**Car Pick-up:**
Students who are picked up in cars will be staged in the following areas during dismissal:

- **Kindergarten:** In homerooms
- **1st Grade:** In homerooms
- **2nd Grade:** In hallways outside library and classrooms in basement
- **3rd Grade:** In Kindergarten hall
- **4th Grade:** In Kindergarten hall

Staff will be outside and radio staff inside when students are needed. When students are called, they will exit through the 1st Grade doors and stand on the yellow line while maintaining social distancing.

**Bus Riders:**
The following is a list of basic rules that all students will be expected to obey while riding the bus:

- Students are to remain seated at all times while the bus is moving
- Masks are to be worn at all times
- Students are to follow bus driver directions
- No fighting, pushing or tripping
- Profanity is not allowed at any time
- Objects are never to be thrown out of the windows
- Hands, feet, heads or any other objects are never to hang out of windows
- Students who vandalize the bus will be responsible for paying damages to the bus company and may be suspended
- Students may not tease, case on, annoy, or aggravate other students
- Excessive noise is not permitted nor tolerated
- Food and drinks are not permitted
- No dangerous, sharp or excessively large items can be brought on the bus
- The bus driver and monitor must be obeyed at all times

Buses are equipped with video cameras to monitor student behavior. Students who misbehave on the bus will have a “School-Incident Report” form filled out by the driver. Should a student receive a bus write-up, they will be called down to the office to discuss the incident. The parent of the student(s) will be notified and asked to talk with their child to
prevent another incident. **Bus suspensions may be issued to students who exhibit unsafe behaviors on the bus.**

**Early Release:**
Families picking students up early need to call the office or buzz the front door to let office staff their student(s) are leaving. Staff will call student(s) down from their classroom and meet their family member picking them up. No student pick-up is available between 3:00-3:40 p.m.

**Emergency Cards:** It is very important to have an emergency card filled out for your child prior to your child attending Dr. Maude A. Sanders Primary School in case your child gets ill or is hurt at school. A card must be filled out for each child attending the school. Parents need to provide **current home and cell phone numbers** in case there is no answer at the first number called. If a parent cannot be reached during an emergency, we will call the emergency number parents listed on the cards. If we are unable to reach anyone at all during an emergency, we will have to contact the proper professional authorities. This is strictly for the best interest of your child.

Anyone who has your permission to pick your child up from school must be listed on the emergency card. They will also be required to show photo ID at this time. **WE WILL NOT SEND YOUR CHILD HOME WITH SOMEONE WHO IS NOT ON THE EMERGENCY CARD!**

**Uniforms and Personal Appearance:** It is very important that children attending Dr. Maude A. Sanders School wear a proper uniform each day. Since we have required students to wear uniforms, we have seen a considerable decline in bullying and teasing in regards to the clothing items children wear. Students may wear any combination of the following clothing items:

- Navy blue, khaki/tan or black slacks, skirts or shorts – **No Denim**
- White, red, or any shade of blue tops-polo or oxford shirts, sweatshirts, sweaters or vests- **Shirts must have collars-No T-Shirts.** Those wearing a plain shirt under uniform shirt or plain sweatshirt to stay warm must be a uniform color also.
- **Any apparel worn must be a school color with no logo on it, including tights, socks, sweaters etc.**
- Belts must be worn - **No baggy pants**
- Shoes of any kind can be worn except for high-heeled shoes, open toed flip-flop sandals, and footwear without adequate backing such as sandals for Crocs- **These types of shoes are inappropriate and may cause students to fall or slip on the stairs or on the playground. Students wearing these shoes will not participate in recess activities.** (Students must have gym shoes for P.E.)
- No hats or headwear of any kind may be worn in the building except when authorized to do so for special days (i.e. spirit days).
- Spirit Wear: Students may wear Dr. Maude A. Sanders spirit wear every day. We offer several opportunities to purchase very inexpensive spirit wear here at school.
Violation of policy will result in a uniform violation sent home with the student in addition to phone call home.

**Administering Medication to Students:** If it is necessary for your child to take medication for an extended period of time, during the school day, **District Form #615** must be completed by the parent and doctor before any medications can be given to a student at school. Once the form is completed it must be given to the secretary in the office to be approved by the nurse or principal. If this form is not completed, school personnel are not allowed to administer any medication.

**Illness at School/Student Accidents:** Students who feel or become ill at school will have a parent or guardian contacted immediately. This is one reason that it is imperative that we have current, working contact number for all parents/guardians. Less serious incidents such as small cuts, scrapes, bumps and bruises can usually be handled: however, if the health of the student is in jeopardy, the proper emergency medical personnel will be notified immediately.

*Students who have accidents at school such as hitting their heads or falling should tell their teacher/teacher on duty immediately so the office can be notified. Accidents in physical education class should be reported to the P.E. teacher.*

**Temporary/Permanent Records:** Students temporary records are subject to periodic review for purposes of removing all information that is out-of-date, inaccurate or irrelevant. You are entitled to copies of these records prior to their destruction, but be advised that these records are destroyed the week following the close of the school year. Prior to release of records at any time during the year, we require a signed records release form by the parent or guardian prior to release, which can be found in the office.

**Immunizations and Dental Examinations:** All students enrolling for the first time and all students entering Kindergarten and 2nd grades in all Peoria Public Schools must, prior to being allowed to attend school, present evidence of the current examinations required as established by the Illinois Department of Public Health

**Requirements by grade:**
- Kindergarten – Physical examination, immunizations, dental examination, and eye exam (performed by optometrist)
  - Kindergarten students MUST have their physicals and immunizations records completed prior to the first day of school or they will not be allowed to enroll***
- 2nd Grade – Dental examination required***

***-Due to COVID-19 and potential difficulties in obtaining necessary medical and dental records, Peoria Public Schools will not be enforcing the First Day Compliance policy for the start of the 2020-2021 school year and instead use state deadlines for compliance with records and immunizations.
**School Pictures:** Parents will be notified of exact date when pictures will be taken. There is also no obligation to purchase pictures that have been taken.

**Breakfast and Lunch:** (Board Policy 4:130)
Breakfast and lunch are available at school. Meals are planned to meet student dietary guidelines established by the United States Department of Agriculture. Students in all District schools except Richwoods High School will receive free breakfast and lunch through the Community Eligibility Option.

**Recess:** Students will receive a total of 30 minutes of unstructured physical activity during a full school day.

**Lost and Found:** All articles found should be placed in the lost and found box under the stairwell by the library. Students may claim items before or after school. Articles not claimed will be disposed of periodically. Jewelry, electronic items, or other small items will be collected in the office.

**Field Trips:** Students will take one or more field trips throughout the school year. Some of the field trips are district sponsored and at no cost to the students. Other field trips are planned by the teachers and may cost a minimal admissions charge. Notification of field trips will be through monthly newsletters, permission slips, or notes from the teacher. Students need to wear uniforms on fieldtrips for safety purposes.

**Severe Weather Days:**
In the event of an emergency that might affect individual buildings or the entire school system, such as excessive snow or dangerously cold temperatures, the Superintendent is empowered to declare an emergency and close affected schools. School closings will be announced on [www.peoriapublicschools.org](http://www.peoriapublicschools.org), radio, television, and social media as quickly as a determination is made. The Blackboard phone messaging system will also be used to alert parents and/or guardians. Should the District be forced to close due to an emergency, additional days may be added to the end of the school year.

**School Desks and Lockers:** Students desks, lockers, cubbies, and other student storage systems in the school are the property of Peoria Public Schools and school personnel reserve the right to inspect these desks at any time with or without permission from the student. **The school is not responsible for any confiscated items.**

**District Technology Use:** All use of district technology and devices shall be consistent with the District’s goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. Students are expected to use district networks and devices responsibly as outlined in the [Acceptable Use Policy for Students Using District Technology section of Board Policy 6:237](http://www.peoriapublicschools.org).

**Parent Involvement:**
The Dr. Maude A. Sanders staff values parents and their contributions. We appreciate the support you give in helping your child and appreciate the opportunity you give us to help your child grow and develop. Continued communication back and forth between school and home shows children that we are working together as a team. Making sure homework is completed and returned to school communicates that school is important and valued. There are opportunities for parents to participate on committees alongside staff as members of our ULT and PBIS committees.

**Parent Teacher Organization (PTO):**
Dr. Maude A. Sanders Primary School has a successful Parent-Teacher Organization (PTO)! Much of our success is a result of involved parents and we would like to give you a voice in the school. We encourage you to attend the monthly meetings of the PTO and to get involved in the many events that the PTO sponsors. Watch for monthly meeting announcements in the newsletter. PTO meetings are open to all parents.

**Feedback/Concerns:**
Periodically, we send out or provide online feedback forms and/or surveys on various aspects of our educational program. We deeply appreciate your opinions and thoughts on school climate and areas needing improvement.

**Title I:**
To receive Federal Title I funds, 40% or more of a school’s students must qualify for Free or Reduced Lunch (FRL). Dr. Maude A. Sanders is designated as a School-Wide Title I school allowing us to use funds to improve instruction for all students. These include funds for tutoring ($29,560 for FY22), parental involvement ($1,836 for FY22), and field trips ($1,000 for FY22).
August 18, 2021

Dear Parent(s)/Guardian(s):

In accordance with ESEA Section 1111(h)(6) PARENTS RIGHT-TO-KNOW, Peoria Public School District #150 is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child’s classroom teacher. This information regarding the professional qualifications of your child’s classroom teachers including, at a minimum, the following:

1. Whether the teacher has met State qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
2. Whether the teacher is teaching under emergency or other provisional status through which State qualification or licensing criteria have been waived.
3. The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

If at any time your child has been taught for 4 or more consecutive weeks by a teacher not highly qualified, the school will notify you.

If you have questions, please feel free to contact me at the following phone number (309) 672-6571.

Sincerely,

Dan Hiles, Principal
Dr. Maude A. Sanders Primary School  
Parent and Student Commitment 2021-2022

As a member of the Dr. Maude A. Sanders Primary School family, I am committed to the success of the school. I understand and support its academic and behavioral goals. I agree to become an active partner in the education of my child and the learning community at Dr. Maude A. Sanders. I pledge to support the school and my child by agreeing to actively participate in my child’s learning and growth as a young citizen.

1. I understand that my child and I are expected to work with Dr. Maude A. Sanders staff as part of an effective educational team.
2. I understand that my child is expected to attend school daily, to arrive promptly, and to remain throughout the scheduled hours.
3. I understand my child is to cooperate and conduct himself/herself with teachers, other adults, and classmates in a manner showing respect to all persons.
4. I understand my child is to complete all work, including homework and work missed due to absence.
5. I understand my child is to respect and care for the building, equipment, supplies, and school property.
6. I understand my child must adhere to all school policies and/or Peoria Board of Education policies.

As a family, we have read, discussed and understand the expectations for students at Dr. Maude A. Sanders Primary school. We are committed to supporting the Dr. Maude A. Sanders learning community.

Parent signature  
Date

Student signature  
Date