



110 North Main
Worden, IL 62097
618-692-7442

Dr. Beth Renth, Principal



Introduction

Our staff, students, and parents work together to create partnerships for learning. Building strong home-school partnerships is one of our keys to success. We also embrace the concept of continuous improvement and work toward incorporating best practices into our instruction. The Worden staff is a talented and dedicated group of professional educators who are committed to personalizing services and building trusting relationships.

Vision

We envision a learning community that inspires and supports all people to excel; to wonder, discover and create; to contribute responsibly toward a civil society; and to enjoy learning throughout their lives.

Mission

We are committed to providing a challenging educational environment that encourages high performance in a nurturing, safe atmosphere characterized by dignity and respect.

Goals

Worden School is a community of children and adults who:

- Are excited about our own learning and committed to helping others learn.
- Believe in the dignity of each individual and treat one another with the highest respect.
- Recognize and value differences among people and personalize learning experiences so that each individual can realize his/her own potential.
- Are part of a larger community and use what we have and know to make the world a better place.
- Live in a world of change and contribute positively to the challenges we face as a society.

Beliefs

We believe:

- All people can learn, and learning is lifelong.
- People learn in different ways, at different rates, and in different places.
- A cooperative effort among staff, parents, and our community is key.
- Each person is of value and deserves respect.

General Information

SCHOOL DAY

Daily starting time	9:15 a.m.
Daily ending time	3:30 p.m.

CAFETERIA

Breakfast	\$1.25 (8:45-9:10 a.m.)
Lunch	\$2.70
Extra milk	\$.60

You may write a check weekly to Worden School. Students may borrow twice. Lunch and breakfast charges must be paid within three days.

An online service, MySchoolBucks, is available to assist parents with student cafeteria accounts. This service allows parents to prepay for breakfast, lunch and a la carte items using a credit or debit card. Parents are able to monitor and set limits of items purchased. MySchoolBucks provides email updates as well. This service is optional.

If a child accrues significant charges, we may limit lunch choices until charges are paid.

ARRIVING AT SCHOOL IN THE MORNING

1. Student supervision is NOT provided before 8:45 a.m.; therefore, students should not arrive at school prior to 8:45 a.m.
2. Students should proceed directly to the gym.
3. Students should ask for a breakfast pass from the monitor.
4. Students may not go to the classroom or restroom without permission.

LEAVING SCHOOL

Students are not to leave school grounds without permission from the office. If it is necessary for a parent/guardian to remove a child from school, please check in at the office and inform the secretary. She will then call the student down.

1. Students will not be dismissed to anyone other than parents or those listed on the emergency card unless prior arrangements have been made through the office.
2. Students will not be permitted to go home with a friend or relative unless a note or phone call is received.
3. The office staff may ask for picture identification of anyone who is unknown to us that comes to pick up a student.
4. If alternate transportation is necessary (a bus rider will be picked up after school), a note or phone call must be received, or the student will be sent home by usual means.
5. Please report to your child's teacher or the school office any time your child is to go home other than by normal means.
Otherwise, it is assumed that your child is to leave in the usual manner.
6. There will be no deviation from these procedures.

ATTENDANCE

The academic progress of our students depends greatly on punctuality and regularity of school attendance. For child safety purposes, it is required that parents notify the school when the child is going to be absent. Please call the office at 692-7442 **by 10 a.m.** to report student absences. If no phone call is received, the student must bring a written note signed by their parent or guardian the next attendance day. If the school receives no phone call or note, the absence will be considered unexcused.

Parents have the LEGAL responsibility of ensuring that their child attends school regularly. This responsibility requires that parents actively monitor their child's school attendance.

A parent who knowingly permits a child to miss school without valid reason or who gives false information regarding the child's absence may be in violation of the law.

Excused and Unexcused Absences

1. Excused Absences

- Illness of the student
- Doctor or dental appointment for student
- Death in the student's immediate family
- Certain religious days
- Court appearance
- College visits for high school juniors and seniors
- Family trip, provided the following guidelines are followed:
 1. School is notified in advance of the absence
 2. Student obtains assignments in advance of the absence
 3. All assigned work is turned in upon returning to school
 4. All assigned work is made up at direction of individual teachers

2. Unexcused Absences - All absences not classified as excused will be considered unexcused or truant.

Compliance with Attendance Requirements

1. All students who leave school for a doctor's appointment must provide written documentation from their health care provider as evidence of attending the appointment for the absence to be considered an excused absence.
2. All students who are absent for five or more consecutive days must provide written documentation from a healthcare provider for the absences to be considered excused absences.
3. Any student who has been absent for 10% or more of the days of student attendance in a semester must provide written documentation from their health care provider stating the cause of the absence for each subsequent day of non-attendance for the absence to be considered an excused absence.
4. Students who suffer from documented chronic or severe acute health issues may seek a waiver of these requirements from the Building Principal.
5. Students whose parent or legal guardian has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting may

be granted additional excused absences at the discretion of the Superintendent or his designee. The parent or legal guardian should submit written requests related to such absences related to deployment or leave for military service to the Building Principal.

PRE-PLANNED ABSENCES

A request should be communicated to the classroom teacher and the office for a pre-planned absence, which will enable the students to get their assignments prior to the absence. Work requested for absences should be completed upon returning to school.

HOMEWORK REQUESTS

When contacting the school to report your child's absence, you may also request homework. Requests should be made prior to 10:00 a.m. to allow adequate preparation by the classroom teacher. Homework may be picked up in the lobby on the table outside the main office from 3:30-6:00 p.m.

ILLNESS AT SCHOOL

If your child is injured or becomes ill at school, you will be notified to come for him/her. If the school is unable to reach you, the next person on the emergency card will be contacted. In the event of a life-threatening emergency, medical personnel may be called to the school.

MEDICATION POLICY

Edwardsville Community Unit School District 7 has adopted a policy regarding administration of medication (including non-prescription medications such as aspirin and Tylenol) during school hours and at school-related events. A student who needs medication to be administered during school hours or school-related events must have submitted a completed request for Medication to be Administered at School form. A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent/guardian has authorized the student to carry and self administer the medication and has completed and signed the form entitled "Request for Medication to be Administered at School." If authorized by the student's physician and the student's parent/guardian and physician have completed the form entitled "Request

for Medication to be Administered at School,” a student may carry and self administer an epinephrine auto-injector. If authorized by the student’s physician and the student’s parent/guardian and physician have completed the form entitled “Request for Medication to be Administered at School,” a student may also possess the supplies and equipment necessary to manage their diabetes pursuant to a physician approved Diabetes Care Plan. Please see the building principal or nurse regarding the District’s medication policy and to obtain required forms.

The STUDENT INFORMATION FORM is the **only source** for school personnel to know **whom** to contact in the event of a serious injury or illness, and exactly **how** to contact these persons. It is **imperative** that the information on this form **be kept current** at all times.

Students with Diabetes

A diabetes care plan will be developed for any student who seeks assistance with diabetes care in the school setting. It is the responsibility of the student’s parent or guardian to share information regarding the student’s diagnosis, recommended treatment and required medication upon the initial diagnosis or any change to the treatment plan. Parents must provide the student’s health care provider’s instructions concerning the student’s diabetes management in writing to school staff. The diabetes care plan shall include the treating health care provider’s instructions concerning the student’s diabetes management during the school day, including a copy of the signed prescription and the methods of insulin administration.

Students with Life Threatening Food Allergies

The District has implemented a life threatening food allergy management program which identifies students with life threatening food allergies, prevents exposure to known life-threatening food allergens, responds to life-threatening allergic reactions to food, and educates and trains school personnel who interact with students with life-threatening food allergies on the management of students with life-threatening food allergies. Parents of students with life threatening allergies must provide the District with written documentation from the student’s health care provider which identifies the allergy upon diagnosis and annually thereafter.

CLASSROOM VISITS

If you wish to visit your child's classroom, please feel free to do so. These guidelines should be followed:

1. Call or contact your child's teacher and/or principal at least one day prior to your intended visit.
2. Limit your visit to a particular class lesson or no longer than one hour.
3. Preschool children should not accompany you to visits during lessons as distractions can interrupt the educational process for students in the class.

VISITORS

For the safety of our children, all visitors will be greeted by our School Safety Officer at the front door. ***All*** visitors are ***required*** to show a photo ID, state the reason for their visit, and sign the register. A visitor pass will be issued to everyone.

Visitors are required to sign out with the School Safety Officer upon leaving the building. Student visitors are not permitted to accompany enrolled students to school. All unauthorized persons shall be required to leave the premises.

SAFETY ALERT PROGRAM

District 7's safety and weather alert system consists of three components: an email safety alert system, a telephone broadcast system, and a web alert system.

SAFETY ALERTS - VIOLENCE

The system is used to alert parents to *viable* threats and/or to dispel rumors. Students sometimes attempt to use fear to manipulate others around them—often because they think it's funny or just want to have a day off.

All threats will be treated seriously and will be investigated by the District and public safety officials. Anyone responsible for threats faces tough penalties, including possible expulsion from school and criminal prosecution.

SAFETY ALERTS - WEATHER

The system is used to alert parents to cancellation of school due to inclement weather.

SAFETY ALERT NOTIFICATION

A message will be posted on each alert system stating one of the following:

- There are no current safety alerts; please disregard rumors
- There is a viable threat
- School has been cancelled due to inclement weather

Parents can access safety alert information in three ways:

- Subscribe to the email alert system at www.ecusd7.org/alert/subscribe.asp
- Parents will receive messages by phone on the numbers listed on their child's Student Information Sheet
- Visit the District's website at www.ecusd7.org/alert

Subscribers to the Email Alert system will not be able to reply to the system.

Pick-up Procedures in the Event of the Evacuation of Students to an Alternate Facility

- 1. Prepare your child.** Children who are prepared experience less fear and hysteria. Let your child know who can make the pick-up at school if you are unable to do so. Reassure your child that he/she will be cared for until you arrive.
- 2. Keep your child's emergency contact information up-to-date.** The only people other than yourself who will be allowed to pick up your child are those whom you authorize on the Student Information Sheet. No student will be allowed to leave with another person, even a relative, unless the school has prior written permission from the parent/guardian.
- 3. Remain calm.** It is imperative that you do not strain resources that are attempting to direct and maintain emergency responses. Follow all instructions given by School and Emergency Response Officials to facilitate an orderly process.
- 4. Do not call school and tie up the school phone.** Information will be disseminated to parents through the school district's Telephone Broadcast System, Email Alerts, and Web Alerts (www.ecusd7.org).
- 5. If possible, walk from your home.** Parent parking areas will be congested. Ride with another parent if possible.
- 6. Park only in areas designated for parents.** Do not park in other areas that may be designated for emergency response vehicles or areas that may block an orderly flow of traffic.

- 7. Do not attempt to pick up your child directly from the student assembly area.** Parents and authorized adults must first report to the Student Request Table.
- 8. Bring a government-issued, photo ID with you to the Student Request Table and Student Release Table.** Students will only be released to their parents or to an adult designated on the child's Student Information Sheet.
- 9. Talk to the Parent Information Officer if you have any questions.** This will help the Student Release Team avoid bottlenecks at the Student Request and Student Release Tables.
- 10. Pick up all students for whom you are authorized.**
- 11. Sign out at the Student Release Table. The staff will locate and bring your child to you.** No student will be released without a parent signature, noting time of release, destination, and phone number.
- 12. Leave the campus immediately after being reunited with the student.**
- 13. Information from the school district on retrieving student property that may still be left on school property will be forthcoming.**

PHYSICAL EDUCATION

State law requires that pupils engage in classes of physical education. If the student is not feeling well:

1. We will honor student's requests that they cannot participate for one day only.
2. We will honor a note from parents for two additional days.
3. We will honor a physician's recommendation after three days.

If you have unusual circumstances, please do not hesitate to contact us.

SPECIAL OCCASIONS

It is at the teacher's discretion to determine if and when a snack is part of the daily schedule. Healthy snacks that do not require preparation are encouraged. ALL snacks must be commercially wrapped. For health and safety reasons, we do not accept home-made goods. This policy applies to all school celebrations.

Birthday treats for classrooms should be dropped off in the main office at the start of the day. All treats are checked for allergens prior to being sent to the classroom. Teachers will pause instruction for a short period of time toward the end of the school day to recognize birthdays and distribute treats.

PARTY INVITATIONS

Please keep in mind that party invitations may only be distributed at school if ALL children in a classroom receive an invitation. To minimize the disruption to the school day, students may not distribute party invitations during instructional time. In addition, school staff will not be responsible for this distribution.

CLOTHING/PERSONAL ITEMS

These should be clearly marked with the child's name. This is particularly important for coats, jackets, caps, boots, lunch boxes, etc. We have many items left in our lost and found because they have no names!

SUPPLIES

It is important that your child's classroom supplies (paper, scissors, pencils, etc.) be maintained to the level that s/he is prepared for class. Please check with your child periodically to see that s/he has sufficient supplies.

FIELD TRIPS

Field trips are an important part of the curriculum. Students are provided the opportunity to have their classroom learning extended to the "real world." It is important that students maintain proper behavior while on field trips and present excellent "good-will ambassadors from Worden School" to the community. If the teacher is concerned that your child may have difficulty following instructions while on a field trip, s/he may be asked to remain at

school. Student safety is our ultimate concern, and we must be assured that all children will obey teacher instructions for his/her safety.

PARENT/TEACHER CONFERENCES

Each year, formal conferences are held. However, please feel free to contact your child's teacher to arrange a time to discuss achievement, behavior, or other areas of concern. Conferences shall be scheduled when the teacher is relieved of classroom responsibilities, which allows the teacher to give parents full attention. Teachers shall not leave students unattended to hold a conference, so please limit discussions "at the classroom door."

PTO

The Parent-Teacher Organization is devoted to the cooperation of the school and home, and it continues to be a worthwhile functioning organization where parents and teachers can communicate. Please plan to attend the meetings and become involved in this exciting organization. Their projects greatly benefit our children.

Rights and Responsibilities

We, the students and staff at Worden School, spend a great deal of time together and must share responsibility for making the school a place we want to be. We must respect each other's rights – in the building, on the playground, on the bus and at any school-related event. We each have the right to be treated with courtesy and respect, to have our property respected, and to have our school be a safe, secure environment where we can grow and learn.

Expectations

A school-wide discipline plan is used to guide teachers, students, and parents. This procedure enables the classroom teacher to clearly and consistently communicate to students both expectations and consequences for good and poor choices. There are two school-wide expectations that all rules are based upon:

- ❖ **Respect yourself and others.**
- ❖ **Do your best every day.**

BUILDING

1. Stay to the right when walking in the hall and on the stairs
2. Use soft voices and acceptable language
3. Have hall passes when out of the classroom
4. Remove hats upon entering the building
5. Follow adult staff members' directives

CLASSROOM

1. Be responsible – be prepared for class with materials and homework ready
2. Follow directions
3. Keep hands, feet, and objects to yourself
4. Raise your hand
5. Do not bring gum, candy, or toys

Reinforcement

1. Verbal praise
2. Certificates of Merit, Good News Notes, etc.
3. Special privileges
4. A positive environment in which to learn

Consequences

1. Warning
2. Privileges curtailed
3. Note to parents to be returned or phone call home
4. Loss of special activities
5. Detention

This system has proven effective in curbing small behaviors that interrupt a class and really disrupt the learning process. The plan reminds students that it is their responsibility to help with the problem and provides the teacher with a fair and consistent approach to all students. If severe behavior problems arise, more immediate and stricter measures may be required as outlined in the District 7 Handbook, which is posted online at www.ecusd7.org

TOYS AND ELECTRONIC DEVICES

Students are strongly encouraged not to bring any toys or electronic devices (hand held games, cellular phones, cameras, CD players, MP3 players, etc.) to school. Worden School is not responsible for lost or broken electronic devices. Students who

choose to bring such items to school may face consequences such as confiscation of the device if it is used or displayed during the school day. All devices should be stored out of sight, and no device should be on during the school day.

HOMEWORK EXPECTATIONS

A quality learning environment with high expectations provides a solid foundation for a child's academic success. A strong parent/school partnership – with parents and educators working together toward the same goals – tremendously increases the potential for academic success. We are asking for your help in teaching your child that responsibility is a key to success both in and out of the classroom.

Homework is to be completed by the due date. If the assignment is not turned in on time:

1. A Late-Work notice goes home
2. Parent signs Late-Work sheet
3. The Late-Work sheet is stapled to completed assignment and returned to the teacher the next day
4. A 10 point deduction is taken from the grade (one letter grade) for each day the assignment is late.
5. Other grade level or teacher-specific consequences may be assigned.

Homework/Time Management

1. Homework is a means of reinforcing and extending skills of each child.
2. Homework is a means of providing communication so that parents are apprised of their child's learning responsibilities.
3. Homework is an essential part of the learning process in that it prepares students for upcoming topics and teaches students to work independently.
4. Parents may provide any assistance that the child may need to understand the assignment and/or check over the homework, but the parent should stop short of doing the assignment for the child. This would interfere with the learning process rather than assist in the learning process.

5. Homework teaches students organizational and time-management skills. Usually, time has been allotted in class for the student to at least begin the homework assignment. If your child consistently has excessive homework, he or she may be having difficulty managing his/her work time at school. Please feel free to discuss any concerns with your child's teacher.

Grading Scale

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

CAFETERIA

1. Remain seated until lunch monitor announces dismissal
2. Remember good table manners
3. Throw trash away before leaving
4. Use inside voices
5. Bring coats/jackets to lunch on cold or chilly days
6. Do not take food out of the cafeteria

RECESS DURING INCLEMENT WEATHER

There may be days where the weather does not permit the students to go outside. This includes the temperature (including the wind chill factor), the condition of the playground, the length of time the students will be outside, and the student's footwear and/or outerwear. All students are expected to participate in scheduled recess unless excused by a physician.

PLAYGROUND

1. Follow safety rules at all times
2. Follow directions of the playground supervisor
3. Line up when the supervisor directs
4. Wear coats/jackets on cold or chilly days

PLAYGROUND SAFETY RULES

1. Do not leave school grounds
2. A pass is required from the playground supervisor before entering the building
3. Do not throw or kick objects (e.g., rocks)

4. No football, hard balls, or bats of any kind at lunch recess
5. “Cherry drops” or “chicken fights” are not allowed
6. No wrestling – wrestling can be confused with fighting, or it may lead to a fight
7. No pushing or shoving during games
8. Fighting, cursing, or name-calling will not be tolerated
9. Games should be played fairly and for fun. Those who choose to play aggressively will not be allowed to play
- 10. ALWAYS FOLLOW THE DIRECTIONS OF THE PLAYGROUND SUPERVISOR**

Consequences for infractions of safety rules

1. Verbal warning
2. Students may be asked to take a five-minute “time out”
3. Students may receive a “pink slip.” The principal will discuss the misbehavior with the student
4. Students who receive multiple pink slips in one quarter may be required to miss recess or serve a detention
5. Students who choose to misbehave more than three times per quarter will not be allowed to attend the quarterly good behavior party sponsored by the PTO
6. Students who are involved in serious misbehavior such as fighting or displaying disrespect may receive the following consequences: parent conference, in-school suspension, out-of-school suspension

“Caught Being Good” slips may be written and submitted to the principal. Students receiving slips will be awarded a certificate and an item from the incentive box. Each month names are drawn for a treat with the Principal.

BUS CONDUCT

Safe bus conduct is very important. The lives of all children on board depend on it. Any bus disruption that creates an unsafe situation, abuse to others, or a distraction to the bus driver may result in a bus conduct notice to the principal. The principal will investigate and if concern is valid, disciplinary measures will occur. Parents will be notified, and the following shall occur:

1st Notice - parent notified; conference with principal; warning that another conduct will result in suspension if received in the same semester.

2nd Notice - parent notified; one-day suspension from bus.

3rd Notice - parent notified; three-day suspension from bus.

The bus company phone number is 692-0125.

BICYCLES

Students may ride bicycles to school. All bicycle riders must adhere to the following procedures:

1. Walk bike on and off school property to avoid accidents with pedestrians or motor vehicles.
2. Do not ride or walk bikes in front or at the side of the building where buses are loading or unloading.
3. Bicycles are to be parked and locked in the racks provided.

DETENTION PROCEDURES

Students will serve assigned detentions either on Tuesday mornings from 8:30-9:00 a.m. or on Thursday afternoons from 3:30-4:00 p.m. Students will bring home a detention note to notify parents. The parent must sign and return the form to school. If transportation needs require a change in the date of the detention, please make the necessary arrangements to support good behavior at Worden School.

Missed Detentions If a student misses an assigned detention (unexcused), an additional detention will be assigned.

A Final Note

These guidelines are offered so that parents and students will have a better understanding of our expectations and to avoid misunderstandings. They will help assure that your child has a successful school experience. More specific and detailed information can be found in the *Edwardsville District 7 Handbook*, which is posted online at www.ecusd7.org. We appreciate your continued support and cooperation. Please feel free to contact your child's teacher or the school office when you have questions/ concerns.

We are looking forward to working with you. School is an important aspect of your child's life. As parents, teachers, and students, we have a shared responsibility to ensure that each child has a successful school year.

School Calendar 2018-2019

August 14, 2018	First Day of School - Full Day Student Attendance
September 3, 2018	Labor Day - No Student Attendance
October 5, 2018	Madison County Teacher Institute Day - No Student Attendance
October 8, 2018	Columbus Day - No Student Attendance
October 12, 2018	First Quarter Ends - Half Day Teacher Inservice Half Day Attendance (A.M.)
November 12, 2018	Veterans Day Observed - No Student Attendance
Parent Conferences, November 19-21, 2018	
<ul style="list-style-type: none">Monday, November 19 (5:30 p.m. until 8:30 p.m.) Full Day Student AttendanceTuesday, November 20 (1:00 p.m. until 7:30 p.m.) No Student AttendanceWednesday, November 21 (8:00 a.m. until 12:00 Noon) No Student Attendance	
November 22-23, 2018	Thanksgiving Holiday - No Student Attendance
December 19, 2018	End of First Semester
December 20, 2018- January 1, 2019	Holiday Break - No Student Attendance
January 21, 2019	Martin Luther King, Jr. Holiday - No Student Attendance
February 18, 2019	Presidents Day - No Student Attendance
March 8, 2019	End of Third Quarter
March 22, 2019	District 7 Teacher Institute Day - No Student Attendance
April 15-22, 2019	Spring Break – No Student Attendance
May 20, 2019	Last Day of Student Attendance (If all seven [7] snow days are used, last day for students is May 30, 2019)