

ACCIDENTS

If a student is seriously injured while at school or on the bus, the school nurse will complete an accident report, and the parents will be notified immediately. In the event a child is seriously injured and the parents cannot be reached, a decision may be made to have the child transported to the Emergency Room at Alton Memorial Hospital. Every effort will be made to notify the parents of the decision.

ADDRESS, PHONE, AND EMERGENCY NUMBERS

It is very important that we have a telephone number where parents may be contacted in case of an emergency. We would also like to have a number of a responsible person, in case parents cannot be reached. If your address, phone number, or the name and phone number of the person you want contacted in case of emergency changes during the school year, please contact the office or send a note giving us the new information.

ADMISSION TO SCHOOL

All students must meet legal age and residence requirements. A student must reside in the District with a parent or legal guardian. Children who will be five years old on or before September 1 may be enrolled in kindergarten. The person enrolling a child in the District for the first time must present a certified copy of the child's birth certificate at registration or within 30 days from the date of enrollment at the latest. Students enrolling in an Illinois school for the first time, regardless of the student's grade, must present by the first day of school appropriate proof that the student has had a health examination within one year prior to starting school. See the Health Information section below for more information regarding this requirement.

ANNUAL ASBESTOS MANAGEMENT PLAN NOTIFICATION

DATE: July 1, 2013

FROM: Charles T. Stegall, Superintendent

TO: Parents, Guardians, and District Employees

RE: Asbestos Management Plan Availability

Asbestos containing building materials (ACBM) is present in our school district.

In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities, and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos

fibers. In 1990, the school district implemented the management plan with an extensive asbestos abatement project. Subsequently, all buildings are subject to re-inspection every three years.

Copies of the asbestos management plan for each school, which includes the re-inspection report, are located in both the Superintendent's office and the Principal's office. The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form, "Request for Inspection of Management Plan," will be provided upon request. Should a request be made for a copy of the plan, the District is allowed to charge a reasonable fee to make copies.

DISTRICT CRISIS PLAN

There is a District Crisis Plan in place to handle emergencies involving the District. The District has tried to prepare in advance for emergencies that might occur. These plans will make our response to emergencies safer and more organized

.ARRIVAL AND DISMISSAL

Students are not to arrive at school prior to 7:50 a.m., as there is no supervision prior to this time. Building doors open at 7:50 a.m. Upon arrival, students should go directly to the gym to put down book bags, coats, and/or other materials in their class line. Students may then report to the cafeteria if they are eating breakfast, or to the playground, weather permitting. Students will be dismissed to their classrooms at 8:15 a.m. Classes begin promptly at 8:20 a.m.

When picking up their children parents are to wait outside until the 2:35 p.m. dismissal, unless they have specific business in the office. Their teachers will dismiss students. Please meet your child and the teacher at the designated area for your child's class.

Parents are asked to be prompt in picking up their children from school. If an emergency occurs that causes you to be late in picking up your child, please make every effort to notify the school. Children become very apprehensive and upset if they don't see you at the assigned time.

Students who participate in after school activities such as Daisies, Girl/Boy Scouts, etc. need to be sure that arrangements have been made in advance for rides to go home. Permission slips and money should be taken care of before the child comes to school that day.

There is no supervision of children on school grounds after the 2:35 p.m. dismissal time other than bus and car loading zones and the crosswalk area. Please see that your children are returning home promptly after regular dismissal. Children are not to remain on school grounds to play after regular dismissal.

ATTENDANCE

To experience school success, regular school attendance is necessary. However, there are times when students must miss school due to illness, family emergencies, etc. When it is necessary for a student to be absent from school, it is the responsibility of the parent to call the school in the morning to report the reason for the absence. These calls should be made to the school office (377-7250) prior to 9:00 a.m. When parents are aware of anticipated absences in advance, they may send a note to school, prior to the absence, stating the child's name, his/her teacher's name, the anticipated dates of the absence, and the reason for the absence. The office will attempt to contact the home if no call or note is received. The following shall be the only acceptable reasons for excused absences: personal illness, death in the family, serious home emergencies, religious observances, or the principal's permission. Persistent absenteeism creates a genuine hardship for a student and is regarded as a very serious problem. If the student is absent more than ten percent of the time of enrollment days the parent will be notified. If absenteeism does not improve significantly after this contact, the student's name may be turned in to the Madison County truancy officer for follow up and intervention. Unit #8 School District has developed a no social promotion policy in compliance with a new state and federal law. One component of the policy addresses student's attendance. Students who are absent are expected to make up their work. Under normal circumstances the students will be allowed equal number of days to make up their work for every day they miss. Homework may be picked up by parents AFTER 2:30 ONLY if requested by 9:45 a.m. This will allow the teacher time to gather assignments. If a student reports to school any time during the day after 8:20 a.m., he must report to the office before going to the classroom. Records are kept to maintain a child's reason for being absent and/or tardy. Regular attendance is essential to a student's success in school.

Parents are discouraged from sending their children to school for a half day if the illness was temperature related even if they feel better. Especially if less than 24 hours has elapsed since the child had a temperature. Prompt arrival at school is expected of all students. Late arrival disrupts class and causes loss of instructional time. Any student who arrives at school after 8:15 a.m. is considered tardy.

ASSEMBLIES

School assemblies offer an opportunity for the development of correct attitudes and conduct that will serve students well on all occasions. Audience courtesy demands that students listen respectfully and with an appreciative attitude. Respecting the feelings of other members of the group, behaving courteously toward speakers, performers, and guests, and applauding sensibly and at the proper times are responsibilities that every individual must assume.

BAD CHECK POLICY

A Bad Check Fee of \$25.00 will be added to any bill returned for lack of sufficient funds.

BICYCLES

If a bicycle is ridden to school, it should be parked immediately upon arrival at school in the bike racks provided at the south side of the school. The school does not assume responsibility for damaged or stolen bicycles. Students are to walk their bikes at all times when they are on school grounds. (Refer to the district handbook for a list of recommended precautions for children who ride bicycles to school.)

BICYCLE SAFETY

Students are permitted to ride bicycles to school. However, as a parent, you should be certain that the following precautions are observed before your child rides a bicycle to school:

1. Students should know and obey the "Bicycle Rules of the Road." (Call the school for information on how you may obtain a copy.)
2. The bicycle should be the right size. Do not let a child ride a bicycle that is too large.
3. All equipment, including brakes, should be in excellent condition.
4. The bicycle should be equipped with a lock chain and should be locked to the bicycle rack.
5. The bicycle should have a carrier for books and other items so the child has both hands on the handlebars.
6. Bicycles should be walked on the school grounds and at all school crossings.
7. No passengers should be allowed on bicycles.

BIRTHDAY CELEBRATIONS

We all know that birthdays are special occasions for our young children. Thus the acknowledgment of student birthdays is an ongoing tradition here at East. The name of each student, having a birthday on a particular week or upcoming non-school day, is announced at our morning meeting on Monday morning. They come to the front of the gym to lead the school in the pledge and to receive a special "gift" from the principal.

Often times, students and parents like to otherwise celebrate the child's birthday at school, by bringing in drinks and refreshments for their classmates to enjoy in their honor. While this too is a tradition at many elementary schools, we prefer that parents reserve birthday party celebrations, (drinks, refreshments, balloons, bouquets, and the like,) for private parties/celebrations off school grounds and away from school hours, as these mini classroom celebrations quickly add up, taking much valuable time from classroom instruction and learning opportunities. When making after school party plans, please keep in mind...To preserve the self-esteem and good feelings of

all of the students here at East, unless ALL students in a class are being invited to a private birthday, students will not be permitted to pass out birthday invitations at school. Additionally, due to confidentiality/privacy issues, we are unable to provide parents with the addresses and phone numbers of their child's classmates. If your child simply MUST bring something to school to celebrate his/her birthday we recommend compiling individual treat bags for each of his/her classmates, and bringing them in the morning for teachers to pass out at dismissal time. However, when filling these bags, we would ask that you keep our district Wellness Policy in mind, and strive to send healthy snacks and other nonfood items. (See, also, Wellness Policy section of this handbook.)

BOOK RENTAL AND MATERIAL FEES

Each student is charged a fee annually to offset the cost of textbooks, workbooks, and other materials supplied by the school district. These fees are revised annually and will be collected on registration day. You may pay with cash, credit card, request a free and reduced textbook form or a payment plan will be set up for your convenience. Students who enter after the beginning of the school year may be charged an adjustment fee allowing for the time not in attendance. Refunds may be made if a student leaves the school system during the year.

Waiver of Fees

All school student fees as defined by the Illinois State Board of Education are waived for students who meet the eligibility criteria for a fee waiver contained in this policy. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Fee Waiver Application: Fee waiver applications are available in the school office.

Eligibility Criteria: A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program. The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family;
- Unusual expenses such as fire, flood, storm damage, etc.;
- Unemployment;
- Emergency situations;
- When one or more of the parents/guardians are involved in a work stoppage.

Verification: The Superintendent or designee must follow the verification requirements of 7 C.F.R. § 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student's fee(s).

Determination and Appeal: Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include:

- (1) the reason for the denial;
- (2) the process and timelines for making an appeal; and
- (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

(REF: Board Policy Manual 4:140)

BREAKFAST PROGRAM

Students wishing to eat a school breakfast may do so between 7:50 and 8:15 a.m. each morning school is in session. The breakfast menu consists of a choice of milk or juice, cereal, pop tarts, or specialty items such as Danish's, rolls, sausages, biscuits, and gravy. A breakfast menu will be sent home with each student monthly. The full fee for breakfast is \$1.25 per day, with a reduced charge of \$.30 for qualifying students. (Those students who qualify for free or reduced lunches may also receive breakfasts at a free or reduced rate.) Free/reduces forms are available in the office. (See School Break/Lunch Program for payment procedures.)

BULLYING

Bullying is defined as a willful, conscious desire to hurt, threaten or frighten someone.

Furthermore, the following shall constitute bullying behavior:

Physical: Threatening or causing any form of physical harm. Intimidation, taking someone else's property or unwanted interference with others or his/her work or equipment; hiding/moving another student's property; forcing another student to commit an illegal act (e.g.: stealing).

Verbal: Name calling, teasing, taunting, including any inappropriate references to sex, family background or race, or any hostile behavior to another because he/she may be "different" to the perpetrator. Demanding favors of another student.

Non-Verbal: Hand gestures, eye rolling, or any inappropriate body gestures, targeting perceived weaknesses (i.e.: disability); exclusion from a peer group.

Anyone using this form or type of behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct shall result in appropriate disciplinary action by school authorities that include, but are not limited to, conferencing, detentions, in-school and out-of-school suspensions.

BUS CONDUCT AND SAFETY

The same behavior expected of students in the school is expected of them on the bus. Once students board the bus, the bus driver is in charge of maintaining discipline and safe conduct. The bus driver has the same authority on the bus as teachers have in their classroom. Students will be assigned seats on the bus as necessary. In the event a student misbehaves on the bus and a referral is turned in to the principal, parents will be notified, and in some cases the student will be suspended from the bus for a period of time or for the rest of the year. Please refer to the District Handbook, as well as the School Rules section of this handbook, for additional rules and policies concerning bus transportation.

CAFETERIA RULES

The same rules for behavior apply in the cafeteria as in the classroom. Students are to remain quiet in line and keep their hands and feet to themselves. The students are expected to clean their table when they finish eating as well as anything that may have dropped on the floor. Since there are many students in the cafeteria at one time, students are expected to talk in a quiet tone of voice. See, also, the School Rules section of this handbook.

CANCELLATION OF SCHOOL AND EMERGENCY EARLY DISMISSAL

The cancellation of school takes place only during extreme weather, equipment failure or public crisis. The Superintendent is the only one who may decide to cancel school. In the event of

cancellation, please listen to one of the radio or television stations listed below between 5:30 a.m. and 8:30 a.m.:

Radio Stations:

KMOX, (1120 AM)

WBGZ (1570 AM)

Television Stations:

KTVI, Channel 2

KMOV, Channel 4

KSDK, Channel 5

KDNL, Channel 30 (Cable Channel 8)

In the event school must be canceled during the school day, students may not be allowed to call home. Often during bad weather or in an emergency, telephones are not working properly, so it is best to have a plan that you and your child have worked out in advance. The District 8 superintendent will also send out a school reach call notifying parents of school cancelations. Please make sure that you keep the office informed of accurate phone numbers so you will receive all messages sent by the school.

CAPS, HATS & BANDANAS

As a matter of manners and courtesy, caps, hats, or bandanas are not to be worn in the building.

CARE OF SCHOOL PROPERTY

Pupils will be held responsible for proper care of all books, supplies, library materials, furniture, etc. furnished by the district. Much time, effort, and money are spent annually in maintaining the building and grounds. Students are expected to refrain from defacing, damaging or destroying school property and to cooperate with the custodian in helping to keep our school building and grounds presentable at all times.

CELL PHONES

Using or possessing an electronic paging device is prohibited. Using a cellular telephone, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules is prohibited. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

CHARACTER EDUCATION

Bethalto East continues to provide a comprehensive school-wide approach that is designed to enhance the school environment, promote positive changes in students' pro-social behavior, and increase student achievement. The foundation for this process is the ABC's for healthy schools of character. These are:

Autonomy: Students have a voice and choice in their school experience.

Belonging: Students feel cared about and connected to their school and classroom.

Competence: Students feel physically and emotionally safe in school and are able to meet expectations.

To help with this effort, we plan to feature a "word of the month" approach. The words our school district has selected are listed below:

STAR (Stop-Think-Act-Review)

August/September:	Self-Discipline
October:	Trustworthiness
November:	Citizenship
December:	Respect
January:	Fairness
February:	Caring
March:	Responsibility
April:	Perseverance
May/June:	Acceptance

Each day a brief, thought-provoking quotation will be read (over the public announcement system) that is related to the word of the month. Posters will be displayed in the hallways, and bulletin boards will reflect the theme. In the course of their usual schoolwork, students will be doing activities and projects that relate to the word of the month. Teachers and other school staff will be modeling appropriate behaviors and rewarding students for doing the same. We need you to be a part of this effort. Each month, we will send home information advising you of the word for the month. Included in this publication will be some general suggestions for emphasizing the word at home. We hope you will share with us any ideas of your own. With your help, we know that we can help our children develop into positive, productive citizens!

CLASSROOM PARTIES

Two classroom parties are allowed during the year: Christmas and Valentine's Day. It is district policy that all treats must be purchased and not homemade. Parents must check with individual teachers on policies and practices concerning the celebration of student birthdays.

COMMUNICATION

Classroom teachers and the school office make it a point to provide written communication to parents on an ongoing basis. However, questions and concerns do come up from time to time. If this occurs, please feel free to contact your child's teacher. This may be done by calling the school and requesting that your child's teacher call you at their next break, or by sending a note with your child, indicating when you would be available for a personal or phone conference. Your child's teacher is the first line of communication. Most issues can be solved at that level.

DETENTION

Noon or after school detention may be established for students who repeatedly break school rules and classroom rules. Detention rules are as follows:

1. NO TALKING
 2. Students MUST sit quietly at the assigned area.
 3. Students are not to engage in play or disruptive activities.
 4. Students must be separated and facing away from one another.
 5. Students may not bother or distract other students.
 6. Students will follow all directions given by the supervisor on duty,
- Supervisors will issue one warning for any infraction of these rules. Further problems will result in extra detentions being assigned and/or notifying the parents and/or principal for further action.

DISCIPLINE

Students are expected to be courteous and respect the rights and property of others at school and in the classroom, lunchroom, on the playground, and in all other areas. The faculty supports a discipline plan that makes the students responsible for their actions. If a student's behavior is interfering with classroom learning, he or she may have to be separated from the classroom group. Offenses, such as fighting or using foul language, may result in notifying the parent and removing the child to a time out setting within the school. Repeat offenses may warrant notification of parent and suspension. Most discipline problems are solved with parents, teachers, and administrator working together. We have high expectations for our students in their classroom work and in their behavior. Classroom discussions are held concerning the consequences of unacceptable behaviors because we realize the importance of our students understanding the reasoning behind our rules and regulations. The object of all imposed discipline is to teach self-discipline, rather than just to punish. Also see Parent Handbook for Bethalto Unit #8. When a student cannot follow the district's discipline standards, due to his or her disability, a behavior management plan will be developed. Parents and students with a behavior management plan will receive copies of the policy and procedures related to behavioral interventions when the plan is developed. Anyone who is interested in receiving a copy of the policy and procedures may receive one upon request to the administrative office of the district.

DISTRICT CRISIS PLAN

There is a District Crisis Plan in place to handle emergencies involving the District. The District has tried to prepare in advance for emergencies that might occur. These plans will make our response to emergencies safer and more organized.

NONDISCRIMINATION POLICY

If you or your child believe that your child has been discriminated against, bullied, or harassed in violation of state or federal law or Board Policy, or have witnessed discrimination, bullying, or harassment, you or your child may file a complaint under Board Policy 2:260, Uniform Grievance Procedure, by contacting the District's Nondiscrimination Coordinator or one of the Complaint Managers listed below.

Nondiscrimination Coordinator:

Charles Stegall, Superintendent
610 Texas Boulevard
Bethalto, Illinois 62010
Telephone: 618-377-7200 ext. 200

Complaint Managers

Mr. Lavon Singleton 610 Texas Boulevard Bethalto, Illinois 62010 Telephone: 618-377-7200 ext. 205	Jill Griffin, Ed. D., Curriculum Coordinator 610 Texas Boulevard Bethalto, Illinois 62010 Telephone: 618-377-7200 ext. 205
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Students may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Students who are victims of bullying may be referred to the school district support services for

assistance including counseling or other supportive services from school or community agencies.

Notice of Nondiscrimination Practices

The District does not discriminate against employees, students or the general public in its programs or practices, including vocational education opportunities, on the basis of race, color, religion, sex, gender, sexual orientation, gender identity, age, marital status, citizenship status, military status, unfavorable discharge from the military service, national origin or ancestry, physical or mental disability (including any mental, psychological or developmental disability including any autism spectrum disorder), status as homeless, or actual or potential marital or parental status, including pregnancy, or any other protected category in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, any individual who is in need of assistance or reasonable accommodations to be able to participate in a school district-related activity, including the employment application interview process, should contact the Superintendent.

DOCTOR/DENTIST APPOINTMENT & EARLY DISMISSALS

Every effort should be made to schedule doctor and dentist appointments outside of school time. When this is not possible, students will be excused or given an early dismissal. All early dismissals or appointments must be requested in writing the day before the dismissal. These notes are to be given to the office immediately upon entering the building. It is the student's responsibility for making up any work missed. Parents must make sure to sign children out in the office before departing from the building. Dismissals before 2:00 P.M. will be marked as 1/2 day absent.

DROP-OFF AND PICK-UP PROCEDURES

1. Since the bus will be dropping off and picking up students behind the school, no students will be allowed to meet parents behind the school. You will now be able to drive through the circle at the main entrance to drop off or pick up your child. Please do not park in the circle drive so we can keep the flow of traffic moving.
2. When you are dropping off your child in the morning please pull into the circle drive. Pull all the way to the front of the circle drive so other cars may pull in behind you. Then let your child out of your car. This will help to move the procedure along.
3. Kindergarten students will be brought out by their teachers a few minutes before 2:35 so they are able to get out before the older students are dismissed. Parents should be waiting for their child outside the designated exits for that class. Each teacher will give those details to the parents at the open house. Kindergarten teachers will not let the child leave until they either see the parent or the designated person picking them up.
4. First grade students will be dismissed out the doors by the office and by the circle doors on the South East side of the building.
5. Children should NEVER be allowed to cross traffic to get to parents' vehicles without adult supervision. This poses a severe safety threat to our students. Parents wishing to escort their children from the building to their car may do so. Please be sure to park only in the indicated spaces on the side of the lot, and be sure to wait outside the office doors. Once you have your child in hand, please follow all directives of the supervisor on duty, as she assist students in crossing and getting to their cars.

6. Parents are required to wait for their children outside the school doors. We can better ensure their safe arrival/departure, and make sure they meet their parents/guardians, if only our students and staff are in the school building.

We understand that parents would like to drop off and pick up their children in a timely manner. These procedures have been established to assist in this process without compromising the safety of our students. We thank you in advance for your cooperation as we work together to see that your child arrives both to school and home safely each day.

DRUGS/TOBACCO/ALCOHOL

The use and/or possession of drugs, tobacco, or alcohol are strictly prohibited.

EMERGENCY INFORMATION

Each student is required to have on file, in the school office, the following information:

1. Parent(s)/guardian name(s).
2. Address
3. Home phone number, parent(s) work phone number and an emergency phone number of a friend or relative
4. Physician's and hospital's name and phone number
5. Any medical alert information.

FIELD TRIPS

As a part of our educational program, district-wide field trips are planned for each grade level. In order to be eligible to attend the field trip, each student must turn in a field trip consent form signed by his/her parent or guardian. This form is located in the back of the handbook. All educational trips are to be supervised by school personnel. All students are required to ride Unit #8 buses to and from the field trip destination and are expected to obey all of the bus and field trip rules. It is up to the discretion of the teacher to determine whom and how many parent chaperones will accompany the class on the field trip. Parent chaperones are not permitted to have any other children accompany the field trip. Children are expected to remain at school until dismissal time, not at the end of the field trip.

FOOD ALLERGIES

Unit #8 has procedures in place for the safety of all students, including those with food allergies. Parents/guardians please inform your child's school nurse of any food allergies, regardless of severity. An Allergy Action Plan (encouraged to be provided by your health care provider) will be created and shared with school staff members as needed for the safety of your child. Any emergency medications, along with the appropriate medical authorization forms should be provided to the school nurse. **If bringing in snack for birthday party or for classroom parties, please check with your child's teacher for any students with food allergies in the classroom. Unit #8 strives to avoid making any child feel different from other students and request that a snack appropriate for ALL students be brought in.**

GRADES

Report cards are issued at the completion of each quarter, (approximately every nine weeks.) Each report card provides a visual representation of the performance skills expected at each grade level, along with indicator symbols that represent the child's development toward mastering these particular skills. Parents are encouraged to study their child's report card, and to provide

assistance and reinforcement as necessary to help their children succeed. Sometimes an explanation is needed in order to understand a grade that has been given. Thus, please feel free to contact your child's teacher when questions arise. (Teachers will provide a brief overview of our progress reporting tools at "Meet the Teacher/Curriculum Night," and will provide a detailed explanation at the first parent-teacher conferences in the fall. All parents are strongly encouraged to attend Meet the Teacher/Curriculum Night and parent-teacher conferences.)

The following grading scale has been established as District policy:

A	=	90-100%
B	=	80-90%
C	=	70-80%
D	=	60-70%
F	=	Below 60%

While grades are important indicators of success, the most important thing is what the student has learned. Whenever possible, our school will use progress checklists to report student progress to parents. Sometimes an explanation is needed in order to understand a grade that has been given. Thus, please feel free to contact your child's teacher when questions arise.

APPLICATION OF PESTICIDE

The District utilizes pest control contractors who use the most safe and effective means of pesticides. The District maintains a registry of employees and parents/guardians of students who have registered to receive written notification prior to the application of pesticide(s) to school buildings and grounds. If you wish to be placed on the registry, please contact the Main Office at 377-7200. (REF: Board Policy Manual 4:160)

HEALTH INFORMATION

If the student is an out-of-state transfer student and does not have the required proof the first day of school of the current school year, then the student may only attend classes if he or she has proof that an appointment for the required vaccinations has been scheduled with a party authorized to submit such proof. If the proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, then the student will be excluded from school until the proof is submitted. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations. If the student is a homeless student and does not have the required proof the first day of school of the current school year, the student will be immediately enrolled.

The District's homelessness liaison will work with the student's parent/guardian to obtain the student's school records from his/her previous school as well as assist the student in obtaining the required health examinations and immunizations. However, if the student's parent/guardian fails to keep appointments or complete the necessary paperwork, after exhausting all efforts, the student will be excluded from school until the proof is submitted.

In addition, the District will provide notice to parents/guardians of the date and type of any non-emergency, invasive physical exam or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. Parents/guardians have the right to object to and opt their student out of such invasive physical exams or screenings. Invasive physical examination or screening means any medical examination that involves the

exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a properly authorized hearing, vision, or scoliosis screening. Vision and Hearing Screening Vision and hearing screening will be done in accordance with standards set by the State of Illinois. If a child fails a screening, a referral form will be mailed to the parent or guardian. This form should be completed by the appropriate health professional and returned to the school nurse as soon as possible. Screenings done in the school setting are not a substitute for regular exams performed by a physician, optometrist, or audiologist. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

Returning to School After Illness

In order to prevent the spread of illness in the school setting, please keep your child home if he/she has one or more of the following symptoms:

- A fever (over 100 degrees F) within the past 24 hours
- A bad cold with a hacking cough
- White spots on the back of the throat
- An unknown rash
- A severe stomachache
- A severe toothache or earache

MEDICAL/DENTAL/EYE EXAMINATIONS & IMMUNIZATIONS

Unit #8 and State Law requires that all students must have a physical examination prior to entering preschool, kindergarten, (first grade if they have not attended kindergarten), sixth grade, and ninth grade. In addition, all students must show evidence of the following immunizations: diphtheria, tetanus, pertussis (whooping cough), polio, MMR (measles, mumps, and rubella), and varicella (chicken pox) or proof of disease, as well as lead screening for preschool and kindergarten students, diabetes screening for ALL students on each physical form and tuberculin skin test, if indicated by your physician.

All incoming kindergarten, second grade, and sixth grade students are required to present proof of a completed dental examination dated within 18 months of May 15 for the current school year.

All incoming kindergarten students and students enrolling in Illinois school for the first time, regardless of grade, are to present proof of a completed vision examination form by October 15 of the current school year or within a month of enrolling.

Exemptions: A student may be exempted from the above requirements for:

1. Religious exemption if the student's parent/guardian presents to the Superintendent a signed statement indicating the objection.
2. Medical exemption if the student's parent/guardian presents written verification from physician.
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches, who provides eye examinations or a licensed optometrist by completing a vision waiver form.
4. Dental examination requirements if the student's parent/guardian shows an undue burden or a lack of access to a dentist by completing a dental waiver form.

Students who have not met the afore-mentioned criteria regarding physical examination and immunizations will not be allowed to attend school until documented proof of having met these guidelines is provided.

NURSE

The school district has three school nurses who provide services to students, check records, and administer hearing and vision screenings to all preschool through 5th grade students, and other students as mandated by the State or teacher/parent request. The school nurse will contact you if your child's medical, dental, or immunization records are incomplete, or if more information is needed regarding any health concerns your child may have. Please contact your child's school nurse with any pertinent medical concerns your child may have. Any injury requiring modifications to your child's daily routine (no PE/recess, etc.) will require a note from your health care provider.

HEAD LICE (PEDICULOSIS) POLICY

How Do You Get It?

Head lice is usually transmitted through close personal contact with another infested individual, for example, through sharing combs, brushes, and other grooming aids; sharing hats, caps, wigs, or coats; or co-mingling of these items at the homes of friends, at school, at church, or other public places. Having head lice does not mean you are unclean.

What To Look For

Head lice are elongated insects about this long (--) and are grayish-white with dark margins. Lice do not have wings and, therefore, cannot fly. Although they do not jump, they do move very quickly; this makes them difficult to find in a child's hair.

A nit is a louse egg. Nits are teardrop-shaped, about this size (-), and vary from yellowish brown to white. Head lice attach each nit to a hair shaft with a waterproof cement-like substance. Thus, nits cannot be washed out or brushed out of the hair like dandruff or other debris that may look like nits to the naked eye.

Treatment

A. Your child:

1. Remove all your child's clothing and place him/her in a bath or shower stall.
2. Apply head louse shampoo according to your physician's instructions or the label instructions provided by the drug store. Several medications are available for head lice: RID, Nix, Lice Be Gone, etc. Ovide is available by prescription only; the others may be purchased without prescription from the drug store.
3. Remove ALL nits from your child's clothing after the treatment.
4. Have your child put on clean clothing after the treatment.
5. Repeat the treatment in 7-10 days. (While the medications mentioned above rapidly kill crawling lice, they do not kill all the nits. Therefore, the treatment should be repeated in 7-10 days to kill newly hatched lice.)
6. All family members and close friends of your child should be examined. Family members who have crawling forms or nits should be treated.

B. Personal Articles and Environment:

1. Machine wash, all washable clothing and bed linens that have been in contact with your child. Since heat kills lice and their eggs, many personal articles can be disinfected by machine washing in HOT water and/or drying using the HOT cycle of the dryer.
2. Personal articles of clothing or bedding that cannot be washed or dried may be dry cleaned or simply placed in a plastic bag and sealed for 10 days.

3. Combs, brushes, and similar items can be disinfected by soaking them for one hour in one of the pediculicide shampoos or by soaking them for 5-10 minutes in a pan of water heated on the stove to about 150 degrees F. (CAUTION: heat may damage some combs and brushes.)
4. Because head lice can live only a short time if they fall off the head, thorough vacuuming of carpets and upholstered furniture will provide adequate cleaning. Using insecticides or fumigants on upholstered furniture, carpets, bedding, etc. is not necessary.

Returning to School

Your child may return to school after he/she has been treated with a head louse shampoo and ALL eggs/nits are removed from the hair. Treating and removing nits is the responsibility of the parent/guardian. The child must be brought back to school by an adult and checked by the nurse before being allowed to return to the classroom.

School policy is the student must be NIT FREE.

Any questions, please feel free to call the nurse at your child's school.

NOTE: Schools will conduct head lice checks at the beginning of the school year and whenever deemed necessary by the school nurse.

HOME SCHOOL POLICY

1. Illinois schools are not required to grant credit for Home Schooling. Accepting credits will be strictly at the discretion of the school and will be handled on a case-by-case basis.
2. In order to receive credit for home schooling, the student must have been registered with the Regional Office of Education during the time that he/she has been home schooled. While such registration is not required under the law, it shall be this District's requirement in order for a student to receive credit toward graduation.

HOMELESS
Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in the District school's attendance area may attend that school. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act. (REF: Board Policy Manual 6:140)

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INSTRUCTIONAL MATERIALS

Audio-visual materials selected for use are to be chosen with relevance to the curriculum, with a high academic standard in mind, and with full consideration for appropriateness in relation to the students in the class. R, NC-17 and X-rated films are prohibited. PG rated films are permitted. PG-13 rated films are permitted provided parents are given timely notice and have signed a parental permission form on file. The form is included in the back of this handbook.

HOMEWORK

Homework is an important and necessary part of the educational process. It is intended to reinforce a lesson taught. It allows students to take advantage of resources outside the classroom and school. Additionally, homework allows for parental assistance at home so that the

child gets individual assistance and attention. Finally, homework teaches responsibility. Homework might include reinforcement and enrichment of class work, make-up work from absences, incomplete assignments during the school day, research for class projects, and leisure time reading. Individual teacher's policies will be covered at Meet the Teacher Night. Parental support with homework is absolutely necessary. Parents are encouraged to:

- cooperate with the school in developing a positive attitude toward homework.
- provide your child with suitable study conditions.
- reserve time for homework.
- not allow telephone calls, turn off the television, and turn away the visitors until homework is completed
- encourage your child, but avoid undue pressure.
- show an interest in what your child is doing but do not do their work for them.
- understand what the teacher expects the homework to accomplish.

The teaching staff respectfully requests that all parents and guardians check with their child daily to guarantee that homework is complete. Communication with your child's teacher is actively encouraged if there are any questions about homework.

Students who are absent are expected to make up their work. Under normal circumstances the students will be allowed an equal number of days to make up their work assigned while they were absent. Much of what is done during the school day relies upon the direct instruction of the classroom teacher and, therefore, cannot be made up by doing work outside of school. Each teacher will make a professional decision regarding any work provided to a student during an extended absence. It is the responsibility of the child's parent or guardian to communicate with the classroom teacher about specific skills that were learned and activities, which were completed during the child's absence. The parent and the classroom teacher will develop a plan for how the student will make up the missed learning and activities. Homework may be picked up by parents AFTER 2:35 if requested by 9:45 a.m. Every effort will be made by the teacher to gather the assignments.

INSIDE RECESS

We find that students learn better when they have fresh air and exercise breaks. Thus, we will be taking student outside as much as possible. However, in cases of inclement and cold weather students will enjoy supervised indoor recesses in their classroom.

There may be some occasions when it will be necessary for your child to remain inside during outdoor recess. They MUST have a note from you stating the reason and duration for remaining inside. If your child has recently been ill, this will be accepted for a limited number of days. Your child will be required to bring a book or other activity to an assigned area. The school nurse will contact you and a physician's excuse will be required if your child needs to remain inside for an extended period of time. Except for inclement weather situations, when the entire class must stay in at recess, students will not be permitted to remain in the classroom, as there is not anyone to supervise them.

INTERNET ACCEPTABLE USE POLICY

We now have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this

resource. The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

- Limited electronic mail communications with people all over the world;
- Information from government sources, research institutions, and other sources;
- Discussion groups;
- Many libraries, including the catalog to the Library of Congress, and the Educational Resources; and Information Clearinghouses (ERIC). With this educational opportunity also comes responsibility. You and your child should read the enclosed Authorization for Electronic Network Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions. The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, the parent/guardian is responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access. Please read and discuss the Authorization for Electronic Network Access with your child. If you your child to have an Internet account, sign the Authorization form that is attached to the front of and return it to your child's school. (REF: Board Policy Manual 6:235)

Authorization for Electronic Network Access

Each staff member must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his/her parent(s)/guardian(s) must sign the Authorization before being granted access to the District's Electronic Network. Please read this document carefully before signing. All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. Acceptable Use - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. Privileges - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
3. Unacceptable Use - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law;
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-licensed;
 - c. Downloading copyrighted material for other than personal use;
 - d. Using the network for private financial or commercial gain;

- e. Wastefully using resources, such as file space;
- f. Hacking or gaining unauthorized access to files, resources, or entities;
- g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature;
- h. Using another user's account or password;
- i. Posting material authored or created by another without his/her consent;
- j. Posting anonymous messages;
- k. Using the network for commercial or private advertising;
- l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material; and
- m. Using the network while access privileges are suspended or revoked.

4. Network Etiquette - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:

- a. Be polite. Do not become abusive in your messages to others.
- b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
- c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
- d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
- e. Do not use the network in any way that would disrupt its use by other users.
- f. Consider all communications and information accessible via the network to be private property.

5. No Warranties - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the users own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing

of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

- a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.
- b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of “public domain” documents must be provided.
- c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.
- d. The “fair use” rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.
- e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail

- a. The District’s electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.
- b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account’s user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.
- c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.
- d. Electronic messages transmitted via the School District’s Internet gateway carry with them an identification of the user’s Internet “domain.” This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.
- e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet based message is prohibited unless the user is certain of that message’s authenticity and the nature of the file so transmitted.
- f. Use of the District’s electronic mail system constitutes consent to these regulations.

Internet Safety

12. Internet access is limited to only those “acceptable uses” as detailed in these procedures. Internet safety is almost assured if users will not engage in “unacceptable uses,” as detailed in this Authorization, and otherwise follow this Authorization.

13. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.

14. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are (1) obscene, (2) pornographic, or (3) harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

15. The system administrator and Building Principals shall monitor student Internet access. Students, parent(s)/guardian(s), and staff members need to sign the Authorization for Electronic Network Access annually while enrolled or employed by the District. This form is included in the back of this handbook.

LIBRARY

Students are encouraged to use the library materials available. Students who check out materials from the library are expected to return them by the date indicated. If they fail to do so a fine will be imposed for overdue materials.

LOST AND FOUND

Anything found on the campus, regardless of its value, will be placed in the lost and found box located in the cafeteria or near the office. The lost and found box will be cleared out periodically. Any unclaimed items will be donated to the needy.

LUNCH

Students may purchase a school lunch, which includes milk, or they may bring their lunch and purchase milk separately. The full fee for lunch is \$2.00, with a reduced charge of \$.40 for qualifying students. Milk is \$.40. Students are not permitted to bring soda to school. A monthly menu will sent home with each student. Students who forget to bring their lunch money may charge lunch for one day, but the debt is to be repaid the following day. Applications for free or reduced lunches are available in the school office. (See School Breakfast/Lunch Procedure for payment procedures.) *Bringing fast food lunches to students during lunchtime is strongly discouraged. This interferes with the structure of the school day, and is not fair to the other students.

MACHINES

Copy machines are strictly off limits to students, unless help is requested of office personnel. Students are not permitted to use the soda machine in the teachers' lounge.

MAKE-UP WORK

It is the responsibility of the student to request make-up work from the teacher upon returning to school after an excused absence. A parent may also request make-up work after the second consecutive day of an absence, this may be done by calling the school office prior to 9:45 a.m. with this request.

MEDICAL/DENTAL EXAMINATIONS & IMMUNIZATIONS

Unit #8 and State Law requires that all students must have a medical examination prior to entering preschool, kindergarten, (first grade if they have not attended kindergarten), fifth grade, and ninth grade. In addition, all students must have evidence of successful vaccinations for diphtheria, tetanus, whooping cough, polio, rubella, mumps, and measles, as well as a tuberculin skin test and a lead screening test. First time preschool, kindergarten, first grade, second grade, and third grade students must also give proof of having had the varicella immunization or proof of having had chicken pox. All incoming kindergarten, second grade, and sixth graders are also required to present proof of a dental examination dated within 18 months of May 15 for that current school year. Students who have not met the aforementioned criteria regarding physical examinations and immunizations will not be allowed to attend school until documented proof of having met these guidelines is provided.

MEDICATION POLICY

If it is necessary for a student to take medication during the school day, a written statement from a doctor granting permission to take this medication must be submitted to the office. (Forms are available in the school office.) No medication, (prescribed or over the counter) will be administered without a written order from your child's doctor. If your child requires medication prescribed by a doctor during school hours you must adhere to the following rules and procedures:

1. Written order from the doctor are to be provided to the school detailing the name of the student, the type of disease or illness involved, the name of the drug, dosage, and time interval the medication is to be taken, the desired benefits of the medication, the side effects, and an emergency number where the doctor can be reached. Forms to have the doctor fill out are available in the office. Forms must be filled out and returned to the school nurse before medication can be given at school.
2. Medication should be brought to school by the parent, in the original container, appropriately labeled by the pharmacy or physician. A proper instrument for application/administration must be provided with all liquid medications.
3. The school will attempt to administer medications to students approximate to appropriate times, but assumes no responsibility. It is the responsibility of the parent and student to make sure that the student follows the doctor's prescription. Parents should work with their doctor to establish an administration schedule that is conducive to being administered during student breaks and lunch times.
4. All medications must be maintained in the office. This includes all prescriptions and over the counter medications. The only exception to this rule is in cases where students **MUST** carry inhalers or epinephrine auto-injectors, (Epi-Pens) for health reasons. When necessary, students will be allowed to carry inhalers or Epi-Pens, as long as the doctor and parent have completed the correct authorization forms. Students are permitted to carry this medication for self-administration as prescribed while at school and while participation in school events if the parent acknowledges with his/her signature that the school incurs no liability due to the self-administration or medicine by the pupil.

(A copy of the "School Medication Authorization" form and the "Student Agreement to Carry an Inhaler" form have been provided for your convenience at the back of this handbook. These forms may be obtained from the school nurse via the school office.)

NEWSLETTER

A school newsletter will be distributed monthly. This newsletter will contain important information about upcoming events and activities and feature various facets of the school program and the PTO.

NURSE

The school district has three school nurses who provide services to students, check records, administer medication, and administer hearing and vision screenings as necessary. The school nurse will contact you if your child's medical, dental, or shot records are incomplete, or if more information is needed.

PARENT/GRANDPARENT/COMMUNITY VOLUNTEERS

Volunteers are very special people who offer their services to the students and teachers. They are appreciated and valuable members of our educational team. There are many opportunities to volunteer throughout the year, from extracurricular and PTO activities, to classroom and small

group activities, to listening to children read, to typing, creating, working in the library or computer lab, assisting teachers with various projects, and/or cutting out materials at home.

Parents and other interested persons may sign up to volunteer for various activities and events that go on here at school. (A volunteer survey is sent home annually. Interested persons should indicate the things they may wish to help with, and the approximate times they will be available.)

If you are interested in assisting the school in any way, please sign up and/or contact your child's teacher, the principal or the PTO. While these services are invaluable, they need to be coordinated with the curriculum and the classroom teacher. Thus, if you are not contacted immediately to volunteer, please know that your services will be sought as needed.

**To ensure the safety of our students, all volunteers must fill out a volunteer information form and wavier of liability that will be kept in the office. You must also sign in at the office before proceeding to their assigned destination.

PARENT REQUESTS

Placing students in classes is a complex process. Each class needs to be balanced according to academic abilities, gender, race, and possible behavior conflicts. When parents make requests for a certain teacher, it makes it almost impossible to maintain the balance of classes. Therefore, we will no longer honor parent requests for a teacher.

PARENT / STUDENT HANDBOOKS

A Parent-Student Handbook, including a summary of selected District disciplinary policies and rules, shall be distributed to students or their parent(s)/guardian(s) within 15 days of the beginning of the school year or at the student's enrollment. All parents and/or students (elementary through high school) will be required to signify by their signature that they received this handbook and are responsible for following the rules and regulations.

PARENTS' RIGHTS

Teacher Qualification

As a parent of a student of the Bethalto Community Unit School District 8, you have the right to know the professional qualifications for the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches;
- Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances (i.e., whether or not your child's teacher is teaching under emergency or provisional status);
- The teacher's college major, whether the teacher has any other certifications or advanced degrees and, if so, the subject of the degrees;
- Whether your child is being or has been taught by a teacher who is not highly qualified for 4 or more consecutive weeks; and
- Whether any teachers' aides or similar paraprofessionals provide services to your child and, if so, their qualifications.

As a parent, you also have a right to be informed of your child's achievement level in each state academic assessment.

If you would like to receive any of this information, please contact Jill Griffin at 618-377-7200 ext.

205.

Controversial Topics

Each school will provide a five-day advance notice to parents prior to offering any course or class in recognizing and/or avoiding sexual abuse to pupils in grades kindergarten through eight. If a parent/guardian objects to having their child take the course or class, the parent/guardian must submit a written objection to the Principal's office.

Student Records

Parents/guardians have the right to access their child's student records as outlined in the Student Records section later in this Handbook. School Visitation Rights

Illinois law requires an employer to grant any parent/guardian who is an employee leave of up to eight (8) total hours during any school year (no more than four (4) hours of which may be taken on any given day) to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. The parent/guardian, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that is available to him/her by the employer, except sick leave and disability leave, before the employee is allowed to leave under the Act.

Parents/guardians must make prior arrangements with their employers. The school office will provide the

parent/guardian with documentation of the school visitation, and, upon request, a complete copy of the law. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended.

Sex Offender and Violent Offender Notification

Information about sex offenders and violent offenders against youth is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at:

<http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

PARENT/TEACHER CONFERENCES

Parents or the teacher may request individual parent conferences at any time. Parents wishing a conference with their child's teacher must make an appointment with the teacher at least one day prior to scheduling the conference. Parent/teacher conferences are a very valuable form of communication between the home and the school, particularly when problems arise. (The district has scheduled unit-wide parent/teacher conferences on October 23rd, October 28th, and again on February 12th.)

PARENT TEACHER ORGANIZATION

Our PTO (Parent Teacher Organization) plays a vital role in the educational process. We invite you to become involved in the many PTO activities. Our PTO provides our classes with Christmas and Valentine's Day parties, Spring Fling, assemblies and much more! As a member of the PTO you can make a meaningful contribution to our school and your child. PTO meetings will be held on the second Monday of the months of September, November, January, March, and May, starting at 6:00. Attendance at these meetings is strongly encouraged. Baby-sitting is provided for no charge. Get involved and be a part of our team! You'll be glad you did!

PARKING

The village has restricted parking on Albers Place in front of the school. Signs are now posted that prohibit parking on the east side of the street between Short St. and Mill St. from 8:00 A.M. until 4:00 P.M. on days when school is in session. Parking is limited to fifteen minutes on the

west side between 2:00 P.M. and 4:00 P.M. We are told that the Village took this action in the interest of safety, to relieve congestion, to insure access by emergency vehicles, and to reduce the possibility of a child being struck while crossing the street. We'd like to suggest some possible solutions to the problem created by the parking restrictions, especially in bad weather.

1. Plan to pick up children five minutes after dismissal, when traffic has cleared.
2. Plan to park and meet your child in those areas where parking is not restricted: North of the Mill Street and Albers Place intersection, on David Street, on Mill Street, or on Short Street.

PERFECT ATTENDANCE

Perfect attendance is exceptional. A special award will be given at the end of the school year to students who have not been absent or tardy to school during the duration of the school year.

PERSONAL BELONGINGS

All personal belongings should be clearly marked with your child's name and grade.

PICTURES/YEARBOOKS

During the first quarter, pictures will be taken. Parents have the option to purchase their child's picture package. Pictures are to be paid for the day they are taken. Yearbooks will be ordered later in the school year. All students will be pictured in the school yearbook. Notices about yearbooks will be sent home some time during the second semester. If you want your child to be guaranteed a yearbook, please be sure to pre-order when the notices are sent out.

PHYSICAL EDUCATION

Physical education instruction is an integral part of a child's growth and well-being. All students are expected to participate in the P.E. classes. Only students who have a written doctor's recommendation will be excused from these classes. Students should wear comfortable sneakers or rubber soled shoes in order to participate in physical education classes.

PLAYGROUND

The rules for the playground are no different from those for the school. Kind, respectful interactions are expected at all times. Tackle football and team soccer are not permitted. Fighting, rock and snowball throwing is strictly prohibited. Students should line up to enter the building immediately after bell sounds. The playground supervisors are to be obeyed at all times. Seek also, the School Rules section of this handbook.

Using a Photograph or Videotape of a Student

Pictures of Unnamed Students. Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school-related activity.

Pictures of Named Students. Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign a consent form. Please complete and sign this form to allow the school to publish and otherwise use photographs and videotapes, with your child or ward identified, while

he or she is enrolled in this school.

Pictures of Students Taken by Non-School Agencies. While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer. Parent(s)/guardian(s) must sign the consent titled “Using a Photograph or Videotape of a Student” form provided in this Handbook.

PRIVACY RIGHTS

Student and Family Privacy Rights

(REF: Board Policy Manual 7:15)

Surveys

All surveys requesting personal information from students, as well as any other information used to collect personal information from students must be for the purpose of monitoring the quality of the district’s educational programs or assist students’ career choices. This applies to all surveys, regardless of whether the student answering questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school officer or staff member administers or distributes a survey or evaluation created by a third party to a student, the student’s parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request.

Survey Requesting Personal Information

School officials and staff members shall not request, or disclose, the identity of any student who completes any survey or evaluation containing one or more of the following items:

1. Political affiliations or beliefs of the student or the parent/guardian.
2. Mental or psychological problems of the student or the student’s family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student’s parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student’s parent/guardian may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student’s parent/guardian may inspect, upon their request, any instructional material used as part of their child/ward’s educational curriculum within a reasonable time of their request. The term “instructional material” means instructional content that is provided to the student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments, or individual teacher lesson plans.

READING RECOVERY

Reading Recovery is an intense, one-on-one program that is designed to bring first grade students up to grade level in the area of Reading. First grade students will be screened early in

the school year to determine student needs. Those students most in need of early intervention will be served first. When these students are successfully exited out of the program, those next in line, according to need, will be served next. Each student participating in Reading Recovery will be pulled out of class for a portion of the day and be given intense instruction on “good reader” strategies. This year Mrs. Roberson, Mrs. Middleton, Mrs. Moats and Mrs. Combes will be teaching Reading Recovery. If your child qualifies for Reading Recovery, you will be contacted and provided with more detailed information.

REPORT CARDS

Report Cards will be issued in all grades at the end of each quarter. Please carefully review your child’s progress and contact the school if you have any questions regarding the grades. Report Cards must be signed and returned to your child’s teacher. Conferences are scheduled to held at the end of the first and third quarters, or as necessary to explain grades and questions that may arise.

REPORTING TO PARENTS

Students’ progress is communicated to the parents at the end of each quarter. Report cards are sent home quarterly for 1st through 8th grade. Kindergarten sends home a checklist first quarter. Report cards for 9th-12th grades are mailed to the home at each semester’s end. The main purpose of the report form is to communicate as much meaningful, worthwhile information as possible to the parents, and to facilitate two way communication between parents and teachers. Because we recognize the limitations of the report, parent teacher conferences are scheduled in the fall at all levels and also in the spring. Additional conferences may be scheduled whenever the need arises by simply calling the Principal’s office for an appointment. In kindergarten through fifth grade a performance-based report card will be utilized. A performance-based report card emphasizes “learning” over “earning.” Each quarter provides students multiple opportunities to practice, attain, and demonstrate proficiency on the Common Core States Standards and informs parents of progress using a more detailed reporting system.

RESPONSE to INTERVENTION (RtI)

What is “Response to Intervention” or RtI?

RtI is a federal and state initiative intended to meet a wide range of individual students' needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. The goal of RtI is to provide students with the help they need to be successful as early as possible in their school career.

How does RtI work?

When a child begins to have some area of concern affecting his/her school progress the teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress**. The child's progress is measured over time. If he/she makes acceptable progress, the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle then more intensive interventions may be tried.

**This team-- referred to as the “Response to Intervention Team” -- uses the insight and expertise of several different school staff members including reading teachers, reading coaches, school social workers, psychologists, and special education teachers. RtI team members contribute in

different ways to the RtI process: Offering suggestions, gathering data, and communicating with other staff and/or parents. The RtI team meets regularly to discuss and monitor student concerns.

What is the role of the Parent in RtI?

Parents have an important role throughout the RtI process. Teachers will communicate concerns, and invite parent participation in telephone conversations and/or team meetings, regarding their child. Parents provide insight into a child's learning and development to understand the problem and why it occurs. Parents should contact their child's teacher with any concerns regarding academics or behavior.

Please contact your child's teacher if you have any questions. We look forward to working together to help your child succeed.

SCHOOL BREAKFAST/LUNCH PROCEDURE

Hot, nourishing breakfasts and lunches are available to all Bethalto Unit #8 students. A computerized system assists us in maintaining account information on each student. Students will use the system for all breakfast and lunch transactions, (including milk for sack lunches). Each child will be issued an account in his/her name, along with a computerized, bar-coded card. Once issued, your child's account will remain the same from year to year. Cards are given to students each day at the beginning of school. These individual cards are to be used as name badges and lunch cards when going through the cafeteria line. The cards are property of the school district and are to be handled with care. They should not be taken off school property. Lost cards will result in a charge of \$2.00 to the student's account.

1. Deposit transactions are made by placing a deposit in an envelope. The envelope is to be placed in the locked deposit box. The locked deposit box is located in the first floor hallway hall by the showcase, upstairs on the South end of the hallway and on the first floor near the cafeteria.

2. Your child's name and teacher's name must be written on the envelope. If the deposit is for more than one child in the same envelope, individual information must be provided for separate children.

3. Checks are made payable to Bethalto East Elementary.

The full cost for a student breakfast is \$1.25, with a reduced cost of \$.30 to those who qualify. Lunches may be obtained at a full cost of \$2.00, with a reduced price of \$.40 for qualifying students. Milk is \$.40. Please consider the larger the deposit, the less often money will need to be sent in.

Maintaining an appropriate balance in your child's account will enable your child to eat daily, or whenever he/she desires. Please make sure to check your child's book bag for reminder notes, indicating that your child's account is getting low. We will make every effort to notify you when your child's account reaches a low balance of \$4.50, or an amount that would allow the purchase of three meals. If you feel your child's account is reaching a balance where they will not be able to purchase a meal, please make proper arrangements to send in a new deposit or a sack lunch with your child. (You may receive a history of your child's account at any time by notifying the cafeteria office. An account balance sheet will then be sent home with your child.) As a general rule, students are not allowed to charge breakfasts or lunches. (Students may be given a one-day grace period, but are expected to repay the debt the following day.) If your child does not have a balance in his/her account to purchase a lunch, and no parent or guardian can be reached, he/she will receive a sandwich, fruit and milk. Free or reduced price breakfasts and lunches are available to families with a limited income. In order to ensure that your child receives

free/reduced lunches as necessary, please be sure to fill out and return “Free and Reduced Lunch Forms.” These forms may be obtained in the school office.)

SCHOOL-COMMUNITY RELATIONS

The best education for a student is achieved when parent and school work together. Showing an interest in a child’s schoolwork, and expressing approval for constructive attempts or accomplishments will reinforce the learning experiences of the school day. Visit your child’s classes and get to know your child’s teachers and Principal. For your child’s protection, all visitors are required to report to the building office for a pass before going to the classroom. Each elementary school has its own parent-teacher organization or Parents’ Club. Constructive participation in these organizations is another positive way to show interest in your child’s school and to further the education of all students. Contact your Principal for the time your parent organization meets.

SCHOOL DRESS

Proper dress is expected at all times. Shoes should be comfortable and appropriate for outdoor play. (Please note: Flip-flops are not considered appropriate footwear for outdoor recreation.) Hats, gloves, and mittens should be worn as needed during cold weather, as we take the children out as much as possible. Caps may not be worn in the building. The use of temporary hair color and colored gel products is strongly discouraged, as this practice often proves to be disruptive to the educational process. Due to the safety concerns, shoes with roller blades are not permitted at Bethalto East.

As a general rule, when considering proper attire for school, please keep in mind that all private areas should be fully covered. Boxers, underwear, and stomachs should not be visible. Short shorts, short skirts, see-through and low cut blouses, and clothing that advertise drugs, alcohol, or other related paraphernalia are not considered proper clothing for school. Students who are improperly dressed will have their parents called for a change of clothes. The administration reserves the right to determine the appropriateness of dress at school.

SCHOOL FEE WAIVER POLICY

School fee waivers are available to qualifying families. Forms may be obtained from the school office.

SCHOOL INSURANCE

School insurance is offered at the beginning of each school year. Parents are encouraged to take advantage of this offering. Envelopes for enrolling for this insurance will be sent home at the beginning of the school year.

SCHOOL REACH

In our efforts to improve communications between parents and school the Bethalto School District instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. The Bethalto District will continue to report school closings due to snow or weather on TV and radio stations and will use this new system as an overlay to the public announcements. When used, the service will simultaneously call all listed home phone numbers in our parent contact list and will deliver a recorded message from the superintendent or your school principal. The service will deliver the message to both live answer

and answering machines. No answers and busy signals will be automatically retried twice in 15-minute intervals after the initial call.

NOTE: This requires NO registration by the parent on the School Reach web site. All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.

Here is some specific information you should know.

- Caller ID. The Call ID may display 618 377-7200, which is the main number for the Bethalto District or it may be your child's school's number.
- Live Answers: There is a short pause at the beginning of the message, usually, just a few seconds. Answer your phone as you normally would "Hello" and hold for the message to begin. Multiple "Hello's" will delay message. Inform all family members of this process who may answer your phone.
- Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The maximum numbers of rings before hang up is "5". Make sure your machine answers after 4 rings or you may miss the message.
- Morning & Day Calls: In the event a cancellation decision is made the night before, or in the early morning hours, the broadcast message will be sent only to home phone numbers. In the event a cancellation decision is made midday, the broadcast message will be sent to home numbers also. General announcements would be sent only to home numbers. If your cell number is listed as your home number, the call will go to your cell phone.
- Message Repeat: At the end of the message you will be prompted to 'press one' to hear the message again. This is very effective when a child answers the phone and hands it to a parent, who can then 'Repeat' the message in its entirety.

SCHOOL RULES

In order to maintain a safe, productive school environment, Bethalto East operates under the following basic rules and procedures:

General Guidelines for Bethalto Elementary Students:

1. Become informed of and adhere to the rules and regulations of the school.
2. Respect the rights of the other students, school, administrators, teachers and staff.
3. Refrain from obscenity in verbal and written expression.
4. Dress and groom in a manner that meets health, cleanliness and safety standards. Clothing accessories must be school appropriate and non-disruptive to the educational process. *The administration reserves the right to determine the appropriateness of dress at school.
5. Be punctual and present in the regular or assigned school program.
6. Refrain from gross disobedience, misconduct, or behavior that substantially disrupts the educational program.
7. Maintain the best possible level of academic achievement.
8. Refrain from any form of fighting.
9. Refrain from playing outdoor games inside.
10. Respect the reasonable exercise of authority by school administrators, teachers, and staff in maintaining discipline in the school at all school-sponsored activities.
11. Refrain from bringing cameras or video recording devices onto school property without permission from the principal.
12. Remain quiet, stay seated, and follow all directions of the bus driver when riding the school bus.

13. Using any form of aggressive behavior that does psychological harm to someone else and/or urging other students to engage in such conduct shall result in appropriate disciplinary action by school authorities. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying or other comparable conduct.
14. Baseballs, Frisbees, super balls, skateboards, skate shoes, roller blades and cleated shoes are not allowed at school.
15. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction is prohibited.

Building Rules and Procedures

1. Building doors will open at 7:50 a.m. After taking books and materials to the gym, students go directly outside unless they are eating breakfast. Those students eating breakfast will do so in the lunchroom area, then proceed outside.
2. Upon arriving to school, all students who are tardy must report to the office for an admit slip to return to class.
3. Student should walk on the right side of the hallways.
4. Each K/1 student is required to wear an identification badge throughout the school day. This ID badge also serves as the student's bar coded meal card, and will be used when paying for breakfast and lunch items and when checking out library books. Lost/damaged badges will be replaced at a cost of \$2.00 per each replacement badge. This cost will be charged to the student's lunch account.
5. All visitors and parents must report to the office upon arrival and sign in and acquire and wear the appropriate identification badge. This is to ensure the safety of the students. In the concern for safety, all outside doors shall be kept locked except the front main entrance to the offices.
6. After recess students will enter the building quietly, go directly to their classrooms and be seated at their desks.
7. Student should report all accidents that happen during recess to the adult on duty.
8. A student must have a pass from the classroom teacher to go the office, nurse, restroom or another classroom during class time.
9. Students will not be allowed to wear hats, bandanas or chew gum in the building.
10. Upon arriving to school, all students who are tardy or have been absent must report to the office for an admit slip to go to class.
11. Children are not to remain on school grounds after dismissal, as there is no supervision for them. As a general rule, supervision of students at dismissal takes only 15 minutes after dismissal time. Please see that your children return home promptly after dismissal. If an emergency occurs that causes you to be more than 15 minutes late in picking up your child, please make every effort to notify the school.
12. Pets are not allowed in the building without permission of the building principal.
13. Students are not allowed to carry medication with them while in school. Parents should personally bring medication to the school nurse as necessary, rather than allowing students to carry medication on their own. All prescription and over-the-counter medications must be maintained in the office, with the exception of inhalers, if carrying them on your child's person has been deemed necessary, and the proper forms have been completed and submitted to the school nurse.
14. Due to congestion and safety factors, parents will not be allowed to wait for their children inside the building prior to dismissal.
15. Students are not allowed to sell various products within the school.

16. Students are permitted to leave school during lunch with parents only, unless written parental consent is given to the office.
17. No homemade treats will be allowed. Treats must be purchased and retained in their original containers.
18. In order to ensure student safety, any adult who picks up their child during school hours must present a valid drivers license or a state issued photo ID to the office.

Bus Rules:

19. Leave home early enough to arrive at your bus stop on time.
20. Wait for your bus in a safe place, well off the roadway.
21. Enter the bus in an orderly manner and take your seat.
22. Follow all instructions of the bus driver or bus patrol.
23. Remain in your seat while the bus is in motion.
24. Keep your hands and feet to yourself. (No hitting, or kicking.)
25. Keep your head and arms inside the bus at all times.
26. Keep aisles clean at all times.
27. Remain quiet and orderly. (Keep your voice at an appropriate level, a soft voice or whisper.)
28. Be courteous and respectful to your school bus driver and fellow passengers.
29. Treat the bus with respect. (Damage or destruction to the bus will result in possible loss of bus privileges, and/or restitution.)
30. No eating or drinking on the bus.
31. No CD players or hand held games are allowed on the bus.
32. Be alert to traffic when leaving the bus.

Procedures:

33. Non bus-riding students wishing to ride home with a bus rider must have a note written by their parents or guardian and approved by the principal, to present to the bus driver. Such request will be granted only as space allows.
34. Any emergency request to ride a bus or a different bus must be requested in writing by the parent or guardian of the student, and submitted to the office for approval. Such requests will be granted only as space allows.
35. Students will be allowed to exit the bus at school, their original home stop location, and locations requested in writing by parents.
36. The bus driver is in complete charge of the bus and its occupants at all times. Students riding the bus must comply with the requests of the bus driver.
37. School bus transportation is a privilege that may be withdrawn for inappropriate behavior. If a student has a discipline problem on the bus, they may receive a "Bus Conduct Report". This will detail the incident, as well as the action taken. Upon receipt parents must sign this form and return it to school. If a child receives a Bus Conduct Report he/she may be suspended from riding the bus for a specific period of time.

Cafeteria Rules:

38. Be on time.
39. Wait in line appropriately.
40. Follow directions of those in charge.
41. Treat cooks and supervisors with respect. (Display an appreciation for the cooks.)
42. Keep voices at a proper level (soft voices, or a low whisper).

43. Allow others to eat without disturbances. (Keep hands, feet, and objects to yourself. No sharing or trading food!)
44. Dispose of food properly. (Clean up your space after eating.)
45. Treat lunchroom equipment properly.
46. Interact with others appropriately. (Practice good table manners. Raise your hand when you need assistance from a supervisor.)
47. Remain seated until dismissed from the lunchroom.

Procedures:

48. Students must wash hands before eating.
49. Students must wear their name badges to lunch everyday. If they continue to forget their badge they may lose recess.
50. If students forget their lunch, they must call home before school or during the first recess.
51. Students are not allowed to charge breakfast or lunch. (Students may be given a one-day grace period, but must repay the debt the following day.)
52. Glass containers should not be brought to lunch.
53. Students should not bring soda for lunch. Carbonated drinks often explode, especially when in thermos containers.
54. Students should take only one straw for each meal eaten.
55. No food or drinks may be taken from the cafeteria to be eaten later with out permission from the supervisor.
56. Throwing food and other objects is prohibited.
57. Milk cartons, juice cups, sandwich badges, chip packages, lunch sacks, etc. may not be popped.
58. After eating, students must return trays; dishes, silverware, and trash to the proper location then wait quietly in the designated location until dismissed.
59. If food is dropped or spilled, students must help get it cleaned up.
60. Students are not allowed to change seats during lunch.
61. Students must respect the rights of others by being neat and orderly.
62. Running is prohibited in the lunchroom.
63. Due to space confinement, parents are discouraged from eating with the students.
64. Bringing fast food lunches to students during lunchtime is strongly discouraged. This interferes with the structure of the school day, and is not fair to other students.

Classroom Rules:

Individual classroom teachers will work with their students at the onset of the school on establishing a set of standards and expectations for classroom behavior. Students are expected to know and follow all classroom rules and expectations, as well as all other school rules and procedures.

Other Classroom Procedures:

65. Students must report to the office before going to class if they are tardy.
66. Any notes, correspondence or written excuses for absences should be presented to the teacher at the beginning of the day.
67. Students should be seated promptly and ready to begin class work at the appropriate time.
68. Students should have books, materials and homework ready as necessary.
69. Students should remain quiet when the teacher is talking, when a student is talking or reciting, or when a group is studying.
70. Students are expected to do their part in maintaining a clean, attractive learning environment.

71. Students may leave the room only with the teacher's permission, at dismissal time, as well as during class time.

Playground Procedures:

72. Recesses are an integral part of the school program. All students will go outside (weather permitting) unless they have a note from home or there is an obvious reason, which could include; weather conditions include rain, snow, ice and temperature or wind chill temperature below 15-20 degrees...(Wind chill/temperatures 15 degrees or below for the 15-minute recess, and 20 degrees or below for the 25-minute recess.) Appropriate clothing should be worn (hats, gloves, etc.)
73. Students should get drinks and visit restroom before going outside.
74. Once out of the building for recess, students must ask permission and acquire a pass from the adult on duty to re-enter the building. Students must report back to the playground supervisor when returning outside.
75. If a child has been ill, he may be excused from outside recess for a couple days. The school nurse will contact parents, and a physician's excuse will be required if a child needs to stay inside for an extended period of time.
76. Students who must stay in for any reason will be assigned to an area to sit during recess. Students must do reading or other academic work at this time.
77. No wrestling. Stay up off the ground. This will be perceived as fighting.
78. No tackle football or anything that resembles it.
79. No riding on each other's backs.
80. No toys, athletic equipment, radios or other personal items should be brought to school without specific teacher permission. Only under special circumstances will any of these items be permitted on the playground. *See Toys section of this handbook.

Rules:

81. Making or throwing snowballs is not allowed.
82. Cartwheels, handstands, and similar gymnastics are not allowed on the blacktop area.
83. Picnic tables are for resting only. No jumping off or standing on.
84. No playing under classroom windows.
85. Play must stop when the bell rings.
86. Soccer goals are not for climbing on and bats are to be carried at your side.
87. Students may hang from their hand ONLY on the bar equipment. No hanging by your legs.
88. Students are not allowed outside of the designated playground areas.
89. Baseballs, frisbees, super balls, skateboards, skate shoes, roller blades, and cleated shoes are not allowed.
90. Only soft rubber balls and basketballs are allowed on the blacktop. Softball, soccer balls and footballs can be used on the grassy areas and the ball diamonds.
91. No picking up or throwing gravel or rocks on the playground.
92. Students should report all accidents and injuries to the adult on duty.
93. Students are expected to respect the rights of their fellow schoolmates. Bullying or aggressive behavior will not be tolerated. Any verbal or physical acts of violence will result in severe consequences.

Restroom Rules:

94. Talk softly. (Do not yell or make loud noises.)
95. Use equipment properly. (Do not stand on sinks or commodes or hang from doors or door frames. No horse playing allowed.)

96. Place all trash in proper containers. Do not waste paper.

97. Always flush after use.

98. Wash and dry hands before leaving.

*Please refer to the District Handbook for additional rules and procedures.

**Please, also, refer to the Detention, Discipline, and Student Conduct and Discipline sections of this handbook.

SCHOOL SUPPLIES

Each teacher will furnish an exact list of supplies needed for the year. Normally this list is sent home with the final report card to be used for the following school year. Every grade level has different requirements for supplies. We respectfully request that parents NOT purchase backpacks with wheels for their children to carry to and from school. We are concerned about the damage they may cause to our floors and lockers.

SEX OFFENDER LIST

Parents may obtain information regarding sex offenders living within the school district by accessing this listing at www.isp.state.il.us.

SMOKING

According to State Law, smoking is strictly forbidden on school property, inside and outside. This includes both students and adults. Students are neither to carry nor use tobacco products of any kind. Please refer to the District Handbook on policy on the use or possession of tobacco products on school campus and school buses.

SPECIAL EDUCATION

A wide range of comprehensive Special Education services are provided for students with special learning needs.

The Student Services Department, which includes the Director of Pupil Personnel Services, the school psychologist, speech therapists, social workers, counselors, nurses, and special teachers assists in the evaluation, consultation, and programming for those students who, because of speech, physical, mental, or psychological impairments may be in need of special assistance. Most students with special needs are serviced in our own school district. Others may be transported to nearby school districts through cooperative agreements. Referrals for special services are made through the Principal of each attendance center or DiAnna Kemp, who may be reached at 377-7200 ext. 215.

The State of Illinois has mandated that local school districts provide special services for handicapped children from the age of three years through twenty-one years of age. Parents of children with potential handicaps should contact their attendance center Principal for information and possible referral and/or testing. (REF: Board Policy Manual 6:120; 7:230) Individual Student Evaluation Procedures There are many types of handicaps that make it difficult, or even impossible, for a student to learn in a regular school setting. These handicaps may require trained professionals to determine the source of the problem and to recommend the proper program to maximize the educational development of the student. However, before your child can be evaluated to determine eligibility for placement in a special education program, you have the following rights:

1. To grant or refuse permission for the evaluation.

2. To review all records related to the referral for evaluation.
3. To be informed of the types of evaluation activities which will be conducted and the probable timetable.
4. To know the results of the evaluation.
5. To participate in the staff conference at which the educational plan for your child will be discussed. Your child's educational status will not be changed without your being informed prior to the change. Student with disabilities who will have completed four years of high school at the end of a school year may participate in the graduation ceremony of the student's high school graduating class and receive a certificate of completion if the student's individualized education program (IEP) prescribes special education, transition planning, transition services, or related services beyond the student's 4 years of high school.

SPEECH AND LANGUAGE

New students and all Kg. students entering the building will be formally assessed on speech and language skills, to determine a need for "Speech and Language" intervention. (Parents desiring that their child NOT be screened on speech and language skills should contact one of our speech and language pathologists, at 377-7250 extension 117). If, after this initial screening, our speech teacher believes that your child could benefit from speech and language services, you will be contacted, and provided with more information. Once you have granted your permission for your child to participate in speech, he/she will be pulled for a portion of the day to participate in one-on-one or small group instruction of speech and language skills, based on his/her specific needs. Your child's progress will be analyzed annually, and goals for continued development will be established for continuance in the program.

PBIS/STUDENT ASSISTANCE PROGRAM

We would like to share some information with you about a service available to you and your child at Bethalto East Elementary School. The Student Assistance Program is designed to assist children in dealing with problems that interfere with their academic success. Faculty or staff members, administrators, parents, or students may refer students to the Student Assistance Program. Referrals may be made because of truancy, falling grades, changes in behavior, and/or other concerns that affect the student's school success. Once the referral is made, the "Student Assistance Team" will gather information about the student and then develop a school-based action plan that addresses the areas of concern, to improve each student's overall school success and personal well-being. Such a plan might include one of the following:

- *Support Group: Lunch Buddies (Attention/Communication), Green Team (Playground Behavior), Star Group (Divorce), Friends Group (Friendship Skills), and Loss Group (Loss of loved one) Focus Group (Attention/Concentration)
- *Bus Buddies: Incentive program for good bus behavior
- *Mentor Lunch (Community members mentor students)
- *Individual Action Plan based on the student's needs

The Student Assistance Program is a valuable resource for our students and staff. Of course, the program works best when parents work alongside the team to create the best educational opportunities for the child. The Student Assistance Team will notify parents in writing if your child has been referred for one of these programs. Unless we hear from you otherwise, we will assume it is okay for your son or daughter to participate. If you have any questions, or would like to make a referral, please call Bethalto East at 377-7250 between the hours of 7:45 am and 3:15 pm.

PBIS

Any student in need of further academic and/or behavioral support may be placed in **Check-in Check-Out**

(CICO) to enhance performance and achievement.

Reading Recovery

Reading Recovery is an early intervention program to help low-achieving first graders learn to read. Reading Recovery provides an alternative to traditional reading practices for educationally disadvantaged and learning disabled students. Children who are among the lowest achievers in reading within a grade level are selected to receive 30 minutes of daily one-on-one instruction for a period of up to 20 weeks. Reading Recovery instruction has the following characteristics:

- Teachers focus on each student's strengths, not deficits;
- Students learn strategies that help them to become independent readers;
- Students learn to read by composing and writing their own messages;
- Teachers base instruction on detailed analysis of student behavior and knowledge;
- Students are taught how to predict, confirm, and understand what they read; and
- Teachers can select student-reading materials from over 2,000 small books of increasing difficulty. Reading Recovery has shown to reduce the rate of retention, special education placements, and remediation beyond first grade.

STUDENT CONDUCT AND DISCIPLINARY PROCEDURES

Bethalto East operates under the premise that teachers must be assured of the right to teach, and students must be assured of the right to learn. All students, staff, and parents have a shared responsibility in assuring that an environment conducive to learning is satisfactorily maintained. Students must maintain appropriate, productive behavior at all times, and should exercise respect and self-control. To help students develop self-discipline and self-control teachers will be presenting lessons on the development of good character. These lessons will include materials and interactions in trustworthiness, respect for others, responsibility, fairness, caring, and citizenship, to name a few. When breeches of school rules and regulations occur, it is the responsibility of the staff to work with the student, and his/her parents as necessary, to help the student to correct his/her own behavior. All disciplinary actions will be directed toward protecting the welfare of the school community, as well as helping the student to develop self-discipline. When determining the response/consequence for inappropriate conduct, school personnel will consider the nature of the act, the student's previous history, his/her age and maturity, any mitigating circumstances, and the affect of his/her actions on the welfare on the school community.

Consequences for misbehavior may include, but are not limited to the following:

- Warning
- Time out, or removal from the situation
- Individual interaction or conference with teacher, social worker, psychologist, or principal
- Denial of special privileges.
- Detention (Lunch or after school)
- Phoning parents
- Parent/Teacher/Student Conference
- Suspension
- Referral to outside agency
- Referral to law enforcement agencies
- Expulsion

*Please refer to the District Handbook for specific policies and procedures in dealing with specific disciplinary problems, such as general and gross misconduct; insubordination; theft or damage to

school or personal property; fighting; use of possession of alcohol, drugs, or tobacco products; unauthorized use of fire alarms and fireworks; and use or possession of dangerous and illegal weapons.

****Please, also, refer to the Detention, Discipline, and School Rules sections of this handbook.**

Student Suspension

The Superintendent, Building Principal, and Assistant Building Principal are authorized by the Board of Education to suspend a student for a period, not to exceed 10 days or until the next regular Board meeting, whichever occurs first. Reasons for suspension are gross disobedience or misconduct. (REF: Board Policy Manual 7:200)

Student Expulsion

1. Expulsion shall take place only after the parent(s)/guardian(s) have been requested to appear at a meeting of the Board, or with its designated hearing officer, to discuss their child's behavior.
 2. A request will be made to parent(s)/guardian(s) to appear at the Board meeting or hearing, and such request shall state:
 1. Time
 2. Place, and
 3. Purpose of Meeting
 3. The Superintendent is authorized to appoint a hearing officer when there is need for one. The Board, at such meetings, shall state the reasons for expulsion and that date on which the expulsion is to become effective.
 4. A written report with dates of misconduct, type of misconduct, and persons involved will be given. Also, persons and school personnel involved should be willing to appear at the Board meeting.
 5. Expulsion must be done within ten (10) school days following suspension.
 6. Only the Board of Education can expel a pupil from school.
- (REF: Board Policy Manual 7:210)

STUDENT RECORDS

The Illinois School Student Records Act ("ISSRA"), the Family Educational Rights and Privacy Act ("FERPA"), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy ("Policy"). The Board of Education has adopted a Policy and implementing Procedures which are available upon request from the Office of the Superintendent or Building Principal, as well as on the District website at www.bethalto.org. (REF: Board Policy Manual 7:340)

The District maintains both a permanent and temporary record for each student.

The Permanent Record consists of basic identifying information concerning the student, his or her parents' names and addresses, the student's gender and date/place of birth, academic transcript, attendance record, health record, unique student identifier, scores received on all State assessment tests administered in Grades 9-12, and a record of release of this information. It may also contain a record of honors and awards received, information concerning participation in school sponsored activities and organizations.

The Temporary Record consists of all other records maintained by the District concerning the student and by which the student may be individually identified. It must contain a record of release of information contained in the Temporary Record, scores received on the State assessment tests administered in the elementary grade levels (K-8), a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, biometric information, information regarding an indicated report pursuant to the Abused and Neglected

Child Reporting Act, 325 ILCS 5/8.6, health-related information, and accident reports.

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records except as limited by the Policy or state or federal law. A student has the right to inspect or copy his or her permanent record. (All rights of the parent become the exclusive rights of the student upon the student's 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.) In order to review the student's record, a parent must make a written request to the District. The request will be granted within fifteen (15) school days after the date of receipt of the request.

The District may charge a fee of \$0.25 per page for copies of the record. This fee will be waived when the parent is unable to pay. The District may be required to release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

(1) to a District or State Board of Education employee or official with a demonstrable educational or administrative interest in the student. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for with the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;

(2) to any person for the purpose of anonymous research, statistical reporting or planning;

(3) in an emergency situation, if necessary to people's health and safety;

(4) in connection with a student's application for or receipt of financial aid;

(5) during an audit or evaluation of federally-supported education programs;

(6) as allowed under the Serious Habitual Offender's Compensation Action Program;

(7) to a governmental agency for the investigation of a student's school attendance;

(8) if the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released;

(9) to accrediting organizations in order to carry out their accrediting functions,

(10) to the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs; or

(11) pursuant to a court order where a parent of a student is named in the court order.

The District may also be required to release student records without parental consent to the following individuals or in the following circumstances, as long as parents/guardians are first notified of their right to inspect, copy or challenge the contents of the records to be released:

(1) to the records custodian of a school to which the student is transferring;

(2) pursuant to a court order where a parent of a student is not named in the court order;

(3) to any person as specifically required by law; or

(4) pursuant to a reciprocal reporting agreement, or to juvenile justice authorities when necessary to complete their official duties.

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

The District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for

the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, no person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student.

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for (1) grades; (2) name and contact information of the District's Official Records Custodian; and (3) references to expulsions or out-of-school suspensions, if the challenge to expulsions or suspensions is made at the time the records are forwarded to another school to which the student is transferring. Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violative of the student's privacy rights. The School District's Student Records policy, and its accompanying Administrative Procedures, provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Official Records Custodian located at 610 Texas Blvd., Bethalto, IL 62010 or by phone at 618-377-7200. Parents may obtain a copy of the School District's Student Records Policy by contacting the District office, the Building Principal, or the Official Records Custodian. The Policy is also available on the District's website at www.bethalto.org. The Policy also provides time lines for the destruction of records. Parents will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District.

Permanent records are kept for sixty (60) years. Temporary records are kept for the period of their usefulness to the school, but in no case less than five (5) years after the student leaves the District. Student temporary records are reviewed by the District every four (4) years or when a student changes attendance centers. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted. The school and District routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear in school publications such as yearbooks, newspapers or sporting or fine arts programs; academic awards, degrees and honors; information in relation to school-sponsored activities, organizations, and athletics; major field of study; and period of attendance at the school. The District will release Directory Information to the general public from time to time, including by way of a school newsletter, the school website, and a student yearbook, to be issued in the spring. If a parent wants to prohibit or limit the District's release of any or all of his/her child's Directory Information, the parent must inform the District in writing the first day of school that information concerning his/her child should not be released, or that the parent desires that some or all of this information not be designated as District Information. In addition, the District will release a high school student's name, address, and telephone listings to military recruiters and institutions of higher education upon their request unless you advise us to the contrary in writing.

Finally, no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the ISSRA or regulations.

If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.

STUDENTS' RIGHTS AND RESPONSIBILITIES

Students, like adults, have rights as well as responsibilities when they attend school, ride the bus, play on the playground, eat in the cafeteria or attend school-sponsored activities. Students will be treated with respect and in turn are expected to treat others with respect. Disrespectful behavior will not be tolerated and will result in consequences. Please refer to the District Handbook relating to Students' Rights and Responsibilities.

TARDINESS

School begins promptly at 8:20 a.m. Students are expected to be on time for the start of school and all classes. Late arrival disrupts class and causes loss of instructional time. If a student is late for the start of the school, he/she must report to the office before going to the classroom. Parents should accompany their child to the office to sign them in and report the reason for the tardiness. If there are excessive tardies, parents will be notified. Students will be marked 1/2 day absent after 8:45 a.m.

TELEPHONE

The office telephone is for school business and is not to be used by the students except in an emergency. Students will not be allowed to call home unless it is an emergency.

TITLE I READING

Students in kindergarten whose grades, test scores, and teacher recommendations indicate a need for further intervention in the area of Reading may qualify for additional Reading instruction from our Title I Reading program. Students will receive in-class and pullout instruction, in both large and small-group formats, based on individual needs. Students will be selected based on individual needs, with those indicating the greatest need being served first. If our Reading department believes your child could benefit from Title I Reading, you will be contacted and provided with more information.

TOYS/ELECTRONICS

Bringing toys or other non-education items to school is strongly discouraged, and may only take place with special permission from the classroom teacher. Please do not allow your child to bring unnecessary items to school. Items such as radios, hand held video games, dolls, trading cards, etc. are sometimes broken or damaged, and often lead to problems or distract from the educational process. If such items are brought to school without the special permission they may be taken away from the child. In this instance parents will be required to write a note and /or pick the item up to regain the item. Parents, please check your child's book-bag on a regular basis to ensure that your child isn't bringing anything to school that is unnecessary or against the rules. Electronic signaling devices and any device with camera capabilities are not allowed to be at school unless approved by the principal. Cell phones, needing to be used by a student to contact a parent after school, must be kept turned off and out of sight during the school day. Using or possessing a laser pointer is prohibited unless under a staff member's direct supervision and in the content of instruction.

USE OF DISTRICT FACILITIES

Student groups or clubs that are not school sponsored are granted free use of school premises

for a meeting or series of meetings pursuant to the conditions set forth in Board Policy 7:330 and applicable procedures. (REF: Board Policy Manual 7:330)

School facilities are available to community organizations during non-school hours when such use does not:

(1) interfere with any school function or affect the safety of students or employees, or
(2) affect the property or liability of the District. The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures, including providing evidence of liability insurance. Organizations using school facilities are financially responsible for any damage to the facility during the period of use. In addition, persons on school premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs. Contact the District office for information about fees and costs. All fees and costs must be paid prior to the use of the facility. (REF: Board Policy Manual 8:20, 8:30)

VANDALISM

The cost of school vandalism in our country continues to rise. This is money that could be spent to improve the quality of education. The District is doing everything it can to reduce this expense. Parents/guardians of vandals may be held responsible under the law up to \$20,000.00 for actual damage committed by their child, and up to \$30,000.00 if a pattern or practice is established. Student vandals also could be subject to suspension or expulsion from school. However, the real efforts of home and school must be directed toward prevention: helping the child feel good about himself and school, providing adequate supervision, and reporting to the school or police any suspicious activity around the school. We appreciate anything you can do to assist us with this problem.

VISITORS

To ensure the safety of our students all parents and visitors are required to report directly to the office upon entering the building, to state their reasons for being there. Please do not linger in the hallways or go directly to individual classrooms, as this poses a threat to student safety and disrupts the educational process. Parents wishing to meet with a teacher or the principal should call the day before, if possible, to make an appointment. Teachers cannot meet with parents during class time. Whenever possible, the principal or teacher will return your telephone call within twenty-four to forty-eight hours. In order to further ensure the safety of our students, any adult who picks their child up during school hours must present a valid drivers license or a state issued photo ID to the office prior to the child being released to the adult.

WEAPONS

New federal law requires that students who bring weapons to school face probable expulsion. According to Board policy, any student who is found to have a weapon of any kind at school, including penknives, will go to an expulsion hearing before the Board of Education or a representative thereof. The Board of Education has stated that there shall be no exceptions to this rule. Please remember, the purpose is to make our schools a safe place. Your child has the right to a safe school environment. Our compliance with this law will help to keep our school safe. As Bethalto East is a building of young children it is imperative that parents take an active role of checking student's book-bags to ensure that items that should not be brought to school are

kept at home. Any type of gun/knife, even if it is a toy it could fall under this weapons policy. Please discuss with your children what is appropriate to bring to school.

WELLNESS POLICY

In response to a state mandate, Bethalto Unit School District # 8 has developed a district "Wellness Policy." The goal of this policy is to promote procedures that reinforce the maintenance of a healthy lifestyle. As a district we will be encouraging the maintenance of an active healthy lifestyle, and striving to make our breakfasts and lunches as healthy possible. Whenever possible, we will also attempt to look for student rewards and motivational options that do not primarily consist of sugary snacks. We would also request that parents attempt to support this initiative by providing students with more healthy snacks, when sending refreshments for recesses, birthday, parties, etc. Working together, we can positively impact the lives and healthy lifestyles of our students!