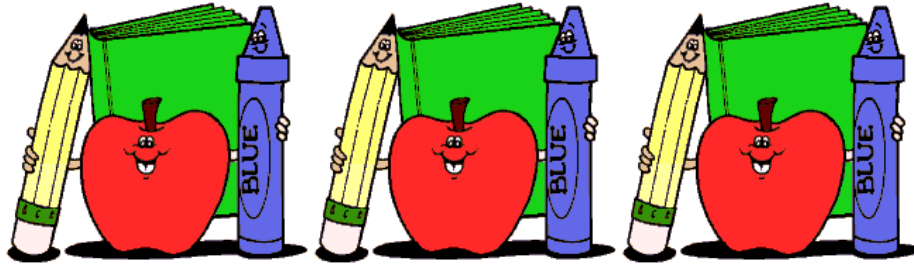


**Eastwood Elementary
2008-2009 School Handbook**



Eastwood Elementary
1030 Third Street
East Alton, IL 62024
Mrs. Kim Wilks/Mrs. Jill Miller – Co- Principals
618/433-2199



**It is the mission of
Eastwood Elementary
to educate
minds and hearts,
one child at a time.**

Eastwood Elementary handbook is a summary of Board of Education policies governing the district. District policies are available to the public at the East Alton District #13, Central Office at 210 St. Louis Ave. East Alton, IL 62024. Eastwood handbook may be amended without notice. Amendments will be presented to the Board of Education for approval and provided to parents immediately following Board of Education approval.

EASTWOOD ELEMENTARY HANDBOOK

1. ABSENCE

Academic progress is enhanced by regular school attendance. Illinois State Law requires children between the ages of 7 and 17 to attend school regularly.

The State of Illinois requires that we call all absent students. When it is necessary for your child to be absent or late for school because of illness, doctor appointment, etc., please call the school office (433-2180) by 9 AM. If you wish your child to be dismissed during the school day, a signed note is necessary and you **MUST** pick up him/her up and sign the student out. If someone else is allowed to pick up your child, we must have identification.

Absences are excused for

- a. Illness of a student
 - b. Funeral Leave
 - c. Hospitalization of a student
 - d. Absence due to bus problems beyond student's control
 - e. Any other situation requires approval of the building administrator
 - f. Observance of religious holiday
- * Any student who is absent from school due to the observation of a religious holiday will have an equal opportunity to make up any schoolwork requirements missed due to absence.

Absences are unexcused for:

- a. Running errands for the family
- b. Staying home to care for younger children
- c. Working at or away from home
- d. Visiting friends or relatives
- e. Shopping with parents
- f. Ordinary weather hazards
- g. Head lice/after two days (day sent home counts as first day)
- h. Early parent sign out following school sponsored function (i.e. party or field trip)

Students whose parents fail to contact the school office or who are not available when called are marked "unexcused".

***Any student that is absent for a full day, may not attend extra-curricular activities scheduled that evening.**

Truancy

Truancy is missing school for unacceptable reasons. Chronic absenteeism, ten or more unexcused absences, will be reported to Madison County Superintendent's office.

East Alton School District #13 School Truancy Program

East Alton School District #13 "**Truancy Reduction Program**" intends to reduce truancy by implementing a program model that encourages parents/guardians to be more aggressively involved in their children's education. The program seeks to educate parents/guardians about the truancy laws in Illinois and to obtain compliance with those laws. Students who are diverted back into the educational environment are less likely to be involved in delinquency. This program is designed to take a student who is truant, transform him/her into an active student, eventually graduating and finally becoming a productive member of society.

The State of Illinois allows a student to miss a total of 10% at any given time of the current school year. Once that student is at 10% or about to go over, the Family Resource Officer or Building

Administrator will talk with that student to explain the consequences and a truancy letter is also mailed home to the parent. (The school district encourages any parent who receives this letter to please call the school) At this time a referral is given to **Madison County Truant Alternative Program**, in which, the student is assigned a county truant officer.

If a student is absent due to medical illness the school district asks the parent/guardian to bring a doctor note in for each day absent to be counted as excused. The doctor note should be given to the building secretary when the student returns to school. These absences will not be counted against the student as truant. (A good rule of practice is always get a note when visiting the doctor) However, once a student goes over the 10% of what the state allows, and the student is referred to Madison County Truancy, every absence will have to be accounted for. Any absences not accounted for will be unexcused and subject to a fine in court.

Under East Alton's City "**Truancy Ordinance**" it states, a parent can be subject to fines of \$500.00 for each unexcused absence. Excessive excused absences without a doctor note will be addressed and may be counted as unexcused.

Madison County started a "**county wide truancy court**". This court is for families who will not correct their child's attendance. Once all measures have been exhausted and your child's attendance does not improve you will be referred to this court. In court you will directly have to answer to the "**Truancy Judge**".

To avoid either of these actions, you must see that your child is in school and on time everyday.

Chronic Tardies

As stated in our East Alton District #13 Tardy Policy
5 tardies = 1 unexcused day of absence.

Every attempt will be made to contact student's parents. However, the school district reserves the right to file a petition even though a truancy notice has not been sent due to time limitations.

2. ACCEPTABLE ATTIRE

Students are expected to wear clothes and jewelry that do not detract from the serious business of learning. Clothing and jewelry must not be unsafe, indecent, or inappropriate.

Examples of prohibited clothing and jewelry include but are not limited to:

Shorts - Short-shorts (shorts must reach the end of the finger tips when standing with hands at side) cycle shorts, gym trunks

Pants - All pants and shorts must be worn around the waist not hips, no undergarment should be visible.

Shoes – tennis shoes are the preferable school footwear. No high heels (Over 1 ½ inch shoes are not allowed) Sandals must have heel or ankle straps. When choosing footwear please keep in mind recess and P.E. activities. **No Flip Flop shoes. No heeies (wheels).**

Shirts - Tube tops, halter tops (bare back), half-shirts, (student's shirts must cover stomach) thin strapped sleeveless shirts (less than one inch straps are prohibited) and any clothing or jewelry advertising or related to drugs, alcohol, gangs, Satanism, sex, and/or tobacco products.

Body Piercing – The only acceptable body piercing is ear piercing. Eyebrows, lips or tongue piercings are prohibited.

Face Paints/Hair Color- Face paint is not to be worn to school at any time. A typical hair color/paint/hairspray (bright red, yellow, orange, blue or green etc.) is prohibited.

Hats – Hats should be taken off immediately as students enter the building. No hats are allowed inside unless a designated hat day is announced. No bandanas.

Be sure your children are properly dressed when they leave for school.

COLD WEATHER – a heavy coat, cap, gloves and boots/overshoes are recommended in wet or snowy weather.

If a student arrives at school and we feel that their dress is inappropriate or distracts from the learning environment the student will be sent home for a change of clothes. Inappropriate jewelry will be confiscated and held by the building principal or her designee until picked up by a parent within a reasonable amount of time, otherwise the item or items will be discarded. The school district or its designee is not required to return any inappropriate item or items confiscated.

3. ACCIDENTS

In case of a student accident, the following procedure will be followed.

- a. The injured will receive care immediately.
- b. The parent will be notified if the injury is serious or if medical attention is needed.
- c. An accident report form will be filled out and kept on file.

4. ARRIVAL AND DEPARTURE

Student Arrival Time - 8:05 A.M.

Tardy Bell - 8:15 A.M.

Student Dismissal - 2:40 P.M.

Arrival – See Map Appendix A & B

Upon arrival, your child should go to his/her designated area.

Kindergarten enter through Door K and remain in cafeteria foyer until bell sounds.

First, Second Grade and Mrs. Darr enter through door 6.

Third, Fourth and Fifth Grade enter through door 5.

Inclement Weather

In case of inclement weather, all students should enter through door 3 (the gym doors). In case of wind chill of 10 degrees or below, doors will be opened at 7:40 AM and students should enter through door 3 into the gymnasium. Grade 1-5 students should enter in door 3 on Thursday for Eastwood Morning Meeting.

(Phone System) In case of early dismissal or school cancellation, students will receive a phone call with detailed information.

Breakfast

Breakfast is served between 7:40 AM and 8:05 AM.

Students eating breakfast need to enter through Door K.

Departure – See Map

Kindergarten – Exit through door K

- 1st Grade – Exit through door 1
- 2nd Grade – Exit through door 2
- 3rd Grade – Exit through door 3
- All Special Education classes – Exit through door 3
- 4th Grade – Exit through door 4
- 5th Grade – Exit through door 5

Any student needing to meet a brother or sister after school must meet at the Sibling Sidewalk in front of the school. (See map) Appendix A & B

Bus students will be dismissed at 2:30 P.M.

5. ASSEMBLIES

Assemblies will occur when special occasions or needs arise. Students are asked to walk the Peace Walk to and from the gym, following their teacher. Proper behavior is expected before, during and after the assembly. Students are expected to listen and show our guest speakers, principals and or teachers respect and courtesy during all assemblies.

6. ASSESSMENTS

Both formative and summative assessments will be administered to Eastwood students throughout the school year to monitor student academic growth and drive instructional and curriculum decision-making. Examples include but are not limited to the:

- Dynamic Indicators of Basic Early Literacy Skills (DIBELS)
- Development Reading Assessment (DRA)
- Qualitative Reading Inventory (QRI)
- Illinois Standards Achievement Test (ISAT)
- AIMS Web – Reading
- Think Link Reading & Math

Results from these assessments will be sent home with students and /or shared with parent/guardian during parent teacher conferences.

7. BICYCLES

Students may ride bicycles to school only if these rules are followed.

- a. **Must be in the 4th or 5th grade.**
- b. Obey the Rules of the Road.
- c. Keep the bicycle in safe condition.
- d. Bring a written permission note from home.
- e. Walk bicycles on and off school grounds.
- f. Bicycles should be locked to the racks provided.

Students may be suspended from bike privileges if any of the above rules are broken.

8. BOOK CARE

Books are to be used, not abused. Next year another student will be using the books you are using this year. There will be a replacement charge for lost or abused books.

9. BUILDING

The doors will be unlocked and the signal for passing to your room will sound at 8:10 AM. Plan your coming to the school so that you do not arrive earlier than that except for those who are eating breakfast, which will be served beginning at 7:40 AM.

- a. Students are to enter the building using their designated door.
- b. Always keep to the right and walk the peace walk quietly when going through the halls on entering and leaving the building.
- c. Students must have permission to use a phone.
- d. Students must have a note from home to leave school at lunchtime unless your parent/guardian picks you up. Students must be signed out.
- e. All food must be eaten in the cafeteria. Gum is not allowed in the building.
- f. Label all supplies and outer clothing.
- g. In case of illness or injury, a student must have a note from home to stay inside during lunch recess. **After three consecutive days, a note from a doctor is required.**
- h. Playground equipment will not be taken into the restrooms.
- i. **A telephone call by parent/guardian is necessary for all absenteeism** and a note should be sent for early dismissal. In case a student must leave school early, a parent/guardian must sign the student out in the office.
- j. **Students and parents must use designated crosswalks and obey crossing guards at all times. The proper authorities will be notified for any parent who drops a student off in front of the school (stopping traffic) or runs the stop sign (endangering students) on Education Drive.**
- k. Those who disrespect our crossing guards and or disregard safety rules of the road will be reported to the police.
- l. No pets are allowed at school (please do not bring pets for show and tell).
- m. Written notification will be sent to all parents and students before pesticide applications.

10. BUS CONDUCT/SAFETY RULES

The school bus is considered an extension of the school. The rules of conduct, which apply in the school building, also apply on the bus. In addition, students are required to abide by reasonable rules of conduct that provide for their safety and the safety of others.

Any disruptive behavior on a bus that is deemed to be creating an unsafe situation, abuse to others or a distraction to the bus driver will be reported to the director of transportation and the principal's office. If, after an investigation, a student is found to be at fault, disciplinary action may occur. A bus referral will be sent home with the student.

Bus safety/evacuation drills are held in fall and spring of each year. Bus safety procedures will be sent home within the 15 days after the beginning of school.

NOTE: Bus suspensions are not school suspensions. Missing school during a bus suspension is considered truancy unless complicated by other factors. This inconvenience to parents should be reason to avoid misbehavior on the bus.

11. CAFETERIA PROCEDURES

The price for a student hot lunch is \$1.35. The breakfast price is \$.85. Children may pay for their breakfast/lunch each day, or may deposit a lump sum amount into their food accounts by cash or check. Children who bring a sack lunch may purchase white or chocolate milk for a cost of \$.25 per carton. Approximately one-half of each lunch hour is devoted to play and recreation.

Breakfast/Lunch Accounts – (NO CHARGES WILL BE ALLOWED.)

District 13 is now equipped with a computer **BREAKFAST/LUNCH PAYMENT ACCOUNT SYSTEM** which allows parents to deposit lunch money into the account of their child. As the child eats breakfast or lunch, the student's ID card is scanned and the amount due is deducted from his/her food account. The cashier will tell the child when the account is low enough to need additional payment. Parents may deposit into the lunch account by cash or check. There will be a \$15 charge for returned checks. We are sorry, but our system is **NOT** set up to accept **CHARGES**. Students without an ID card will be sent to the end of the breakfast/lunch line. If your child has misplaced his/her badge or lanyard they may purchase a new badge for \$2.00 and lanyard for \$1.00 in the Eastwood office.

Free Breakfast/Lunch Applications

Free breakfast/lunch applications are sent home in enrollment/registration packets and should be returned within two days. Parents will be notified of approval or denial within ten days after submitting an application. Throughout the year a random audit will be made of families found eligible for the free breakfast/lunch program. Your cooperation in this audit is appreciated.

Cafeteria Rules

The rules children are expected to follow are good manners and generally applied to any public eating establishment. Your help in reinforcing the rules will be greatly appreciated.

- a. Students should observe the Quiet Zone rules as they peace walk to the cafeteria.
- b. Stand in line properly while waiting to be served.
- C.** Talk in a normal voice while in the cafeteria.
- d. Students should walk at all times in the cafeteria.
- e. Respect and obey all cafeteria personnel and monitors.
- f. After eating, leave table clean, return tray, place silverware, and paper in proper place.
- g. Straws or food should not leave the cafeteria.
- h.** Playing with food or drinks will not be tolerated.
- i. No playground equipment will be allowed at the lunch table during mealtime.
- j. In cold weather, bring your coats to lunch and go outside after eating.
- k. After finishing lunch, leave through the southwest cafeteria doors. Students who are to remain inside will report to the monitor.

RECESS, PLAYGROUND, LUNCHROOM

WARNING
WALL-TIME OUT

WRITE UP
LUNCH RECESS DETENTION
REFERRAL TO THE OFFICE

Warning – Stop inappropriate behavior and give a verbal warning

Wall – If behavior continues, students will be placed on the wall for the remainder of lunch recess.

Write up- Consistent misbehavior and/or noncompliance with lunch monitors will result in a lunch detention (copy to be given to principal and teacher) and followed up with a consequence.

If a student fails to bring back a signed lunch detention our Eastwood Detention Monitor will place a reminder call to parent.

12. CAREER EDUCATION GRANT

A federally funded Career Education Grant supports the implementation of Career Awareness into Eastwood curriculum.

13. CHILDREN'S PRIVACY ACT/PARENT EMPOWERMENT ACT

The Children's Privacy Act and Parent Empowerment Act protect student and parent rights. District will follow guidelines set forth in Board of Education policy 7.340-R.

14. COMPLAINTS

If a satisfactory solution cannot be reached and the principal was not present, then the matter will be brought to the principal by the parties concerned. Please follow these procedures when you have a complaint. Give the teacher a chance to explain her/his position before you pass judgment.

If you need to talk to a teacher or principal for a few minutes, please stop by for a Visitor's Pass. **Before or after school, without an appointment is not an appropriate time for a lengthy conference.** If you need a person-to-person conference with the teacher or principal, please call for an appointment.

***Aggressive behavior toward any teacher or administrator will be turned over to the police immediately.**

15. COMMUNICABLE DISEASE/CHRONIC INFECTIOUS DISEASE

With the confirmation of a chronic infectious disease a note will be sent home with students immediately. The Madison County Health Department will be notified.

16. DISASTER PROCEDURE

The disaster alarm for a tornado warning will be announced and is a signal for students to go to the station to which their class has been assigned. Routine drills and procedures will be practiced and conducted.

Students who are separated from their class should go to the nearest station. Procedures will be discussed with students concerning earthquake drills.

17. DISCIPLINE/EASTWOOD CIVIC BELIEFS

Positive Behavior Interventions and Supports (PBIS) Program

PBIS is a program supported by Illinois State Board of Education and the East Alton School District 13 to promote and maximize academic achievement and positive behavior. PBIS is a strategy utilized for helping all students achieve important social and learning goals. We know that when good behavior and good teaching come together, our students will excel in their learning. The schools in the East Alton School District 13 are proud to be part of this exciting initiative and will be implementing this program on the first full day of the 2008-2009 school year. This program will extend on the current Eastwood Fight Free Program.

As part of the PBIS process, we have established several clear expectations for the behavior we anticipate in all settings of our school. By following the expectations established, we believe that all other 'rules' that typically apply in a school setting would be followed as well. For example, walking in the building is part of being respectful and showing self-control. The expectations identified by Eastwood Elementary are listed below in our Eastwood Civic Beliefs.

At the beginning of the school year a letter will go home explaining more details of our new PBIS program.



EASTWOOD CIVIC BELIEFS

WE ARE COMMITTED TO:

- Be Responsible
- Be Respectful
- Be Safe and Fight Free



EASTWOOD PLEDGE

**I pledge today to do my best
in reading, math, and all the rest.
I promise to obey the rules in my class
and in the school.
I'll respect myself and others, too.
I'll expect the best in all I do.
I am here to learn all I can,
to try my best and be all I am.**

3 “BEE” PLEDGE

I promise to do my
Best to be responsible,
respectful, safe and fight free.

I will keep my hands,
Feet, and all other
Objects to myself. I
will speak
respectfully to
everyone at all times.

Basic Be Safe Rules

KYHFAAOOTY-Keep You’re Hands, Feet, And All Other Objects To Yourself.

Student Responsibilities

I have the responsibility to treat others with compassion:
this means that I will not laugh at others, tease others, or try to hurt the
feelings of others.

I have the responsibility to respect others as individuals
and not to treat others unfairly because they are black or white...
fat or thin, tall or short, boy or girl, adult or child.

I have the responsibility to make the school safe by not...
hitting anyone, kicking anyone, pushing anyone, pinching anyone,
threatening anyone, or hurting anyone.

I have the responsibility not to take or destroy the property of others.

I have the responsibility to help maintain a calm and quiet school:
this means that I will not...
yell, scream, shout, make loud noises, or otherwise disturb others.

I have the responsibility to learn about myself and others in this school:
this means that I will be free to express my feelings and opinions without
being interrupted or punished and I will not interrupt or punish others who
express their feelings and opinions.

I have the responsibility to learn self-control in this school:
this means I will strive to exercise my rights without denying the same
rights to others and I will expect to be corrected when I do abuse the rights
of others as they shall be corrected if my rights are abused.

I have the responsibility to protect my rights and the rights of others by
exercising my full responsibilities in all circumstances.

LEVEL I INFRACTIONS

HAS INAPPROPRIATE MATERIALS
MISUSE OF EQUIPMENT
NOT LINING UP PROPERLY
RUNNING IN THE HALLWAY
MISBEHAVING IN THE RESTROOM
INTERRUPTING OTHERS
OUT OF ASSIGNED AREA
NAME CALLING/YELLING/BULLYING

POSSIBLE CONSEQUENCES

VERBAL WARNING
INCIDENT REPORT/DETENTION(S)
PLANNING SHEET/3 "W" SHEET
REMOVAL OF ITEMS
CALL/NOTE TO PARENTS

LEVEL II INFRACTIONS

REPEATED MINOR OFFENSES
THREATEN/PHYSICAL WITH OTHERS
BULLYING BEHAVIOR
DISRESPECT TO STAFF MEMBER
INAPPROPRIATE LANGUAGE

POSSIBLE CONSEQUENCES

BEHAVIOR MANAGEMENT
INCIDENT REPORT WRITE-UP
CALL/NOTE HOME
RESOLUTION CONTRACT
LUNCH/DETENTION/EAT SEPARATE FROM THE OTHERS
COMMUNITY SERVICE/RESTITUTION
CONFERENCE
POSSIBLE SUSPENSION

LEVEL III INFRACTIONS

CONTINUED DISRUPTIVE BEHAVIOR IN THE CLASSROOM PROHIBITING
OTHERS FROM LEARNING
GROSS DISOBEDIENCE OF EASTWOOD'S DRESS CODE
INTIMIDATING/AGGRESSIVE/BULLYING BEHAVIOR
VERBAL OR PHYSICAL THREATS TOWARD STAFF

FIGHTING, ASSAULT, OR HARRASSMENT ON SCHOOL PROPERTY
REFUSAL TO FOLLOW DIRECTIVES
REPEATED THREATENING BEHAVIORS TO OTHERS
OVERT SEXUAL BEHAVIOR
GANG REPRESENTATION/GANG RELATED ACTIVITIES
POSSESSIONS OF KNIVES, WEAPONS, FIREARMS, ALCOHOL, TOBACCO OR
DRUGS OR ANY CONTROLLED SUBSTANCE (Only typical school related objects
will be allowed)
VISIBLE AND USING ELECTRONIC PAGING DEVICES, CELLULAR DEVICES,
AND TELECOMMUNICATIONS DEVICES DURING SCHOOL HOURS
VANDALIZING SCHOOL PROPERTY
DELIBERATE BUS VIOLATIONS
DELIBERATE MISUSE OF HARDWARE/SOFTWARE
CONTINUED MINOR/MODERATE INFRACTIONS
ALL OTHER CONDUCT PROHIBITED BY EAST ALTON BOARD OF EDUCATION
POLICY

POSSIBLE CONSEQUENCES

PERSONAL CONFERENCING WITH APPROPRIATE SCHOOL PERSONNEL
WITHHOLDING OF PRIVILEGES
SEIZURE OF CONTRABAND
NOTIFICATION TO PARENTS
REMOVAL FROM THE CLASSROOM
AFTER SCHOOL DETENTION
EXTENDED LUNCH DETENTION
SUSPENSION: OUT OF SCHOOL, BUS RIDING PRIVILEGES, SCHOOL
SPONSORED EVENTS
EXPULSION FROM SCHOOL PROVIDED THAT ALL APPROPRIATE PROCEDURES
ARE FOLLOWED
NOTIFICATION OF JUVENILE AUTHORITIES (POLICE) WHENEVER CONDUCT
INVOLVES ILLEGAL DRUGS, (CONTROLLED SUBSTANCES) LOOK A-LIKE,
ALCOHOL, OR WEAPONS.

Suspension

Loss of privilege to attend school or participate in school activities for a designated suspension time. **Suspensions are counted as an unexcused absence.** It is up to the teacher to decide if make up work or assessments will be given during the length of suspension.

During a suspension, students are to proceed directly home. A parent will be notified immediately. Students should remain in the custody of their parent at all times until readmitted to school. The student is not to attend or participate in any school activity during this suspension period. Parents are entitled to a review of this suspension. If you wish a review of the action taken, address your request to the Superintendent, Mr. Virgil Moore, at 210 East St. Louis Ave., East Alton, IL 62024, within 10 calendar days of the suspension.

Expulsion

In addition to suspension, a school administrator may recommend a student for expulsion. An expulsion by the school board is the complete loss of privilege to attend school until the end of the school year. Those present at the expulsion hearing will include the parent/guardian, teacher, principal, superintendent and the Board of Education members.

18. EAST ALTON SCHOOL DISTRICT #13 DISTRICTWIDE PARENTAL

INVOLVEMENT POLICY GUIDELINE

As required by the No Child Left Behind Law, the districtwide Parental Involvement Policy will be distributed during Central Registration to all parents. Additional copies are available upon request. Please call Jill Miller at 433-2199 to request a copy.

19. EAST ALTON SCHOOL DISTRICT 13 WELLNESS POLICY GUIDELINES

Congress passed the Child Nutrition and WIC Reauthorization Act of 2004 on June 30, 2004. Recognizing the role schools can play and help promotion; this law requires local education agencies participating in a program authorized by the National School Lunch Act or the Child Nutrition Act of 1966 to develop a local wellness policy. The East Alton School District #13 Wellness Policy Guideline is available upon request in the Eastwood Office. Please call Jill Miller, Curriculum Coordinator at 433-2199 to request a copy.

20. ELECTRONIC PAGING DEVICES, CELLULAR DEVICES, AND TELECOMMUNICATIONS

Electronic paging, cellular, and any form of telecommunications devices are not to be visible during school hours. Students may carry them with them to school, but they must be kept in their back packs and turned off at all times. If a school official witnesses the child using the cellular device it will be confiscated until the parent picks it up in the principal's office.

21. EMERGENCY DAYS

In the event of inclement weather, or other reasons, which would necessitate the closing of schools, the decision will be made as early as possible. Radio stations WKLL, WBGZ and KMOX will be notified by 6 AM for this announcement. In case of doubt, please listen to one of these stations. A school wide phone call will be made to all parents/guardians in case of early dismissal and/or school cancellation.

22. EMERGENCY NUMBERS

In addition to your correct and accurate home number, the school **must** have on file a work or an emergency number. This number will be used to contact you when your child is ill, injured or needs transportation home. *** NO CHILD WILL BE ALLOWED TO ATTEND ANY EASTWOOD FIELD TRIPS WITHOUT A CURRENT EMERGENCY FORM.**

23. EMERGENCY PROCEDURES

School Safety plans are in place in case of an emergency. Emergency drills such as fire, tornado (Duck and Cover), earthquake, and Intruder Alert drills are practiced each semester to ensure student safety. A district wide Crisis Intervention Plan is available in case of sudden illness to a student or staff member of East Alton District # 13.

24. EQUAL EDUCATION OPPORTUNITIES

Equal education opportunities shall be available for all students without limitations based upon sex, ethnic or racial background, language barrier, religious beliefs, physical and mental handicaps or economic and social conditions.

25. FEES

Supplementary and material fees are due and payable at the start of school. The fee for kindergarten through fifth grade is \$10. This student activity money will be used to send your child on field trips such as:

children's plays, children's symphony and the movie theater. **PLEASE MAKE EVERY EFFORT TO PAY FEES BEFORE OR ON THE FIRST DAY OF SCHOOL!**

26. FIELD TRIPS

Educational and celebratory field trips are provided by district and Parent Advisory Board for Eastwood students. Students are expected to follow Eastwood's bus safety, discipline and school rules while on field trips. All students must have a signed Field Trip Permission Form that was provided to parents in enrollment packets, and an emergency form with proper emergency phone numbers before they may attend an Eastwood field trip.

Throughout the year, continued loss of privileges due to consequences from our Fight Free Program and/or Eastwood Civic Beliefs Discipline Plan may result in loss of privileges to any celebratory or educational field trip.

*No younger children (siblings) or friends from other schools are allowed to ride the bus for field trips.

If you choose to drive your children to a field trip, you are entirely responsible for the supervision of your child only and are not allowed to chaperone other children. The child will be counted absent from school on the day of the field trip.

*A field trip day is a regular school day. Therefore, signing a student out early before 1:00 P.M. (Grade K-1) and 2:00 P.M. (Grade 2-5) following a field trip will be considered an unexcused absence.

If your child rides the bus to the field trip, and a parent wishes to pick the child up early and transport the child home, a written notice must be given to the teacher and principal prior to the field trip. *Parents must sign the sign-out sheet.

Those 5th grade students who are suspended from school due to consequences from our Fight Free Program and/or Eastwood Civic Beliefs Discipline Plan before the 5th grade ski trip will not be allowed to attend.

27. EAST ALTON DISTRICT #13 SCHOOLS

Superintendent, Mr. Virgil Moore

*Central Office, Washington School
618/433-2051*

Washington Pre-Kindergarten School

*Principal – Mrs. Debbie Sims
618/433-2001*

Eastwood Elementary School

*Co-Principals – Mrs. Kim Wilks/Mrs. Jill Miller
618/433-2199*

East Alton Middle School

*Principal – Mr. Eric Frankford
618/433-2201*

28. FIRE ALARM

Students should know which exit to use no matter what room or part of the building they are in. Students will be instructed and walked through this procedure the first week of school. Exit routes are posted. Recognize the fire alarm sound and react quickly by exiting the building properly.

- (a) Walk quickly – **DO NOT RUN!**
- (b) Listen for instructions. **DO NOT TALK!**
- (c) Return to the building only after a bell has rung and teachers have given students permission to return to classrooms.
- (d) Pulling the fire alarm is prohibited. Any students that participate in this will be suspended due to the severity of student safety.

29. FREE APPROPRIATE EDUCATION

All children with disabilities have the right to a free appropriate public education. (Board Policy 7:40) Questions regarding students with disabilities should be directed to Debbie Sims, Special Education Coordinator at 618/433-2001.

School authorities have the right to restrain or remove students from the classroom if a child is a danger to himself or others. (Board Policy 7:190)

30. FUND RAISING

Students are no longer allowed to solicit door to door. Parent/Guardian participation in fundraising is appreciated.

31. GRADE REPORTING AND GRADES

Report cards are issued every nine weeks. A student should constantly be aware of how he/she is doing, so that no report card grade should come as a surprise. Mid-term reports will be sent out to inform parents of satisfactory and unsatisfactory work.

Grading Scale – 4th and 5th Grade

A	100 – 92
B	91 – 83
C	82 – 73
D	72 – 64

NOTE: Kindergarteners receive Performance Reports at the end of the 1st and 4th quarters. 1st-3rd Grade receive Performance Reports every nine weeks. Honor Roll Criteria for grades 4-5 students.

HONOR ROLL REQUIREMENTS

Honor Roll for grades 4-5 only

High Honor Roll. All A's or All A's and one B

Honor Roll. Students must have Only A's or B's. (The student may have one C if they have an A to balance the C.)

“U” grades are considered LESS than a C grade.

Helpful Hints for Better Grades

1. Listen to your teacher's instructions and explanations.
2. Take part in class discussions.
3. Take notes to help you remember.
4. Write all assignments in a notebook for that purpose only.
5. Set aside a time each evening to study.

6. Complete assigned work on time.
7. Plan! Use your time wisely in completing an assignment.
8. Have a classmate get your assignments when you are absent. Give them a call in the evening if parents do not object.
9. Always try to do your very best in everything you do!

*Parents – Please call your child’s teacher to request make-up work. Please allow the teacher one full day to prepare the make-up work.

32. HANDICAPPED STUDENTS

A student classified as handicapped shall be placed in an educational program which is appropriate to the student’s needs. The handicapped student shall be assigned to an educational program based on recommendations made during a multidisciplinary staffing.

33. HEALTH SERVICES

The school nurse follows the Illinois Department of Public Health (IDPH) **Communicable Disease Guide** for the control of communicable diseases.

Fever, vomiting, and/or diarrhea is warning that all is not right with the body. It is the recommendation of the school and the IDPH that you not allow a child to return to school until he/she has been **free of symptom(s) for at least 24 hours** without the use of medication. Students becoming ill or involved in an accident during the school day must report to their teacher first. The teacher will then send student to the school nurse or the office. If it is necessary to go home, school authorities will inform parents/guardian.

Physicals and Immunizations

Returning students must comply with this policy by the **first day** of attendance or they shall be excluded from school. **Health examinations and immunizations are required of all pupils entering preschool for the first time, kindergarten or first grade, and sixth grade. NO APPOINTMENT CARDS ARE ACCEPTED.**

Students who participate in any extra curricular activity/ sports must have a physical examination and be certified physically fit to participate in that activity. This certification must be on file at school office.

Dental Examinations

All Illinois children in kindergarten, second, and sixth grades will be required to have an oral health examination. Each child shall present proof of examination by a dentist prior to May 15th of the school year. School dental examinations must have been completed within 18 months of the May 15th deadline.

Vision Examinations

Public Act 95-671, effective January 1, 2008, requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15 of the school year.

Dog Bites/ Animal Bites

On or off school property are reported to Madison County Animal Control as required by law.

Hearing and Vision Screenings

The State of Illinois mandates the following grades to be screened for vision and hearing each school year:

Vision Screenings: preschoolers, kindergarten, second, eighth, special education, and new students.

Screening is not a substitute for a complete eye and vision evaluation by an eye doctor.

Hearing Screenings: preschoolers, kindergarten, first, second, third, special education, and new students.

After these grades have been completed, attempts will be made to screen the remaining students. Teachers and parents may request a student to be screened by contacting the school nurse.

Parents Right to Object to Physical Examinations, Immunizations or Screenings.

A student may be exempt from the district physical and dental exams, immunization requirements, or screenings on religious or medical grounds if the student's parent(s)/guardian present to the superintendent, Mr. Virgil Moore, stating explanation of objection. A student may be exempt from the above on medical grounds if a physician provides written verification.

Hearing and Vision Impaired Students

Parents will be notified of the services provided from special state schools for students who are deaf, hard of hearing, blind or visually impaired by the Regional Vision Itinerate Teacher.

Medications At School

Students are not to carry **any** medicines with them to school whether they are over the counter, non-prescription or prescription. This includes eye drops, nasal sprays, Tylenol, etc. Certain children with asthma or life threatening allergies may carry medicine with them after physician and parent/guardian have completed the ***Medication Administration/Self Administration Consent Form.***

Administering Medications to Students

“Administration of medication to students during regular school hours should be discouraged unless absolutely necessary for the **critical** health and well-being of the student.” Sec. 10-22.21b, Administration of Medications.

Definitions

- ❑ ***Prescription medication means any medication prescribed by a licensed physician or dentist.***
- ❑ ***Non-prescription medication means any medication that can be obtained over-the-counter.***
- ❑ ***School nurse means any person employed by the Board who is licensed in Illinois as a professional nurse, pursuant to the Illinois Nursing Act, III. Rev.Stat. Ch. III. Para. 3401, et seq.***

No school personnel shall administer to any student, nor shall any student possess or consume any medication until an appropriate permission form has been completed, signed, and is filed. A student may receive medication with parent and physician consent when under the supervision of a school nurse, an administrator, a health aide, or certified school personnel as designated by the Superintendent after the ***Medication Administration/Self Administration Consent Form*** is completed. This form shall be completed by the student's parent(s)/guardian and physician and shall be on file at the school building where the child attends. This form shall be filed prior to the dispensing of any medication to a student and the form shall specify the times at which the medication must be dispensed and the appropriate dosage.

Any change in prescription orders, including stopping medication, needs a new physician authorization.

Guidelines for Medication Administration

Generally, medication at school is discouraged. Only those medications, which are necessary to maintain the student in school and must be given during school hours, shall be administered. This policy refers to both non-prescription drugs and prescription drugs.

An approved *Medication Administration/Self Administration Consent Form*

must be completed by both the parent and the physician. The consent expires at the end of each school year or end of summer school.

A responsible adult must bring the medication to school in the original package or appropriately labeled container.

Prescription drugs shall display:

Student's name
Prescription number
Medication name/dosage
Administration route and/or other directions
Date and refill
Licensed prescriber's name
Pharmacy name, address and phone number
Name or initials of pharmacist

Non-prescription or over the counter drugs shall

Have manufacturers original label
Have student's name affixed to container.

A record shall be kept of all medication dispensed to students, specifying the time of dispensation, dosage and supervising personnel.

The parent(s)/guardian or responsible adult will be responsible at the end of the treatment regime for removing from the school any unused medication, which was brought to school for their child. If the adult does not pick up the medication by the last day of school, the school nurse will discard the medication in the presence of a witness.

A new *Medication Administration/Self Administration Consent Form* must be renewed each school year.

Students Who Administer Their Own Asthma Inhalers

Students may carry their own Asthma Inhalers if parent(s)/guardian and physician authorize "unsupervised self-administration" on the *Medication Administration/Self Administration Consent Form*.

Epinephrine Medication at School

Students with severe allergies that may cause an anaphylactic reaction may carry their medication (such as an EPIPEN) with them so that they have easy access in case of emergency, if parent(s)/guardian and physician authorize "unsupervised self-administration" on the *Medication Administration/Self Administration Consent Form*.

PE and Recess Excuses and Return to School

If a student is not able to participate in PE or recess, the school will need a note from the physician with details and a start and stop date.

Head Lice Policy and Guidelines

The School Board recognizes that a student infected with head lice is eligible for all rights, privileges and services provided by law and the District's policies. The District shall balance those students' rights with the District's obligation to protect the health of all district students and staff.

When authorized school health personnel identifies a student as having head lice or nits in their hair, attempts will be made to contact their parent/guardian to remove the student from school. A parent letter will also be sent home with the student.

The student will be excluded from school until **the day after** the first pediculicide treatment.

Check In Procedure: The student may return to school **only** when accompanied by an adult. **A student will not be inspected unless accompanied by an adult. The student must be brought in before the start of the school day. Anytime after the start of the day, the parent must call the school nurse to establish a mutually agreeable time and place for inspection by authorized school health personnel.** (The reason for this is the school nurse may already have scheduled screenings or appointments with parents. The lunch/recess time is not a good time for the school nurse to recheck students.)

Authorized school health personnel will inspect the student's hair for nits/lice to obtain approval for readmission. Upon this inspection, if one nit/egg is found, the adult accompanying the student may remove the nit/egg. If a second nit/egg is found, the student will be sent home with the adult to have all nits/eggs removed. This procedure will repeat itself until the student is inspected by school health personnel and found to be lice and nit/egg free.

A student will be given a pass back to class to notify the teacher the student has been rechecked and is able to return to class. If a student returns to class without a pass, the teacher will send the student to the school health personnel. The school health personnel will then determine what further steps need to be taken for readmitting the student to school.

School health personnel will decide when all school screenings and individual classroom checks are needed. Administration, teachers, and staff will be consulted about day and times.

The school health personnel will make every effort to work with the student's family to educate them on the prevention and the reoccurrence of head lice.

It is the parent's responsibility to check your child for nits/lice on a regular basis (minimum weekly) and report any cases to the school. Parents/guardians and the school must work together to deal with this situation.

Students absent for ten (10) days of unexcused absences as a result of head lice/and/or nits will be reported to the East Alton Family Resource and the Madison County Truant Office.

TREATMENT REQUIRED TO RETURN TO SCHOOL

1. Shampoo

Several shampoos to control lice are available on the market. All people in the household should be treated on the same day, even if the other members do not appear to have lice/nits. Treated person should put on clean clothes after shampooing.

2. Lice/Nit Removal

School requires nits/lice be removed from hair following treatment since it is not possible to determine if nits are dead or alive by observation. After shampooing use a good nit comb to comb the hair section by section. Then comb the entire scalp. Clean the comb between brushes/strokes. Dry the hair and inspect section by section. Nits appear as whitish teardrop shaped objects firmly attached to the shaft of a hair. Pull the nits off by taking fingernail and firmly pulling the nit all the way to the end of the hair. Manual removal of nits with a good nit comb, manual extraction with fingers, or a combination of both is

recommended using a bright light or outside light if possible. All persons treated should be treated again for a second time in 7-10 days or as the package directions indicate.

3. ALTERNATIVE TREATMENTS:

There are many alternative treatments that may work. There are also commercial enzymatic nit remover products available. Discuss these with your school nurse, pharmacist and physician.

CHARACTERISTICS:

- ❖ Head lice are not life threatening and do not transmit communicable disease. Head lice appear to have developed a resistance to the normal lice shampoos.
- ❖ Head lice are transferred from one person to another by direct contact with an infected persons head or by contact with personal items such as hats, combs, bedding, etc.
- ❖ Head lice crawl; they do not jump or fly.
- ❖ Head lice can infect anyone regardless of age or wealth.
- ❖ Head lice are completely dependent on a person for nourishment; their only source of food is human blood.
- ❖ The incubation period for eggs (nits) ranges from 7-14 days
- ❖ It takes 10 days for newly hatched eggs to start laying their own eggs.
- ❖ Head lice have a 30-day life span.
- ❖ Eggs (nits) can live for up to 10 days without being on a person.
- ❖ Eggs (nits) will not hatch until their environment reaches 87 degrees.
- ❖ Newly hatched eggs (nits) will die within 1 hour of hatching without a blood meal.

MISCELLANEOUS:

- ❖ Infestation can come from anywhere.
 1. Has your child tried on hats, scarves, or coats at the mall or department stores?
 2. Has your child gone to the movies, church or shared helmets with others?
 3. Has your child put their coat on top of other coats during a school or other out of school activity?
 4. Has your child attended a sleep over or spent the week end outside their home?
 5. Has your child been instructed not to use or share combs, brushes, and hair accessories?
 6. Has your child been instructed not to play with another student's hair?
- ❖ Vacuum thoroughly all pieces of upholstered furniture that might harbor nits/lice. Immediately contain vacuum bag in a plastic bag and dispose of.
- ❖ Using very hot water, wash clothing, towels, bed linens, etc., used by all persons being treated.
- ❖ Combs and brushes should be cleaned daily in hot water to dislodge nits.
- ❖ Washable toys or baseball caps can be washed by hand daily or in the dishwasher/washer.
- ❖ Non-washable toys or stuffed animals can be sealed in plastic bags for 10 to 14 days.
- ❖ Dry clean all clothing, hats, scarves, book bags, etc. which cannot be washed.

34. ID TAGS AND LANYARDS

The children will have ID tags with their pictures on them to be worn at all times while in the school building. The ID tags are not to be worn home. The lanyards are made to break away if caught on something. For safety reasons, **only school provided breakaway lanyards are to be worn.** The tags are used for the children's food service accounts, and must be worn when the child goes through the breakfast/lunch line. A child will be asked to go to the end of the lunch/breakfast line if he/she does not have his/her name badge.

Replacement Name Badges - \$2.00

Replacement Lanyards - \$1.00

Both may be purchased in the Eastwood office.

35. INSTRUCTIONAL MATERIALS/CURRICULUM CONTENT

East Alton District # 13 curriculum is aligned with the Illinois State Learning Standards.

As stated in Board policy 6:60R *Instruction*, the anti-bias curriculum shall contain:

For students in *Kindergarten through grade 8*

Core Curriculum

1. Language Arts
2. Reading
3. Science
4. Mathematics
5. Social Studies
6. Art
7. Music

Character values

Citizenship values

Physical Education

Health Education

Harmful Side Effects of Steroid Use

Career/Vocational Education

Consumer Education

Conservation of Natural Resources

U.S. History

Study of the Holocaust

History struggles and contributions of women and African Americans

Violence Prevention and conflict resolution for grades 4-8

Comprehensive Health Education

No student shall be required to participate in any class or course on AIDS, family life instruction, disease instruction, sex abuse, donor organization. Parents/guardians of students in grades K-8 will be given a 5 day written notice before instruction on avoiding sex abuse.(Board of Education policy 6:60-R)

If you do not want your child to participate in any of the above courses, please submit a written letter of objection to the building principals. Refusal to participate in any such course or program shall not be reason for disciplinary action or academic penalty.

Parents have the right to preview print and non-print materials for instructional purposes. (Board of Education Policy 6:60E3)

36. INSTRUCTIONAL CONCERNS

Persons with complaints about curriculum, instructional materials and programs should follow proper procedures as stated in Board of Education policy 6:260E and contact Jill Miller, Curriculum Coordinator, at 433-2199.

37. INTERNET AND COMPUTER USE AGREEMENT

Internet access is now available to students in the schools of East Alton Elementary District # 13. Each classroom at Eastwood houses approximately 5 computers. We are pleased to make this educational opportunity available in our school district. Our goal in providing service is to promote excellence in education through the use of up to minute resources for learning and teaching.

With access to so many resources throughout the world comes availability of material that may not be considered to be of educational value in the school setting. East Alton Elementary has taken precautions to restrict access to controversial materials. The smooth operation and use of the

Internet relies upon the proper conduct of users who must follow strict guidelines. In order to provide Internet access, students are required to return the parent/guardian signed Internet and Computer Use Terms and Conditions form from the enrollment packets.

38. LEAVING SCHOOL GROUNDS

No student will be permitted to leave the school grounds without permission from parents. Students who wish to go home for lunch must have a note from their parents on file in the office. *Any student who leaves school grounds may be suspended.

39. LIBRARY

We are so proud of our Eastwood Library. We ask that students obey the following rules. 1. Obey all rules presented to you by your librarian. 2. Respect the materials in the library. 3. Know what can and cannot leave the library. 4. Do not, under any circumstances, take any materials or supplies from the teacher's desk. 5. Be as quiet as possible at all times. 6. Be sure to return your books on time. 7. You must pay for all lost or damaged books. 8. Most importantly, enjoy the opportunity to have such a fine library.

40. LOST AND FOUND

Each year many coats, sweaters, jackets, book bags, and lunch boxes go unclaimed. It would be helpful and save you time and money if you would **write your child's name somewhere on these items**. If your child says his/her coat is lost, feel free to check lost and found near the cafeteria. If money, glasses, or watches are found, they should be turned into the office. All money that is turned in and is unclaimed will go to the finder at the end of the year. Eastwood Lost and Found is located in the cafeteria. All items unclaimed will be discarded each Friday after school.

41. MAKE-UP WORK

Make-up assignments will not be sent home on a one-day absence. The teacher will do this when the student returns to school. For an absence of two or more days, the parent must request, through their child's teacher, their child's homework. Request for a student's homework should be made one day **for the next day's pickup**. Assignments missed are due within the next five (5) school days or they will be recorded as zeros unless approved otherwise by the teacher.

42. MONEY

Students should carry only the amount of money required for school or approved school activities. Do not display money or leave it unattended.

43. NO CHILD LEFT BEHIND

The No Child Left Behind Law mandates notification to parents of any school that does not meet (AYP) Adequate Yearly Progress on the Illinois Standards Achievement Test. School Improvement Plans are developed annually to provide goals to meet AYP. East Alton District # 13 School Report Card and School Improvement Plans are available for review at www.easd13.org or at the elementary or central office.

44. PARENT ADVISORY BOARD

The Parent Advisory Board is an active organization and benefits our school greatly. Parents are urged to participate in their child's projects and activities. Notices on dates and times are published in the monthly newsletter and on our school website.

45. EASTWOOD ELEMENTARY SCHOOL-PARENT COMPACT

The Eastwood Elementary School and the parents of the students participating in activities, services, and programs funded by Title I, Part A of the Elementary and Secondary Education Act (ESEA) (participating children), agree that this compact outlines how the parents, the entire school staff, and the students will share the responsibility for improved student academic achievement and the means by which the school and parents will build and develop a partnership that will help children achieve the State's high standards.

School Responsibilities

The Eastwood Elementary School will:

- 1. Provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the participating children to meet the State's student academic achievement standards as follows:**

The principal will:

Provide a safe and supportive learning environment
Provide an environment that allows for a positive atmosphere between teacher, parent and student
Encourages teachers to regularly provide homework assignments that will reinforce classroom instruction

The teachers will:

Provide core subject, researched based curriculum that is aligned to the Illinois State Learning Standards, Performance Descriptors and Illinois Assessment Frameworks.
Provide innovative instruction in a variety of learning styles
Provide homework that supplements daily concepts
Provide necessary assistance to parents so that they can help with daily assignments

School wide Title I funds provide push-in remedial services in reading. Screening, progress monitoring and outcome measure assessments will be utilized to provide flexible groups for instruction.

- 2. Hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.**

Specifically, these conferences will be held:

Fall Conferences – November with flexible morning, afternoon and evening times
Spring Conferences – April with flexible morning, afternoon and evening times
On-Going Conferences – Feel free to contact your child's teacher regarding academic progress

- 3. Provide parents with frequent reports on their children's progress.**

Mid-Term Progress Reports
Quarterly Report Cards
Standardized Test Results such as Illinois Standards Achievement Test will be disseminated yearly
During fall and spring Parent Teacher Conferences, leveled reading assessments will be discussed with parents

- 4. Provide parents reasonable access to staff.**

Additional Parent Teacher Conferences should be scheduled during teacher's planning period. Please call for an appointment.
District voice-mail system allows access to teachers daily. Phone extensions will be placed in Eastwood September Newsletter.
District and School Website allows access to teacher's e-mail.
District Website will provide access to monthly calendar, newsletter, and lunch menu. In addition, annual school report cards and School Improvement plans are available.
Homework and assignment notebooks allow daily journaling between teacher and parent.

5. Provide parents opportunities to volunteer and participate in their child's class and to observe classroom activities, as follows:

Scheduled classroom visits
Monthly Parent Advisory Board Meetings
Fall Meet the Teacher Night
Book Bee
Field Trips
Fundraisers
Extra Curricular Activities
Young Author's Program
Parent Education Program
Reading in the Classroom
Room Parents

Parent Responsibilities

We, as parents, will support our children's learning in the following ways:

Parents will support their children's learning, such as:

Monitor attendance.
Provide supplies necessary for learning
Attend Meet the Teacher Night, School wide Title I Open House, and Parent Teacher Conferences to bridge the gap between home and school.
Ensure that homework is completed.
Provide reading materials at home and read with their child
Establish a timeline and space for homework
Provide a library card and visit the local library
Monitor the amount of television children watch.
Volunteering in child's classroom.
Participate, as appropriate, in decisions relating to my child's education.
Promote positive use of my child's extracurricular time.
Stay informed about my child's education and communicate with the school by promptly reading all notices from the school or the school district either received by my child or by mail and respond, as appropriate.
Serve, to the extent possible, on policy advisory groups, such as being the Title I, Part a parent representative on the school's School Improvement Team, the Title I Policy Advisory Committee, the District-wide Policy Advisory Council, the State's Committee of Practitioners, the School Support Team or other school advisory or policy groups.

Student Responsibilities

We, as students, will share the responsibility to improve our academic achievement and achieve the state's high standards. Specifically, we will:

Attend school regularly

- Wear my student identification badge at all times
- Come to school ready to learn with appropriate supplies
- Do my homework every day and ask for help when I need it.
- Read at least 30 minutes every day outside of school time.
- Share my homework folder with parents
- Follow all school and our Fight Free rules
- Give my parents or the adult who is responsible for my welfare all notices and information received by me from my school every day.

46. PARENTS RIGHT TO KNOW

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the East Alton School District 13 would like to notify every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child’s classroom teacher. This information regarding the professional qualifications of your child’s classroom teachers including, at a minimum, the following:

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

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

If you have questions, please feel free to contact your district Title I Director, Jill Miller, at 618/433-2199.

47. PARENT/TEACHER CONFERENCE

Feel free to consult regularly with your child’s teacher regarding his/her academic progress. Please arrange for such a conference by calling the teacher. Conferences should be scheduled during the teacher’s planning period or after school. Unscheduled visits to the classrooms are often disturbing to the total classroom environment and should not happen.

NOTE: Visitors must report to the office and wear a VISITOR badge.

*Any disabilities requiring accommodations to attend parent/teacher conferences or school programs should be reported to the Eastwood office in advance. (618/433-2199)

48. PARTIES, SNACKS AND TREATS

The concern for health and safety for all children has prompted Eastwood School to adopt a policy requiring only commercially packaged goods for any food items sent to school. It is customary for our school to have the following parties:

- a. Winter Party
- b. Valentine Party

A sample suggested snack list will be distributed at Central Registration and Meet The Teacher Night. This snack list is a portion of our East Alton District #13 Wellness Policy and was developed by the Wellness team. Only students enrolled at Eastwood Elementary School will be allowed to attend class parties.

49. PATROLS

Patrols will be selected from dependable fourth and fifth grade students. Students will be under the supervision of Eastwood Safety Crossing Guard Monitor. If you have further questions please call the Eastwood office at 433-2199.

50. PERSONAL ITEMS

The school will not be responsible for personal items brought to school and lost or damaged. Students must secure approval from their teachers before bringing any special item to school. If an item is confiscated, it will not be returned until the last day of school unless a parent comes to pick it up. Any weapon will not be returned.

51. PHOTO RELEASE

At Eastwood School we often have the opportunity to take photos of children engaged in learning. A Photograph Release permission form will be sent home with your child in enrollment packets. A signed Photograph Release form will allow pictures on the East Alton web site and other communications that support our educational program.

52. PHYSICAL EDUCATION/RECESS

Any child not participating in Physical Education for any length of time must have a signed note from the physician. The physician's note automatically exempts the student from all physical activity including recess/Field and Play Day.

53. PLAYGROUND-STUDENT BEHAVIOR

- i. Follow Eastwood Civic Beliefs and Fight Free Rules.
 - ii. Return to the building only after a bell has rung and teachers have given students permission to return to classrooms.
 - iii. Do not climb fences at any time.
 - iv. Stay away from water, ice and mud.
 - v. No throwing rocks, ice, snow, mud clots.
 - vi. Play in specifically assigned play areas and away from cars.
 - vii. Do not play in front of doorways.
 - viii. Share equipment and obey the monitor.
 - ix. Dangerous games and activities will not be tolerated. Do not play tag, crack the whip, train, war, burn out, throw any objects, jump or ride on people's backs.
 - x. Gang related behavior will not be tolerated.
 - xi. Keep balls away from windows.
 - xii. Stay away from any animals on the playground or in the school. Let an adult take charge.
 - xiii. Playground complaints should be taken to a monitor first.
 - xiv. Monitors will furnish playground equipment.
 - xv. During recess, students must have a monitor's permission to re-enter the building.
 - xvi. Students should report dangerous or destructive behavior.
- XVII. No play equipment or audio visual equipment, CD Players, video games, MP3 Players, IPODs or toys of any kind are to be brought from home to school.** The school will not be responsible for returning any unauthorized items. Students will be polite when lining up. Take your place at the end of the line and do not cut in front of others.
- xviii. All adults working at Eastwood are to be respected.
 - xix. Use playground equipment as intended.

xx. No dangerous items, or any item that can be considered a weapon, is permitted.

*Report any strangers who approach the playground to a monitor immediately.

54. *REQUEST FOR CLASSROOM TEACHERS*

We are committed in providing a fair and equal education to each and every student. Therefore, No Requests for Teachers will be allowed at Eastwood School.

55. *SAFE/DRUG FREE/VIOLENCE FREE PREVENTION PROGRAMS*

East Alton District # 13 community supports a safe, drug and violence free environment through the following supplemental programs:

Fight Free, Eastwood Civic Beliefs, D.A.R.E Program, Madison County Health Department Intervention programs such as Learning to Care, Probation Department, Community Against Substance Abuse (CASA) Parent Advisory Committee, Alton Memorial Hospital etc.

A written notice will be provided to each student prior to participation of the above programs.

56. *SCHOOL HOURS*

Students	8:10 AM – 2:40 PM
Teachers	8:05 AM – 3:20 P.M. or 7:30 A.M. – 2:40 P.M.
Office	7:30 AM – 3:30 PM

57. *VISITORS*

Eastwood has installed a new Buzz in Safety System. The front doors will be unlocked. Visitors will then be contained in a holding place and will be required to check in with the secretary. The secretary will then buzz visitors in through a set of locked doors. All visitors must have a yellow visitor's pass.

***Any visitor who refuses to obey the badge policy, will be reported to the police. All non-students are required to report to the office upon entering the building. Visitors must have a VISITOR PASS before going to classrooms.**

Parents/Visitors are not allowed to enter the building threw any other door than the main entrance, Door #1. If you have questions/concerns regarding your child's academics or behaviors, please call the teacher's voice mail to arrange an appointment. Teachers are required to supervise students upon arrival and dismissal and will not be in their classrooms; therefore all parents/visitors must make an appointment.

All persons entering Eastwood Elementary are required to wear proper attire including a shirt and shoes. Individuals who enter the building without proper attire will be required to leave. Students from other schools are not permitted to visit class with another student.

58. *SCHOOL VISITATION ACT*

In accordance with School Visitation Rights Act, Eastwood School will make regularly scheduled, non-emergency visitation time available during both regular school hours and evening hours. Eastwood School will also provide parents or guardians with documentation of their school visitations to be submitted to their employers, if requested. Forms will include exact time and date the visitation occurred and ended.

59. *SEARCH PROCEDURES FOR SCHOOL GROUNDS AND LOCKERS/DESKS*

To maintain order and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. (Board of Education Policy 7:140)

60. SEX EQUITY

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits, or be limited in the exercise of any right, privilege, advantage or opportunity. (Board of Education Policy 700:01)

A coordinator for nondiscrimination may be contacted through the superintendent's office to initiate a discrimination grievance. Within seven (7) days of inquiry, the coordinator will send a copy of the written grievance procedure to the person making the inquiry.

61. SEXUAL HARASSMENT

Sexual harassment of students is prohibited. Students who believe they are victims of sexual harassment are encouraged to discuss the matter with the principal, teacher, or social worker. East Alton District #13 will follow administrative grievance procedures as stated in Board of Education Policy (7:20-R).

62. SOCIAL PROMOTION

The Illinois legislature has passed a law which states schools can no longer use social promotions. This means a student must meet minimal criteria to be promoted to the next grade level.

In East Alton Elementary District 13, any student in first or second grade who fails READING or MATH for the entire year will be retained. In grades three, four and five, any student who fails READING, MATH or LANGUAGE ARTS (combination of spelling, English, writing) for the entire year will be retained.

63. STUDENT RECORDS

The District is responsible for the acquisition, maintenance and administration of student records. Parents/students rights are described in the District 13 handbook, which may be obtained at the school office.

64. STUDENT SEARCH POLICY

School authorities may search a student and/or the student's personal effects when there are reasonable grounds for suspecting that the search will produce evidence the student has violated or is violating the law or rules of the school.

Desks and lockers are school property and subject to district regulations regarding their use.

65. STUDENT SERVICES/STUDENT SURVEY

Parental consent is needed before requiring a student, as part of a federal program, to submit a survey, analysis, or evaluation that reveals personal or family affiliations, problems, behavior, or other information listed in section 439 of the General Education Provision Act. (Board Policy 6:40)

66. TARDY POLICY

A student is tardy when he/she is not in his assigned room when the bell rings. All tardies will be recorded. It is the parent's duty to see that their children are at school on time. A student is considered tardy at 8:15. As stated in our East Alton District #13 Truancy Ordinance – 5 tardies = 1 unexcused day of absence.

67. TELEPHONE

The school phones are for school business and emergency calls only. Students will be allowed to use phones in case of an emergency or if asked to remain after school. Do not depend on the school to make personal departure arrangements - make your plans in advance so that you will not be disappointed.

68. TESTING PROCEDURES

As a part of the requirements for the new Illinois School Public School Accreditation Process and Development of our School Improvement Plan, we will report to you our achievement scores in Mathematics, Language Arts, Science, Social Science, Physical Education and the Fine Arts.

Assessments have been developed that will help us better determine if our students are able to master Learning Standards matched to Illinois State Goals in Mathematics and Language Arts developed by our staff. Standards for students and expectations of students will be reviewed annually. Test results are shared with parents. These tests are given to third, fourth and fifth graders. Please contact the school office if you have any questions.

69. TEXTBOOK LOAN

East Alton District # 13 participates in the Illinois Textbook Loan program. The Illinois Textbook Loan Program was authorized in 1975 legislation to provide textbooks free of charge to any public and nonpublic student enrolled in K-12 grades. Illinois is not an "adoption state" and this program is not part of a funding program of that nature. Curriculum materials selections in Illinois are the decision of each school or local district. The state purchases the materials and then loans them to pupils. The program funding is only enough to provide supplemental dollars for materials and is not aimed at total funding for all instructional materials. To participate, schools must be registered with the Illinois State Board of Education (ISBE) as in compliance with the compulsory attendance laws and Title VI of the Civil Rights Act. Student materials are requested by school staff from catalogs sent to schools by the various bonded publishers participating in the program. The publishers' titles include only those items that meet the definition as required by the legislation.

70. TITLE I – SCHOOL WIDE

Eastwood School is designated as a School-wide Title I School. Title I is a federally funded program designed to help students increase their level of success in reading.

Under the School-wide Program, all students at Eastwood Elementary School can be assisted in any areas of need. Title I teachers and Kindergarten Title I teacher's assistants will be working with the regular education classroom teachers to aid students in increasing their reading level of achievement.

As we strive to give student the best possible education possible, we feel that this can be best accomplished when parents and schools work together. Even though many of you are already involved in activities to help your children be successful students the following suggestions are offered:

- 1. Show interest in your child's homework.**
- 2. Express approval for efforts and accomplishments.**

3. **Visit the school often and get acquainted with his/her teachers.**
4. **Learn the expectations for your child's grade level.**
5. **Study and discuss the attached compact with your child.**
6. **Provide your student with a quiet place to study.**
7. **Encourage reading of quality literature at home. READ WITH YOUR CHILD DAILY!**

71. TRAFFIC

There are approximately 1000 students between Eastwood Elementary and East Alton Middle School. Please adhere to the Pick Up, Drop Off and Parking Rules in Appendix C. Any parent who endangers East Alton District #13 students by deliberately disobeying traffic rules will be reported to the police.

72. TRANSPORTATION REIMBURSEMENT

Parent(s) or legal guardians, who must provide transportation to and from school **because free transportation is not available for their children** may be eligible to receive money from the state to help offset some of the cost, for example, bus fares, or mileage reimbursement for private automobiles. Transportation reimbursement forms will be sent home in the spring newsletter.

73. USE OF TOBACCO, DRUGS AND ALCOHOL

Tobacco, drugs and alcohol are prohibited on all East Alton District #13 buildings and grounds. Drug, alcohol, and tobacco prevention programs are included in the curriculum for Eastwood Elementary so students are fully informed of the potential dangers. The use and/or possession of these substances are prohibited on or in school property. Also, students must not be under the influence of drugs and/or alcohol while in school. In either case, the student will be suspended indefinitely from school and local authorities may be called. The student may then be later expelled from school after due process. The use of tobacco by students is not permitted on school property. Any student caught using and/or in possession of tobacco will be subject to school discipline. Any further problems may result in out-of-school suspension.

*Parents/guardians/visitors are NOT allowed to smoke or drink Alcohol on Eastwood property.

74. WALKING TO AND FROM SCHOOL

Review with your child the importance of using sidewalks and crosswalks at all times. Children also need to exercise caution near driveways and street corners. Children who repeatedly refuse to follow safety rules of the road will be subject to Eastwood discipline.