

# **Eastwood Elementary 2011-12 School Handbook**



**Eastwood Elementary**  
1030 Third Street  
East Alton, IL 62024  
Mr. Matt Stimac, Principal  
618/433-2199



## **“Learners Today, Leaders Tomorrow”**

**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.

## ***GENERAL SCHOOL INFORMATION***

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website at [www.easd13.org](http://www.easd13.org) or at the East Alton District #13 Board office, located at:

210 St. Louis Ave.  
East Alton, IL 62024  
618/433-2051

The School Board governs the school district, and is elected by the community. Current School Board members are:

- Mrs. Margaret Foiles, President
- Mr. Keith Trout, Vice-President
- Mrs. Maggie Moorefield, Secretary
- TBA, Member
- Mr. Ken Harmon, Member
- Mr. Lonnie McCoy, Member
- Mr. Marvin Peterson, Member

The School Board has hired the following administrative staff to operate the school:

- Mr. Virgil Moore, Superintendent
- Mrs. Jill Miller, Instruction and Curriculum Coordinator
- Mrs. Debbie Sims, Special Education Coordinator
- Mr. Matt Stimac, Eastwood Principal
- Mrs. Nicole Piening, School Social Worker

**Eastwood Elementary School** is located and may be contacted at:

1030 Third Street  
East Alton, IL 62024  
618/433-2199

## *ATTENDANCE*

Illinois law requires that whoever has custody or control of any child between seven and seventeen years of age (unless the child has already graduated from high school) shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: attend private school, are physically or mentally unable to attend school, or who have a religious reason requiring absence.

## *ABSENCE*

There are two types of absences: excused and unexcused.

Excused absences include:

1. Illness
2. Observance of a religious holiday
3. Death in the immediate family
4. Family emergency
5. Situations beyond the control of the student
6. Circumstances that cause reasonable concern to the parent/guardian for the student's safety or health
7. Other reason as approved by the principal

All other absences are considered **unexcused**. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at **433-2180 before 8:15 a.m.** to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

**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.**

### **Inclement Weather Notification**

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. School closings for any reason will be announced by 7:30 a.m. If bad weather or other emergency occurs during the day, please listen to local media stations for possible early dismissal information. (Phone System) In case of early dismissal or school cancellation, students will receive an automated message phone call from School Reach with detailed information.

For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

### **RELEASE TIME FOR RELIGIOUS INSTRUCTION**

A student will be released from school, as an excused absence, to observe a religious holiday or for religious instruction. The student's parent/guardian must give written notice to the building principal at least 5 calendar days before the student's anticipated absence(s).

Students excused for religious reasons will be given an opportunity to make up any examination, study, or work requirement.

### **Truancy**

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

A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00

### **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 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.**

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.

### ***ACCOMODATING INDIVIDUALS WITH DISABILITIES***

Individuals with disabilities will be provided an opportunity to participate in all school-sponsored services, programs, or activities. Individuals with disabilities should notify the superintendent or building principal if they have a disability that will require special assistance or services and, if so, what services are required. This notification should occur as far in advance as possible of the school-sponsored function, program, or meeting.

### ***ANIMALS ON SCHOOL PROPERTY***

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely cared for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

### ***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 heelies (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.

## ***ACCIDENTS***

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

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

## ***ARRIVAL AND DEPARTURE TIMES AND PROCEDURES***

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 enters through Door K and remains in cafeteria foyer until bell sounds.

First, Second Grade and enter through door 3 into the Eastwood Gym.

Third, Fourth and Fifth Grade enter through door 5.

### **Inclement Weather Entrance Procedures**

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 Monday for Eastwood Morning Meeting.

### **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

1<sup>st</sup> Grade – Exit through door 1

2<sup>nd</sup> Grade – Exit through door 2

3<sup>rd</sup> Grade – Exit through door 3

4<sup>th</sup> Grade – Exit through door 4

5<sup>th</sup> 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.

## ***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.

## **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) (Fall, Winter, Spring Benchmarks)
- Development Reading Assessment (DRA) (Fall/Spring Benchmarks)
- Fontus & Pinell (Fall/Spring Benchmarks)
- Illinois Standards Achievement Test (ISAT) Spring
- Think Link Reading & Math (Fall, Winter, Spring Benchmarks)

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 and Science.

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.

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

Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials, including number 2 pencils;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

## **BICYCLES**

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

- a. **Must be in the 4<sup>th</sup> or 5<sup>th</sup> 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.

### ***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.

### ***BUILDING***

The doors will be unlocked and the signal for passing to your classroom 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 cafeteria food must be eaten in the cafeteria.
- 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 that 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.

### ***BUS CONDUCT/SAFETY RULES***

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school. A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

1. Choose a seat (Assigned seating may be provided by the driver) and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
2. Do not move from one seat to another while on the bus.
3. Keep all parts of the body and all objects inside the bus.
4. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
5. Enter and exit the bus only when the bus is fully stopped.
6. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
7. Use emergency door only in an emergency.
8. In the event of emergency, stay on the bus and await instructions from the bus driver.
9. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
10. Do not open windows unless permission is given by driver.
11. Keep the bus neat and clean.
12. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
13. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
14. Be waiting at your bus stop on time. Please stay back from the bus “three large steps” until the bus comes to a complete stop for loading. Please report any bus stop concerns or questions to the bus driver.
15. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
16. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
17. Eating is not permitted on the bus.
18. Parents will be liable for any defacing or damage students do to the bus.
19. Please report any bus stop concerns or questions to the bus driver.

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 disciplinary referral will be sent home with the student.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district’s regular suspension procedures shall be used to suspend a student’s privilege to ride a school bus.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

**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.

### **Bus Evacuation Drills**

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.

**For questions regarding school transportation issues contact, Mr. Doug Bogert, Transportation Director at 433-2277.**

### ***CAFETERIA PROCEDURES***

Children may pay for their breakfast/lunch each day, or may deposit a lump sum amount into their food accounts by cash or check. 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 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 \$25 charge for returned checks. We are sorry, but our system is **NOT** set up to accept **CHARGES**.

### **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 an inside 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.

Misbehavior will result in disciplinary action in according to the school's disciplinary procedures.

### ***RECESS, PLAYGROUND, LUNCHROOM***

Please see the attached PBIS Matrix for student School Wide PBIS Expectations

- **WARNING**  
Warning – Stop inappropriate behavior and give a verbal warning.
- **WALL-TIME OUT**  
Wall – If behavior continues, students will be placed on the wall for the remainder of lunch recess.
- **WRITE UP**  
Write up- a disciplinary referral to the principal.
- **REFERRAL TO THE OFFICE**  
If a student fails to bring back a signed lunch detention our Eastwood Detention Monitor will place a reminder call to parent.

### ***CAREER EDUCATION GRANT***

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

### ***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.

### ***COMPLAINTS***

Please contact the classroom teacher when concerns arise. 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 call to schedule a conference with your child’s teacher.

### ***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.

### ***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.

### ***DISCIPLINE/EASTWOOD POSITIVE BEHAVIOR INTERVENTION SUPPORTS PROGRAM***

PBIS is a program supported by Illinois State Board of Education and 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.

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. The expectations identified by Eastwood Elementary are listed below in our Eastwood Civic Beliefs.

**EASTWOOD ELEMENTARY SCHOOL**  
**Positive Behavior Interventions and Supports (PBIS) Program**

**EASTWOOD 3 - B'S**



**RESPECTFUL**



**RESPONSIBLE**



**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.**

**Basic Be Safe Rules**

- **KYHFAAOTY-Keep Your Hands, Feet, and All Other Objects to Yourself.**

The infractions listed below are examples of prohibited conduct. Students will be disciplined for inappropriate conduct. Inappropriate conduct is defined as any conduct, behavior, or activity that causes or may cause the administration to forecast substantial injury or disruption or interference with school activities or the rights of other students, school personnel and/or visitors.

**INFRACTIONS - PROHIBITED STUDENT MISCONDUCT**

**Students may be disciplined for misconduct, including but not limited to the following:**

1. Failure to follow directions on the Eastwood PBIS Matrix
2. Any violation of the Eastwood KYFAAOTY rule
3. Inappropriate language/name calling
4. Continued disruptive behavior in or outside the school environment, prohibiting others from learning and/or student safety
5. Disobeying rules of student conduct or directives from staff members or school officials
6. Refusal to follow directives

7. Misuse of equipment
8. Out of assigned area
9. Gross disobedience of the Eastwood dress code
10. Deliberate bus violations
11. Deliberate misuse of hardware/software that violates the district Internet Policy
12. Disrespectful/threatening physical behavior to students or staff
13. Bullying behavior
14. Fighting, assault, or harassment on school property
15. Overt sexual behavior
16. Using, possessing, distributing, purchasing, or selling tobacco materials
17. Using, possessing, distributing, purchasing, or selling alcoholic beverages
18. Using, possessing, distributing, purchasing, or selling:
  - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).
  - b. Any anabolic steroid or performance-enhancing substance not administered under a physician's care and supervision
  - c. Any prescription drug when not prescribed for the student by a licensed health care provider or when not used in the manner prescribed
  - d. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system
  - e. "Look-alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance
  - f. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

19. Using, possessing, controlling or transferring a firearm or "look alike," knife, brass knuckles or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm
20. Using or possessing an electronic paging device
21. Using a cellular telephone, video recording device, personal digital assistant (PDA), or similar electronic device in any manner that disrupts the educational environment or violates the rights of others. All cell phones and similar electronic devices must be kept powered-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 individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals
22. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction
23. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores
24. Bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or

- destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct
25. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person's personal property
  26. Being absent without a recognized excuse
  27. Being involved with any public school fraternity, sorority, or secret society
  28. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia
  29. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing
  30. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property
  31. Sending, receiving or possessing sexually explicit or otherwise inappropriate pictures or images, commonly known as "sexting." Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone
  32. Using, purchasing, selling or possessing any performance-enhancing substance on the Illinois Association of High School Association's most current banned substance list, unless administered in accordance with a prescription
  33. All other conduct prohibited by East Alton District #13 Board of Education Policy

**For purposes of these rules, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; (d) at any location on school property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.**

### **DISCIPLINARY MEASURES**

Students are reminded that these are merely guidelines. The building administrator may determine that, based upon factors such as repeated infractions, the nature and/or severity of the infraction, the student's discipline history, harm (physical or emotional) to others or to property, whether warnings have been issued to the student, evidence of planning or premeditation, or other factors determined relevant by the school administration, a greater discipline may be imposed than those recommended in these guidelines.

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

### **DISCIPLINARY MEASURES MAY INCLUDE:**

1. Verbal Warning
2. Wall
3. PBIS Minor Referral
4. Write up referral to the office - PBIS Major Referral
5. Disciplinary conference
6. Lunch Recess Detention
7. Withholding of privileges
8. Temporary removal from the classroom
9. Alternative Support Classroom
10. Notifying parents/guardians
11. Seizure of contraband
12. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds
13. Suspension of bus riding privileges
14. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
15. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look-alikes," alcohol, or weapons

### **Corporal Punishment**

Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **Firearms, Knives, Brass Knuckles & Other Objects Used or Attempted to Be Used to Cause Harm**

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be subject to expulsion for a period of not less than one year:

(1) A firearm. For the purposes of this Section, "firearm" means any gun, rifle, shotgun, weapon as defined by Section 921 of Title 18 of the United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act, or firearm as defined in Section 24-1 of the Criminal Code of 1961. The expulsion period may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

(2) A knife, brass knuckles or other knuckle weapon regardless of its composition, a club, or any other object if used or attempted to be used to cause bodily harm, including "look-alikes" of any firearm as defined above. The expulsion requirement may be modified by the superintendent, and the superintendent's determination may be modified by the board on a case-by-case basis.

### **Gang & Gang Activity**

"Gang" is defined as any group, club or organization of two or more persons whose purposes include the commission of illegal acts. No student on or about school property or at any school activity or whenever the student's conduct is reasonably related to a school activity, shall: (1) wear, possess, use, distribute, display, or sell any clothing, jewelry, paraphernalia or other items which reasonably could be regarded as gang symbols; commit any act or omission, or use either verbal or non-verbal gestures, or handshakes showing

membership or affiliation in a gang; or (2) use any speech or commit any act or omission in furtherance of the interest of any gang or gang activity, including, but not limited to, soliciting others for membership in any gangs; (3) request any person to pay protection or otherwise intimidate, harass or threaten any person; (4) commit any other illegal act or other violation of district policies, (5) or incite other students to act with physical violence upon any other person.

**No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.**

### **Suspension**

Loss of privileges 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 makeup 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, principal, superintendent and the Board of Education members.

### **BULLYING/HARASSMENT (Aggressive Behavior)**

The Illinois State Board of Education has mandated that every school in Illinois have a **Bullying Policy**. (P.A. 92-0060, amending 105 ILCS 5/10-20.14).

Background. According to the National Association of School Psychologists, approximately one in seven schoolchildren is a bully or a victim, and the problem directly affects about five million elementary and middle school students in the United States. The most common form of bullying for girls and boys in middle school is teasing. However, physical abuse (for boys) and social ostracism/exclusion (for girls) rank second as the most common. We will take proactive approach, whenever possible, to quickly identify, intervene, and STOP bullying that may be present in our school. Eastwood Elementary School will strive to provide all students with a safe school environment that facilitates learning.

### **Definition and Examples**

Bullying is defined as physical or verbal mistreatment of a person where an imbalance of physical or psychological power is created, with the bully being stronger (or perceived to be stronger) than the victim and causes a disruption to the learning environment.

Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts or challenges whether verbal or physical in nature either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. This also includes the encouragement or prodding of other students to engage in these types of aggressive behaviors. Some examples of aggressive behaviors are, but are not limited to:

1. Physical: hitting, kicking, grabbing, spitting
2. Verbal: Name-calling, racist remarks, put-downs, extortion, etc.

3. Indirect: spreading rumors, wearing or possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's papers, and/or graffiti, etc.
4. Written: threatening e-mail, notes, and/or graffiti, etc.

### **Reporting Procedures**

Any staff member or student at Eastwood who has witnessed or has reliable information that a student or staff member has been subjected to "bullying," shall report such incident to the principal. The counselor is also available to discuss such behaviors and consequences with students at any time. Confidentiality to the fullest extent possible will be observed at all stages of the investigations and for any hearings that takes place. Also, retaliation against those who seek remedies under this policy is prohibited. The principal is initially responsible for receiving oral or written reports of violations of this policy. The Dean of Students shall conduct the investigation according to administrative guidelines. The school will use the Eastwood Elementary School Disciplinary Referral Forms.

### **Training**

The principal will provide age-appropriate methods of discussing the meaning, substance, and application of this policy with staff and students in order to minimize the occurrence of bullying and for staff to effectively respond to any such incidents. The students will review what bullying is, how to avoid such actions, and how to report any incidents of this unwanted behavior. The counselor is available to discuss such behaviors and consequences with any students at any time.

### **Discipline**

If the investigation of said complaints concludes that a pupil has engaged in bullying conduct prohibited by this policy, the pupil shall be subject to appropriate disciplinary actions as outlined in the Student Handbook and the East Alton District 13 School Board Policy Manual, as well as legal requirements from state and federal sources.

### ***EAST ALTON SCHOOL DISTRICT #13 DISTRICTWIDE PARENTAL INVOLVEMENT POLICY GUIDELINE***

As required by the No Child Left Behind Law, the district wide 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.

### ***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.

### ***EDUCATION OF CHILDREN WITH DISABILITIES***

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services.

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22<sup>nd</sup> birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

**A copy of the publication “Explanation of Procedural Safeguards Available to Parents of Students with Disabilities” may be obtained from the school district office.**

**Discipline of Students with Disabilities**

The school will comply with the Individuals with Disabilities Education Act (IDEA) when disciplining students. Behavioral interventions will be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. No special education student shall be expelled if the student’s particular act of gross disobedience or misconduct is a manifestation of his or her disability as determined through a manifestation hearing. Any special education student whose gross disobedience or misconduct is not a manifestation of his or her disability may be expelled pursuant to the expulsion procedures.

**Request to Access Classroom or Personnel for Special Education Evaluation or Observation**

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal.

***ELECTRONIC PAGING DEVICES, CELLULAR DEVICES, AND TELECOMMUNICATIONS***

Electronic paging/gaming devices, 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.

***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.

***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.**

***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.

***EQUAL OPPORTUNITY AND SEX EQUITY***

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the building principal.

### **FINES, FEES, CHARGES; WAIVERS OF STUDENT 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!** Please see East Alton District # 13 for further information regarding Fines, Fees, and Waiver of Fees.

The school establishes fees and charges to fund certain school activities. Some students may be unable to pay these fees. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

Applications for fee waivers may be submitted by a parent or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if the student currently lives in a household that meets the income guidelines, with the same limits based on the household size, that are used for the federal free meals program.

The building principal will give additional consideration where one or more of the following factors are present:

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

Within 30 days, the building principal will notify the parent/guardian if the fee waiver request has been denied, along with the appropriate appeal process. If you have questions regarding the fee waiver process, you may contact the building principal at 433-2199.

### ***FIELD TRIPS***

Field trips are a privilege for students. Students must abide by all school policies during transportation and during field-trip activities, and shall treat all field trip locations as though they are school grounds. Failure to abide by school rules and/or location rules during a field trip may subject the student to discipline.

All students who wish to attend a field trip must receive written permission from a parent or guardian with authority to give permission. Students may be prohibited from attending field trips for any of the following reasons:

- Failure to receive appropriate permission from parent/guardian or teacher;
- Failure to complete appropriate coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the school.

\*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.

Throughout the year, continued loss of privileges due to consequences from our PBIS Program may result in loss of privileges to any celebratory or educational field trip.

Those 5<sup>th</sup> grade students who are suspended from school due to consequences from our Eastwood PBIS Program before the 5<sup>th</sup> grade ski trip will not be allowed to attend.

#### ***EAST ALTON DISTRICT #13 SCHOOLS/CONTACT INFORMATION***

##### **Superintendent, Mr. Virgil Moore**

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

##### **Curriculum and Instruction**

*Eastwood Office - Jill Miller  
618-433-2103*

##### **Washington Pre-Kindergarten School**

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

##### **Eastwood Elementary School**

*Principal – Mr. Matt Stimac  
618/433-2199*

##### **East Alton Middle School**

*Principal – Clyde McGill  
618/433-2201*

*Eastwood – 433-2199/Middle School – 433-2201/Washington Early Childhood – 433-2001*

#### ***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.

### ***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)

### ***FUND RAISING***

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

### ***GRADES AND GRADE REPORTING***

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher. 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. Up to date grading information may be found on our Parent Portal at [www.easd13.org](http://www.easd13.org)

#### **Grading Scale – 4<sup>th</sup> and 5<sup>th</sup> 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 4<sup>th</sup> quarters. 1st-3<sup>rd</sup> Grades Receive Performance Reports every nine weeks. Honor Roll Criteria for grades 4-5 students.

#### **HONOR ROLL REQUIREMENTS**

- Honor Roll for grades 3-5 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.

### ***GUIDANCE AND COUNSELING***

The school social worker is available to those students who require additional assistance.

### ***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.

### ***HEALTH SERVICES***

#### **Student Medication**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student’s health and well-being. When a student’s licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a “Student Medical Authorization Form.”

No school or district employee is allowed to administer to any student, or supervise a student’s self-administration of, any prescription or non-prescription medication until a completed and signed School Medication Authorization Form is submitted by the student’s parent/guardian. No student is allowed to possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in this procedure.

A student may possess an epinephrine auto-injector (EpiPen®) and/or an asthma inhaler prescribed for immediate use at the student’s discretion, provided the student’s parent/guardian has completed and signed an Authorization for Student Self-Medication Form. The school and district shall incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student’s self-administration of medication or epinephrine auto-injector or the storage of any medication by school personnel. A student’s parent/guardian must agree to indemnify and hold harmless the school district and its employees and agents, against any claims, except a claim based on willful and wanton conduct, arising out of a student’s self-administration of an epinephrine auto-injector and/or asthma inhaler, or the storage of any medication by school personnel.

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 are 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.

#### **Care of Students with Diabetes**

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

- a. Inform the school in a timely manner of any change which needs to be made to the Diabetes Care Plan on file with the school for their child.

- b. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- c. Sign the Diabetes Care Plan.
- d. Grant consent for and authorize designated School District representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.

For further information, please contact the Building Principal.

#### **Dog Bites/ Animal Bites**

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

#### **Exams and Immunizations**

##### **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 extracurricular 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 15<sup>th</sup> of the school year. School dental examinations must have been completed within 18 months of the May 15<sup>th</sup> 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.

#### **Students with Food Allergies**

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at 618/433-2199.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities.

Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

### **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, 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 manufacturer's 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.

**School Health Information is available on the school district website  
[www.easd13.org](http://www.easd13.org)**

### ***HOMELESS CHILD'S RIGHT TO AN EDUCATION***

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

(1) continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or

(2) enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

Please contact East Alton District #13 Homeless Liaison Mrs. Nicole Piening for assistance and support.

### ***HOMEWORK***

Homework is used as a way for students to practice what they have learned in the classroom. The time requirements and the frequency of homework will vary depending on a student's teacher, ability and grade level.

### ***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
- Danger of Steroid Use
- 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, and 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)

### ***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.

### ***INTERNET AND COMPUTER USE AGREEMENT***

Internet access is available to students in the schools of East Alton Elementary District # 13. Each classroom at Eastwood houses approximately 5 computers, plus two computer labs. 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 district guidelines. In order to provide Internet access, students are required to return the parent/guardian signed Internet and Computer Use Terms and Conditions form upon enrollment.

### ***INVITATIONS AND GIFTS***

Party invitations or gifts for classmates should not be brought to school to be distributed. Items such as these are of a personal nature and should be mailed home using the list in the school directory. The office is unable to release addresses and phone numbers of students who are not listed in the school directory.

### ***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.

### ***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.

### ***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.

### ***MAKE-UP WORK***

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student is responsible for obtaining assignments from his/her teachers. Students who are unexcused from school will not be allowed to make up missed work.

For an absence of two or more days, the parent may 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 teach

### ***MONEY***

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

### ***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](http://www.easd13.org) or at the elementary or central office.

### ***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.

### ***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/pull out 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 Parent Portal, 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
- Family Literacy Night
- 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.
- Stays 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.

**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
- 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.

### ***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.

### ***PARENT/TEACHER CONFERENCES***

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 PASS.**

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

***PARENTAL INVOLVEMENT TITLE I***

The school annually has a meeting for all Parents/Guardians, which takes place during Parent Teacher fall conferences.

At the meeting, the school will discuss parental involvement, and opportunities for Parents/Guardians to get involved in the education of their children. Parents/Guardians are encouraged to attend the meeting and participate in the discussions that occur. Parents/Guardians should use the meeting as an opportunity to ask questions, make suggestions, and learn about all of the opportunities and programming available for Parents/Guardians to be fully involved in the educational process.

The school and its teachers provide meetings, including parent/teacher conferences, at flexible times to accommodate a variety of parent schedules. Parents/Guardians will be given notice of meeting availability at the beginning of each year, and at least two weeks before conferences or other regularly scheduled meetings, to provide sufficient opportunity to schedule and attend meetings with teachers. Additionally, teachers are available regularly to meet with parents/guardians to discuss the success of their child. Parents/Guardians are encouraged to inquire about available meeting times, and to work with teachers. Parents/Guardians will be involved in an organized and timely way when any programs are created, considered, or altered, and will be continually involved in the ongoing development of programming, curriculum, and policy.

The school provides Parents/Guardians with access to:

- (a) school performance profiles required by Federal law and their child's individual student assessment results, including an interpretation of such results;
- (b) a description and explanation of the curriculum in use at the school, the forms of assessment used to measure student progress, and the proficiency levels students are expected to meet;
- (c) opportunities for regular meetings to formulate suggestions, share experiences with other Parents/Guardians, and participate as appropriate in decisions relating to the education of their children if such Parents/Guardians so desire; and
- (d) timely responses to suggestions.

Everyone is responsible for the success of the students of the school. While the school provides the best education we can, it is critical to the success of students that parents assist us in meeting the goals of education set forth by the state, the federal government and ourselves.

In order to better assist in educating the students, we need the help of all parents and guardians. We ask that you help us educate children by monitoring attendance, homework completion, and television watching; by volunteering in your child's classroom; and participating, as appropriate, in decisions relating to the education of children and positive use of extracurricular time.

The school endeavors to do its best to provide all information in the language best understood by parents and guardians. Questions about language alternatives should be directed to Jill Miller/Curriculum and Instruction Coordinator at 433-2103.

Parents/Guardians of participating children have a right to appeal the contents of this policy. The district will submit any parent comments when this plan is submitted to the State. Any questions or concerns should be directed to Jill Miller/Curriculum and Instruction Coordinator at 433-2103.

The state's resources on parental involvement can be located at <http://illinoisparents.org/>. The state's website on parental involvement provides information, training, and support for parents and schools on various websites which may be useful or interesting to parents and students, and provides advice and information about how to get involved and participate in the educational process. Resources are provided by search, by county, and by categorical query.

### ***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 (All homemade items are prohibited)** 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.

### ***SAFETY PATROL***

A safety patrol monitor will be on duty from 7:40 – 8:05 A.M. and 2:40 – 2:55 P.M. to help Eastwood students cross the street safely. We ask that all Eastwood guests be a role model for our students and obey the crossing rules. Please see the attached map for entry and exit procedures.

### ***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.

### ***PESTICIDE APPLICATION NOTICE***

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Eastwood office at 433-2199.

### ***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.

### ***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.

### ***PLAYGROUND-STUDENT BEHAVIOR RULES***

1. Follow Eastwood PBIS Matrix.
2. Return to the building only after a bell has rung and teachers have given students permission to return to classrooms.
3. Do not climb fences at any time.
4. Stay away from water, ice and mud.
5. No throwing rocks, ice, snow, mud clots.

6. Play in specifically assigned play areas and away from cars.
  7. Do not play in front of doorways.
  8. Share equipment and obey the monitor.
  9. 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.
  10. Gang related behavior will not be tolerated.
  11. Keep balls away from windows.
  12. Stay away from any animals on the playground or in the school. Let an adult take charge.
  13. Playground complaints should be taken to a monitor first.
  14. Monitors will furnish playground equipment.
  15. During recess, students must have a monitor's permission to re-enter the building.
  16. Students should report dangerous or destructive behavior.
  17. **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.
  18. All adults working at Eastwood are to be respected.
  19. Use playground equipment as intended.
  20. **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.

### ***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.

### ***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:

PBIS, 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.

### ***SAFETY DRILL PROCEDURES AND CONDUCT***

Safety drills will occur at times established by the school board. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter-in-place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills will not be preceded by a warning to the students.

### ***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

### ***SEARCH AND SEIZURE***

In order to maintain order safety 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. "School authorities" includes school liaison police officers.

**School Property and Equipment as well as Personal Effects Left There by Students**

School authorities may inspect and search school property and equipment owned or controlled by the school (such as, lockers, desks, and parking lots), as well as personal effects left there by a student, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

The building principal may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

**Students**

School authorities may search a student and/or the student’s personal effects in the student’s possession (such as, purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the school or district’s student rules and policies. The search will be conducted in a manner that is reasonably related to its objective of the search and not excessively intrusive in light of the student’s age and sex, and the nature of the infraction.

**Seizure of Property**

If a search produces evidence that the student has violated or is violating either the law or the school or district’s policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law **enforcement authorities**.

***SEX EDUCATION INSTRUCTION***

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. Please submit a written objection to the Curriculum Coordinator, Mrs. Jill Miller, 618/433-2199. The parent or guardian’s decision will not be the reason for any student discipline, including suspension or expulsion. Fourth and fifth grade students will receive a written notification to parents in regards to Growth and Development curriculum.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

***SEX OFFENDER NOTIFICATION LAW***

Please see East Alton District#13 for more information.

***STUDENT PRIVACY PROTECTIONS***

School student records are confidential and information from them will not be released other than as provided by law.

The school and district routinely discloses “directory” type information without consent. Directory information is limited to: name, address, gender, grade level, birth date and place, parents’ names and address; 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. *Any parent/guardian or eligible student (student 18 or older) may prohibit the release of directory information by delivering a written request to the building principal.*

**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.

State and Federal law gives parents and eligible students certain rights with respect to their student records. These rights are:

1. The right to inspect and copy the student's education records within 15 school days of the day the school receives a request for access. There may be a small charge for copies, not to exceed \$.35 per page. This fee will be waived for those unable to afford such cost.
2. The right to request the amendment of the portion student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. The right to permit disclosure of personally identifiable information contained in the student's education records, except in certain circumstances. Disclosure is permitted without consent in the case of directory information and to school officials with legitimate educational or administrative interests. Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student; and in other cases permitted by law.
4. The right to complain to the U.S. Department of Education if the school or district fails to comply with the above. Federal officials can be contacted at:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue. SW  
Washington, D.C. 20202-4605

#### **Surveys by Third Parties**

Please see the East Alton District #13 Handbook for further information.

#### **Surveys Requesting Personal Information**

Please see the East Alton District #13 Handbook for further information.

#### **Instructional Material**

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child's educational curriculum within a reasonable time of their request.

### ***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.

### ***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).

### ***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.

### ***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. Reading teachers will be working with the regular education classroom teachers to aid students in increasing their reading level of achievement. Federal funding supports reading teacher salaries, supplies and materials for the classroom, technology and professional development for our teachers. (Steven's Amendment)

**As we strive to give students 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.
8. **READ WITH YOUR CHILD DAILY!**

### ***TRAFFIC***

There are approximately 900 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.

### ***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.

### ***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.

## ***SCHOOL VOLUNTEERS***

All school volunteers must complete the “Volunteer Information Form” and be approved by the school principal prior to assisting at the school. Forms are available in the school office. For school-wide volunteer opportunities, please contact the building principal. Volunteers are required to check in and out at the main office and receive a visitor badge before going to their destination.

## ***VISITORS***

### ***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.

Eastwood has installed a 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 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 through 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.

## ***WALKING TO AND FROM SCHOOL***

Please 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.