

Dear Parents/Guardians:

Welcome to Washington Early Childhood Center. This parent handbook will provide you with important information you will need to know as a parent of a Washington student. There are policies and regulations discussed in the following pages that are important to the school success of your child. If you have any questions or need clarification on any school matter, please stop by my office or call me at 433-2001.

Close communication between the home and school is essential to promote the best interests of our children. Parents are encouraged to visit school and to attend scheduled meetings of parents and teachers. Good parent participation will enhance our program, and our children will greatly benefit from this type of cooperation and positive relationship between school and home.

A new school year is a good time for a new beginning. Children are often excited and get anxious about beginning school. Parents can help their child succeed by providing encouragement and by letting them know what to expect. Through encouragement and positive enforcement of a child's efforts, a child will want to do his/her best, not only at school, but also at home.

On behalf of the entire staff, I would like to extend an invitation for you to visit our school, attend your child's programs and become an active member of our Parent Involvement Team (PIT Crew) and our volunteer program. You are also encouraged to check out our Parent Educator Program (PEP) to see if that program fits your needs. We are happy to have you and your child at Washington Early Childhood Center, and we look forward to a great year!

***Mrs. Debbie Sims***  
***Principal***

# **PRINCIPAL'S PLEDGE**

**I care about each and every person in this school.**

**I promise to do my best to provide the most positive and caring school environment possible, so that our teachers can teach and our students can fulfill their potential for academic and personal growth.**

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**Principal**

# PARENT'S PLEDGE

I will support the teacher and my child's education by doing the following:

- I will bring my child to school on time every day.
- I will check my child's backpack every day.
- I will demonstrate respectful behavior on school property and any related activities.
- I will be an active participant in my child's learning by attending more than two school activities.
- I will dress my child appropriately for play and weather.
- I will volunteer my time or materials to support the classroom.
- I will make sure my child has plenty of restful sleep (a suggested bedtime for preschoolers is 8:00 p.m.).
- I will do my best to support the PBIS guidelines.

Please sign and return your parent pledge agreement to support the teacher and your child's education. Thanks for your participation.

Student Name \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_

## REQUIRED PARENT POINTS

A big part of our grant is encouraging parent participation. Each month you will work to earn points for participating in activities at the school. At the end of each month there will be a drawing for an incentive prize. Every point that you earn will be one time your name goes into the drawing. Throughout the year you will need to earn a total of 30 points in order to be in the Grand Prize Parent Participation drawing at Play Day. We hope that this program will help involve you in your child's school career.

Party Helpers	1 point
Helping Prepare Materials for Class	1 point
Home Visits	1 point
Completing Parent/Child Activities and Return to School	1 point
Workshops with PEP	1 point
Classroom Donations	1 point
Lending Library	1 point
Attend PIT Crew Meetings	2 points
Participate in Fundraising	2 points
Read Books to the Class	2 points
Attend Parent/Teacher Conferences	2 points
No Tardies for the Month	2 points
Field Trips	3 points
Fun Days at School	3 points
Night Activities at School	3 points
Fabulous Friday Volunteer	3 points
Attained GED	10 points

## **STUDENTS' BILL OF RIGHTS**

The students in our school deserve to learn and play in the best environment we can provide. Accordingly, all staff and students will make every effort to observe the following:

**Students in our school have the right to:**

- ◆ **Learn in a disruption-free environment.**
- ◆ **Know what is expected of them at all times in every area of the school.**
- ◆ **Be protected from physical harm.**
- ◆ **Be protected from verbal abuse.**
- ◆ **Have their positive behavior recognized.**
- ◆ **Have their personal property protected.**
- ◆ **Have their concerns heard.**
- ◆ **Be treated with kindness and caring.**

**Buzzy Bee is our Positive Behavior Interventions and Support school mascot that helps our children with these rights and expectations as they follow the school schedule and rules.**

## **WASHINGTON MISSION STATEMENT**

Our mission is to form a partnership with parents and the community to foster the growth and development of children.

## **WASHINGTON PHILOSOPHY**

Parents, teachers should work together to provide opportunities for children to develop to their fullest potential. Children should be given developmentally appropriate tasks to meet their social, emotional, physical and intellectual needs. Play and choice are important components in promoting growth and development.

## **WASHINGTON GOALS**

- ◆ To provide active, positive learning experiences in a developmentally appropriate environment.
- ◆ To meet the individual needs of children and parents as they relate to the child's development.
- ◆ To support parents in their role as the child's first teacher
- ◆ To increase parental involvement and awareness of child development
- ◆ To increase partnerships with members of the community for the benefit of children.

## **Preschool for All PROGRAM**

The Preschool for All program for Prekindergarteners at Risk is designed to provide early assistance to children and their families, so they will not have a difficult time in school when they are older. The program is made possible through a grant from the Illinois State Board of Education. The program serves children between the ages of three and five who live in East Alton and have been found eligible through a screening process.

During the screening, each child is evaluated using a play-based assessment. This assesses three areas of development important for success at school: Motor (gross motor and fine motor), concepts and language.

While children are playing, a teacher and parent(s) complete a family history form. The questions include areas such as the child's health and nutrition, birth history, family routine, methods of discipline, etc.

Children who are determined to be "at risk" of possibly having concerns in kindergarten are found eligible for PAR and may begin classes. If classes are full, the child's name is placed on a waiting list.

### **PEP PROGRAM**

PEP (Parent Education Program) is a parent education and school readiness program designed to give children the best possible start in life. This program has been created to support and assist parents in their very important role as their children's first teachers.

PEP is made available through grant funding by the Illinois State Board of Education. This program is modeled after the Missouri-based Parents as Teachers program, Baby Talk and First Years Together Project Enlightenment. Research has shown that programs such as these produce confident, competent parents and happy, well-rounded, academically-able children. These children have more advanced language and problem solving skills, social development and other intellectual abilities.

**PROGRAM ELIGIBILITY:** Families must reside in the East Alton Elementary School District. Parents may enroll in the program during pregnancy, and parent education services may be provided until the child is five years of age.

WHAT DOES PEP OFFER FAMILIES?

- ☺ Family visit program
- ☺ Group meetings
- ☺ Family Resource Center

**USEFUL TELEPHONE NUMBERS**

Washington ECC Office . . . . .	433-2001
Mrs. Gray . . . . .	433-2014
Mrs. Keasler . . . . .	433-2011
Mrs. McGowen . . . . .	433-2058
Mrs. Gaines . . . . .	433-2030
Mrs. Walker . . . . .	433-2013
Mrs. Harmon . . . . .	433-2010
Mrs. Cross . . . . .	433-2034
WECC Speech Therapist. . . . .	433-2020
PEP Program . . . . .	433-2088
Superintendent’s Office . . . . .	433-2051
Bus Garage. . . . .	433-2277
School Nurse. . . . .	433-2045
Region III (Hearing Tests). . . . .	462-1031
Department of Children & Family Services . . . . .	466-7014
Family Services/Visiting Nurse Association. . . . .	463-5944
Community Counseling Counseling Center. . . . .	462-2331
FSVNA Well Child Clinic . . . . .	463-5921
The Toddle Towne Learning Center . . . . .	254-2218

**WE WOULD LIKE TO HAVE YOUR COOPERATION CONCERNING THE FOLLOWING ITEMS:**

**SCHOOL TIMES:** Washington Early Childhood Center is open daily from 8:00 a.m. to 3:00 p.m. Classes are held five days per week— Monday through Friday. Full day PAR classes begin at 8:30 a.m. and end at 2:00 p.m. Morning PAR/PFA classes begin at 8:30 a.m. and end at 11:00 a.m. Students may enter the building at 8:25 a.m. and will be marked tardy after 8:35. Afternoon PAR/PFA class begins at 11:30 a.m. and ends at 2:00 p.m. and students will be marked tardy after 11:35 p.m.

When leaving off or picking up their children, parents are asked to wait outside the north entrance doors until the bell rings at 8:25 a.m. signaling the beginning of the school day. During inclement weather, parents may wait in the lobby area of the school for a brief period of time. Parents must supervise their children at all times while on school

grounds before and after school. Children are not to arrive at school more than five minutes before class begins, and are to be picked up promptly at dismissal time.

All children (except bus students) MUST be dropped off at their classroom door and must be signed out by a parent or other parent-designated adult before leaving the classroom. CHILDREN ARE NEVER TO BE BROUGHT TO SCHOOL AND LEFT ALONE BEFORE CLASS BEGINS.

**ONLY THOSE PERSONS DESIGNATED IN WRITING BY THE PARENTS WILL BE ALLOWED TO PICK UP STUDENTS AT ANY TIME. PLEASE LET THEM KNOW THEY MUST BE PREPARED TO SHOW IDENTIFICATION.**

**ATTENDANCE:** Regular attendance is required. It is necessary to call the school when your child is going to be absent. Please try to call the school before 9:00 a.m. when your child is not present on attendance days. If you arrive five minutes after class begins, your child will be marked tardy. It is very important that your child be on time.

Students will be dropped from our enrollment after ten (10) consecutive days of absences without any contact.

We will be giving out attendance awards on a monthly basis, these are based on attendance and tardies.

If you wish your child to be dismissed during the school day for any reason, a call is necessary unless you pick him/her up personally.

**STAYING INSIDE:** A note is required if your child is to stay inside during gross motor time. A note each day may be used for up to a maximum of three (3) days. After the three-day period, a note from your doctor will be required to continue keeping him/her inside.

**CLOTHING:** Play clothes and comfortable shoes, such as sneakers, are appropriate for school. Sandals, dress shoes, and flip flops are not allowed. These types of shoes are not safe for active play. If your child wears these types of shoes, he/she will not be allowed to participate in active play time. Sometimes children spill food, drinks or paint on their clothes or have accidents. A change of clothing labeled with your child's name will be kept at school. Be sure your child wears clothing that he/she can manage in the bathroom.

PLEASE LABEL your child's sweaters, coats, hats and other clothing that he/she takes off upon arrival at school.

Remember to dress your child for the weather. On clear, dry days the children will go outside to play. Be sure your children are properly dressed for winter weather when coming to school. A heavy coat, cap, gloves and boots/overshoes are recommended in wet, snowy weather.

**USE OF TOBACCO/DRUGS/ALCOHOL:** Professional school personnel carry on an intensive program designated to make students fully informed of the hazards of using tobacco, drugs and alcohol. The use and/or possession of these substances are prohibited on or in school property.

Smoking is not allowed AT ANY TIME on school property or at school-sponsored events. This policy includes outside activities or events and school field trips. All will be expected to comply with this law.

**BUS TRANSPORTATION:** Limited bus transportation is provided as a service to children of parents who cannot provide their own transportation. Please explore all available options before asking for bus service, such as carpooling with other parents who live near you. If you require bus transportation, please ask your child's teacher for information.

**PIT CREW:** You are invited to join our **Parent Involvement Team**. An announcement will be sent home shortly after the start of school with more information and noting our first meeting. Regular meetings will be held each month, with babysitting provided. Our PIT Crew assists with parent contacts, organizing activities and fundraising during the school year.

**PARTIES/SNACKS/TREATS:** The concern for the health and safety of all children has prompted East Alton Elementary School District to adopt a policy requiring only commercially packaged goods for any food items sent to school.

**WELLNESS POLICY:**

The staff at WECC is dedicated to working with children to help them stay healthy. Besides encouraging our children to eat nutritious foods, we also encourage them to be physically active at home and at school.

Our mission is to partner with our community to create an environment that promotes nutritional and physical health and wellness.

Families will have many opportunities to encourage healthy choices by participating in various family activities developed by Team PEAR.

**P**hysical activity

**E**ating right

**A**ll add up to

**R**eally healthy kids

**COMPLAINTS/CONFERENCES:** All cases of complaints by parents concerning their children's school life should be taken by the parents to the teacher directly concerned. If the teacher desires the principal to be present at the meeting, he/she may request the principal to be present.

If a satisfactory solution cannot be reached and the principal was not present, then the matter is to be brought to the principal by the concerned parties.

Please follow this procedure when you have a concern. By giving the teacher a chance to explain his/her position first, most situations can be resolved quickly and easily and without interventions by the building principal. Your cooperation in this regard is greatly appreciated, and we thank you for following this procedure.

If you need to talk to a teacher or the principal for a few minutes before or after school, please feel free to do so. If you need a person to person conference with the teacher or the principal, (or both), please call the office at 433-2001 for an appointment.

**SCHOOL VISITATION ACT:** In accordance with the School Visitation Rights Act, Washington Early Childhood Center will make regularly scheduled, non-emergency visitation time available during both regular school hours and evening hours. Washington Early Childhood Center 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.

**WHAT WE EXPECT OF STUDENTS AT SCHOOL:** Every student is responsible for his/her own language, manners and behavior, as we are all affected by them. Our Positive Behavior Interventions and Support "PBIS" school mascot, Buzzy Bee, will help us all follow the school expectations by teaching and reteaching the following skills. It is important for our parents and families to help remind students of these

expectations too. Also included is our matrix and Behavioral T-Chart. Major behaviors will require principal involvement and parental contact.

- ✓ Say “please”, “thank you”, “excuse me”, and “you’re welcome”.
- ✓ Talk politely to everyone.
- ✓ Walk in the school building.
- ✓ Act responsibly in the classroom and around the school.

Every student has the right to private property and the right not to be threatened by anyone.

- ✓ Leave other people’s things alone. Please keep your hands to yourself.
- ✓ No Bullying, teasing or namecalling.
- ✓ Play fair and be a good sport.

Every student should help in keeping the school and grounds clean, tidy, safe and attractive.

- ✓ Remove dirty, muddy, wet footwear.
- ✓ Put all trash in cans.
- ✓ Do not write on desks, walls or books.
- ✓ Pick up litter.
- ✓ Use toys and materials as they are meant to be used.

Please make sure that shirts with “sayings” printed on them are in good taste and also do not include alcohol or tobacco advertisements or encourage their use. These shirts are prohibited. Monday is our PBIS school spirit and boot camp day when we all wear our school shirts.

### **The PBIS Three Bzzzz Matrix & Cool Tools Reference for Washington E.C.C.**

	<b>Bee Safe</b>	<b>Bee Respectful</b>	<b>Bee Helpful</b>
<b>Classroom</b>	*Use walking feet *Feet on the floor *Gentle Hands *Use our things carefully *Stay in areas/personal space	*Share & Care words/Use your words *Use inside voices *Take turns *Be a friend	*Follow directions/Use listening ears *Get involved *Clean up *Do your best
<b>Meal Time</b>	*Take small bites & chew slowly *Stay seated *Pass carefully w/tray	*Use good manners *Use inside voices	*Clean up *Say name as you go through the line *Choose milk quickly and get

			napkin
<b>Playground Out of Class</b>	*Use equipment properly *Dress for the weather *Follow directions/Use listening ears *Stay with your class *Play carefully	*Take turns *Be aware *Include everyone *Work it out with words *Share and Care	*Clean up *Line up when teacher signals
<b>Bathroom</b>	*Wash hands *Feet on the floor *Keep water in the sink	*Eyes & body to self *Take turns *Knock before entering	*Flush the toilet *Clean up
<b>Bus</b>	*Keep food in your backpack *Face front *Use indoor voices	*Keep hands & feet to self *Listen to the bus driver	*Pick up your things *Feet on the floor *Keep backpack zipped
<b>Hallways</b>	*Walking feet *Leave space for others *Hold the railing w/one hand *One stair at a time *Face forward *Stay with a grown up	*Use inside voices *Follow directions/Use listening ears *Keep hands & feet to self	*Follow the line *Hold the door

## Washington E.C.C. Behavioral T-Chart

<u>Behavior</u>	<u>Minor</u>	<u>Major</u>
<b>Physical Contact</b>	*Contact w/out intent to harm	*Intent to harm/fighting Hit/ bite/ kick/ spitting
<b>Misuse of Classroom</b>	*Misusing	*Using

<b>Materials</b>	classroom materials	classroom materials in a way that would break them or harm others with them
<b>Bullying/Harassment</b>	*Act of intimidation	*Physical intimidation of another student *Verbal threats
<b>Disruption</b>	*Anything to disrupt the educational process	*Outbursts that disrupt the educational process to the point you cannot teach *Open defiance of adult instruction
<b>Inappropriate Language</b>	*Swearing at a situation *Verbally rude to another person	*Swearing at another person using words or gestures

**WHAT WE EXPECT OF PARENTS AT SCHOOL:** East Alton Elementary School District 13 encourages parents and other concerned citizens to visit the school buildings. However, the school district requires that certain guidelines be followed concerning the proper attire and conduct while on school premises.

- ◆ Upon entering the building, state law requires visitors to immediately report to the office located in the main level lobby. They are to state the nature of their visit and obtain permission from the office before proceeding further. Most visitors will need an ID badge to remain in the building for extended time periods.
- ◆ It is expected that those entering the building will come dressed in appropriate attire. Clothing with alcohol or tobacco advertisement is prohibited. Those who enter the building without the proper clothing will be asked to leave.
- ◆ It is also required that while on the premises parents conduct themselves properly. During any meetings or discussions with principals, teachers or other school personnel, it is mandatory that parents refrain from the use of profanity and obscene gestures or actions. Inappropriate behavior will not be permitted while on school property.
- ◆ Parents are encouraged to remember they are setting an example for their children as to how the students should dress and conduct themselves during their school days and in the community. We appreciate parental support in encouraging appropriate behavior at school as well as at home.

**ROOM ASSIGNMENTS:** These are decided by the principal. A method of random selection is used to determine assignments. Parent requests are not usually honored, except in cases where teacher/parent and/or student relationship might interfere with school. (Example: relative, Sunday school teacher, neighbor, etc.) If a conflict of interest is believed to be present, the principal should be notified well in advance of the first day of school. Room assignments are not normally changed after school has begun unless the parent, teacher and principal all feel this is absolutely necessary.

**NEWSLETTERS:** On the last school day of the month, a monthly newsletter will be sent home with each student telling about the school activities and events. If you would like to have something printed in the school newsletter, please call the office before the 20<sup>th</sup> of the month. Additional information may also be found on our website at **[www.easd13.org](http://www.easd13.org)**.

**HEALTH SERVICES:** The school nurse follows the Illinois Department of Public Health (IDPH) *Communicable Disease Guide* for the control of communicable diseases. Fever, vomiting and/or diarrhea is warning that all is not right with the body. It is the recommendation of the school and the IDPH that you not allow a child to return to school until he/she has been free of symptoms 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 for the student to go home, school authorities will inform parents/guardians.

### **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 fifth grade. **NO APPOINTMENT CARDS WILL BE ACCEPTED.**

### **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<sup>th</sup> of the school year.

### **Hearing Screenings**

The State of Illinois mandates the following grades to be screened for hearing problems each school year: preschool, kindergarten, first, second, third, special education, and new students. This screening is done by the school nurse. After these grades have been completed, attempts will be made to screen the remaining students. Teachers and parents may request any student to be screened by contacting the school nurse.

### **Vision Screenings**

The State of Illinois mandates the following grades to be screened for vision problems each school year: preschool, kindergarten, second, eighth, special education, and new students. This screening will be done by the school nurse. **Screening is not a substitute for a complete eye and vision evaluation by a doctor.** After these grades have been completed, attempts will be made to screen the remaining students. Teachers and parents may request any student to be screened by contacting a 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 parents/guardians present to the superintendent, Mr. Virgil Moore an 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 by the Regional Vision Itinerate Teacher of the services provided by special state schools for students who are deaf, hard of hearing, blind or visually impaired.

### **Administering Medication to Students**

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

#### **Definitions**

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

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

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

Because school districts cannot legally require all personnel to dispense medication, this will be done on a voluntary basis.

**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 drugs shall display:**

Have manufacturers original label

Have student's name affixed to container

- A record shall be kept of all medications dispensed to students, specifying the time of dispensation, dosage and supervising personnel.
- The parent/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 the 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/guardian and physician authorize “unsupervised self-administration” on the ***Medication Administration/Self Administration Consent Form***.

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

If you child has diabetes and requires assistance with managing this condition while at school and school functions, 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.

### **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.

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.

**PARTIES:** It is customary for our school to have the following celebrations:

- ◆ Fall Festival
- ◆ Christmas/Winter Celebration
- ◆ Valentine/Friendship Day
- ◆ Spring Play Day

Participation is voluntary. Remember, only commercially packaged treats and/or snacks will be acceptable.

**MONEY:** Students should only carry money when required for school activities or events. It is requested that all money sent to school with students be put in an envelope with the child's name and event on it and kept in the student's backpack. Students should not get money out or display it to others. The school is not responsible for lost money.

**FUND RAISING:** Student participation in fund raising in the community is not allowed. At this level, fund raising responsibilities will fall primarily to the parents. Parents are given an opportunity to make a donation in lieu of participating in solicitation from the community. Funds raised are used for student/teacher activities and materials. Your support in fund raising is appreciated but not mandatory to participate in our program.

**PROGRESS REPORTS:** Three times a year parents will receive a progress report on their child during a conference or home visit. This report will be in the form of a discussion of your child's progress, which will include a collection of a sampling of their schoolwork. This collection is called a portfolio, and it is kept throughout the year on each child to show how they progress.

**WEAPONS POLICY:** A student who uses, possesses, distributes, purchases or sells any item that might reasonably be considered a weapon is subject to expulsion for at least one year. (This policy includes pocketknives.) The School Board may direct the superintendent to modify the expulsion requirement on a case by case basis, but all cases will result in at least out of school suspension.

**SEXUAL HARASSMENT POLICY:** No student should be harassed or discriminated against because of gender bias by others (students or adults). Any suspected cases of mistreatment based on gender or sexual issues must be reported immediately to the principal.

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

**STUDENT RECORDS:** The school district is responsible for the acquisition, maintenance and administration of student records. Parent's/student's rights are described in the East Alton District 13 Handbook, which may be obtained at the school office.

**DISCIPLINE:** School should be a safe and loving place where prekindergarteners come to learn. Buzzy Bee helps us remember the rules by reteaching skills and rules. The children will be expected to follow a few simple rules:

- ◆ Treat others and materials with respect.
- ◆ Stay with the class.
- ◆ Walk inside the building.
- ◆ Listen to the teachers.

All staff members will praise the children for specific behaviors. Children will be encouraged to solve their own problems and stand up for themselves in a positive way. They will be asked to use words to tell other children how they feel instead of grabbing, hitting or calling names. The WECC staff will encourage the children to cooperate with other children and adults. The WECC staff appreciates the support of parents in providing a similar home environment for our students.

When problems occur, the situation will determine how staff members will react. Many times a staff member can redirect a child who is a little "overly active" to prevent problems from happening. Young children cannot always control their feelings and can act quickly. When children hit, kick, bite, throw things or destroy materials, they will be reminded of how they are expected to behave at school. How this behavior makes the teachers and other children feel will also be discussed. Children unable to control themselves are placed in a quiet place until they are calm and can talk about what happened.

Children who refuse to cooperate or follow directions on a regular basis may lose privileges. This will be done in a fair and calm manner, and only as a last resort.

Washington School follows the behavior guidelines as noted in Conscious Discipline and Positive Behavior Intervention & Supports (PBIS). Additional information regarding these systems may be found on our District website.

## **PARENT INVOLVEMENT AT WASHINGTON EARLY CHILDHOOD CENTER**

Parent involvement and responsibility is considered to be extremely important as your child begins his/her school life. Teachers will discuss this with you at the home visit prior to the start of classes.

Washington also uses a written “Parent Responsibility Agreement”. This is required as a part of your child being eligible to attend classes. Teachers will bring this with them at the time of the home visit and will go over it with parents. Parents will be asked to sign this agreement at that time.

Please read this section of our handbook very carefully, and plan to be as involved as possible in your child’s life at school. The Parent Involvement Team or “PIT” Crew is a great way to be involved in parent leadership within the school and we look forward to having you be a part of this parent leadership team.

**VISIT YOUR SCHOOL:** As stated elsewhere in this handbook, parents are welcome to visit school to observe their children participate in classroom activities. Parents may help at school with many classroom activities. Please don’t forget to check in with the office whenever you visit school.

**THE PARENT RESOURCE ROOM:** It is hoped that parents and children will take advantage of the toy, book and video library located in the Parent Education room. Adult books may be checked out for two weeks and children’s toys and books may be checked out for one week. Video tapes and cassette tapes with books may be checked out for three days. Parents will also find books and materials to make games and activities that can be taken home and used with their child.

**FABULOUS FRIDAY ACTIVITIES:** On many of our district School Improvement days, parents may volunteer to assist in special classroom

activities. Please check the school calendar and contact your child's teacher to volunteer for an activity.

**PARENT MEETINGS:** Parent meetings and workshops are available for parents to attend through PEP (Parent Education Program). Topics are designed to meet parent needs. Some meetings will be held during the day and some at night, in order to give everyone a chance to attend. These meetings are designed to inform and to give parents an opportunity to talk with and learn from other parents. Babysitting is provided during parent meetings. For more information, call PEP at 433-2012.

**SPECIAL EVENTS:** Special events are held each year to provide family get-togethers at school. Parents and other family members are invited to a Fall Festival; an Art Fair, where the children's artwork is displayed throughout the building; a Family Reading Night; and Play Day, which is an end of the year day of fun, games and refreshments for the students, their families and the staff.

**FIELD TRIPS:** Children have the privilege of going on field trips to places of interest in the surrounding communities during the school year. For example: the children may visit the library, police and fire stations, post office, parks, etc. On most field trips, each child must have an adult accompany him/her. Examples of these are: the apple orchard, Magic House, St. Louis Zoo, pumpkin farm. Specific directions will be sent home before each particular field trip explaining the requirements.

We are looking forward to a successful and fun year at Washington Early Childhood Center for students, parents and staff! Anytime you have a question or a concern, please don't hesitate to call the office at 433-2001.

### **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:

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.

## **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.

### **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.

### **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.**

### **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.

### **GUIDANCE AND COUNSELING**

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

## **INTERNET AND COMPUTER USE AGREEMENT**

Internet access is available to students in the schools of East Alton Elementary District # 13. 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.

### **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.

### **SEX OFFENDER NOTIFICATION LAW**

Please see East Alton District #13 District Handbook for more information

### **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.

### **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.**

### **FINES, FEES, and CHARGES: WAIVER OF STUDENT FEES**

As designated by the ISBE Early Childhood Block Grant, Washington Early Childhood Center does not charge school fees for supplies or activities. Full day students may have breakfast and lunch fees. The following exceptions would apply:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration to 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.

## ***HEALTH SERVICES***

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

If your child has diabetes and requires assistance with managing this condition while at school and school functions, Diabetes Care Plan must be submitted to the school principal.

Parents/guardians are responsible for and must:

- 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.
- Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
- Sign the Diabetes Care Plan.
- 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.

### **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.

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.

### **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.

### 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.**

Special classes, supportive and related services are provided to all children who are found to be eligible in the following areas:

- a) Auditory, visual, physical, or health impairment.
- b) Speech or language impairment.
- c) Deficits in the essential learning processes of perception, conceptualization, memory, attention, or motor control.
- d) Deficits in intellectual development and mental capacity.
- e) Educational maladjustment related to social or cultural circumstances.
- f) Affective disorders or adaptive behavior, which restricts effective functioning.

Services for these eligible children are provided on a District, Cooperative, or Regional basis.

Parents, guardians, or individuals wishing to refer themselves, their wards or children, should utilize the following procedure:

1. Contact the building principal where the child attends school.
2. Arrange a conference with school officials to discuss concerns.
3. If a case study evaluation is requested, the school district will notify the individual by letter of any actions to be taken regarding the requested evaluation.
4. If the district decides to conduct a case study evaluation (and the parent/guardian agrees), the evaluation and Individualized Education Plan team meeting will be completed within 60 school days of the date of the referral.
5. Parent/guardians will be given written notice of the date, time and location of the Individualized Education Plan team meeting. At this meeting, the findings of the evaluation will be discussed. Recommendations for special programming will be made if indicated by the evaluation. Parents/guardians are encouraged to attend this meeting (and all meetings) in which educational decisions are made.

6. Following each meeting in which any change in programming is made, a written statement will be provided. This document describes the proposed changes(s) and allows parent/guardians ten (10) days to object to the decision.

***Rights of Handicap in Due Process***

The individual, parent or guardian has the right to disagree with the school district regarding decisions made concerning disabled children. If a disagreement occurs, a Due Process hearing may be requested. Individuals requesting a hearing are to contact the school district superintendent.

**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.