

PARENT HANDBOOK

2011 - 2012

Elizabeth Ide School
2000 Manning Road
Darien, Illinois 60561
www.ccsd66.org
(630) 783-5200

Attendance (630) 783-5199
FAX (630) 971-3367



JILL HANSEN, Principal, 2000 Manning Road, Darien, IL 60561
Phone: (630) 783-5200 Fax: (630) 971-3367

ELIZABETH IDE ELEMENTARY SCHOOL
CENTER CASS SCHOOL DISTRICT 66
STRIVING FOR EXCELLENCE

August 2011

Dear Parents and Students,

On behalf of the teachers and staff of Elizabeth Ide Elementary School, I would like to welcome you back to school. We hope to make this a pleasant and successful year for you.

This handbook has been prepared to inform you about our school rules, regulations, and policies. A careful reading of this booklet will provide you with the basic information about school procedures. After reading the handbook, if you have any questions, please do not hesitate to contact your child's teacher or me.

If I can be of any assistance, please do not hesitate to call me or make an appointment with our school secretary, and I will be happy to talk with you at any time. We are all looking forward to another successful and productive school year.

Sincerely,

Mrs. Jill Hansen
Principal

ELIZABETH IDE SCHOOL
PARENT HANDBOOK

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GENERAL INFORMATION

Elizabeth Ide Main Office

Phone: (630) 783-5200
Attendance: (630) 783-5199
Fax: (630) 971-3367

School Hours

Kindergarten:

Morning 9:00 a.m. -- 11:30 a.m.
Afternoon 12:50 p.m. -- 3:20 p.m.

Grades 1 and 2:

9:00 a.m. -- 3:20 p.m.

Office Hours: 8:00 A.M. – 4:00 p.m.

District Office	630-783-5000	Fax: 630-910-0980	
Elizabeth Ide	630-783-5200	Fax: 630-971-3367	Attendance: 630-783-5199
Prairieview	630-783-5100	Fax: 630-910-0803	Attendance: 630-783-5290
Lakeview	630-985-2700	Fax: 630-985-1545	Attendance: 630-783-5180 Activities: 630-783-5280

Visitors: The administration and staff welcome parents to our school however, in the interest of safety and security; all visitors must register at the office upon entering the school. Parents wishing to tour the school and/or visit the classes are asked to please call for an appointment.

DIRECTORY

Main Office

Name	Position	Voice Mail	E-mail
Mrs. Jill Hansen	Principal	783-5200	jhansen@ccsd66.org
Mrs. Cindy Cronin	Secretary	783-5201	cmcronin@ccsd66.org
Mrs. Nisa Caliendo	Health Aide	783-5202	ncaliendo@ccsd66.org
Mrs. Jan Heckman	School Nurse	783-5161	jheckman@ccsd66.org

District Office

Name	Position	Voice Mail	E-mail
Mrs. Joanne Blaze	District Secretary	783-5155	jblaze@ccsd66.org
Mrs. Nancy Panfilio	Accounts Payable	783-5156	npanfilio@ccsd66.org
Mrs. Carol Tedeschi	Business Manager	783-5154	ctedeschi@ccsd66.org
Mr. Jay Tiede	Superintendent	783-5153	jtiede@ccsd66.org

Faculty

Name	Position	Voice Mail	E-mail
Mrs. Celeste Amish	1 st	783-5250	camish@ccsd66.org
Mrs. Ronda Balla	Aide	N/A	rballa@ccsd66.org
Mrs. Robyn Bican	Aide	N/A	rbican@ccsd66.org
Mrs. Karna Bouton	Librarian	783-5053	kbouton@ccsd66.org
Mrs. Loretta Cornfield	2 nd	783-5253	lcornfield@ccsd66.org
Mrs. Joyce Drope	IMC Aide	783-5255	jdrope@ccsd66.org
Mrs. Jennifer Finn	K	783-5257	jfinn@ccsd66.org
Mrs. Becky Hull	1 st	783-5256	bhull@ccsd66.org
Mrs. Molly Irish	Aide	783-5211	mirish@ccsd66.org
Mrs. Kathy Kreps	K	783-5262	kkreps@ccsd66.org
Mr. Brian Kukulski	PE	783-5214	bkukulski@ccsd66.org
Mrs. Kimberly Marek	Aide	N/A	kmarek@ccsd66.org
Mrs. Kathy Mazurowski	K	783-5258	kmazurow@ccsd66.org
Mrs. Linda Micetich	1 st	783-5270	lmicetich@ccsd66.org
Mrs. Cathy Minarik	Aide	783-5265	cminarik@ccsd66.org
Mrs. Jacki Navarro	Speech/Language	783-5215	jnavarro@ccsd66.org
Mrs. Gina Nessling	Reading Specialist	N/A	gnessling@ccsd66.org
Mrs. Janet Oliver	2 nd	783-5278	joliver@ccsd66.org
Mrs. Jennifer Olsen	Rtl Interventionist	783-5266	jolsen@ccsd66.org
Mrs. Karen Onorato	2 nd	783-5263	konorato@ccsd66.org

Mrs. Janet Schultz	2 nd	783-5271	janschultz@ccsd66.org
Mrs. Trudy Sis	1 st	783-5272	tsis@ccsd66.org
Ms. Terri Smeltzer	Art	783-5084	tsmeltzer@ccsd66.org
Mrs. Elizabeth Spizzirri	Special Ed.	783-5273	bspizzirri@ccsd66.org
Ms. Jen Tracy	1 st	783-5276	jtracy@ccsd66.org
Mrs. Heather Tran	Special Ed.	783-5254	htran@ccsd66.org
Mrs. Debbie Walega	2 nd	783-5279	dwalega@ccsd66.org
Mrs. Meg Will	Social Worker	783-5252	mwill@ccsd66.org
Ms. Jeannie Wyse	Music	783-5052	jwyse@ccsd66.org

ELIZABETH IDE SCHOOL PHILOSOPHY

*A place to anticipate and prepare for the future
to learn in a safe and secure environment
to promote and encourage academic excellence
to foster self-respect and cooperation
to develop responsible students and citizens*

A place to grow

WE BELIEVE...

We believe that each individual is valuable and unique – bringing special gifts and talents as well as needs.

We believe that all children can and will learn, given appropriate support.

We believe that diversity is a trait to be treasured.

We believe that teams are creative problem solvers.

We believe we learn life's most important lessons from each other.

We believe that children belong together.

WE STRESS...

The development of the team approach to instruction in order to provide optimum teacher-student interaction.

The development of each child's unique gifts and abilities by providing a diversified curriculum, co-curricular and extra curricular experiences.

The development of a growing sense of responsibility, integrity, self-discipline, and proper student deportment.

The development of a school climate characterized by security and mutual respect by surrounding each child with caring adults who are interested in each student's social and academic development, as well as his/her physical and mental well being.

The development of mutually supportive PARENT - TEACHER - SCHOOL relationships by providing many communication avenues and opportunities for participation in the activities of the school.

The development of plans and methods to provide for the constant evaluation of the context, methods, and procedures to implement this philosophy.

ATTENDANCE/ABSENCE PROCEDURES

ARRIVAL TIMES

Due to an absence of supervisory personnel, students **may not be on school grounds before 8:45 a.m.** Students are held in the foyer until the first bus arrives and then may enter the building.

ABSENCES AND ATTENDANCE

Good progress in school is directly related to regular attendance. Parents must fully assume the responsibility for regular attendance of their children. When a student is too ill to attend school, parents should inform the school health aide on the health line (630-783-5199) prior to 8:30 a.m. each day of non-attendance. If an absence call is not received, parents will be called to determine their child's whereabouts. A student who is unable, because of the observance of a religious holiday, to attend classes on a particular day shall be excused. Any makeup work will be established per school policies.

ABSENCES AND MAKEUP WORK

Parents of students who will be absent **two or more days** may request makeup work by calling the school office. Twenty-four (24) hour notice may be required for make-up work. It is also suggested that students complete makeup work at home during their absences from school; however, if the student is too ill to do schoolwork, he/she will have an equal number of days to complete the missed class work. For example, a student absent for two (2) days will have two (2) school days to complete their assignments. Special arrangements will be made for absences that exceed five (5) days. **Failure to complete makeup work will result in lowered grades.**

ABSENCES DUE TO VACATION

If an absence due to a family vacation is unavoidable, parents should contact the teacher and school office as soon as possible prior to the scheduled vacation period. The teacher will assemble whatever work can be organized in advance. **All other makeup work will be assigned upon the student's return to school.** Failure to complete makeup work beyond one (1) week of the students return will result in partial or no credit being given.

ABSENCES/LONG TERM

If a child's absence from school due to a prolonged or serious illness exceeds ten (10) school days, special tutoring arrangements may be needed. Parents are asked to discuss such matters with the school principal as soon as possible.

ABSENCES/TRUANCY POLICY

The Illinois School code defines a “truant”, as a child who is absent without valid cause from school. Valid causes for a child being absent from school include illness, religious observances, and family emergencies. A chronic truant is defined as a student who has missed 10% of the previous 180 school days. Families of children experiencing attendance problems will be contacted by the school at the occurrence of the child’s 10th absence to explore reasons for these absences. The truant child may also be referred to appropriate school personnel in an attempt to improve his/her attendance. If all local interventions fail to improve the truant student’s attendance, he/she will be referred to the DuPage County Superintendent of Schools.

Attendance Monitor Plan

Days Absent	Action Taken
3 Days	3 consecutive days – child referred to Principal’s Office for review
10 Days	Contact by Principal, Social Worker or School Nurse
15 Days	Strategies to improve attendance developed: Contact by School Social Worker or School Nurse
20 Days	Truancy referral considered Review strategies to improve attendance Referral to Pupil Personnel Team Parent Conference Contact by School Administrator or School Nurse
24 Days	Review case Truancy referral filed with DuPage County Truancy Officer Parent Conference Notify Superintendent of Schools Contact by School Administrator

EARLY DISMISSAL

If a student is to leave the school building during the school day, a note should be sent to the office stating the date, time, and reason for the early dismissal. Parents must sign the child out at the school office prior to leaving the building.

TARDY STUDENTS

Students who arrive at school after the scheduled start of the school day (9:00 a.m.) must report to the school office with a parent so we can update our daily absentee report. The students must be signed in by the parent. Note: Late arrival due to bus problems is not included.

LUNCH PROGRAM/RECESS

FORGOTTEN LUNCH

Any student who forgets their lunch will be given a lunch and the amount of \$2.50 will be deducted from their lunch accounts. If a student's account becomes negative, a note will be sent home. If the student owes for more than 3-lunches, no lunch can be given and the student's parent or guardian will be contacted immediately. Parents and/or guardians will need to replenish the account or bring a lunch to the office. If you have any questions about this policy please call the school.

HOT LUNCH PROGRAM

District 66 offers a hot lunch Monday through Friday. Students may purchase a hot lunch everyday. Parents may deposit money in the students' lunch account. When the student purchases hot lunch the cost of \$2.50 is deducted from their account. Milk is included with the price of a hot lunch. Parents can replenish the account via a check made payable to Center Cass District 66 or online using a credit card. Students who do not wish to purchase a hot lunch but would like to drink milk at lunchtime may purchase milk through their accounts for 35¢.

FREE MILK/LUNCH

The school district offers free/reduced lunch and textbook fees to those residents who qualify. For information about this program, please contact Ms. Blaze in the District Office at 630-783-5000.

INDOOR RECESS

In cases of bad weather, the following rules should be followed for indoor recess: You should be seated at a table or quietly on the floor if playing a group game. Acceptable indoor activities include seatwork, coloring, reading or organized games.

LUNCHROOM DEPARTMENT

Student cooperation in following basic lunchroom rules will ensure a neat and pleasant place to eat.

1. Loud talking, moving around the lunchroom, breaking milk cartons or bags, or throwing things will not be allowed.
2. Tables must be cleared, and all rubbish must be picked up before students will be dismissed.
3. All trash must be placed in the trash containers.
4. Food is not to be taken out of the lunchroom.
5. The lunchroom supervisors maintain the right and authority to assign seats and locations during the lunch period.
6. No glass containers may be brought to school.

SHARING OF FOOD (Allergies)

Since many students suffer from serious food allergies, the sharing of lunches is discouraged. Parents must inform the school if their child is subject to a serious allergic reaction from certain foods.

SNACK TIME

All students are encouraged to bring a healthy snack from home to eat mid-morning. The following foods may be eaten at snack time: fruits, vegetables, cheese, and fruit juice. Please no junk food. Food should be ready for consumption and not require peeling, washing, slicing, etc. There is only a limited time for snacks. Your cooperation is greatly appreciated. Help us to keep snack time healthy!

RECESS

All students will have at least one recess each day. We go outside as much as possible. A temperature or wind chill of 20 degrees or below, rain, heavy snow or strong winds will keep us inside. Students should have the proper clothing for outside recess. A child returning to school following an illness will go outside for recess with their classmates unless a written note from their doctor is received.

PLAYGROUND RULES

The school playground is a place to enjoy, take part in physical activities and take a break from classroom work. In order for the playground to be a safe, enjoyable place for all students, students must obey the following rules:

1. Contact (tackle) sports are not allowed.
2. Students may not throw or kick stones.
3. Students must remain within the playground boundaries.
4. Students are to keep away from all doors and windows during recess.
5. Personal property such as balls or Frisbees thrown on the school roof or over the fence will not be retrieved.
6. Students are not to re-enter the building, during recess without permission.
7. Hard baseballs and ball bats are not allowed.
8. Students are not to climb or sit on fences or climb on the electrical box near the kitchen.
9. Classroom fire doors are not to be used except in an emergency.
10. Students are not to run on the paths leading to the playground.
11. Students are not allowed to carry other students on their backs.
12. Students are not to be in the parking area.

PLAYGROUND EQUIPMENT RULES

Care must be taken when using the playground equipment. The following rules are to help ensure student safety:

1. Students must not walk into the path of a swing.
2. Students may not push another riding on a swing.
3. Only one child to a swing and no twisting.
4. Students must share equipment with classmates.
5. No running up the slide.
6. Only one student at a time on the slide.

GRADING-SYSTEM

PARENT-TEACHER CONFERENCES

The parents of all students are invited to confer with the child's teachers at the end of the first trimester during the week of November 28 – December 2, 2011 and will be notified of an appointment date and time. Parent Conferences will be held on an as needed basis at the end of the second trimester during the week of March 5 – March 9, 2012.

REPORT CARDS, MID-TERM PROGRESS REPORTS AND CONFERENCES

Report cards are issued on a trimester (12-weeks) basis. In an effort to improve communication regarding academic progress to parents, an interim report is sent home midway through the first trimester for all students and midway through the second and third trimesters for students not meeting grade level requirements. The report card envelope is to be signed and returned to the teacher after each of the first 2-trimesters. Progress reports and report cards will be issued according to the following schedule:

<u>Trimester 1</u>	<u>Trimester 2</u>	<u>Trimester 3</u>
Oct. 7- Mid-term Report (All)	Jan. 20- Mid-term Report	April 13- Mid-term Report
Nov. 29- Report Cards	March 7 – Report Cards	June 5 – Report Cards

GRADING SYSTEM

The growth of kindergarten, first and second grade students is assessed based on the teacher's estimate of their potential. Our grading system is not based on a curve or class standing. Therefore, the specific grade level at which a child is performing in the various subjects is not contained on the report card.

Grading Scale

- E = Exceeds Grade Level Requirements
- M = Meets Grade Level Requirements
- N = Does Not Meet Grade Level Requirements

PROMOTION/RETENTION POLICY

It is the goal of the faculty to help every student achieve his/her academic potential. In addition to passing grades, students are expected to show academic competency and meet established district standards on the Iowa Test of Basic Skills, the ISAT tests, and various local measures, according to the school's promotion matrix. Every effort will be made to provide students with extra help and support services when needed. In the event that a student does not respond to instruction, retention in the grade level may be recommended. Parents may contact the principal for more details concerning this policy and the school's promotion matrix.

BIRTH CERTIFICATES

In accordance with the Missing Child Act, a certified copy of a birth certificate must be provided the first time a child registers for school in District 66. If no certificate is presented at registration, parents will have 30-days to produce a certified birth certificate. After-30 days, the district is required by law to notify local authorities to make them aware of the missing birth certificate. If no certificate is produced within 10-additional days, local authorities will again be notified for appropriate action.

STUDENT RECORDS

Elizabeth Ide parents have the right to view their child's school records. Please contact the school secretary if you wish to make an appointment for this purpose. A forty-eight (48) hour notice is required. The District maintains two (2) types of school records for each student: permanent record and temporary record. These records may be integrated.

The *permanent record* shall include:

- Basic identifying information, including the student's name and address, birth date and place, gender, and the names and addresses of the student's parent(s)/guardian(s)
- Academic transcripts, including grades, class rank, graduation date, grade level achieved, and scores on college entrance examinations
- Attendance record
- Accident and health reports
- Record of release of permanent record information in accordance with 105 ILCS 10/6(c)

The *permanent record* may include:

- Honors and awards received
- School-sponsored activities and athletics

No other information shall be kept in the permanent record. The permanent record shall be maintained for at least 60-years after the student graduated, withdrew, or transferred.

All information not required to be kept in the student permanent record is kept in the student temporary record and must include:

- A record of release of temporary record information in accordance with 105 ILCS 10/6(c)
- Scores received on the State assessment tests administered in the elementary grade levels (that is, kindergarten through grade 8)
- Information regarding serious infractions (that is, those involving drugs, weapons, or bodily harm to another) that resulted in expulsion, suspension, or the imposition of punishment or sanction
- Information provided under the Abused and Neglected Child Reporting Act (325 ILCS 5/8.6), including any final finding report received from a Child Protective Service Unit
- Completed home language survey

The *temporary record* may include:

- Family background information
- Intelligence test scores, group and individual
- Reports of psychological evaluations, including information on intelligence, personality and academic information obtained through test administration, observation, or interviews
- Elementary achievement level test results
- Honors and awards received
- Other disciplinary information
- Special education files, including the report of the multidisciplinary staffing on which placement or nonplacement was based, and all records and tape recordings relating to special education placement hearings and appeals
- Verified information of clear relevance to the student's education

The Family Educational Rights and Privacy Act (FERPA) and the Illinois Student Records Act afford parents/guardians and students over 18-years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and copy the student's education records within 15-school days of the day the District receives a request for access.

The degree of access a student has to his or her records depends on the student's age. Students less than 18-years of age have the right to inspect and copy only their permanent record. Students 18-years of age or older have access and copy rights to both permanent and temporary records. Parents/guardians or students should submit to the Building Principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The Principal will make arrangements for access and notify the parent(s)/guardian(s) or student of the time and place where the records may be inspected. The District charges 35¢ per page for copying but no one will be denied their right to copies of their records for inability to pay this cost.

These rights are denied to any person against whom an order of protection has been entered concerning a student (105 ILCS 5/10-22.3c and 10/5a, and 750 ILCS 60/214(b)(15)).

2. The right to request the amendment of the student's education records that the parent(s)/guardian(s) or eligible student believes is inaccurate, misleading, irrelevant, or improper.

Parents/guardians or eligible students may ask the District to amend a record that they believe is inaccurate, misleading, irrelevant, or improper. They should write the Building Principal or records custodian, clearly identify the record they want changed, and specify the reason.

If the District decides not to amend the record as requested by the parents/guardians or eligible student, the District will notify the parents/guardians or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent(s)/guardian(s) or eligible student when notified of the right to a hearing.

3. The right to permit disclosure of personally identifiable information contained in the student's education records, except to the extent that the FERPA or Illinois School Student Records Act authorizes disclosure without consent.

Disclosure is permitted without consent to school officials with legitimate educational or administrative interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or any parent(s)/guardian(s) or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District discloses education records without consent to officials of another school district in which a student has enrolled or intends to enroll, as well as to any person as specifically required by State or federal law. Before information is released to these individuals, the parents/guardians will receive prior written notice of the nature and substance of the information, and an opportunity to inspect, copy, and challenge such records.

When a challenge is made at the time the student's records are being forwarded to another school to which the student is transferring, there is no right to challenge: (1) academic grades, or (2) references to expulsions or out-of-school suspensions.

Disclosure is also permitted without consent to: any person for research, statistical reporting or planning, provided that no student or parent(s)/guardian(s) 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; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

4. The right to a copy of any school student record proposed to be destroyed or deleted.

Student records are reviewed every 4-years or upon a student's change in attendance centers, whichever occurs first.

5. The right to prohibit the release of directory information concerning the parent's/guardian's child.

Throughout the school year, the District may release directory information regarding students, limited to:

- Name
- Address
- Gender
- Grade level
- Birth date and place
- Parents'/guardians' names and addresses
- Academic awards, degrees, and honors

Information in relation to school-sponsored activities, organizations, and athletics

- Major field of study
- Period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the Building Principal within 30-days of the date of this notice. No directory information will be released within this time period, unless the parents/guardians or eligible student is specifically informed otherwise.

A photograph of an unnamed student is not a school record because the student is not individually identified. The District shall obtain the consent of a student's parents/guardians before publishing a photograph or videotape of the student in which the student is identified.

- 6. The right to request that military recruiters or institutions of higher learning not be granted access to your secondary school student's name, address, and telephone numbers without your prior written consent.**

Federal law requires a secondary school to grant military recruiters and institutions of higher learning, upon their request, access to secondary school students' names, addresses, and telephone numbers, unless the parents/guardians request that the information not be disclosed without prior written consent. If you wish to exercise this option, notify the Building Principal where your student is enrolled for further instructions.

- 7. The right contained in this statement: No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit, or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under State law.**
- 8. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington DC 20202-4605

HOMELESS CHILDREN AND YOUTH

Information and/or questions pertaining to the educational rights of homeless children and youth in Illinois should be directed to the District Homeless Liaison, Kimberly Liles at 630-985-2700 or kliles@ccsd66.org.

TRANSPORTATION/BUSING

BUS CONDUCT

To insure safety, bus service is provided for all students. It is of the utmost importance that all students conduct themselves in a well disciplined manner when riding the school bus. All students must obey the following general rules of conduct:

1. Students must sit in their assigned seat at all times
2. Students will remain seated at all times
3. Students may not change seats once they board the bus
4. Students will obey the bus driver at all times
5. Students will keep all limbs and head inside the bus
6. Students may talk to those around them but may not shout, scream, or sing on the bus
7. Students will be courteous and respectful to other students on the bus
8. Students may not engage in conduct that interferes with the safe operation of the bus
9. No food or drink on the bus

Students failing to obey the bus rules of conduct will be subject to disciplinary measures. Such measures may include warning letters, after-school detentions, suspension from the bus, suspension from school and possible revocation of all bus riding privileges. School officials also reserve the right to change student's assigned seats for all or part of the school year. Parents wishing more complete information concerning bus discipline guidelines should contact the Principal at Elizabeth Ide School – 630-783-5200.

BUS TRANSPORTATION

Pupils will be assigned to a specific bus for transportation to and from school. Pupils cannot ride other than their regular route without permission from the principal. If a special change is required, a written note from the parent is needed. The reason for such a change in route must be important. Changing routes merely to accompany another child home for social play, parties, etc., will not be approved.

VIDEO/AUDITORY MONITORING – SYSTEM

Center Cass School District 66 has purchased a video/auditory monitoring system for the District school buses. This equipment allows the District to monitor students and drivers behavior to aid in the enforcement of the District discipline and safety policies. This additional monitoring measure is meant to supplement the written disciplinary reports issued by the bus driver.

PICKUP PROCEDURES

Every time a student is going to be picked up from school, they need to bring a dated note signed by a parent stating that he/she is going to be picked up on that day. Children being picked up will be held in the school library until the buses leave at 3:40 p.m. When the buses are clear, students will be brought to the lobby of the school to meet their parents.

HEALTH SERVICES

AUTOMATED EXTERNAL DEFIBRILLATORS (AEDs)

To comply with the Illinois Automated External Defibrillator Act and District 66 Board of Education Policy, all district buildings are equipped with an AED, located near the gymnasium. Staff members trained to operate the AED are available at all school events.

COUNSELING SERVICES

Counseling and/or social work services are available to students and parents. Students or parents wishing to obtain such services should contact the school principal.

HEAD LICE

Lice infestation may occur in any segment of the population, i.e., children as well as adults, regardless of their personal hygiene. Here are some ways to prevent transmission of head lice in the school environment.

1. Discourage your child from using combs, brushes, or other grooming/hair aids belonging to others
2. Discourage the sharing of caps and coats and sweaters with hoods
3. Check family member's heads regularly
4. If live lice or nits are found, keep child home from school until treated. **Please notify the school.**

Any time a student shows evidence of head lice, either with the presence of live lice or the presence of new nits, the student will be excluded from school until treatment has been completed. Upon readmission, the student's head will be rechecked by school staff a week to 10-days later. If there is evidence of live lice or additional nits at that time, the process of exclusion and treatment will be repeated. After this second treatment, if evidence of lice persists, the parent/guardian should discontinue use of the product and try a different product, again following product directions. If after this regimen, live lice or new nits remain, the parent should contact a physician for further advice. If you have health related questions, please contact Mrs. Jan Heckman, the District Nurse.

HEALTH SERVICE

District 66 maintains the services of a full-time school nurse. The school nurse assists with vision and hearing testing and supervises the health services for our students. Parents having health or school attendance questions should call the school nurse at their child's appropriate school. Mrs. Heckman's number at Elizabeth Ide is 630-783-5205. The school nurse will also monitor the attendance of all students. Students with undocumented or unexplained absenteeism will be referred to DuPage County school officials.

ILLNESS OR INJURY AT SCHOOL

If a student becomes ill or has an injury at school, he/she should report to the school office. If a student is injured during P.E., he/she must inform the P.E. teacher.

MEDICATION POLICY

There are definite restrictions on the use of medication in schools. Special requirements must be met before any medication can be administered by school personnel. These restrictions are outlined below. Please consult with the school nurse or school health aide (630-783-5200) before sending any medication to school with your child.

A. CONTINUOUS MEDICATION

Prior to giving continuous medication at school, the SCHOOL MEDICATION PERMISSION FORM shall be completed by the parent and physician, authorizing the school to administer the medication. Permission forms must be renewed every year and filed in the student's health record.

B. SHORT TERM MEDICATION

This is medication prescribed by a physician for a period of less than 15-days following an acute illness. The parental portion of the medication permission form must be completed and signed by the parent authorizing the school to administer the medication. All medication must be sent to school in a container with a pharmaceutical label clearly indicating the name of the child, the physician ordering the medication, medication name, and the dosage and dosage interval for the medication. Nonprescription medication must be sent to school in its original container with the label indicating the ingredients and the student's name affixed. Students are not allowed to take any form of medication unsupervised. All medications are to be kept in the Health Room.

C. SELF MEDICATION POLICY FOR ASTHMA AND SEVERE ALLERGIC REACTION

In accordance with state law, the self-administration of an asthma medication and/or an epi-pen is permissible. Permission for self-administration is effective for the school year for which it has been granted. A student with asthma or severe allergy may possess and use his/her medication while in school or at school-sponsored activities. It is recommended that you provide an additional dose of the medication to be kept in the health office in the event that your child forgets or loses his/her medication. A signed permission form for self-medication must be on file in the school office. If you have any questions about this policy, please contact the school office. Our school district and its employees shall incur no liability as a result of any injury arising from the self-administration of medication by the student.

BOARD OF EDUCATION POLICY

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's health care provider and parent(s)/guardian(s) believe that it is necessary for the student to take a medication during school hours, they must request that the school dispense the medication to their child and follow the District's procedures on dispensing medication.

No school District employee shall 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(s)/guardian(s). No student shall possess or consume any prescription or non-prescription medication on school grounds or a school-related function other than as provided for in this policy and its implementing procedures.

A student may possess medication prescribed for asthma for immediate use at the student's discretion, provided the student's parent(s)/guardian(s) have completed and signed a School Medication Authorization Form. Illinois law requires the school district to inform parent(s)/guardian(s) that it, and its employees and agents, 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 the medication's storage by school personnel. Parent(s)/guardian(s) must 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 medication or the storage of the medication by school personnel.

(Illinois law requires the school district to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of an epinephrine auto-injector and/or medication or the storage of any medication by school personnel.)

A student's parent/guardian must 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 medication, or the storage of the medication by school personnel.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

PHYSICAL AND IMMUNIZATION REQUIREMENTS

State law mandates full compliance with physical and immunization requirements in order to attend school. All children entering kindergarten and sixth grade are required to have a current physical with immunizations updated. All children entering kindergarten, second, and sixth grade are required to have a current dental exam. The same requirements shall apply to all students (irrespective of grade) transferring into the Center Cass District 66 Schools who have not previously been examined in accordance with the aforementioned in another Illinois public school. It is imperative that your child be in full compliance with the State law to remain in school. If your child does not fully meet State of Illinois regulations by August 24, 2011, he/she will be dropped from our attendance rolls until full compliance is achieved.

STUDENT ILLNESS

Parents are responsible for keeping children, who are ill, at home. In some cases, the school will ask that the child's physician determine the cause of symptoms that may indicate a communicable disease. The Illinois Department of Public Health Rules and Regulations for the Control of Communicable Disease are used by schools to determine how long students must remain out of school with diseases like chickenpox, impetigo, and strep throat. The DuPage County Health Department epidemiologist can help the school interpret the state regulations. Here are some guidelines for parents to use in deciding when a child is too ill to be in school.

1. If a rash is present that has not been evaluated by a doctor
2. If the child's oral temperature exceeds 100 degrees Fahrenheit, or 1-2 degrees above the child's normal temperature. Children with such fevers should remain home for 24-hours after the temperature returns to normal, i.e., without the use of fever-reducing medication
3. If the child vomits and continues to experience nausea and/or vomiting
4. If the child complains of severe, persistent pain, the symptoms should be referred to a physician for evaluation
5. If the child shows signs of upper respiratory infection (cold symptoms) serious enough to interfere with the child's ability to learn
6. If there are signs of conjunctivitis (pinkeye) with crust or discharge coming from one or both eyes, the child should be evaluated by the doctor
7. If there are open sores that have not been evaluated by a doctor
8. If there are signs of infestation with lice (live lice, nits, and itchy scalp) the child should be treated with a pediculocide. An infected student will be sent home and not allowed back in school until treatment has been completed.

The school nurse may be consulted by parents who are not sure about whether to send a child to school; but parents should not send a child to school for the nurse to make the decision – unless a plan has been made with the school for such assistance. A call or visit to the child's physician is usually appropriate when the parent is in doubt.

To help control outbreaks of communicable disease, the school works closely with the County Health Department. Parents can help by letting the school know whenever a communicable disease is diagnosed, or suspected, when calling to report a child's absence.

STUDENT DISCIPLINE

STUDENT DEPARTMENT STATEMENT

The staff of Elizabeth Ide School believes that the behavior of students attending the school should reflect standards of good citizenship as expected of members of a democratic society. Self discipline, the highest form of discipline, should be a goal for every student.

It is for good citizenship and to help provide an equal opportunity for achievement for all students that the discipline rules have been established. Basic to all rules of discipline is the clear understanding that both teachers and students will exercise respect and courtesy.

Students must keep in mind that teachers are responsible for the overall welfare and safety of their students and, consequently, are given the authority to maintain proper student behavior as outlined in our guidelines for student behavior.

The teachers and principal at Elizabeth Ide reserve the right to decide whether or not student behavior is in violation of the established rules of conduct and good citizenship. In all cases of disciplinary action, the goal is to take corrective action that will change and improve the misbehavior.

All school rules of conduct are officially extended to all field trips, extra curricular activities, and all other school sponsored social and/or educational events. Students engaging in misconduct beyond the school day are subject to normal school disciplinary action.

POSITIVE BEHAVIOR INTERVENTIONS AND SUPPORTS (PBIS)

District 66 is beginning to implement a district-wide approach to discipline called Positive Behavior Interventions and Supports (PBIS) this year. PBIS is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success.

As a Response to Intervention model, PBIS applies a three-tiered system of support, and a problem-solving process to enhance the capacity of schools to effectively educate all students.

Data-based decision-making aligns curricular instruction and behavioral supports to student and staff needs. Schools applying PBIS begin by establishing clear expectations for behavior that are taught, modeled, and reinforced across all settings and by all staff.

ELIZABETH IDE STUDENTS ARE EXPECTED TO:

1. Conduct them self in an orderly fashion, using good manners and proper language.
2. Treat other students and adults with respect and courtesy.
3. Cooperate with all school personnel.
4. Take proper care of books, school property and the property of others.
5. Avoid running, pushing and loud talking in halls, classrooms, washrooms, library, and lunchroom.
6. Have all required supplies ready for class.
7. Refrain from fighting at all times (this includes biting).
8. Avoid throwing any object which may endanger others or property.
9. No gum.
10. Obey all school, classroom, lunchroom, recess and bus rules.

GUIDELINES FOR STUDENT CONDUCT

Students will be subject to discipline and possible suspension from school for the following reasons:

1. Fighting - including biting and kicking
2. Vulgarity
3. Disrespectful behavior
4. Smoking or the possession of smoking materials
5. Possession, use or sale of; illegal drugs, alcoholic beverages, matches
6. Defacing or destroying school and/or personal property
7. Theft of school or personal property
8. Lighting fires
9. Possession of weapons, real or toy
10. Pulling the fire alarm device unnecessarily
11. Other behaviors that may endanger the health and safety of the students and the good order of the school

DISCIPLINARY AUTHORITY

Each teacher and staff member is authorized to impose disciplinary measures, other than suspension, expulsion or corporal punishment in accordance with Board of Education policies and school rules. All staff members may use reasonable force as needed to maintain the safety of other students, school personnel, and school property.

DISCIPLINARY OPTIONS

The following are possible disciplinary options used by the administration and staff at Elizabeth Ide School for most cases of student misconduct and disobedience. Depending on the seriousness and frequency of the offense, the penalty may be more severe. However, all disciplinary matters will be reviewed on a case-by-case basis.

1. Student conferences or counseling
2. Warnings and discussions
3. Parent notification and parent conferences
4. Removal from classroom
5. Loss of recess privileges
6. Behavioral contracts and probationary status
7. Loss of social privileges-social adjustment
8. Suspension from the school bus
9. In-school suspensions
10. Seizure of contraband
11. Out-of-school suspensions
12. Expulsion from school
13. Notification of the police

Bullying Procedure

Bullying Defined

Bullying is any type of conduct that may:

1. Reflect a coercive **imbalance of power**; AND
2. Is **purposeful** and **repeated**; AND
3. Places an individual in **reasonable** fear of **substantial** detrimental effect to his or her person or property or to otherwise substantially interfere in participating in any activity.

The Illinois legislature defines "Bullying" as meaning:

"Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more the of the following:

- 1) placing the student or students in reasonable fear of harm to the student's or students' person or property;
- 2) causing a substantially detrimental effect on the student's or students' physical or mental health;
- 3) Substantially interfering with the student's or students' academic performance; or
- 4) Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by a school."

105 ILCS 5/27-23.7(b)

The Illinois legislature also authorizes school board and their discipline advisory committee's broad discretion to establish appropriate behavioral standards for their respective schools, which take into consideration but are not limited to conduct prohibited by State and federal laws. See, 105 ILCS 5/10-20.14(d). The statutory definition of bullying set forth in the School Code is intended to be incorporated into the Model Procedure definition of bullying, but is not intended to limit conduct that otherwise falls within the Model Procedure definition from being classified as bullying conduct if that conduct does not also fall within the School Code's definition.

For purposes of this Model Procedure "Conduct" includes:

- Physical acts, such as physical contact with another, stalking, sexual assault and destruction or damage to property of another;
- Written and electronic communication any medium as well as verbal threats made to another or blackmail, or demands for protection money;
- Non-verbal threats or intimidation such as aggressive or menacing gestures may also be considered conduct for purposes of this procedure;
- Use of school property, including computers, the electronic network, or any other electronic device, to communicate with others; and
- Any of the above conduct which occurs off school grounds when such conduct creates, or reasonably can be expected to create, a substantial disruption in the school setting and/or at school sponsored activities and events

In addition to that conduct described above, *examples* of conduct that may constitute bullying include the following:

- Blocking access to school property or facilities;
- Stealing or hiding or otherwise defacing books, backpacks or other personal possessions;
- Repeated or pervasive taunting, name-calling, belittling, mocking putdowns, or demeaning humor relating to a student's race, color, gender, sexual orientation, ancestry, religion, disability, or other personal characteristics, whether or not the student actually possesses them, that could reasonably be expected to result in the disruption of school activities or that results in a hostile educational environment for the student.

Conduct that would not ordinarily be considered bullying for purposes of this procedure includes:

- Mere teasing
- "talking trash"
- Trading of insults

- The expression of ideas or beliefs (expressions protected by the First Amendment), so long as such expression is not lewd, profane, or intended to intimidate or harass another

The examples set out in these comments are meant to be illustrative and are not exhaustive of conduct that may or may not be considered “Bullying”. Nor are they intended to limit the exercise of discretion granted to school administrators under Sections 5/10-20.12(d) or 5/10-22.6 of the School Code for addressing instances of student misconduct.

Bullying is prohibited

Bullying is NOT acceptable and is strictly prohibited. Bullying conduct that is covered by this procedure is conduct that occurs on school property or at school sponsored activities or events; while students are being transported or walking to or from school or school sponsored activities or events; while students are waiting at school bus stops; when the conduct otherwise would substantially impede the educational environment, regardless of where the conduct occurs.

Any student who engages in bullying will be subject to appropriate discipline, up to and including suspension or expulsion and referral to local law enforcement. A student’s bullying conduct also may be addressed through any other behavioral interventions.

Any student who is a bystander to any bullying conduct who fails to take any action to discourage the bullying conduct also may be subject to appropriate discipline.

No student shall be retaliated against for reporting or participating in the investigation of bullying conduct. Any student who is determined to intentionally have falsely accused another of bullying shall be subject to appropriate discipline.

Responding to bullying

In determining the appropriate response to or discipline of students who engage in bullying behavior, the school’s administration should consider the ages and maturity of the students involved; the type, frequency and any pattern of behaviors; the context in which the incidents occurred; and any other relevant circumstances.

School administrators also will keep in mind that bullying conduct can constitute unlawful harassment or discrimination. School districts have an independent obligation under State and federal civil rights laws to investigate and appropriately intervene when the school district knows or reasonably should know that the bullying conduct rises to the level of individual harassment or discrimination or creates a hostile educational environment.

This procedure in no way is intended to limit school administrators in exercising their discretion in determining the misconduct charge applicable to a student's behavior, and does not preclude administrators from charging a student with bullying in addition to any other charge that is warranted by the misconduct.

Report and Investigation

The school will develop a reporting procedure which may include, to the extent possible, a written report. Each grade level will designate an individual to monitor and assist with the written reporting of bullying incidents. Anyone who witnesses any conduct that could constitute bullying shall make such report as soon as possible to any school staff member. This report then may be submitted to the principal or designee(s) responsible for student discipline who as soon as practicable shall conduct or cause to be conducted a thorough investigation of the alleged incident.

The District will provide a phone number for students and/or parents to report bullying incidents. In instances when the bullying conduct suggests possible violation of laws prohibiting harassment or discrimination based on a student's race, national origin, gender, sexual orientation, religion, disability or other legally protected category, the investigation shall be conducted in accordance with the procedures set forth in District Policy 7:180. Discipline and/or other intervention appropriate to the outcome of the investigation shall be imposed consistent with the School District's adopted discipline code.

The police and State's Attorney may be notified immediately of all incidents involving bodily harm, property damage or any conduct which reasonably is believed by the school administrator(s) to be a violation of the criminal laws. The investigation of any such bullying conduct shall proceed in cooperation with the police and other applicable law enforcement authorities. The School District always retains its' right to investigate and impose any discipline for violation of this procedure, whether or not criminal charges are pursued.

The Superintendent or designee periodically may review disciplinary incidents involving bullying conduct or conduct placing students at risk of bullying for purposes of monitoring: 1) the effectiveness of the District's programs and interventions in creating a climate of mutual respect and civility in the school community, and 2) the application of this procedure in a non-discriminatory manner. A report of the Superintendent's findings may be made to the Board of Education at least once a year.

Notification/Training

Students and parents/legal guardians will be notified of this procedure annually through receipt of the school's handbook. The procedure is also posted on the school's website.

The school does include a program on bullying prevention and character instruction appropriate to all grade levels. Such a prevention program includes incorporating student social and emotional development, as required by State law.

CHEATING/PLAGIARISM

Cheating in any form or manner, e.g. possession of a test, unauthorized use of a calculator, use of notes or note cards, sharing of information or copying information, will cause all participating students to received a “zero” on the assignment, test or project on which the cheating occurred. Additional acts of cheating may result in further disciplinary action.

PLAGIARISM

The definition of plagiarism is the practice of copying words, sentences or ideas for use in a written or oral assignment or examination without proper credit or attribution to the source.

CHEMICAL ABUSE POLICY

The Board of Education recognizes that student use of any mood altering chemical substance, including alcohol, is illegal unless prescribed by a physician. The unwarranted use of such substances is detrimental to individual development and undermines the good order of the school.

Being under the influence of any chemical or illegal substance, as defined above, is prohibited by the Board of Education. In addition, student use, possession, planning to possess, sale or transfer of drugs, drug paraphernalia, look-a-like drugs, tobacco, alcohol or other controlled substances on school property, while traveling to and from school, at school-sponsored activities, or on buses, is also prohibited. Possession of an illegal substance is also defined as having “reasonable access” to the material or paraphernalia. Any student found in violation of this policy is subject to a ten (10) day out-of-school suspension and possible expulsion from school. In all such cases, a report will be filed with the local police department when a state or local ordinance has been violated. Further, students found in violation of this policy shall forfeit membership in any extra-curricular activities for a period up to twelve (12) weeks and they will be placed on social adjustment for a period of time determined by the administration.

If the parent or guardian choose (at personal expense), the student can elect to participate in a substance abuse evaluation at a district approved prevention facility. If this choice is made and the student follows through with the recommendations from a certified drug and alcohol counselor, the suspension will be reduced to five days. This option is only offered on the first offense.

CORPORAL PUNISHMENT

The use of corporal punishment by school staff members is expressly prohibited; however, physical restraint (maintaining control by holding a student to prevent harm to self and others) is permitted where absolutely necessary in specific situations.

CUMULATIVE DISCIPLINE

In an effort to monitor student behavior throughout the course of the school year, the administration will take into account repeated or frequent discipline problems of a minor nature. Such repeated or frequent minor disciplinary infractions that occur will be considered a major disciplinary infraction and subject to the gross disobedience or misconduct policy.

FIGHTING

Any student involved in aggressive behavior in school, on the school bus, or at a school-sponsored activity may be suspended for up to ten (10) days. Involvement includes, but is not limited to the following: swearing, verbally provoking, hitting, wrestling or any other form of threat or intimidation as viewed significant by school officials. Repeated involvement will be viewed as grounds for a recommendation for expulsion. The school will assume no responsibility for establishing the origin of the dispute nor the extent of involvement.

GANG-RELATED ACTIVITIES

Membership in or affiliation with any gang will not be tolerated at Elizabeth Ide School. Any student involvement in any unauthorized social groups, gangs and/or gang-related activities on school grounds or at school-related events, including the solicitation of students to become gang members, the display of gang colors, "gang-type dress", symbols, paraphernalia and gestures is strictly prohibited. Students participating in gang-related activities or activities of unauthorized social groups will be subject to disciplinary action, which **will** result in suspension and/or possible expulsion from school.

GROSS DISOBEDIENCE AND MISCONDUCT

Gross disobedience and misconduct is any conduct or behavior that causes, or may reasonably lead school authorities to forecast, substantial injury or disruption of school activities or rights of other students, school personnel or related personnel. Gross disobedience or misconduct may occur on the school grounds, school bus, or at school related functions. It may also occur away from school grounds, provided that a direct relationship exists between the conduct of the student and the school's educational function. Disciplinary action for gross disobedience or misconduct may range from an official warning to expulsion from school, as determined on a case-by-case basis.

GROUNDS FOR DISCIPLINARY ACTION

The following grounds for disciplinary action apply whenever a 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 other times when the school is being used by a school group;
2. Off school grounds at a school-sponsored event or activity;
3. Traveling to or from school or a school activity or event; or
4. Anywhere, if the conduct may reasonably be considered to be a threat or attempted intimidation of a staff member, or an interference with school purposes.

GUM CHEWING

The chewing of gum is forbidden. This rule has been established for health and sanitary reasons.

HARASSMENT/BULLYING

Harassment of any type (verbal, physical, sexual) will not be tolerated at school, traveling to school or at any school sponsored activities. Acts of harassment or bullying should be reported immediately to the school administration. Students harassing or bullying others will be subject to school discipline. In severe repeated cases, police involvement will be sought. See bullying policy.

INAPPROPRIATE LANGUAGE

Expressions or statements that are offensive to any racial, ethnic or religious group are strictly prohibited. Students who fail to exercise care over their choice of language will be subject to disciplinary action.

LEAVING THE BUILDING

Students may not leave the building during the school day unless accompanied by an adult. They also:

1. Should bring a note to their teacher informing the teacher of their early dismissal;
2. Must be signed out through the office by the parent or other adult picking them up.

SUSPENSION OF STUDENTS

Students involved in acts of severe misconduct may be suspended from school. Depending on the nature of misconduct, the suspension period could be from 1 to 10 days. When appropriate and practical, in-school suspensions will be used. In all cases of suspension, rules of due process will be followed to safeguard the rights of the student. Students serving an in-school suspension do so in the school building (see Student Department).

TECHNOLOGY MISUSE

Students will be subject to discipline for inappropriate use of computer technology and equipment. This includes, but is not limited to, unauthorized and inappropriate use of computers, scanners, modems, printers, E-Mail, software and the Internet. Students are not allowed to load or otherwise use unapproved software at school.

THREATS

Any student making threats or planning to make threats of bodily harm, force, coercion, intimidation, bullying, fear, or similar conduct toward any member of the student body, faculty, staff of the school in general will be subject to disciplinary action under the category of Gross Disobedience and Misconduct, Threats may be verbal, written or electronic in form. Disciplinary action for gross disobedience or misconduct may range from an official warning to expulsion from school. The principal or his designee shall notify the police in all such matters involving threats of bodily harm or similar action.

WEAPONS/LOOK-A-LIKE WEAPONS OR ANYTHING TO BE USED AS WEAPONS

Students are forbidden to have weapons of any kind at school, on school grounds, on the school bus or at any school-related activities. A student, who uses, possesses or transfers a weapon (or look-a-like weapon) or any object that can reasonably be considered to be a weapon may be expelled for a period of time of at least one (1), but no more than two (2), calendar years. The School Board may modify the expulsion period on a case-by-case basis. A weapon is defined as any object that may cause bodily harm including, but not limited to the following: firearms, knives, brass knuckles, billy clubs, etc. Other items such as baseball bats, pipes, locks, pens, bottles and pencils may be considered as weapons if used or attempted to be used to cause bodily harm. The principal or his/her designee shall notify police if any student is found in possession of a firearm or other dangerous weapon.

The above discipline rules and procedures were reviewed and affirmed by the Elizabeth Ide Discipline Committee in May 2011.

Jill Hansen, Principal
Linda Micetich, 1st Grade Teacher
Debbie Walega, 2nd Grade Teacher
Kathy Kreps, Kindergarten Teacher
Liane Raso, Parent
Lisa Blazeovich, Parent
Joan Cullen, Parent
Alison Murphy, Parent

MISCELLANEOUS POLICIES

BEFORE AND AFTER SCHOOL CHILD CARE (BACC)

District 66 does operate an excellent child-care program for district students in grades K-5. This program is housed at Prairieview School. For information about this program, please contact BACC: Cheryl Novotny at 630-783-5162 or cnovotny@ccsd66.org.

BICYCLES

Written parent permission must be on file in the school office before students can ride their bikes or walk to school. The school is not responsible for bikes.

BIRTHDAY PARTY INVITATIONS

Kindergarten, first and second grade students are quite sensitive about being included in-group activities. Not receiving a birthday party invitation can ruin a child's day at school. For this reason, we ask that party invitations are not to be distributed at school if all the students in the class of the same gender are not being invited. Use your P.T.O. directory to obtain mailing addresses for those you wish to invite. Addresses and phone numbers cannot be obtained from the school office if they are not in the P.T.O. directory.

BIRTHDAY TREAT PROCEDURE

Health and nutrition concerns are the basis for the following procedure regarding birthday treats.

Kindergarten

We would like to make your child's birthday a special event at school. As an important part of this celebration, we would like to encourage you and your child to donate a "Birthday Book" to the classroom library rather than sending a treat on that day. Before purchasing the book, please confer with the teacher or librarian to help with your selection. A bookplate will be placed in each "Birthday Book" to record your child's name and birthday. These books will be enjoyed in the classroom.

Grades 1-2

Non-edible treats such as pencils, books, toys, etc, may be sent in to the classroom to celebrate your student's birthday. Food items are not allowed due to the number of students with allergies as well as the Illinois health and wellness laws. If food items are brought in they will not be passed out and will be sent back home.

BUILDING SECURITY

To control access to the school building and to provide a measure of security for our students, only the front door near the school office is unlocked during school hours. All visitors must use this door and report to the office where they will be issued a visitor's pass, which must be worn at all times while visiting in the building.

COMPUTER EDUCATION

Elizabeth Ide School has a commitment to technology and computer education. Students have many opportunities to work with our computers throughout the school year. They have access to our automated IMC circulation system and library catalog.

DELIVERIES

Classrooms will not be interrupted for any deliveries including homework, books, projects, lunches, birthday treats or any other items. Teachers will be notified via e-mail and students may pick up items on their way to lunch.

INTERNET USAGE AND ACCESS

As stated in Section 6.235 of the School Board Policy Handbook, all use of the electronic network must be (1) in support of education and/or research, and be in furtherance of the School Boards stated goal – or (2) for a legitimate school business purpose. Use is a privilege, not a right. Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic network or District computers. General rules for behavior and communications apply when using electronic networks. The District's Authorization for Electronic Network Access contains the appropriate uses, ethics and protocol. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials.

MONEY COLLECTION

Whenever students bring money to school, we would appreciate having the money in an envelope with the student's name and purpose for the money written on the envelope. This procedure greatly reduces confusion in the classroom each morning.

NUTRITION

Congress passed the Child Nutrition and WIC Reauthorization with the objectives of improving the school nutrition environment, promoting student health and reducing child obesity (PL 108-265, Sec. 204). In addition, Public Act 094-0199 requires the Illinois State Board of Education to establish a state goal that all districts promote the improvement of the school nutrition environment.

PARENT VOLUNTEERS

Parent volunteers are invited and welcomed at Elizabeth Ide School. All adults who volunteer in the schools or chaperone field trips must have a Volunteer Waiver Form on file at the school. Forms are reviewed by school personnel. These forms are in the registration packets and are available in the office. For more information, please refer to School Board Policy 6:250. Younger siblings may not attend classroom parties or field trips.

PERSONAL PROPERTY

Students should not bring personal items such as radios, computer games, cameras, skateboards or other toys to school or take them on field trips. Toy guns or knives are also not allowed at school. These items will be confiscated and returned to the parents. The school is not responsible for personal property brought to school.

PHOTO RELEASE

From time to time, photos are taken of school events and activities. A photo-release permission slip is provided during registration.

SCHOOL PARTIES

Four (4) parties are held each year for students: Halloween, Winter Holiday, Valentine and End-of-the-Year Picnic. No toy weapons are to be included as part of a Halloween costume.

SCHOOL SUPPLIES

For student convenience, a paper and pencil machine is maintained at Elizabeth Ide School. Students may purchase supplies before school, during lunch and after school. Students wishing to use the paper and pencil machine should bring exact change. The office will not make change for such items.

SEX EQUITY - TITLE IX

In compliance with Federal law, Elizabeth Ide School does not discriminate against anyone on the basis of sex, race, or religion. If you feel you have experienced discrimination of this nature, please contact the Office of the Superintendent of Schools at 630-783-5000.

SPECIAL SERVICES FOR STUDENTS

Center Cass District 66 provides a full range of special support services for students. These services include special education instruction, gifted and talented programs, speech and language therapy, social work, physical and occupational therapy, remedial reading (grades K-2), Title I remedial reading (grades 3-5) and academic learning strategies support at the junior-high level. If you feel your child may need any of these services, or if you have concerns about your child's school progress or adjustment, please contact the building principal for assistance and/or information regarding the referral process for special services.

STANDARDIZED TESTING

All students are given the Iowa Test of Basic Skills in the Fall. Results of the Iowa testing are sent home with students at the end of the school year. First grade and second grade students are given the Otis Lennon School Ability test. These test results are available to parents by sending a self-addressed stamped envelope to the office.

TELECOMMUNICATION DEVICES (cellular phones, pagers, and other devices)

The possession of a cellular phone at school is discouraged. Cellular phones are to be turned off during school hours. The use of a cellular phone during school hours is forbidden unless an emergency situation threatens the safety and well being of the student, other students, or staff members exists. The school is not responsible for lost or missing cellular phones.

TEXTBOOKS AND EQUIPMENT

Each student is responsible for the proper use and care of school equipment and books. If books and/or equipment are lost, damaged or defaced, a charge will be assessed to the student.

TRANSPORTATION

To insure safety, bus service is provided for all students.

VISITORS

For security purposes, all visitors must check in at the school office. Visitors wishing to attend any student assemblies must have prior approval from administration. Elizabeth Ide School does not allow non-enrolled student visitors in classes or at school sponsored activities.

ELIZABETH IDE PARENT-TEACHER ORGANIZATION

The Elizabeth Ide P.T.O. is one of three active building P.T.O.s that operates under the guidance of a District P.T.O. Board. Several district wide fundraisers are conducted each year to generate funds that are distributed to the buildings per their respective P.T.O. budgets. In addition, each building P.T.O. conducts a limited number of activities within its' building. Monies earned by the P.T.O. are used to fund activities and purchases that benefit our students.

Elizabeth Ide P.T.O. officers for the 2011-2012 school year are:

President	Michelle Brown
Vice-President	Lisa Blazeovich
Secretary	Cassandra O'Connor
Treasurer	Daniel Simpson

BACC: BEFORE AND AFTER CHILD CARE PROGRAM

The Before and After Child Care (B.A.C.C.) Program is a childcare program offered by Center Cass School District 66. The purpose of this program is to provide a safe, convenient, and stimulating environment for those children who need before and/or after school supervision. The program is available to District 66 children in grades K-5 and is housed at Prairieview School.

The B.A.C.C. program operates five (5) days per week during the school year excluding the following days: Labor Day, Wednesday before Thanksgiving, Thanksgiving Day, and Friday after Thanksgiving, Winter Break, Spring Break, Good Friday and Memorial Day. Parents will have the opportunity to enroll their children in the full day care program prior to each non-school day. The B.A.C.C. program will operate on non-school days with sufficient projected enrollment.

Hours of operation are:

Before School	7:00 - 9:00 a.m.
After School	2:25 - 6:00 p.m.
After Kindergarten	11:30 - 6:00 p.m.

Phone: 630-783-5162