



2017 – 2018 Highland School

Student-Parent Handbook

410 S. Hickory Street

Stillman Valley, IL 61084

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Fax: (815) 645-8200

Transportation: (815) 645-2230 X7010

Food Service: (815) 645-2230 X4351

District Office: (815) 645-2230 X7002

District Website:

www.meridian223.org

Like us on Facebook at Meridian CUSD 223

Mr. Mike Coulahan, Principal

mcoulahan@mail.meridian223.org

Mr. Joe Mullikin, Assistant Principal/Principal-in-Waiting

jmullikin@mail.meridian223.org

Dear Parents and Students,

August 1, 2016

Hello and welcome to the start of the 2017/2018 school year at Highland Grade School. The Highland Handbook is posted online at <http://www.meridian223.org/> under Highland School News. Please go to that site to save the handbook PDF file to your computer or to print. A copy will be sent home for your records only at your request. A copy of the next page, Verification of Access form will be sent home the first day of school to indicate if you would like a paper copy sent home with your child.

Please read and familiarize yourself with the student handbook and go over all pertinent information with your child. **Sign the Verification of Access** form and return it to your child's teacher by September 1 indicating that you have the handbook or access, have read the policies, and have gone over them with your child. The school handbook should give you a clear understanding of policies and general guidelines for Highland Grade School.

I am excited and look forward to being a part of the academic, physical, and emotional growth of our children this year. Let's work together again to make this another great year for all children.

I invite you to get involved and volunteer where and when you can. Parents are needed to help as room parents, individual classroom assistants, library assistants, Market Day, and PTO projects like Bingo Night and Santa and Elves. Many opportunities are available to get involved.

Check your child's book bag nightly for homework and notes from school that will keep you informed of school events and information.

Thank you to parents for being good role models and teachers of honesty, respect, and responsibility. Your role in reading, leading, and teaching is very valuable. Read to your child and have your child read to you. Give your child great experiences like visiting zoos and museums. These experiences support the learning process and fuel lively classroom discussions at school. Keep your child actively engaged in the learning process and check online and with the teacher to keep up with your child's academic progress. Encourage perfect attendance every single day. Attendance from bell to bell is so important in teaching your child that every day and every minute is important. It also minimizes the disruptions to other students in the classrooms. Please make plans when picking up your child to time your pick up for the end of the day at 2:30 p.m. Schedule regular doctor and dentist appointments for times when your child is not in attendance. Attendance habits develop early. Give your child the greatest start in developing these skills for a productive life. A child will have homework sent home after two days of school is missed.

The staff and I strive to give each child an exciting and educationally profitable experience in a warm and caring environment. The guidelines provided in this handbook for Highland Grade School are designed to promote safety and freedom from interruption in your child's academic program. Your participation and support this school year will enable us to provide the most positive educational experience for your child.

Parents, I encourage you to contact me to share your praises and discuss your educational concerns. I look forward to a great year at Highland Grade School and I thank you for your commitment and support.

Return the Verification of Access to the Handbook by September 1.

Sincerely,
Mike J. Coulahan

Highland School

VERIFICATION OF ACCESS TO THE HIGHLAND HANDBOOK FOR STUDENTS AND PARENTS

Student's Name: _____

_____ Please send home a paper copy of the Highland Grade School
2017/2018 Handbook-

OR

_____ My signature below verifies that I have online access to the
Highland School Handbook for 2017/2018. I understand my obligation to read
this document myself, to assist in making my child aware of its contents, and
to follow policies and procedures described in that document. If I need
clarification of any part of the Handbook, I will contact school personnel for
assistance.

Parent's Signature: _____

Date: _____

Please sign and return to your child's teacher by September 1, 2018



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Section 1- General Information

MERIDIAN COMMUNITY UNIT SCHOOL DISTRICT #223

Mission Statement of Meridian CUSD #223: The mission of Meridian CUSD #223 is to educate students to be self-directed learners, collaborative workers, complex thinkers, quality producers and community contributors.

SCHOOL DISTRICT PHILOSOPHY

The School District, in an active partnership with parents and community, will promote excellence in a caring environment in which all students learn and grow. This partnership shall empower all students to develop strong self-esteem and to become responsible learners and decision-makers. The School District is committed to developing and using a visionary and innovative curriculum and a knowledgeable and dedicated staff.

ADMINISTRATION

-Dr. PJ Caposey: Meridian Superintendent of Schools pcaposey@mail.meridian223.org	645-2230 X7001
-Mrs. Leslie Showers: Stillman Valley High School Principal lshowers@mail.meridian223.org	645-2230 X5005
-Mr. Jeffrey Voltz: High School Assistant Principal jvoltz@mail.meridian223.org	645-2230 X5002
-Mrs. Heather Alderks: High School Athletic Director haldерks@mail.meridian223.org	645-2230 X5004
-Mrs. Jill Davis: Meridian Junior High School Principal jdavis@mail.meridian223.org	645-2230 X4305
-Mrs. Sarah Hogan: Monroe Center Grade School Principal shogan@mail.meridian223.org	645-2230 X3370
-Mr. Mike Coulahan: Highland Elementary School Principal mcoulahan@mail.meridian223.org	645-2230 X2103
-Mr. Joe Mullikin: Highland Elementary School Assistant Principal jmullikin@mail.meridian223.org	645-2230 X2103

Board of Education - Meridian Unit District #223

-Mr. John Smith - President jsmith@mail.meridian223.org	-Mrs. Kristine Youman - Vice-President kyouman@mail.meridian223.org
-Mr. Tim DeVries tdevries@mail.meridian223.org	-Dr. Tim Flynn tflynn@mail.meridian223.org
-Mr. Matthew Rhodes mrhodes@mail.meridian223.org	-Mrs. Marsha Welden mwelden@mail.meridian223.org
-Mrs. Jill Huber jhuber@mail.meridian223.org	

The Board of Education meets once each month on Thursday night at 7:00 P.M. in the District Boardroom at Meridian Junior High. Check the district web page at <http://www.meridian223.org/> for specific dates and times.

2017-2018 School Personnel - Highland Teaching Staff

Pre-Kindergarten	- Mrs. Linda Christianson	lchristianson@mail.meridian223.org
Pre-Kindergarten	- Ms. Sarah McFatridge	smcfatridge@mail.meridian223.org
Kindergarten (KGI)	- Mrs. Anne Giddings	agiddings@mail.meridian223.org
Kindergarten (KG)	- Mrs. Jacqui Goodman	jgoodman@mail.meridian223.org
Kindergarten (KH)	- Mrs. Allison Hickerson	ahickerson@mail.meridian223.org
Kindergarten (KJ)	- Mrs. Courtney Jones	cjones@mail.meridian223.org
Kindergarten (KW)	- Mrs. Jaime Williams	jwilliams2@mail.meridian223.org
First Grade (1C)	- Mrs. Ellen Cook	ecook@mail.meridian223.org
First Grade (1J)	- Mrs. Tara Jepsen	tjepsen@mail.meridian223.org
First Grade (1K)	- Mrs. Nicole King	nking@mail.meridian223.org
First Grade (1L)	- Mrs. Abigail Leathermon	aleathermon@mail.meridian223.org
First Grade (1T)	- Mrs. Jenna Taseff	jtaseff@mail.meridian223.org
Second Grade (2B)	- Mrs. Patricia Burke	pburke@mail.meridian223.org
Second Grade (2C)	- Mrs. Angela Collins	acollins@mail.meridian223.org
Second Grade (2H)	- Mrs. Lisa Hilliard	lhilliard@mail.meridian223.org
Second Grade (2S)	- Mrs. Deb Simmering	dsimmering@mail.meridian223.org
Resource/LD Teacher	- Mrs. Elizabeth Faxon	efaxon@mail.meridian223.org
Resource/LD Teacher	- Mrs. Kim Hiort	khiort@mail.meridian223.org
Social Worker	- Mrs. Pam Henderson	phenderson@ocecil.org
School Counselor	- Mrs. Riley Appino	rappino@mail.meridian223.org
Occupational Therapist	- Mrs. Kelly Speltz	kspeltz@ocecil.org
Physical Therapist	- Mr. Sean McNamee	smcnamee@ocecil.org
Title I Reading Teacher	- Mrs. Julie Foss	jfoss@mail.meridian223.org
Physical Education	- Mr. John Vos	jvos@mail.meridian223.org
Speech	- Ms. Andrea Watson	awatson@mail.meridian223.org
Music	- Ms. Rachel Zern	rmastalski@mail.meridian223.org
Art	- Ms. Monika Wolarek	mwolarek@mail.meridian223.org
School Psychologist	- Ms. Wendy Bulthuis	wbulthuis@mail.meridian223.org
Librarian	- Mrs. Dana Brooks	dbrooks@mail.meridian223.org

Education Support Personnel

Office Manager	- Mrs. Julie Bierdz	jbierdz@mail.meridian223.org
Administrative Assistant	- Mrs. Michelle Lassard	mlassard@mail.meridian223.org
Instructional Assistants	- Mrs. Susan Grebener	sgrebener@mail.meridian223.org
	- Mrs. Libby Meyer	emeyer@mail.meridian223.org
	- Mrs. Midge Haas	mhaas@mail.meridian223.org
School Nurse	- Mrs. Kacey Cain	kcain@mail.meridian223.org
School Cooks	- Mrs. Angie Benedict	abenedict@mail.meridian223.org
	- Mrs. Janet Hake	jhake@mail.meridian223.org
	- Mrs. Pam Hilton	philton@mail.meridian223.org
Library Aide	- Mrs. Tammy Weir	tweir@mail.meridian223.org
Head Custodian	- Mr. Dave Babcock	dbabcock@mail.meridian223.org
Night Custodians	- Mrs. Rita Mathewson & - Mr. Craig Arn	
Prekindergarten Assistant	- Mrs. Kari DeRosso	kderosso@mail.meridian223.org
Prekindergarten Assistant	- TBA	
Individual Student Assistants	- Ms. Shelby Bruder	sbruder@mail.meridian223.org
	- Mrs. Eva Lester	elester@mail.meridian223.org
	- Mrs. Amanda Sweat	asweat@mail.meridian223.org
	- Mrs. Kim Tomlitz	ktomlitz@mail.meridian223.org
Lunch/Recess Assistant	- Mrs. Tami Wiltfang	
	- Mrs. Nance Lorenz	

Highland Elementary School Calendar

2017-2018

August 15 & 16	Teacher Institutes
August 15	Highland Open House 5-6:30 pm
August 17	Full-day attendance for students
August 25	Picture Day
September 1	School Improvement Day / Early Release at 11:10 am (No PreK)
September 4	Labor Day - No School
October 3	Picture Day Make-ups
October 6	Teachers' Institute – No School
October 9	Columbus Day – No School
October 11	Parent–Teacher Conferences 3-6:00 pm
October 13	End of First Nine Weeks
October 18	Parent–Teacher Conferences 4-7:00 pm
October 27	Halloween Parade – 1:30 p.m. Party - 1:50 p.m., AM PreK – 9:50
November 10	School Improvement Day / Early Release at 11:10 am (No PreK)
November 13	Veteran's Day – No School
November 22-24	Thanksgiving - No School
December 8	School Improvement Day / Early Release at 11:10 am (No PreK)
December 22	Holiday Party – 1:50 pm, AM PreK – 9:50
December 22	End of First Semester
December 25- January 5	Winter Break - No School
January 8	Teachers' Institute – No School
January 9	School Resumes – Begin Second Semester
January 15	Martin Luther King's Birthday – No School
February 9	Valentine's Day party - 1:50 pm, AM PreK – 9:50
February 16	School Improvement Day / Early Release at 11:10 am (No PreK)
February 19	Presidents' Day – No School
March 16	End of Third Nine Weeks
March 23	School Improvement Day / Early Release at 11:10 am (No PreK)
March 26-April 2	Spring Break - No School
April 3	School Resumes
April 3	Spring Picture Day
May 4	School Improvement Day / Early Release at 11:10 am (No PreK)
May 25	End of 2 nd Semester – Snow day on February 9, 2018
May 29, 30, 31, and 6/1	Possible Emergency Days
May 28	Memorial Day
June 1	Possible Emergency Day

***Snow days will be made up as needed.**

5 Emergency days would end the school year on Friday, June 1, 2018

Meridian Elementary PTO

The Meridian Elementary Parent Teacher Organization's objectives are to fundraise for resources that benefit students at Highland and Monroe Center Schools, to further parental involvement in the school system, provide events that promote family togetherness, and support our teachers. The Meridian PTO has been instrumental in providing our elementary students and teachers with valuable tools. Through the "Christmas in May" program the PTO provides "wish list" items to educators in areas such as technology, reading, special education and library programs to broaden the educational opportunities of our grade school students.

Your support is crucial to continue to fund the many educational experiences and resources for our classrooms. Last year the Meridian PTO funded \$30 - \$35,000 in resources for our students including guided reading materials, literacy materials, math and reading intervention materials and bilingual material and books. The PTO also funds time-honored traditions in our school district such as, Second Grade's Mother's Day Tea and the Christmas Around the World program, the Library's Monarch and Bluestem programs and Field Day.

If you are a parent or guardian with a child in the elementary schools, you are already a member of the Meridian PTO. The PTO traditionally meets the second Monday of every month at 6:00 pm and alternates the meetings between both elementary buildings. For a schedule of our meeting dates, visit us on Facebook at Meridian Elementary PTO. Please check us out on the PTO link on the Meridian School District website. All parents are welcomed to join us as our meetings are open and we seek parent and guardian input. There are no dues, but there are numerous ways to support our organization. Any person interested in joining the board should contact a member listed below. If you cannot make the time commitment to join the board but would still like to be involved, you can volunteer at any of our events or join a committee to help plan events.

Make time to stop by the PTO table at Open House to see the fundraisers and family fun events we have scheduled throughout the year. The PTO will keep you up to date informed with numerous flyers, phone calls and social media. Any concerns, questions or feedback can be emailed to stillmanvalleypto@gmail.com.

We thank you in advance for your interest and support!

Melissa Lewis

steve.melissa93@yahoo.com (815) 985-5986

Traci Cheeseman

cheez821@gmail.com (815) 757-3337

Sarah Reed

Jeri Chambers

Amber Greer

Malynda Mueller

Karl Hall

Melissa Miziniak

Meridian Community Unit #223
State Health Requirements for Students

Dear Parents,

The required physical examination form is enclosed for your student. Section 7-8, Chapter 122 of the Illinois School Code requires that all pupils entering Pre-K, K, 6th and 9th grades must have completed the following before being admitted to school:

1. A physical examination on the specified state form. Physical exams must be completed within one year prior to school entry.
2. Immunizations required for DPT, Polio, Measles, Mumps, Rubella, Td Booster every 10 years, Varicella and Hepatitis B Vaccine Series
3. Physician's documentation indicating lead assessment and/or screening (for high risk zip code areas) is required at kindergarten or first entrance to a program. (i.e.; Early Childhood or Pre-K).
4. Physician's documentation indicating diabetes risk assessment (Pre-K, K, 1, 6, and 9)

KINDERGARTEN HEALTH NEEDS:

1. Required physical and recommended dental exam
2. DPT and Polio Boosters must be given after the 4th birthday.
3. MMR (Measles, Mumps, Rubella) 2 doses of measles vaccine required:
1st dose on or after 12 months of age
2nd dose at least one month later
4. Varicella vaccine(Chickenpox) –1 dose on or after 12 months of age
5. If the above immunizations have not been completed at the time of the physical exam, a written schedule from your physician to complete the required doses must be presented with the physical exam at the time of registration.
6. Proof of dental exam prior to May 15th of the school year

2ND GRADE HEALTH NEEDS:

1. Proof of dental exam prior to May 15th of the school year

6TH GRADE HEALTH NEEDS:

1. Required physical and recommended dental exam
2. Hepatitis B Vaccine series completed
3. Required proof of one dose of meningococcal conjugate vaccination (MCV) received on or after 11 years of age.
4. Required one dose of Tdap vaccination.
5. Two doses of varicella vaccines
6. Required immunizations current
7. Proof of dental exam prior to May 15th of the school year

A student risks exclusion from school on and after October 13th if the physical examination and immunization requirements have not been completed and returned to the school.

Sincerely,

Mr. P.J. Caposey
Superintendent

Kayla McKinney RN, BSN
Lead Nurse

Section 2- School Health Program

SCHOOL HEALTH PROGRAM

a. DOCTOR PHYSICALS: According to Illinois State law, all students entering PreK, EC, K, 6th, and 9th grades as well as all new students are required to present evidence of a physical examination, a complete immunization record, and the required dental and vision exam. Students who do not fulfill these requirements will not be allowed to enroll. In case of transfer from another school/state, the student will be given one month to comply with any health needs. Please refer to the district website for required physical immunizations, dental, and vision exams.

b. ADMINISTRATION OF MEDICATIONS: If a circumstance exists where medication is necessary during school hours, a MEDICATION AUTHORIZATION form **must be** signed by the parent **and** the physician and kept on file in the nurse's office. This authorization is required to be renewed EACH school year. The medication must be in the original prescription or over the counter container and stored in the main office unless otherwise directed by the physician and parents. All prescription and over-the-counter medications must be brought to the nursing office by a parent or guardian. No medications are allowed on the bus. During school field trips, all medication must be sent with the supervising teacher. No student shall possess or consume any prescription or non-prescription medication on school grounds or at a school-related function other than as provided for in the Administration of Medications policy and its implementing procedures. A student **MAY** possess **emergency** medications (i.e. Epipens, inhalers) provided a "Medication Authorization" form has been completed by the physician AND the parents/guardians.

Parent(s)/guardian(s) are responsible for administering medication to their children. Administering medication during school hours or during school related activities is discouraged unless it is necessary for the critical health and well-being of the student. Teachers and other non-administrative school employees, except registered nurses, shall not be required to administer medication to students.

An **occasional** acetaminophen may be taken by a student during school hours, in the absence of written doctor's orders, **ONLY** after evaluation AND direct telephone contact has been made with the parent/guardian for verbal consent. The school nurse will keep documentation of this administration.

Parent(s)/guardian(s) may authorize their child to self-administer a medication according to the District's procedures for student's self-administration of medication. Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

c. EMERGENCY INFORMATION: INJURY: If a student incurs serious injury requiring medical attention, parents will be notified immediately. Parents are asked to supply the name and phone number of a responsible adult to be notified when the parent cannot be reached. In the event that the parent or designated person cannot be reached students will be transported to the hospital for emergency treatment.

d. ILLNESS: In the event a student becomes ill at school, parent will be notified concerning action to be taken. Students will not be sent home unless a parent is there to care for them. Children should be fever and symptom free for 24 hours before returning to school. This will help keep the student from picking up another illness with an already weakened immune system and will decrease the likelihood of them sharing their illness with others.

e. SCREENING: The school nurse conducts vision and hearing tests. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Parents of those students who do not pass these screenings are urged to comply with the recommendations made by the nurse.

f. 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 or Nurse at (815) 645-2230.

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.

g. HEAD LICE: The school will observe the following procedures regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits).
Infested children are prohibited from riding the bus to school to be checked for head lice.

h. PINK EYE: Students with pink eye are to be excluded from school until 24 hours after treatment begins or the child is examined by a physician and approved for readmission to school.

i. Personal Hygiene: All students will make every effort to be neat and clean. Routine personal hygiene should be taken care of at home. This includes daily bathing, brushing of teeth and hair, etc. If the need arises, parents will be notified of any problems.

j. HIGHLAND GRADE SCHOOL COUNSELING SERVICES: Counseling services provide students with an opportunity to increase their self-awareness, self-esteem, and social/emotional growth. Maximizing these areas helps students develop the ability to excel at academic tasks as well. The school counselor provides individual and group counseling, classroom presentations, parent education programs, consults with classroom teachers and parents, makes referrals to outside agencies when appropriate, increases student awareness of career opportunities, and assists students with life transitions. Every student will have the opportunity to interact with a counselor through classroom presentations, individual and/or group settings. Parents will be notified and permission must be granted before children can participate in individual or group counseling services. Parents/guardians, students, or school staff may request counseling services. Our school counselor is Mrs. Riley Appino. She can be reached by calling 645-2230 ext. 2122.

Section 3- School Fees Information

THE MERIDIAN COMMUNITY SCHOOL DISTRICT #223 IS A NON-DISCRIMINATING SCHOOL DISTRICT.

a. SCHOOL FEES: Parents frequently ask why we have a book fee and what the fee supplies. State law forbids school boards from distributing textbooks to students without charge unless the voters have approved a special enabling referendum. Voters in District #223 have not been asked to approve such a referendum. School fees are due at registration. These fees defray the cost of the hard and soft covered books used by the students.

These may be changed and the amounts reflect the date of 5/16/2016
Kindergarten fees are \$140.00.

First Grade and Second Grade fees are \$145.00.

Checks should be made payable to the **Meridian Community Unit District #223**.

b. NOTICE TO PARENTS: This is to advise you that you may be eligible for a waiver of student fees if you receive public aid; if your gross household income is under that set out in federal guidelines for free lunches; or if you are otherwise able to establish that you cannot afford to pay these fees. Applications requesting waiver of fees will be available in July of 2016. Forms for submission of such requests are available in each principal's office. The use of false information to obtain such waiver is a felony under Illinois law. Any inquiries should be directed to the principal of the building in which your child is enrolled.

c. INSURANCE: Accident insurance is offered for grades K-5. This covers your child from the time he or she leaves home until he or she returns, provided the student goes directly to and from school. While the carrying of this insurance is optional, we strongly recommend that each student, especially those in athletics, have this coverage. This will aid in expenses incurred in the case of an accident. Insurance applications are available at the district office or at each school at the beginning of the school year. Emphasize to your child that reporting to the supervisor any injury is important in collection of insurance.

d. BOOK REFUND POLICY: Any student entering Highland Grade School shall pay the full year's price for books. A student leaving will not receive a refund for books. All partially used books will be returned to the office so they may be used for new students entering school.

Section 4- School and Office Operations Information

a. ADDRESS CHANGE: It is important that at all times we have your address and telephone number. This information is especially important in cases of emergency. Please notify Mrs. Nicholson at the district office with three proofs of residency immediately upon changing your address.

b. SCHOOL HOURS

Prekindergarten
K-5

8:00 A.M. – 10:30 A.M. or 12:00 P.M. – 2:30 P.M.
8:00 A.M. to 2:30 P.M.

c. OFFICE HOURS AND POLICIES: The school office is officially open from 7:00 A.M. to 3:30 P.M. each day, Monday through Friday. Your principal plans an “Open Door Policy.” This means that all may feel free to come in to discuss matters with the principal at any time. Many times a school administrator is required to be out of the office for different reasons. For your convenience, it might be wise to call to make an appointment prior to coming. If you do not mind taking a chance on waiting to see the principal, you may come at your convenience.

d. USE OF SCHOOL PHONE: Messages will be taken for students and teachers, but it is not always possible to deliver these immediately. Parents wishing to confer with teachers on the phone are requested to limit their calls to before school, noontime, and after school. **Students are not allowed to use the school phones except in cases of emergencies. Student cell phones are to remain off and in backpacks during school hours. The consequence for a student using his or her cell phone during school hours is an After-School Detention. If a student’s cell phone is on during the day, it will be confiscated and kept in the office until a parent or guardian can pick it up.**

e. ARRIVAL TIME: Every parent should see that the children do not arrive at school **before 7:30 A.M.** We do not have available play areas inside the building nor adequate supervision to permit children to come to school long before school starts. Bus students will be admitted upon their arrival to school.

f. PICK-UP TIME: Every parent should.....

g. BEFORE SCHOOL EXPECTATIONS

1. Students should arrive at school from **7:30–7:55 AM** unless special arrangements have been made for them to arrive earlier or later.
2. Once children are under the supervision of school personnel, expectations outlined in the **School PBIS Policy** are in effect.
3. After the bell rings, students will walk quietly and in an orderly manner to their classrooms.

h. NOTES REQUIRED: The school requires notes from parents or guardians for the following reasons.

1. Absence & Tardiness
3. Requests for special dismissals

4. When a regular bus student is not going to ride the bus, please call transportation at 645-2230 ext. 7010.
5. For all field trips (permission slips will be supplied)
6. For all medications to be taken at school
*See **Section 2.b** above for details.

i. The School Code of Illinois: 10.22.6.

The building principal has authority over all students in District #223.

Teacher and Staff Responsibilities

Teacher Responsibilities

- Promote a climate of mutual respect and dignity which will strengthen the student's positive self-image.
- Reflect a personal enthusiasm for teaching and learning as well as a genuine concern for the individual student.
- Guide learning activities so students learn to think and reason, to assume responsibility for their actions and to respect the rights of others.
- Seek to develop cooperative relationships with parents for the educational benefit of the student.
- Distinguish between minor student misconduct best handled by the teacher and major problems requiring the assistance of the principal.
- Assist students and administrators in developing a climate in the school that is conducive to wholesome learning and living.
- Report, to the principal, any students who jeopardize their own safety, the safety of other students, or of the teacher, or who seriously interferes with the instructional program of the classroom.
- Be fair, firm and consistent in enforcing the Highland Cardinal Code (rules) in the classroom, hallways, restrooms, on school property at all school- sponsored activities.
- Help the students to understand and follow the rules by consistently enforcing the school policies.
- Provide a safe and pleasant atmosphere for learning.
- Respecting and encouraging students, their ideas, and their growth.

Teacher Rights

- To work in a positive and safe atmosphere for learning and teaching.
- To be involved in the decision making process of the school.
- To work in partnership with others.
- To be treated respectfully, as an individual, and as a professional.

Administrator Responsibilities

- Maintaining and fostering high standards of academic achievement and behavior.
- Ensuring a safe and orderly environment.
- Acting as the instructional leader by supporting teachers in their classrooms.
- Provide the opportunity for students and staff to approach the principal directly.
- Establish necessary building security.
- Conduct and ensure that all discipline cases referred are resolved promptly.
- Communicating to students, parents, and staff the school's vision, goals, needs, and achievement.

j. PROHIBITED BEHAVIORS

Bullying and Harassment

Bullying is a direct or indirect, physical or psychological intimidation that occurs repeatedly over time to create an ongoing pattern of harassment.

Prevention of and Response to Bullying, Intimidation, and Harassment

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe, non-hostile learning environment are important school goals.

Bullying on the basis of actual or perceived race, color, national origin, military status, unfavorable discharge status from the military service, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school-sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school-sponsored or school-sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.
4. Through the transmission of information from a computer that is accessed at a nonschool-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by the school district or school if the bullying causes a substantial disruption to the educational process or orderly operation of a school.

Bullying includes cyber-bullying (bullying through the use of technology or any electronic communication) and means 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 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.

Examples of prohibited conduct include name-calling, using derogatory slurs, stalking, sexual violence, causing psychological harm, threatening or causing physical harm, threatened or actual destruction of property, or wearing or possessing items depicting or implying hatred or prejudice of one of the characteristics stated above

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the district complaint manager or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the district complaint manager or any staff member. Anonymous reports are also accepted by phone call or in writing.

A reprisal or retaliation against any person who reports an act of bullying is prohibited. A student's act of reprisal or retaliation will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

A student will not be punished for reporting bullying or supplying information, even if the school's investigation concludes that no bullying occurred. However, knowingly making a false accusation or providing knowingly false information will be treated as bullying for purposes of determining any consequences or other appropriate remedial actions.

Students and parents/guardians are also encouraged to read the following school district policies: 7:20, *Harassment of Students Prohibited* and 7:180, *Prevention of and Response to Bullying, Intimidation and Harassment*.¹

Highland Elementary strives to be a bully-free school.

Assault and/or Battery on a School Employee

No student shall either intentionally or recklessly cause, or threaten, or attempt to cause, injury or bodily harm; or conduct himself in such a way that could reasonably cause physical injury to any Highland Personnel member. Any such behavior will be treated as a major infraction.

Assault and/or Battery on Persons other than School Employees

No student shall either intentionally or recklessly cause, or threaten or attempt to cause injury or bodily harm; or conduct himself in such a way that could reasonably cause physical injury to another. Any such behavior will be treated as a major infraction.

k. CORPORAL PUNISHMENT: Corporal punishment is not administered at Highland Grade School. However, a teacher may restrain as necessary to maintain safety for the student, for the other students, school personnel or persons or for the purpose of self-defense of property.

I. TEACHER CLASSROOM DISCIPLINE: Each teacher at Highland Elementary School uses an individual system of classroom management techniques that are in accordance with and centered on the Cardinal Code. Teachers emphasize positive behavior to ensure an equal educational opportunity for all students. In all classrooms, behavior expectations are clearly stated and reinforced. For behavior infractions handled in the classroom by the teacher, the teacher may use a variety of consequences including but not limited to Flip Cards, time out from an activity, parent phone calls, restitution, extra work, exclusion from activities (including recess and special events), moving of student desks, and office referrals. Teachers are encouraged to engage the students in thinking why the behavior was unacceptable so that they can work toward correcting it in the future.

m. PLAYGROUND RULES: For safety and supervision purposes, students are required to stay on the south and west side of the building. Students should not have skateboards, roller blades, radios, phones, mp3 players, or tape recorders at school or on the playground.

Rough activities such as tackle football, throwing of snowballs, etc. are prohibited. The playground is designed to afford the students a break in the class routine and will be used that way. Any activity that does not enable the students to enjoy their playground break will not be allowed.

1. Morning recess: WALK from the doors to the line where you will place your bookbags.
2. Woodchips are to “cushion the fall” on the playground. Leave them on the ground.
3. Keep hands to self. No tackling, pushing, jumping on others or any other hard physical contact.
4. Go DOWN only on the slides – on your bottom.
5. Go DOWN on all playground equipment poles.
6. Swing on the swings on your bottom – no jumping from the swings.
7. Soccer should be played only 3 on 3 or less. Students are taught how to play in PE class. Second graders should play with 2nd graders, etc.
8. Shadow tag and Partner Duck-Duck-Goose are the only “Tag” games allowed on the playground.
9. Be responsible with equipment by putting anything you play with away. All equipment should be put away at the end of all recesses.
10. No kicking balls on the blacktop. They should be taken to the field for soccer or kickball. Only 4 Square, bouncing, and basketball are allowed on the blacktop.
11. Dodge ball cannot be played on the playground.
12. Football: Catching – ONLY
13. Small, plastic “Little Tyke” play sets are for pre-school age children only.
14. If you find garbage or other items on the playground that do not belong, tell your teacher or recess aide. They will pick it up.
15. All excused students from recess must come to the office area.
16. When given a time out by a playground supervisor, the child is to sit quietly until allowed to play again.
17. When the bell rings or a whistle is blown, all children are to stop playing and line up in an orderly way.

n. PLAYGROUND/LUNCHROOM DISCIPLINE: When students are not in the classroom but are under the supervision of school personnel (such as before and after school, lunchtime, and recess), Highland School Staff members (including aides, lunchroom personnel, etc.) have the right and the responsibility to maintain a safe and orderly atmosphere in the given setting. Staff members have the authority to assign similar consequences for negative behaviors as teachers do in the classrooms.

o. RECESS: Children are expected to play outside during the noon hour except in inclement weather. If for any health reasons, a child is to stay inside during the noon hour, a doctor note is required for each day he/she remains in.

p. BEHAVIORAL INTERVENTION POLICY: It is the purpose of this policy to comply with P.A. 89-191 of The School Code on the use of behavioral interventions for students with disabilities.

The OCEC/District recognizes that appropriate interventions are necessary for all students, disabled or non-disabled, whose behavior is not acceptable, and that administrators, teachers and other school personnel who work with students with disabilities require training and guidance in the use of behavioral interventions. A goal of this policy and procedures (hereafter collectively, "Policy") is to make available training and guidance to administrators and teachers of students with disabilities who require behavioral intervention, that provides ways for working successfully with said students, in order to provide an environment in which said students can learn. The policy recognizes that the use of positive or non-aversive interventions is generally most consistent with the educational goals of promoting students' academic, social and personal growth. Therefore, non-aversive or positive desirable interventions designed to develop and strengthen desirable behaviors should be used to the extent possible and are generally preferable to the use of aversive or more restrictive procedures. While positive approaches alone may not always succeed in controlling inappropriate behavior, the use of more restrictive procedures may be necessary and should be utilized as provided in the Policy.



Cardinal Code



	Classroom	Bathroom	Hallway	Playground	Lunch Room	Bus Line
Respect Others	Keep your hands and feet to yourself. Use kind words only. Cooperate with others. Keep objects to yourself.	Walk in and out quietly. Voices off. Flush toilets. Wash your hands.	Keep your hands and feet to yourself. Single file line. Use the Cardinal Wave.	Take turns and share equipment. Play by the rules.	Walk carefully. Use good manners. Use quiet voices.	Keep your hands, feet, and objects to yourself.
Respect Self	Raise your hand to talk without interrupting. Do your best work all of the time.	Quietly wait your turn. Keep to yourself.	Walk at all times. Be quiet in line.	Dress for the weather. Stand in line quietly.	Bring your lunch card. Eat your food only.	Keep your hands, feet, and objects to yourself.
Respect Our School	Use school tools for school work.	Use toilets, sinks, and stalls correctly. Keep bathroom clean.	Eyes only on the artwork and lockers.	Use the equipment the right way. Line up with the bell or whistle.	Clean your own space.	Clean your own space.

g. RIGHTS AND RESPONSIBILITIES

Students Rights and Responsibilities

Student Responsibilities

- Doing my best work on time
- Knowing and following school rules and expectations
- Knowing and following safety rules of the building
- Demonstrating a positive attitude toward self, others, school, and learning
- Respecting the rights of others to learn without distraction or disruption
- Following the Second Step models for calming down and problem solving
- Developing a sense of responsibility for personal choices
- Asking for help when in need of assistance
- Demonstrating proper care when using school facilities and equipment

Student Rights

- The rights and limits of students respecting freedom of speech, press and assembly shall be in accord with the First Amendment of the United States Constitution.
- Academic performance shall be the only criterion for academic grades.
- Students shall not be subjected to unreasonable or excessive punishment.
- Students shall have the right to learn without the distraction or disruption of others.

Parents Rights and Responsibilities

Parent Responsibilities

- Abiding by compulsory attendance laws
- Sending children to school on time, properly fed and ready to learn
- Sending my child to school only when he/she is free of communicable illness and in as good health as possible in order to ensure effective classroom performance
- Teaching my child self-respect, self-control, respect for school rules, respect for others and their property and to be accountable for his/her actions
- Setting realistic standards of behavior for my child as being firm, fair and consistent in applying them
- Providing quiet study time and place to do homework and encouraging good study habits
- Attending parent/teacher conferences and other important school functions and acting in a courteous and responsible manner while in attendance
- Exposing my child to age-appropriate learning activities
- Praising my child for effort, improvement and successes
- Talking with my child about school activities on a daily basis
- Helping my child meet his/her school responsibilities
- Responding promptly to communications from school
- Updating contact/medical information with the school
- Parents shall be treated with respect by school faculty and staff
- Parents shall be contacted in a timely matter about any academic or behavioral concerns

Parent Rights-Suspension or Expulsion of Pupils

Any suspension shall be reported immediately to the parents or guardian of any such pupil along with a statement of the reasons for such suspension and a notice of their right to a review. Upon request of the parents or guardian the school board or a hearing officer appointed by it shall review such action of the superintendent or principal. At such review the parents or guardian of the pupil may appear and discuss the suspension with the board or its hearing officer. If a hearing officer is appointed by the board, he shall report to the board a written summary of the evidence heard at the meeting. After its hearing or upon receipt of the written report of its hearing officer, the board may take action.

r. DISCIPLINE: Students shall have the right to counsel and due process procedures in matters of suspension and/or expulsion.

s. ARTICLES PROHIBITED IN SCHOOL: Problems arise each year because children bring articles to school, which are hazards to the safety of others or interfere in some way with school procedures. Such items are guns, caps for cap guns, water guns, knives, matches, hard balls, radios, bullets, electronic games/devices, cell phones, phone watches, tablets, electronic toys, and cigarettes. Cell phones or phone watches should be kept in the backpack in the locker during the school day. If other items are brought to school, they will be confiscated and disposed of. Heelies, or similar shoes with wheels, as well as skateboards, scooters, etc. are also not allowed at school. All types of toys are discouraged, including trading cards. When a student has such items at school, they are subject to being broken or stolen. The school cannot be responsible for such items. Parents are requested to help children keep these items at home. Check backpacks at night and in the morning. **There will be no gum chewing outside or inside the building. Gum chewing will be allowed at the discretion of the teacher.**

t. CARE OF SCHOOL PROPERTY: Any damage done to school property must be repaired or replaced at the expense of the offender. Parent cooperation is requested in helping us teach children to respect school property, materials, furnishings, equipment, and the building itself.

u. DRESS CODE: Our behavior patterns are affected by what we wear. There are very few restrictions concerning dress, the school believing if a student is “neat and clean” he/she will usually meet the standards of school dress. The weather during the beginning and ending of the school year contributes to some rather warm classrooms. Consequently, lighter dress for students is necessary to be comfortable. The following types of dress are not acceptable: hats, any clothing with alcohol or tobacco logos, short shorts, spaghetti-strap tank tops, muscle shirts, halter tops, biking shorts, shorts made of spandex, no flip-flop shoes for gym or playground, and any clothing with wording considered inappropriate by the staff. Any tank top worn must have straps that have “two adult fingers” width. This would be approximately “three-fingers” width for most children. Shorts and skirts should be at children’s fingertips or longer if they are standing with their hands at their side. During the fall, winter, and spring months, children will need to have winter coats on days below 45°F in order to participate in outdoor recess. On days when the temperature is between 45°F and 50°F, children will need at least a windbreaker or medium-weight jacket for outdoor activities. No shorts will be allowed outside when temperatures are below 50°F. Obviously, these are general guidelines and there can always be some situations that are not covered by generalities. Should any questions surface regarding a student’s dress, the building principal will determine the acceptability of that attire. The district feels that parents have the responsibility of having their children dress in an appropriate manner. Your impression upon others and their impression of the entire school are influenced by what you wear. If students have pride in their school, they will dress accordingly.

v. STUDENT RECORDS

The state of Illinois requires that student records shall be kept under the following guidelines:

1. Student's Permanent Record shall consist of

Name of student
Name of Parent(s)
Addresses
Birth date
Gender
Attendance
Transcript (grades, rank, exam scores, grade level achieved)
Accident reports and health records
Record of release of permanent record information

2. Student's Temporary Record

Family background information
Intelligence test scores
Aptitude test scores
Reports of psychological evaluations
Elementary and secondary achievement test results
Participation in extracurricular activities
Honors and awards received
Record of release of temporary record information

3. Parents will be granted access to official records pertaining to their child's record upon written request. The school will have a fifteen-day period with which to meet such a request. Students over the age of 14, or with parental consent under the age of 14, shall also have access. Copies of said records will be available upon request of parents of students at a cost of \$.15 per page.

4. The student's records, or information contained in those records, shall not be released to anyone other than school or educational officials without the informed written consent of the student's parents. If the student is above the age of 18 or attending a post-secondary institution, only the student may grant such a release.

5A. Parents shall have the right to challenge an entry exclusive of grades on the basis of:

- 1) Accuracy
- 2) Relevance; and/or
- 3) Propriety

5B. The request for a hearing will be submitted in writing to the school and shall contain notice of the specific entry to be challenged and the basis for the challenge.

5C. Procedure

Informal conference with parents within 15 school days of request with the counselor and principal.

- 1) If not resolved, a meeting with the Board of Education will be scheduled.
- 2) If not resolved in 5C, 1:
 - a. A hearing officer, not employed in the attendance center which the student is enrolled, shall be appointed by the school.

- b. Hearing officer shall conduct a hearing within 15 days after informal conference unless extension is agreed upon. The hearing officer shall notify parents and school officials of the time and place of hearing.
- c. A verbatim record of the hearing shall be made.
- d. A decision shall be rendered no later than ten school days after the conclusion of the hearing and shall be immediately transmitted to the parents and the school district.

6. The school shall grant access to, or release information from school student records without parental consent or notification. An employee or official of the school, school district, or State Board of Education, provided the person has a current demonstrable educational or administrative interest and the records are in furtherance of such interest.

Pursuant to a court order to any person for the purpose of research, statistical reporting or planning provided that:

- a. Permission has been granted from the State Superintendent of Education; and:
- b. No student or parent can be identified from the information released.

7. The school shall destroy the contents of the temporary records within five years after the student has transferred, graduated or permanently withdrawn. A yearly review of temporary records will be made. Before a record is destroyed, a parent will have the opportunity to copy the information to be destroyed.

8. Directory information is limited to:

- a. Identifying information: name, address, gender, grade level, birth date and place, and parents' name and address;
- b. Academic awards, degrees, and honors;
- c. Information in relation to school sponsored activities, organizations, and athletics;
- d. Major fields of study;
- e. Period of attendance in school district.

Directory information may be released to the general public, unless a parent requests that any or all information not be released on his/her child.

9. The records of a student shall be transferred to another school in which the students is enrolled or intends to enroll upon the written request of the parent, except upon request of the school in which a student seeks or intends to enroll. If such a request is not obtained, the parents will be notified in writing of their opportunity to inspect such information. If after ten days, the parent makes no objection, the records may be transferred to the requesting school.

10. The parent received prior written notice of the nature and substance of the information to the released and the opportunity to inspect copy and/or challenge such.

Section 5-Attendance

a. ATTENDANCE: Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS¹, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal.

Parents should provide documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school before 9:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

Call the transportation department by pickup time if your child rides a bus.

b. TRUANCY : Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss 5% or more of the prior 180 regular school days without valid cause (a recognized excuse) are considered chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

A referral may be made to the Lee/Ogle Regional Office of Education LODIS Truancy Intervention/prevention Program after (5) five unexcused absences during the previous 180 days of school attendance.

c. MAKE-UP WORK: If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

d. LEAVING SCHOOL GROUNDS: No child will be allowed to leave the school grounds without the permission of the parent and the principal or a teacher. In the event the parents must remove a child from school before the close of the day, a note should be sent to school in advance to inform the teachers of this change from the normal routine.

e. EARLY DISMISSAL: Teachers have been instructed not to excuse any child without a written or personal request from parent or guardian, nor to permit any child to go from the school premises with an unidentified person. This has been done in order to help protect your child. The exception to this will be for scheduled events. When a child leaves early the office should be notified when that child is leaving the building. Two early dismissals shall count as ½ day unexcused absence.

WEATHER/EMERGENCY CANCELLATION OR EARLY DISMISSAL

**MERIDIAN CUSD #223
WEATHER RELATED/EMERGENCY RELATED
SCHOOL CANCELLATION/EARLY DISMISSAL**

As a general rule, Meridian C.U.S.D. #223 believes it is best to transport students to and from school at the regular times because area drivers are accustomed to our busses on the roads at these times and statistics prove fewer bus/traffic problems occur at these times. Under unusual circumstances, approaching winter storm advisories, we will make the decision to close schools early. We plan to make this decision by noon and to notify parents via our Time Sensitive Mass Communication Calling System and the below listed media. Early dismissal means the students will be dismissed one hour early at 1:30 PM.

The decision to cancel school because of weather/other emergency will be made by 6:00 AM if possible with the below listed media notified immediately. Every attempt will be made to follow this 6:00 AM time line. The decision to cancel school is made in consultation with national/state weather radar, township road commissioners, and school district personnel. The philosophy of the district is to cancel school rather than transport students to school and have to send them home. While this is the general rule, occasionally storms develop during the day and an early dismissal is warranted. We only have 175 days of school each year. Making up missed school days is done in the spring when weather is not an issue.

GENERAL weather guidelines for cancellation/early dismissal due to weather:

A heat index of approximately 100 degrees for an extended number of days will generally warrant early dismissal or a wind chill Index approximately -30 to -35 degrees will generally warrant school cancellation. While these are general guidelines used by the district, we understand parents are the final authority for their children. Only parents know the specific health concerns and transportation concerns of their children. Therefore, parents should feel comfortable in determining whether or not their children should attend school due to weather conditions. If you determine your children should not attend school due to weather, please call the school and notify the office of your child's absence as early as possible.

Media Notified: School Cancellation/Early Dismissal

Radio: **Rochelle: WRHL**
 Rockford: WZOK, WROK, WXRX, WRRR, and WKMQ
Television: **Rockford: WIFR-23, WREX-13, & WTOV-17**
Facebook: **Meridian CUSD223**

If you have any questions about our policy related to school cancellation or early dismissal, please feel free to contact your building principal or superintendent of schools.

Section 6- Breakfast & Lunch Program

a. LUNCH PROGRAM: Checks for payment of lunch fees should be made payable to **Meridian Community Unit #223**.

Lunch Program - (From the School District Office) Prices subject to change.

Meridian Community School District #223 uses a food service payor account program. The payor needs to be the same person listed as guardian on the registration form. All students are given a lunch card with a barcode. The lunch card is wanded and items purchased are then subtracted from the payor account. This system is used like a debit card, not a credit card. Therefore, money needs to be in your account. This is a prepaid program. Meridian C.U.S.D. #223 realizes that for families with more than one student, it may be easy to lose track of how much may be left in your payor account. Payor balance notices are distributed to your student(s) at each school about twice a month. Remember to ask your student(s) to give you your payor balance sheet when they get it. If you would ever want more detailed account information, please contact Food Service at 815-645-2230 X4351.

Money can be deposited into your payor account at any of the schools your student(s) attend or e-pay on the main Meridian223.org web page.

b. BREAKFAST: Each of our school kitchens will offer many great grab-and-go style meals for breakfast. Now, all you have to do is get to school on time and we will take care of feeding your child. The cost for your child to have breakfast at school is \$1.50 and Free and Reduced student meals, automatically qualified to receive breakfast at a \$0.40 price or free.

c. LUNCH PRICES: A hot lunch will be served daily in the school cafeteria. Lunch prices will be \$2.55 for students and \$2.75 for adults. Milk is 40¢ each. All hot lunches must be paid for in advance (**no charges**).

d. FREE LUNCH PROGRAM: Free lunch applications are available in July or may be picked up in the school office after August 4, 2016. The Superintendent of Schools follows established federal guidelines for the free and reduced lunch program in determining a family's eligibility for the program.

e. CAFETERIA RULES

1. Follow directions.
2. Enter, remain in, and leave the cafeteria in a quiet orderly manner.
3. Keep your hands, feet, and objects to yourself.
4. Use appropriate table manners at all times.
5. Students must wait for the supervisor to dismiss them before they clean up and properly dispose of all items on the table and floor in their area before leaving the cafeteria.
6. After cleanup activities are completed students are to exit the cafeteria to the lineup area.
7. Hot lunch students are expected to keep their food on their plates.
8. Parents are invited to have lunch with their child at school. Please notify the school office by 9:30 a.m.

Section 7- Academic/Enrollment Information

Must start at the district office to verify residency.

a. KINDERGARTEN ADMISSION: Requirements for entering Kindergarten:

1. Verification of birth date (Birth certificate)
2. Submission of a completed physical and dental examination
3. Five (5) years old on or before September 1 of the current school year
4. Requirements for entering first grade: same as above if entering school for the first time, except that the child must be six (6) years old on or before September 1 of the current school year.

b. TRANSFERS: When a child is to be transferred from Highland Grade School to another district, please notify the school office at least one week in advance. This will enable the teacher to complete necessary records. A transfer slip will be prepared which the parent or child may pick up the last day of the child's attendance. School records will be forwarded upon request by the receiving school.

c. PHYSICAL EDUCATION CLASSES: All students are required to participate in organized physical education classes. This year, students will be required to participate in physical education five days a week. The policies pertaining to these requirements follow.

1. All boys and girls are required to have tennis shoes for physical education classes. They should be marked with the student's name.
2. If a student is physically unable to participate in physical education class or if certain restrictions are required due to poor health, a note from the student's doctor should be presented to the physical education teacher as soon as this condition is evident. The doctor's note should indicate the restriction specifically.
3. A daily excuse from gym must be accompanied by a parent's note and presented to the gym teacher before gym class. It is strongly urged that parents use discretion in providing this type of excuse. Often, physical activity serves a therapeutic purpose for students who don't feel up to par or who are returning to school after an illness. In such cases, the parent's request will be honored.

d. HOMEWORK: Our policy is limited or controlled homework. The purpose of homework is to strengthen or increase skills. Homework is in the nature of enrichment activity, such as specific practice or drill, i.e. the multiplication tables, etc. Children in grades 1 and 2 will have some homework. *See Section 5.c for Make-up work policies.*

e. CHEATING: Cheating on tests, plagiarism, or any other type of deception to get credit without effort is universally recognized as improper conduct. This type of violation of classroom standards will be dealt with very severely by the classroom teacher. Students found cheating on homework/daily work will earn a Minor Discipline form. Students found cheating on formal assessments (Tests, Quizzes, Projects, Essays, etc.) will earn a Major Discipline Referral. Parents will be notified by the teacher and/or principal.

f. REPORT CARDS AND REPORTS TO PARENTS: The report card in grade Kindergarten, 1st and 2nd consists of two distinct sections. One section is intended to record the progress of the child, based upon the student's ability, effort, cooperation, interest, and social habits. The other section, academic progress, compares student growth with that of his or her classmates and other students in this grade. Conduct, effort, cooperation, etc., are taken into consideration by the teacher in grading the student.

g. PARENT TEACHER CONFERENCES: A conference day will be scheduled in the fall. A conference of approximately 15 minutes will be held between the teacher and a parent of his/her pupils. Teachers will schedule before or after school conferences to accommodate parent schedules. Parents should arrange additional conferences directly with the classroom teacher. Occasionally, teachers will request that parents come in for special conferences.

h. SPECIAL EDUCATION PROGRAMS: The Meridian Community Unit Schools are members of the Ogle County Education Cooperative. As a member of the co-op, Highland School has the services of a school psychologist, occupational therapist, physical therapist, teacher of the visually impaired, teacher of the hearing impaired, and a school social worker.

i. REQUEST FOR SPECIAL EDUCATION EVALUATION: As part of the district responsibility for Special Education Child Find, the district requires all requests for special education evaluations be put in writing and addressed to the building Principal where your child attends.

j. TRANSITIONAL BILINGUAL EDUCATION (TBE): A TBE program is provided in all schools where 20 or more students from the same language classification are enrolled. Bilingual education is an approach to teaching English Language Learners who are not yet proficient in English. In this approach, a certain amount of instruction is provided through the student's native language while he/she acquires sufficient English language proficiency to progress academically in the mainstream. The following TBE instructional delivery systems are currently being used at Highland Elementary: Self-Contained: Pull out instructional delivery system serves English Language Learners (ELLs) and is staffed by a certified bilingual teacher. This traditional model strengthens and develops concepts in Spanish while developing students' English language proficiency. The amount of native language instruction decreases as the amount of English language proficiency increases. Students move through a transition process to bridge from a bilingual classroom to a mainstream classroom. The curriculum parallels the mainstream classroom, and integration between the two programs is mandatory.

La educación bilingüe de transición (TBE)

Un programa de TBE se proporciona en todas las escuelas en donde se alistan 20 o más estudiantes de la misma clasificación de la lengua. La educación bilingüe es un enfoque para la enseñanza de estudiantes de idiomas minorías que todavía no están proficientes en el Inglés. En este enfoque, una cierta cantidad de la instrucción está proporcionada a través de la lengua materna del estudiante mientras él o ella adquiere conocimientos suficientes del idioma Inglés para el progreso académico en las clases regulares. Los siguientes sistemas de TBE de instrucción, se están utilizando en la escuela primaria de Highland:

Autónomo: El sistema autónomo de instrucción sirve a los estudiantes que están aprendiendo el idioma, Inglés (ELL) y es proveído por un/a maestro/a bilingüe certificado. Este modelo tradicional fortalece y desarrolla conceptos en español y al mismo tiempo desarrolla la competencia de los estudiantes en el idioma Inglés. La cantidad de la enseñanza del idioma nativo disminuye a medida que la cantidad del dominio del idioma Inglés aumenta. Los estudiantes se mueven a través de un proceso de transición de una clase bilingüe a una clase regular. El currículo es paralelo a la clase regular, y la integración entre los dos programas es obligatoria.

k. GIFTED PROGRAM IDENTIFICATION CRITERIA: The Meridian C.U.S.D. #223 gifted program consists of supplementing and enriching the regular curriculum within the regular classroom at the K-5 grades and involves advanced placement courses in the departmentalized 6-12 grades. With this organizational structure in mind, Meridian C.U.S.D. #223 will use standardized testing, teacher evaluation/recommendation, and past performance patterns as the primary indicators to identify district gifted students. The district will delineate a pool of the top 20% of the student population. The district will subsequently narrow the population to not more than 10% of the population of the class based on the above primary indicators plus parent referrals, student self-referrals, district counselors, psychologist, and the classroom teacher. If you have any questions or concerns about the district gifted program or student identification criteria, please contact Mr. Mike Coulahan at Highland Grade School (815-645-2230 X2103).

l. TITLE I ADVISORY COMMITTEE: The committee supports the development and implementation of the District's Title I plan. Its activities may include, at the Superintendent's directive:

1. Facilitating the active involvement of parents/guardians in their children's academic success by such activities as coordinating Title I parent-teacher conferences, providing information to help parents/guardians assist their children, coordinating volunteer or paid participation by parents/guardians in school activities, and establishing a process to respond to parents/guardians' inquiries and recommendations.
 2. Distributing Title I informational materials.
 3. Preparing and monitoring revised School Improvement Plan(s).
 4. Supporting the implementation of Board of Education policy 6:170, Title I Programs.
- Committee members include parents/guardians and teachers of Title I children.

Section 8- Transportation

a. PARKING AREAS: Parents are prohibited from parking in front of Highland School at morning arrival or evening dismissal times. The buses take up a large segment of the available space and these buses will be given priority on parking space. **During morning arrival or evening dismissal times please park your car in a stall when dropping off or picking up your child. Parking along the sidewalk is unsafe for students.**

Parents are also prohibited from parking in the rear of the building. Children walking may leave from these exits. Visitor parking is also provided at the East end of the building. Please exit the parking lot immediately after picking up your children to avoid traffic/pedestrian congestion.

b. SCHOOL BUSES: For the safety of your child and all the children on the bus, please stress the importance of obeying the rules established by the bus driver. Children should be reminded of the following rules. Cross in front of the bus when boarding or leaving the bus. Students that cannot adhere to bus riding regulations risk losing their bus riding privileges. Parents will be made aware of their child's behavior on the bus when it occurs. Second offenses generally result in removal of bus riding privileges for a period of time. Our district can no longer accommodate transportation of students on alternate buses to get students to a friend's house. Please make those arrangements outside of school.

A 48-HOUR NOTICE FOR A PERMANENT BUS CHANGE IS REQUIRED.

c. TRANSPORTATION POLICY: All eligible students will be provided transportation to school from their homes or a designated location such as a baby-sitter, grandparent, etc. If a student is to be transported from a location other than the home where he/she resides, the school must be aware of that at the time of registration. Any changes made after that will only be accommodated if it does not interfere with the initial routing system. If a change does require any adjustment on the part of the school district, the parent will be responsible for the transportation of their child. Day to day changes in pick-up and drop-off locations are the direct responsibility of the parent.

d. SCHOOL BUS TRANSPORTATION – Rules and Discipline: Rules for Students Riding Meridian Community Unit #223 Buses

Many Meridian C.U.S.D. #223 students are transported each day to school on buses provided by the school district. Since bus drivers must follow a rigid schedule, there is a set of rules, which applies to those who ride buses.

1. Students should be at the bus stop and ready to enter when it arrives. If the driver were required to wait for tardy pupils, it would be unfair to other families, prolong the duration of the trip, and possibly contribute to unsafe practices. Help keep the bus on schedule.
2. When pupils must cross the road to be picked up in the morning, the driver, after looking for approaching cars, will signal when it is safe to cross. Children should be instructed to wait for a proper signal and to cross promptly. They should wait completely back off the street or road.
3. Students who live on the left side of the road always cross 10-15 feet in front of the bus when getting off the bus in the afternoon. The student should be instructed to walk to a

point 10-15 feet in front of the bus on the right shoulder of the road and remain there until a signal is given by the driver to cross.

4. All students must remain in their seats at all times while the bus is in motion. Please get on or off the bus without pushing or shoving.
5. Students should refrain from marking, defacing, or in any way damaging school buses on the inside or outside. The parents of the students will pay for any such damage. School buses are very expensive new and are very expensive to maintain. Please help your child to see the importance of maintaining school property. Pupils must refrain from unnecessary conversation with the driver. Drivers are very busy with the job of safe driving. Shouting and screaming is not a part of bus riding. Students or driver should use no profanity. Students should be absolutely quiet at all railroad crossings or dangerous roadway intersections.
6. Students should be a safe distance from a moving bus for the safety of everyone. Students, not on the bus, should not touch the bus when it is moving.
7. School buses are required to travel public roads only to pick up school children. One and one-half miles is the legal distance a child may be required to walk to meet transportation or to the school building.
8. In case of school being dismissed early during the day (hot weather, snow, etc.) parents should have a plan whereby their child may stay at a neighbor's home if the parent is not at home on such a day.
9. Conditions regarding bus schedules due to bad weather:
 - a. We will utilize our calling system. Make sure that we have your preferred notification number on file.
 - b. Bad weather (snow): When it is decided that buses will not run, radio and television stations will be informed. This information is to be broadcast no later than 7:00 A.M. We will do our best to broadcast the information over Rockford radio stations WRRR, WXRX, WROK, WZOK and Rochelle radio. TV channels 13, 17, and 23 will also be informed. An all call will also be made.
 - c. Please remember these stations are very hard to contact on mornings such as this and all cannot be informed at once.
10. It will be the parents' responsibility to bring children to or from school if portions of the routes are impassable.
11. Students are not to eat, chew gum, or drink on the bus.
12. If the bus driver and school officials have difficulty with a student's behavior, after he/she has been warned, a school official will contact the parents of the child. If the call or letter does not correct the behavior problem, the student will be removed from the bus. Parents will then supply the transportation.
13. Problems or complaints concerning the transportation of your child should be of concern to all of us. Safe transportation is made possible by cooperative efforts of many people. If you have a concern or a question, please contact your child's building principal or call the Superintendent at (815) 645-2230 X7002.
14. All students must remain in their seats facing forward at all times while the bus is in motion.
15. Be courteous to the driver. Use a whisper voice to talk to your friend in your seat.
16. Keep head, hands, and feet inside the bus.

17. Be alert to traffic, look both ways, and always walk in front of bus when boarding or leaving the bus.
18. No throwing of any type of article on the bus.
19. Students should be a safe distance from a moving bus for the safety of everyone.
20. Students should get the driver's permission before opening or closing windows. It is also very important that students not lean or reach out of bus windows at any time.


The driver has the authority and responsibility to maintain proper conduct on his/her bus.

****The bus driver has the authority to assign seats on his/her bus for as long a period as he or she considers it necessary.****

Regular bus students must ride the bus unless a note from the parent is given to the teacher, or they are attending a scheduled activity.

e. BUS DISCIPLINE: The bus driver will report incidents of gross misconduct to the principal.

BUS BUCKS CODE

Expectations	Bus Stop	Entering/Exiting Bus	While Riding
Respect Everyone	<ul style="list-style-type: none"> *Arrive at the bus stop 5 minutes early. *Line up oldest student, first youngest last *keep hands/feet body parts to self 	<ul style="list-style-type: none"> *Be prompt *Wait your turn to enter/exit *Keep/ hands feet body parts to self *Feet on the floor 	<ul style="list-style-type: none"> * Listen to your driver * respect others * eliminate driver distractions * use appropriate language/voice volume *Ask permission before opening windows. *Keep all items inside bus *Refrain from littering
Respect (Safety) Education	<ul style="list-style-type: none"> * follow directions and procedures * report unsafe situations and behavior *Stand 5 giant steps away from edge of road or curb. *Keep balls and games at home 	<ul style="list-style-type: none"> * Wait for driver to completely stop before walking towards bus *Wait for your driver's signal to come to the bus or cross in front of the bus. *Use the handrail *Walk up and down steps *Immediately walk away from bus 	<ul style="list-style-type: none"> * talk quietly * remain seated while bus is moving, seat to seat back to back feet on floor * keep arms and legs inside your own seat area and out of aisle *Book bags on lap or under seat *Maintain food, gum and candy free environment
Respect Environment	<ul style="list-style-type: none"> * keep area clean *stay out of roadway *Respect others, people, property and lawns * Dress appropriately for the weather 	<ul style="list-style-type: none"> * Stay away from the bus-10 ft all around the bus *Always cross in front of the bus *Keep hands to self 	<ul style="list-style-type: none"> * Throw away garbage in proper container * report any damage * Use seats for sitting- floor is for standing *Quiet at the RR tracks. *Low volume and earphones when using electronic equipment *Keep all body parts inside the bus *Refrain from throwing items

f. ARRIVAL BY CAR: Parents driving children to Highland School should drop off their students on the East side of the building. Parking is available in the East parking lot (lot closest to the high school). Prekindergarten and early childhood students must be escorted into the building by an adult.

g. SAFETY PATROL: There will not be any safety patrol students on duty. It will be the responsibility of parents to see to it that their child gets to school safely. Children living in town north of Rt. 72 may ride a designated bus to Highland in the morning from the Jr. High School. They may ride a bus back to the Jr. High in the afternoon.

Section 9-Library Information

a. CIRCULATION POLICY

Kindergarten and Pre-Kindergarten: Students may check out one book at a time. If a book is overdue, the student may not check out another book until the first book is returned.

First and Second Grade: Students are allowed to check out two books at a time. A student may not check out any other books until all overdue books are returned.

b. POLICY FOR LOST OR DAMAGED BOOKS

Lost Books:

Fine: Replacement cost plus \$3 processing fee

*Note: Please do not purchase replacement books for the library. We order from special companies who use library binding.

Lost/Found/Returned Books:

Book returned before replacement ordered: no fine

Book returned after replacement ordered: no refund

Damaged Books:

\$3 Repair fee if book can be salvaged

Replacement fines go into effect if the book cannot be salvaged.

(Please note that wet books, even slightly wet, become brittle and can develop mold. Wet books will usually need to be replaced.)

CARDINAL CODE: LIBRARY



No talking during story time.

Whisper voices when you are looking for books.

No running.

Keep your hands to yourself.

Wait your turn in the checkout line. No pushing. One student at a time at the library desk.

After you checkout your books, return to the story area and quietly read your book.

Line up with voices off when your teacher says it is time to go back to class.

Love your book. When you carry your book to your classroom, give it a big hug across your chest to care for your book. 😊

Section 10- Emergency Procedures

a. DISASTER PROCEDURES

FIRE (Steady horn sound)

1. Students leave their room according to the designated route, quickly, and orderly.
2. Extra rooms and washrooms are checked.
3. Children will proceed to the High School in case of fire. Parents may be reunited with their child at the high school if necessary.

TORNADO

(P.A. announcement, intercom buzzer, and/or air horn)

1. Teachers are notified if a tornado watch is in effect. They are later notified if the watch is lifted.
2. In case of a warning, classes report to their assigned locations in the basement. They sit on the floor, backs to a wall, knees up, and hands covering their heads.
3. Classes outdoors will try to reach the inside location or lie flat on the ground.

EARTHQUAKE

During the shaking:

1. If indoors, stay indoors. Hide under sturdy furniture. Stay near the center of the building.
2. Stay away from glass.
3. If outside, stay away from building and utility wires.

NUCLEAR EMERGENCY OR HAZARDOUS SPILL: In the event of a nuclear emergency or a hazard spill, our students will be evacuated by bus to Jefferson High School in Rockford, IL, where parents may pick them up. If students were to be evacuated to another location, parents would be notified by the district messaging/calling system, radio and television.

Section 11- Other Parent Information

a. PARENT VISITS IN OUR SCHOOL: All visitors, including parents and siblings, are required to enter through the front door of the building and proceed immediately to the main office. Visitors should identify themselves and inform office personnel of their reason for being at school.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must take a tag identifying themselves as a guest and place the tag to their outer clothing in a clearly visible location. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property. A visitor who fails to conduct himself or herself in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespass and/or disruptive behavior.

b. NAME LABELS: Any articles of clothing that your child removes at school should be labeled (boots, caps, sweater, etc.) Money sent to school with younger children should be placed in an envelope with the student's name, and the amount of money and purpose written on the outside.

c. LOST ARTICLES: Lost and found areas are maintained in the school. Large amounts of money should be given to the teacher or office for safekeeping.

d. FIELD TRIPS: Field trips are correlated with the educational program and are used to either introduce or review a unit. Field trips are considered to be an extension of the classroom. Field trips are planned experiences, which can best be taught outside the classroom. It is also used as a part of the enrichment program. This is concrete learning rather than abstract. Adequate preparations in the subject area and definite objectives are made before each trip. Evaluation and review of material seen on the field trip is made after the trip has been completed. Children should attend school when a field trip has been scheduled. **All students must have a signed permission slip to go on a field trip.** Safety rules are strictly enforced on these trips and children not conforming to the rules may be barred from participating in future trips.

e. SCHOOL PARTIES: There will be three parties a year for grades Kindergarten, 1 and 2. These are Halloween, Winter Holiday, and Valentine's Day.

f. BIRTHDAYS: Birthdays are a time of celebration! You may ask your child's teacher about providing a 10 minute recess instead of a birthday treat. You may donate a book in honor of your child's birthday to the classroom library. If you would like to provide a treat, we ask that you keep it healthy for all of our students. If you choose to do cupcakes with frosting, please purchase the little cupcakes. Check with your child's teacher to confirm a good time for enjoying the treat. Treats will be delivered from the office. Please remember that treats must be store bought and packaged and nutritious. Birthday party invitations are to be mailed from or distributed from home. Invitations may be distributed at school only when all children in the

class are invited. Balloons, gifts, and other large gestures, while many times are exciting for students, can be distracting to the general population. If you bring anything in for your student, the office will let the student know it is there and they may pick it up to take home after the school day.

Section 12 – Legal Notices

a. Notice Regarding Public Act 94-0994: The purpose of this notice is to help the school and district comply with the state law placing restrictions on child sex offenders' access to school, school property or loitering within 500 feet of a school property when persons under 18 are present. In an effort to keep you informed and increase awareness of the Illinois Sex Offender Registry legislation, school districts are required to notify parents that information about sex offenders is available to the public. The names and addresses of all registered sex offenders in the State of Illinois listed by county are posted for public access on the following website: <http://www.isp.state.il.us/sor>. You may search the site database by name, zip code or county.

b. ANNUAL ASBESTOS MANAGEMENT PLAN NOTICE: It has been determined by the Illinois Dept. of Public Health and the Federal Environmental Protection Agency that asbestos is a potential health hazard, and precautions should be taken to avoid disturbing any asbestos containing materials. As required, our buildings were initially inspected for asbestos in 1998. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a reinspection conducted every three years. Any evidence of disturbance or change in condition will be documented in the management Plan as required. The district has been, and will continue to perform the required inspections through the services of IDEAL and Associates Environmental Engineering Services, Inc.

The Inspection/Management Plan is available for public review in the Meridian CUSD #223 District office. Should you wish to review the plans, please call to make an appointment between 8:00 AM and 4:00 PM weekdays (815)645-2230 X7002. Any concerns related to asbestos containing materials should be directed to the Superintendent of Schools at (815) 645-2230 X7001.

c. Sexual Harassment Prohibited: Sexual harassment of students is prohibited. Any person, including a district employee or agent, or student, engages in sexual harassment whenever he or she makes sexual advances, requests sexual favors, and engages in other verbal or physical conduct of a sexual or sex-based nature, imposed on the basis of sex, that:

1. Denies or limits the provision of educational aid, benefits, services, or treatment; or that makes such conduct a condition of a student's academic status; or
2. Has the purpose or effect of:
 - a. Substantially interfering with a student's educational environment;
 - b. Creating an intimidating hostile, or offensive educational environment;
 - c. Depriving a student of educational aid, benefits, services, or treatment; or
 - d. Making submission to or rejection of such conduct the basis for academic decisions affecting a student.

The terms "intimidating," "hostile," and "offensive" include conduct that has the effect of humiliation, embarrassment, or discomfort. Examples of sexual harassment include touching, crude jokes or pictures, discussions of sexual experiences, teasing related to sexual characteristics, and spreading rumors related to a person's alleged sexual activities.

d. Making a Complaint: Enforcement

Students are encouraged to report claims or incidences of bullying, harassment, sexual harassment, or any other prohibited conduct to the building principal or superintendent. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. **See Meridian #223 policy 7:20.**

e. Student Assignments: The superintendent or designee shall assign students to classes. **See Meridian #223 policy 7:30.**

f. Parents Right to Know: In accordance with ESEA Section 1111 (h)(6) PARENTS RIGHT TO KNOW, the Meridian CUSD #223 District is notifying every parent of a student in a Title I school that you have the right to and may request information regarding the professional qualifications of your child's classroom teacher. The information regarding the professional qualifications of your child's classroom teacher will include, at a minimum, the following:

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

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

Pre-K Supply List 2017-2018

- Book Bag – Please **NO** Wheels, Name Labeled, that will hold a 2” Binder
- **Extra clothes (pants, socks, underwear, shirt in a labeled Ziploc bag)**

Classroom Wish List

- (1) Box Facial Tissues
- (1) Roll of Paper Towels
- (1) Ziploc bags - any size
- (1) Canister of Baby Wipes
- (1) Canister of Disinfecting Wipes
- (1) Hard Surface Cleaner Spray w/Bleach

*******Please LABEL Headphones, Folders, Gym Shoes, Book Bag, and Lunch Box**

*******For any students who cannot tie shoes, please provide a pair of shoes with Velcro to make changes and transitions for Gym more efficient**

K Supply List 2017-2018

- Book Bag – Please **NO** Wheels
- (1) Set Prang Paints, Watercolor, Washable, 8 Colors w/Brush
- (1) Dozen Pencils, USA Gold or Dixon Ticonderoga #2 Pencils
- (1) Fiskars Scissors, (For Kids), 5”, Blunt Tip
- (2) Eraser, Pink, Large
- (3) Box of Crayola Washable Classic Color Markers
- (1) Pack of Fat Expo Dry Erase Markers
- (2) Box Facial Tissues
- (3) Box of Crayola Crayons (non-washable)
- (3) 2 Pocket folders Labeled with Student Name
- (1) Boys - Container of Baby Wipes
- (1) Girls – Container of Clorox Wipes
- (8) Glue Sticks
- (1) Set Headphones – Digital, Stereo, w/Ear Cushion (no ear buds)
- (1) Boys – Box Gallon Size Storage Bags
- (1) Girls – Box Quart Size Storage Bags
- Gym shoes Velcro or slip-on (marked with name) to be kept at school
- **Extra clothes (pants, socks, underwear, shirt in a labeled Ziploc bag)**

*******Please LABEL Headphones, Folders, Gym Shoes, Book Bag, and Lunch Box ONLY all other supplies will be used as classroom community.**

*******For any students who cannot tie shoes, please provide a pair of shoes with Velcro to make changes and transitions for Gym more efficient**

First Grade Supply List 2017-2018

- Book Bag – Please **NO** Wheels
- (1) 3-ring binder
- (3) Boxes of Crayons, Tuck Box, 24/Box
- (2) Boxes Facial Tissue
- (2) Boxes Crayola Markers, Washable, Classic Colors, Wide-tip, 8/Set
- (1) Set of colored pencils, 7”, Artist Quality, 12/set
- (1) Set of Crayola watercolor paint, 8 colors with brush
- (1) Highlighter (Chisel tip, any color)
- (2) Elmer’s Glue, “Glue-All”, 7 5/8 oz., white
- (12) Glue Sticks, washable, white, .26 oz.
- (1) Pencil Box, plastic, 8.25” x 5.25” x 2”
- (5) dozen USA Gold or Ticonderoga #2 pencils-pre-sharpened
- (1) Pair of Fiskars Scissors (for kids), 5”, pointed tip
- (1) Girls-Box Gallon Size Storage Bags
- (1) Boys-Box Quart Size Storage Bags
- (3) Expo Markers, dry erase markers- 4/pack
- (3) Boys-Boxes of Clorox Wipes (disinfecting wipes)
- (3) Girls-Boxes of Baby Wipes, 100 count
- (1) set of headphones, digital, Stereo w/ ear cushion
- (1) Tug Brand Pencil Sharpener
- (6) Erasers, pink, large
- (4) Folders-not plastic, 2-pocket
- (1) Boys-Cardstock, white, 8.5”x 11” (please make sure it’s not spiraled and not notecards)
- (1) Girls-Cardstock, pastel, 8.5”x 11” (please make sure it’s not spiraled and not notecards)
- Gym shoes (marked with name) to be kept at school
- Extra clothes (pants, socks, underwear, shirt in a labeled Ziploc bag)
- Adult t-shirt to use as paint shirt

*******Please LABEL Headphones, Folders, Gym Shoes, Book Bag, and Lunch Box**

*******For any students who cannot tie shoes, please provide a pair of shoes with Velcro to make changes and transitions for Gym more efficient**

Second Grade Supply List 2017-2018

- Book Bag – Please **NO** Wheels
- (1) Set Prang Paints, Watercolor, Washable, 8 Colors w/Brush
- (4) Dozen Pencils, USA Gold or Dixon Ticonderoga #2 Pencils
- (1) Fiskars Scissors, (For Kids), 5”, Pointed Tip
- (4) Eraser, Pink, Large
- (1) Bottle of Elmer’s Glue, “Glue-All”, 7-5/8 oz. White
- (1) Set Colored Pencils 7” Artist Quality, 12/Set
- 2 Boxes Crayons, Tuck Box, 24/Box
- (2) Pencils, Marking, w/Eraser, Red
- (2) Box Facial Tissues
- (1) Set of Markers, Washable, Classic Colors, Wide Tip, 8/Set
- (3) Five Star Folders, 2 Pocket, Blue, Green, Red, Yellow, Purple
- (1) 2 Pocket Folders, with prongs, plastic
- (1) Pencil Box, Plastic, 8.25” x 5.25” x 2”
- (1) Highlight, Chisel Tip, Yellow
- (2) Markers, Dry Erase, Chisel Tip, Low Odor, Black
- (1) Canister of Disinfecting Wipes
- (1) Container of Baby Wipes
- (1) Ruler, 12”, Plastic, Inch & Cm
- (4) Glue Sticks, Washable, Clear, 1.4 oz.
- (1) Set Headphones – Digital, Stereo, 2/Ear Cushion
- (2) Spiral notebook wide rule 70 ct, Blue, Red, Green, Yellow
- (1) Boys – Box Gallon Size Storage Bags
- (1) Girls – Box Quart Size Storage Bags
- Gym shoes (marked with name) to be kept at school
- Extra clothes (pants, socks, underwear, shirt in a labeled Ziploc bag)
- Adult t-shirt to use as paint shirt

*******Please LABEL Headphones, Folders, Gym Shoes, Book Bag, and Lunch Box**

*******For any students who cannot tie shoes, please provide a pair of shoes with Velcro to make changes and transitions for Gym more efficient**