



Meridian CUSD 223

# HIGHLAND Elementary School

#WeAreMCUSD

## 2018-2019 Highland School

### Student-Parent Handbook

410 S. Hickory Street  
Stillman Valley, IL 61084

Office: (815) 645-2230 ext. 2100

Fax: (815) 645-8200

Transportation: (815) 645-2230 ext. 7010

Food Service: (815) 645-2230 ext. 4351

District Office: (815) 645-2230 ext. 7002

District Website:

[www.meridian223.org](http://www.meridian223.org)

Like us on Facebook at Meridian CUSD 223

Like us on Twitter at @MCUSD223 and @HESMCUSD

Mr. Joe Mullikin, Principal

[jmullikin@mail.meridian223.org](mailto:jmullikin@mail.meridian223.org)

Phone: (815) 645 2230 ext. 2103

Cell: (815) 520 0893

Dear Parents and Students,

August 1, 2018

First and foremost, I want to welcome you back to another great school year. Whether this is your student's first year or they are returning back again, we are hopeful that this will be the best year yet. We take great pride knowing that you entrust your students to us and we get the opportunity to start their educational career off on the right foot.

We wouldn't be able to do what we do without the support and partnership of our parents. I am looking forward to actively partnering with each of you as we work towards making this year the best year yet. There are a number of opportunities to be involved and partner in your students education. Events like Family Literacy Nights, class musicals, All Pro Dad Breakfasts, and PTO events provide the opportunity for you to partner with your students and the opportunity to continue to build community.

Each new school year brings opportunities for academic growth and growth in all areas of development. Although children must be knowledgeable when they graduate, they must also be healthy, engaged, responsible, and caring people. We are excited to continue our journey as a Leader in Me School this year. The Leader in Me provides your school with the vision and language to lead the school in a way that addresses all areas of development. As each child discovers and develops his or her unique gifts and talents, they are given opportunities to lead. As leaders, they become active, engaged partners in their own education and their self-confidence, responsibility, and initiative grows. The children quickly understand the benefits of different gifts and talents; they learn to listen to new ideas, work together to achieve results, and motivate one another to be the best. We hope your student enjoys sharing these new opportunities. Together, you will watch each and every child grow throughout the year.

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 Elementary School.

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 Elementary School and I thank you for your commitment and support.

**Return the Verification of Access Form to Highland by August 31.**

Sincerely,

Joe Mullikin



Meridian CUSD 223

# HIGHLAND Elementary School

#WeAreMCUSD

**VERIFICATION OF ACCESS TO THE HIGHLAND HANDBOOK FOR  
STUDENTS AND PARENTS**

Student's Name: \_\_\_\_\_

\_\_\_\_\_ Please send home a paper copy of the Highland Elementary School 2018/2019 Handbook-

OR

\_\_\_\_\_ My signature below verifies that I have online access to the Highland School Handbook for 2018/2019. 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 August 31, 2018**

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### 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: MCUSD 223 Superintendent of Schools<br><a href="mailto:pcaposey@mail.meridian223.org">pcaposey@mail.meridian223.org</a>                 | 645-2230 X7001 |
| -Mrs. Leslie Showers: Stillman Valley High School Principal<br><a href="mailto:lshowers@mail.meridian223.org">lshowers@mail.meridian223.org</a>          | 645-2230 X5005 |
| -Mr. Jeffrey Voltz: High School Assistant Principal<br><a href="mailto:jvoltz@mail.meridian223.org">jvoltz@mail.meridian223.org</a>                      | 645-2230 X5002 |
| -Mrs. Heather Alderks: MCUSD Activities Director<br><a href="mailto:haldерks@mail.meridian223.org">haldерks@mail.meridian223.org</a>                     | 645-2230 X5004 |
| -Mrs. Jill Davis: Meridian Junior High School Principal<br><a href="mailto:jdavis@mail.meridian223.org">jdavis@mail.meridian223.org</a>                  | 645-2230 X4305 |
| -Mrs. Deana Simpson: Monroe Center Grade School Director of Learning<br><a href="mailto:dsimpson@mail.meridian223.org">dsimpson@mail.meridian223.org</a> | 645-2230 X3370 |
| -Mr. Joe Mullikin: Highland Elementary School Principal<br><a href="mailto:jmullikin@mail.meridian223.org">jmullikin@mail.meridian223.org</a>            | 645-2230 X2103 |

### Board of Education - Meridian Unit District #223

|   |  |
|---|--|
| -Mr. John Smith - President<br><a href="mailto:jsmith@mail.meridian223.org">jsmith@mail.meridian223.org</a> | -Mrs. Kristine Youman - Vice-President<br><a href="mailto:kyouman@mail.meridian223.org">kyouman@mail.meridian223.org</a> |
| -Mr. Tim DeVries<br><a href="mailto:tdevries@mail.meridian223.org">tdevries@mail.meridian223.org</a>        | -Dr. Tim Flynn<br><a href="mailto:tflynn@mail.meridian223.org">tflynn@mail.meridian223.org</a>                           |
| -Mr. Matthew Rhodes<br><a href="mailto:mrhodes@mail.meridian223.org">mrhodes@mail.meridian223.org</a>       | -Mrs. Marsha Welden<br><a href="mailto:mwelden@mail.meridian223.org">mwelden@mail.meridian223.org</a>                    |
| -Mrs. Jill Huber<br><a href="mailto:jhuber@mail.meridian223.org">jhuber@mail.meridian223.org</a>            |  |

The Board of Education meets once each month on the first Thursday night at 7:00 P.M. in the District Boardroom at Meridian Junior High School. 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 | <a href="mailto:lchristianson@mail.meridian223.org">lchristianson@mail.meridian223.org</a> |
| Pre-Kindergarten                          | - Ms. Sarah McFtridge     | <a href="mailto:smcftridge@mail.meridian223.org">smcftridge@mail.meridian223.org</a>       |
| Kindergarten (KGI)                        | - Mrs. Anne Giddings      | <a href="mailto:agiddings@mail.meridian223.org">agiddings@mail.meridian223.org</a>         |
| Kindergarten (KG)                         | - Mrs. Jacqui Goodman     | <a href="mailto:jgoodman@mail.meridian223.org">jgoodman@mail.meridian223.org</a>           |
| Kindergarten (KH)                         | - Mrs. Allison Hickerson  | <a href="mailto:ahickerson@mail.meridian223.org">ahickerson@mail.meridian223.org</a>       |
| Kindergarten (KJ)                         | - Mrs. Courtney Jones     | <a href="mailto:cjones@mail.meridian223.org">cjones@mail.meridian223.org</a>               |
| Kindergarten (KW)                         | - Mrs. Jaime Williams     | <a href="mailto:jwilliams2@mail.meridian223.org">jwilliams2@mail.meridian223.org</a>       |
| First Grade (1C)                          | - Mrs. Ellen Cook         | <a href="mailto:ecook@mail.meridian223.org">ecook@mail.meridian223.org</a>                 |
| First Grade (1F)                          | - Mrs. Brittany Frisbie   | <a href="mailto:bfrisbie@mail.meridian223.org">bfrisbie@mail.meridian223.org</a>           |
| First Grade (1G)                          | - Mrs. Jill Gramer        | <a href="mailto:jgramer@mail.meridian223.org">jgramer@mail.meridian223.org</a>             |
| First Grade (1J)                          | - Mrs. Tara Jepsen        | <a href="mailto:tjepsen@mail.meridian223.org">tjepsen@mail.meridian223.org</a>             |
| First Grade (1K)                          | - Mrs. Nicole King        | <a href="mailto:nking@mail.meridian223.org">nking@mail.meridian223.org</a>                 |
| Second Grade (2B)                         | - Mrs. Patricia Burke     | <a href="mailto:pburke@mail.meridian223.org">pburke@mail.meridian223.org</a>               |
| Second Grade (2Bu)                        | - Mrs. Jacque Buchanan    | <a href="mailto:jbuchanan@mail.meridian223.org">jbuchanan@mail.meridian223.org</a>         |
| Second Grade (2C)                         | - Mrs. Angela Collins     | <a href="mailto:acollins@mail.meridian223.org">acollins@mail.meridian223.org</a>           |
| Second Grade (2K)                         | - Mrs. Alicia Kopplin     | <a href="mailto:akopplin@mail.meridian223.org">akopplin@mail.meridian223.org</a>           |
| Second Grade (2H)                         | - Mrs. Amy Hannebaum      | <a href="mailto:ahannebaum@mail.meridian223.org">ahannebaum@mail.meridian223.org</a>       |
| Resource/LD Teacher                       | - Mrs. Elizabeth Faxon    | <a href="mailto:efaxon@mail.meridian223.org">efaxon@mail.meridian223.org</a>               |
| Resource/LD Teacher                       | - Mrs. Kim Hiort          | <a href="mailto:khiort@mail.meridian223.org">khiort@mail.meridian223.org</a>               |
| Social Worker                             | - Mrs. Pam Henderson      | <a href="mailto:phenderson@ocecil.org">phenderson@ocecil.org</a>                           |
| School Counselor                          | - Mrs. Riley Appino       | <a href="mailto:rappino@mail.meridian223.org">rappino@mail.meridian223.org</a>             |
| Occupational Therapist                    | - Mrs. Kelly Speltz       | <a href="mailto:kspeltz@ocecil.org">kspeltz@ocecil.org</a>                                 |
| Physical Therapist                        | - Mr. Sean McNamee        | <a href="mailto:smcnamee@ocecil.org">smcnamee@ocecil.org</a>                               |
| Title I Reading Teacher                   | - Mrs. Julie Foss         | <a href="mailto:jfoss@mail.meridian223.org">jfoss@mail.meridian223.org</a>                 |
| Physical Education                        | - Mr. John Vos            | <a href="mailto:jvos@mail.meridian223.org">jvos@mail.meridian223.org</a>                   |
| Speech                                    | - Ms. Andrea Watson       | <a href="mailto:awatson@mail.meridian223.org">awatson@mail.meridian223.org</a>             |
| Music                                     | - Mrs. Rachel Zern        | <a href="mailto:rmastalski@mail.meridian223.org">rmastalski@mail.meridian223.org</a>       |
|   | - Mrs. Jean Welker        | <a href="mailto:jwelker@mail.meridian223.org">jwelker@mail.meridian223.org</a>             |
| Art                                       | - Mrs. Monika Huhn        | <a href="mailto:mhuhn@mail.meridian223.org">mhuhn@mail.meridian223.org</a>                 |
| School Psychologist                       | - Mrs. Nicole Connell     | <a href="mailto:nconnell@ocecil.org">nconnell@ocecil.org</a>                               |
| Librarian                                 | - Mrs. Dana Brooks        | <a href="mailto:dbrooks@mail.meridian223.org">dbrooks@mail.meridian223.org</a>             |
| <b><u>Education Support Personnel</u></b> |                           |  |
| Office Manager                            | - Mrs. Susan Grebener     | <a href="mailto:sgrebener@mail.meridian223.org">sgrebener@mail.meridian223.org</a>         |
| Administrative Assistant                  | - Mrs. Michelle Lassard   | <a href="mailto:mlassard@mail.meridian223.org">mlassard@mail.meridian223.org</a>           |
| Instructional Assistants                  | - Mrs. Jenny Christenson  | <a href="mailto:jchristenson@mail.meridian223.org">jchristenson@mail.meridian223.org</a>   |
|   | - Mrs. Libby Meyer        | <a href="mailto:emeyer@mail.meridian223.org">emeyer@mail.meridian223.org</a>               |
| Math Interventionist                      | - Mrs. Midge Haas         | <a href="mailto:mhaas@mail.meridian223.org">mhaas@mail.meridian223.org</a>                 |
| School Nurses                             | - Mrs. Kelly Meyers       | <a href="mailto:kmeyers@mail.meridian223.org">kmeyers@mail.meridian223.org</a>             |
| School Cooks                              | - Mrs. Angie Benedict     | <a href="mailto:abenedict@mail.meridian223.org">abenedict@mail.meridian223.org</a>         |
|   | - Mrs. Lynette Simmons    | <a href="mailto:lsimmons@mail.meridian223.org">lsimmons@mail.meridian223.org</a>           |
|   | - Mrs. Pam Hilton         | <a href="mailto:philton@mail.meridian223.org">philton@mail.meridian223.org</a>             |
| Library Aide                              | - Mrs. Tammy Weir         | <a href="mailto:tweir@mail.meridian223.org">tweir@mail.meridian223.org</a>                 |
| Head Custodian                            | - Mr. Dave Babcock        | <a href="mailto:dbabcock@mail.meridian223.org">dbabcock@mail.meridian223.org</a>           |
| Night Custodians                          | - Mr. Craig Arn           |  |
| Prekindergarten Interventionist           | - Mrs. Kari DeRosso       | <a href="mailto:kderosso@mail.meridian223.org">kderosso@mail.meridian223.org</a>           |
| Prekindergarten Interventionist           | - Mrs. Rebecca Yancy      | <a href="mailto:ryancy@mail.meridian223.org">ryancy@mail.meridian223.org</a>               |
| Individual Student Assistants             | - Ms. Shelby Bruder       | <a href="mailto:sbruder@mail.meridian223.org">sbruder@mail.meridian223.org</a>             |
|   | - Mrs. Kim Dougherty      | <a href="mailto:kdougherty@mail.meridian223.org">kdougherty@mail.meridian223.org</a>       |
|   | - Mrs. Eva Lester         | <a href="mailto:elester@mail.meridian223.org">elester@mail.meridian223.org</a>             |
|   | - Mrs. Amanda Sweat       | <a href="mailto:asweat@mail.meridian223.org">asweat@mail.meridian223.org</a>               |
|   | - Mrs. Kim Tomlitz        | <a href="mailto:ktomlitz@mail.meridian223.org">ktomlitz@mail.meridian223.org</a>           |
| Lunch/Recess Assistant                    | - Mrs. Nance Lorenz       |  |

# Highland Elementary School Calendar

**2018-2019**

|                        |   |
|------------------------|---|
| August 13 & 14         | Teacher Institutes  |
| August 14              | Highland Open House 5:30-6:30 pm                                |
| August 15              | Full-Day Attendance for Students                                |
| August 20              | Picture Day   |
| August 31              | School Improvement Day / Early Release at 11:10 am (No PreK)    |
| September 3            | Labor Day - No School   |
| October 2              | Picture Day Retakes   |
| October 5              | Teachers' Institute – No School                                 |
| October 8              | Columbus Day – No School  |
| October 12             | End of First Nine Weeks   |
| October 17             | Parent–Teacher Conferences 4-7:00 pm                            |
| October 23             | Parent–Teacher Conferences 3-6:00 pm                            |
| October 26             | Halloween Parade – 1:30 p.m., Party - 1:50 p.m., AM PreK – 9:50 |
| November 9             | School Improvement Day / Early Release at 11:10 am (No PreK)    |
| November 12            | Veteran's Day – No School                                       |
| November 15            | Veteran's Day 2 <sup>nd</sup> Grade Musical                     |
| November 21-23         | Thanksgiving - No School  |
| December 5             | Kindergarten Winter Musical Program                             |
| December 14            | School Improvement Day / Early Release at 11:10 am (No PreK)    |
| December 21            | Holiday Party – 1:50 pm, AM PreK – 9:50                         |
| December 21            | End of First Semester   |
| December 24- January 4 | Winter Break - No School  |
| January 7              | Teachers' Institute – No School                                 |
| January 8              | School Resumes – Begin Second Semester                          |
| January 21             | Martin Luther King's Birthday – No School                       |
| February 8             | Valentine's Day Party - 1:50 pm, AM PreK – 9:50                 |
| February 15            | School Improvement Day / Early Release at 11:10 am (No PreK)    |
| February 18            | Presidents' Day – No School                                     |
| February 26            | Barnyard Moosical – 1 <sup>st</sup> Grade Musical               |
| March 15               | End of Third Nine Weeks   |
| March 19               | Spring Picture Day  |
| March 22               | School Improvement Day / Early Release at 11:10 am (No PreK)    |
| March 25-29            | Spring Break - No School  |
| April 1                | School Resumes  |
| April 19-22            | Good Friday – Easter – No School                                |
| May 10                 | School Improvement Day / Early Release at 11:10 am (No PreK)    |
| May 23                 | End of 2 <sup>nd</sup> Semester (8am – 1pm)                     |
| May 24, 28, 29, 30, 31 | Possible Emergency Days*  |
| May 27                 | Memorial Day  |

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

**5 Emergency days would end the school year on Thursday, May 30<sup>th</sup>, 2019**

## 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 [meridianelempto@gmail.com](mailto:meridianelempto@gmail.com).

We thank you in advance for your interest and support!

Tina Prodzinski - President

Sandy Aughenbaugh – Vice President

Jacey Schneiker - Secretary

Traci Cheeseman - Treasurer

Sarah Reed

Jeri Chambers

Melissa Miziniak

Caroline Montana

Kassidy Cherrington

Jess Thomas

Tracey Robinson

**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 15<sup>th</sup> of the school year

**2ND GRADE HEALTH NEEDS:**

1. Proof of dental exam prior to May 15<sup>th</sup> 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 15<sup>th</sup> of the school year

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

Sincerely,

Dr. P.J. Caposey  
Superintendent

Kayla McKinney RN, BSN  
Lead Nurse

## **Section 2- School Health Program**

### **SCHOOL HEALTH PROGRAM**

**DOCTOR PHYSICALS:** According to Illinois State law, **all** students entering PreK, EC, K, 6th, and 9<sup>th</sup> 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.

**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.

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.

**WHEN SHOULD I KEEP MY CHILD HOME?** Students should not return to school until they have been "fever-free" for at least 24 hours (without medication) and until symptoms (vomiting, diarrhea, etc.) subside. Also, if your child has vomited, they should not return to school until they have not vomited for at least 24 hours and are able to keep a light meal down without feeling nauseated. Additionally, if your child has been prescribed an antibiotic for any contagious illness, they must be on the antibiotic for 24 hours prior to returning.

**HEAD LICE:** Meridian District has a **no-not** policy. A student sent home and treated and re-checked upon returning by the school nurse or designee and must not see any evidence of head lice before being allowed to return to the classroom to assure there is no evidence of lice/nits.

**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.

**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.

**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.

**ILLNESS:** In the event a student becomes ill at school, a parent will be notified concerning action to be taken. Students will **not** be sent home unless a parent is there to care for them. Students will **only** be released to individuals who are on the emergency contact list within Skyward. 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.

**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.

**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.

**HIGHLAND ELEMENTARY 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 and 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**

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

**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.

**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.**

**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 2018. 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.

**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.

**BOOK REFUND POLICY:** Any student entering Highland Elementary 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**

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**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.**

### **SCHOOL HOURS**

Prekindergarten

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

K-5

8:00 A.M. – 2:30 P.M.

**OFFICE HOURS AND POLICIES:** The school office is officially open from 7:30 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 visiting. If you do not mind taking a chance on waiting to see the principal, you may come at your convenience.

**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 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, this also includes smart devices such as smart watches, Kindles, iPads, etc. 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.**

**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.

**PICK-UP TIME:** After school pick-up occurs at 2:30 PM. Please understand school ends at 2:30, therefore students will not arrive until closer to 2:35 PM. Doors will remain locked and closed. School staff will facilitate the after school dismissal process. Students should be picked up no later than 2:45 PM.

### **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.

**The School Code of Illinois: 10.22.6.**

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

**POSITIVE BEHAVIOR INTERVENTION AND SUPPORT (PBIS):**

**PBIS** stands for **Positive Behavior Intervention and Support**. At Highland Elementary School, we are committed to creating a learning environment that will encourage positive behavior and interactions, while discouraging problem behaviors. This approach is based on directly teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, correcting them when they do not and celebrating their successes. The goal of PBIS is to create a positive school culture by reducing problem behavior and providing maximum academic time for students and staff. We ask parents to support their child and the school in guiding children to make good choices.

Students will be awarded Cardinal Cash when caught making positive choices. Staff will acknowledge the student by stating what positive choice has been made. Cardinal Cash may be put into the weekly drawing whenever the student chooses to enter. Drawings for prizes will be done weekly and quarterly with winners from each grade level. School-wide PBIS assemblies will be held at the end of each quarter to promote positive character, have the drawings and celebrate the school's success. Students also have the option of saving their Cardinal Cash to purchase an item or items in our HES School Store. Other incentives for students who do not receive behavior lunch detentions, after-school detentions, and/or suspensions will also be available!

Behavior interventions are necessary when the behavior matrix is not followed. Some examples of Minor Behavior Offenses that will be documented by staff are: lack of preparedness, throwing small objects, lying noncompliance, minor disruptions, cheating, put downs, attitude, chewing gum, inappropriate dress code, etc. Parents will not be called after the first minor behavior offense unless a lunch detention is assigned. After the second minor behavior offense, parents will be notified. The third minor behavior offense will result in an automatic lunch detention. If the student receives a fourth minor behavior offense, it will result minimally in an after-school detention. More serious offenses are considered Major Behavior Offenses. These offenses are dealt with immediately by the administration and will result in an after-school detention or an in-school or out-of-school suspension. Some examples of major behavior offenses that will be documented by staff are: fighting, bullying, vandalism, discriminatory/inflammatory/inappropriate language, severe insubordination, verbal threats, etc. Parents will be contacted on any major behavior offenses. Board of Education Policy will direct more serious disciplinary issues.

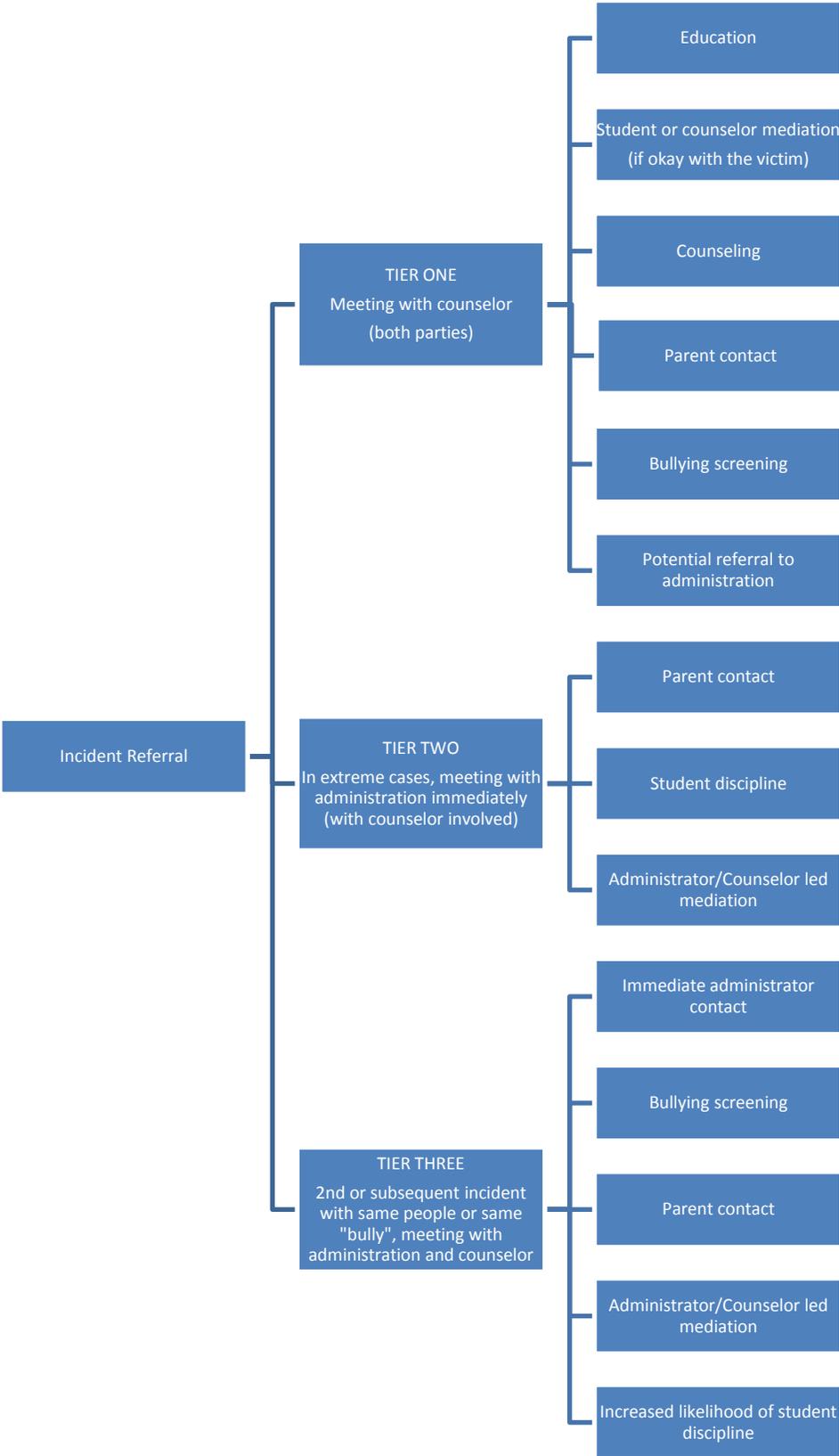
As we continue to work to instill good values and positive character in all of our students, we cannot make progress without the support of our families. It is very important that you talk with your child about making positive choices. Parents are asked to support the mission of our school, along with our behavior expectations and any disciplinary actions taken at school.

**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.

**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, material, furnishings, equipment and the building itself.

**Preventing Bullying, Intimidation, and Harassment**

**Protocol:**



## **Definitions:**

**Bullying:** *Bullying is unwanted, aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time.*

*In order to be considered bullying, the behavior must be aggressive and include:*

- *An Imbalance of Power: Kids who bully use their power—such as physical strength, access to embarrassing information, or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.*
- *Repetition: Bullying behaviors happen more than once or have the potential to happen more than once.*

*Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.*

**Harassment:** *Unwelcome conduct or communication that either substantially interferes with a student's school performance or that creates an intimidating, hostile, or offensive environment at school. This includes the use of ethnic or racial slurs.*

**ARTICLES PROHIBITED IN SCHOOL** : Problems arise each year because children bring articles to school that are hazards to the safety of others or interfere in some way with school procedures. Such items as guns, caps for cap guns, water guns, knives, matches, hard balls, bullets, lighters, and cigarettes brought to school will be confiscated and disciplinary measures will be taken. **All electronic devices, including cell phones, smart watches, radios, iPads, and iPods, must be turned off and kept in a student's backpack during the school day. If a student is found using an electronic device during the school day, it will result in an After-School Detention and a parent or guardian will be required to pick up the electronic item from the school office. Students may use electronic games, tablets, or cell phones while waiting for the bus in the afternoon.** 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, lost or stolen. **The school cannot be responsible for such items.** There are no locks on the students' lockers and students are not permitted to bring locks from home. The lockers are the property of Meridian District 223 and must be accessible by a building principal. Parents are requested to help children keep these items at home. Check backpacks at night and in the morning to reduce the presence of these items at school.

**DRESS CODE:** Our behavior patterns are affected by what we wear. There are very few restrictions concerning dress because the school believes if a student is "neat and clean" then he or 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; baseball-style caps/hats, any clothing with alcohol or tobacco logos, short shorts, spaghetti-strap tank tops, halter tops, flip-flops for PE or recess, 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 sides. During the fall, winter, and spring months, children will need to have winter coats when the temperature is below 45°F in order to participate in outdoor recess. On days when the temperature is below 60°F, children will need at least a sweatshirt or jacket for outdoor activities. No shorts will be allowed outside when temperatures are below 60 °F. **Also, snow pants and winter boots are required for any student planning to play in the snow during recess (this includes all recess areas other than the blacktop). Please contact our School Counselor if your child is in need of these items.** Obviously, these are general guidelines and there can always be some

situations that are not covered by generalities. Should any questions arise regarding a student's dress, the building principal will determine the acceptability of the 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.

## **Section 5-Attendance**

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**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 TAPS<sup>1</sup>, 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. Also, please call the transportation department to let them know of your child's absence by pickup time if your child rides a bus.

**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.

**NOTES REQUIRED:**

The school requires notes from parents or guardians for the following reasons:

1. Absence
2. Requests for special dismissals
3. Field Trips (permission slips will be supplied)
4. Medications to be taken at school

**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.

**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, & WKMQ

**Television:** Rockford: WIFR-23, WREX-13, & WTVO-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**

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**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.

**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.

**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**).

**FREE LUNCH PROGRAM:** Free lunch applications are available in July or may be picked up in the school office after August 6, 2018. The Superintendent of Schools follows established federal guidelines for the free and reduced lunch program in determining a family's eligibility for the program.

## **Section 7- Academic/Enrollment Information**

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**Must start at the district office to verify residency.**

**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 before September 1 of the current school year.

**TRANSFERS:** When a child is to be transferred from Highland Elementary 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.

**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.

**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.

**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.

**REPORT CARDS AND REPORTS TO PARENTS:** The report card in grade Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> 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.

**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.

**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.

**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.

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

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

**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.

**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.**

**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.

**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, WXXR, 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.***

**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.

**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**

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### **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.

### **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.)

## **Section 10- Emergency Procedures**

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### **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.

**We also practice additional emergency drills such as; Lockdowns and Reverse Evacuations.**

## **Section 11- Other Parent Information**

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**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. **If you need to visit a teacher before, during, or after school, you must have an appointment with that teacher.** Parents will not be allowed to visit with a teacher without an appointment.

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.

**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, the teacher's name and the amount of money and purpose written on the outside.

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

**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. They are 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.

**SCHOOL PARTIES:** There will be three parties a year for grades Kindergarten, 1 and 2. These are Halloween, Winter Holiday, and Valentine's Day. You must fill out a volunteer form and return it to the office prior to the day of the party. Please be considerate of classroom parties for the grade-level students. Siblings should not attend classroom parties, along with other family members. **Only room parents who are signed up to volunteer may attend the classroom parties due to our limited parking space. Please remember that all treats must be store-bought. If you signed up to provide an activity on the day of the party, please be sure to plan an activity that will fill the allotted time slot.**

**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**

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**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.

### **Title I School Notification**

In accordance with ESEA Section 1111(h)(6) *PARENTS RIGHT-TO-KNOW*, the Meridian CUSD #223 School District is notifying every parent of a student in a Title I school that you have the right and may request information regarding the professional qualifications of your child's classroom teacher. This information regarding the professional qualifications of your child's classroom teachers including, at a minimum, the following:

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

If at any time your child has been taught for four or more consecutive weeks by a teacher not highly qualified, the school will notify you. If you have questions, please feel free to contact your district superintendent at 815-645-2230 ext. 7002.

### **Meridian CUSD #223 Legal Notice 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 Meridian District #223 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 procedure (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.

### **Meridian CUSD #223 Legal Notice Annual Asbestos Management Plan Notice**

This is to inform you of the status of the Meridian CUSD #223 asbestos management plan(s). It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos containing materials are in the school building.

As required, our buildings were initially inspected for asbestos in 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months and a re-inspection conducted every three years. Any evidence of disturbance has been, and will continue to perform the required inspections through the services of IDEAL and Associated Environmental Engineering Services, Inc.

The Inspection/Management Plan is available for public review in the District Office at Meridian Junior High School. Should you wish to review the plans, please call to make an appointment between 8:00 AM and 4:00 PM on weekdays.

Any concerns relative to asbestos containing materials should be directed to Mr. John Finley.

#### **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.

### **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.**

### **Student Assignments:**

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

### **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.



# Back to School ✓ Checklist

## Pre-K Supply List 2018-2019

- Book Bag - Please NO Wheels
- Extra Shoes (marked with name) to be kept at school
- Extra Clothes (pants, socks, underwear, shirt in a labeled Ziploc bag)

**Please Label Book Bag, Shoes, and Ziploc Bag**

## Kindergarten Supply List 2018-2019

- Book Bag - Please NO Wheels
- (1) Set Prang Paints, Watercolor, Washable, 8 Colors w/Brush
- (1) Dozen Pencils, Dixon Ticonderoga #2 Pencils
- (1) Fiskars Scissors, (For Kids), 5", Blunt Tip
- (2) Eraser, Pink, Large
- (2) Box of Crayola Washable Classic Color Markers
- (2) Composition notebooks
- (1) Pack of Fat Expo Dry Erase Markers
- (2) Box Facial Tissues
- (4) Box of Crayola Crayons (non-washable)
- (3) 2 Pocket folders Labeled with Student Name
- (1) Boys - White Cardstock 65lbs weight
- (1) Girls - Container of Clorox Wipes
- (1) Baby wipes
- (24) 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**



# Back to School ✓ Checklist

## First Grade Supply List 2018-2019

- Book Bag - Please NO Wheels
- (3) Dozen Pencils, USA Gold or Dixon Ticonderoga #2 Pencils
- (1) Tug Brand Pencil Sharpener
- (1) Fiskars Scissors, (For Kids), 5", Pointed Tip
- (1) Eraser, Pink, Large
- (2) Boxes 8 ct. Crayola Washable Classic Color Markers, Wide Tip
- (3) 4-Pack Expo Dry Erase Markers
- (3) Boxes Facial Tissues
- (4) Boxes of Crayola Crayons, Tuck Box, 24 count
- (3) 2 Pocket Folders (NOT Plastic)
- (12) Glue Sticks, Washable, White, .26 oz.
- (2) Elmer's Glue. "Glue-All", 7 5/8 oz. size, White
- (1) 3-Ring Binder
- (1) Set, 12 ct. Colored Pencils, 7", Artist Quality
- (1) Highlighter, Chisel Tip, Any Color
- (1) Pencil Box, Plastic, 8.25" x 5.25" x 2"
- (3) Boys - Container of Clorox Wipes
- (3) Girls - Boxes of Baby Wipes, 100 ct.
- (2) Boys - Box Quart Size Storage Bags
- (2) Girls - Box Gallon Size Storage Bags
- (1) Boys-White Cardstock, 8.5 x 11, 65 lb.(No Spiral or Notecard)
- (1) Girls-Pastel Cardstock, 8.5 x 11, 65 lb.(No Spiral or Notecard)
- (1) Set Headphones - Digital, Stereo, w/Ear Cushion (no ear buds)
- Gym Shoes (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.**

## Second Grade Supply List 2018-2019

- Book Bag - Please NO Wheels
- (4) Dozen USA Gold or Dixon Ticonderoga #2 Pencils
- (1) Tug Brand Pencil Sharpener
- (1) Fiskars Scissors, (For Kids), 5", Pointed Tip
- (4) Erasers, Pink, Large
- (1) Box 8 ct. Crayola Washable Classic Markers, Wide Tip
- (2) Expo Dry Erase Markers, Chisel Tip, Low Odor, Black
- (2) Boxes Facial Tissues
- (2) Boxes of Crayola Crayons, Tuck Box, 24 count
- (2) 2 Pocket Folders, With Prongs, Plastic
- (2) Five Star Folders, 2 Pocket, choose Blue, Green, Red, Yellow, or Purple
- (2) Spiral Notebooks, Wide Rule 70 ct., choose Blue, Red, Green, or Yellow
- (1) 12" Plastic Ruler, Inch and Centimeters
- (4) Glue Sticks, Washable, Clear, 1.4 oz.
- (1) Elmer's Glue, "Glue-All", 7 5/8 oz. size, White
- (1) Prang Watercolor Paints, Washable, 8 Colors w/Brush
- (1) Set, 12 ct. Colored Pencils, 7", Artist Quality
- (1) Highlighter, Chisel Tip, Yellow
- (1) Pencil Box, Plastic, 8.25" x 5.25" x 2"
- (1) Container of Clorox Wipes
- (1) Boxes of Baby Wipes, 100 ct.
- (1) Girls - Box Quart Size Storage Bags
- (1) Boys - Box Gallon Size Storage Bags
- (1) Set Headphones - Digital, Stereo, with Ear Cushion (no ear buds)
- Gym Shoes (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.**