

Tremont Grade School

Parent-Student Handbook

2023-2024

This handbook is a summary of the school's rules and expectations. It is not a comprehensive statement of school procedures, and it may be amended during the year without notice. The Board's comprehensive policy manual is available in the District office.

Table of Contents:

Board of Education	2	Behavioral Intervention	19
Philosophy of Education	3	Speech Screening	19
Staff Directory	3	English Language Learners	19
General Operational Procedures	4	Student Records	19
Daily Schedule	4	Student Privacy	21
Arrival and Dismissal	4	Electronic Device/Acceptable Use	21
Attendance	4	Erin's Law	22
Tardies	4	Registration	23
Absences	5	Textbook Fees	23
Truancy	5	Physical Exams	23
Make Up Work	6	Certified Birth Certificate	24
Advanced Homework	6	Kindergarten Screening	24
Limited Excuse Absence Form	7	Home School	24
Bus Regulations	8	Transfer	24
Inclement Weather	9	Health Services	25
Bicycles	9	Vision/Hearing Screening	25
Lunch	9	Health Services	25
Student Discipline	11	Administering Medications	25
Discipline Philosophy (PBIS)	12	Medication Authorization Form	26
Bullying	14	Miscellaneous	28
Corporal Punishment	14	Accommodations	28
Students with Disabilities	14	Band	28
Dress Code	15	Cell Phone	28
Academics	16	Classroom Parties	28
Grading Policy	16	Deliveries at School	28
Parent-Teacher Conferences	16	Equal Opportunity	28
Performance Reports	16	Healthy Snacks	28
Grading Scale	16	Lost and Found	28
Promotion Policy	17	Money	28
Retention Indicators	17	Movies	28
Response to Intervention	17	Notes Home	28
Discovery Program (Title I)	18	Recess	29
Section 504	18	Safety Drills	29
Special Education	18	Tremont Parents Club	29
Special Education Referral	18	Use of School Phone	29

BOARD OF EDUCATION TREMONT COMMUNITY UNIT DISTRICT #702

Tremont Grade School
P.O. Box 1208
200 S. James Street
Tremont, IL 61568-1208
925-4841

Tremont Middle School
400 W. Pearl Street
Tremont, IL 61568-8500
925-3823

Tremont High School
400 W. Pearl Street
Tremont, IL 61568-8500
925-2051

Superintendent's Office
400 W. Pearl Street
Tremont, IL 61568-8500
925-3461



BOARD MEMBERS:

Drew Gierich
Renee Kaiser
Todd Kilgus
Robert Ropp
Kevin Smith
Volkan Sumer
Kevin Ulrich

DISTRICT ADMINISTRATION:

Sean Berry– Superintendent
Michelle McKune – Special Education Coordinator

*Regular Board meetings are generally held the 2nd Thursday of each month
at 7:00 p.m. in the Central Office Board Room*

<u>School</u>	<u>Administrator</u>	<u>Phone</u>
Grade School	Becky Hansen	925-4841
Middle School	Justin Wahls	925-3823
High School	Jill Uhlman	925-2051

The Board of Education, faculty, and administration hope that the coming year will hold many valuable learning opportunities. We ask for your continued excellent support of school and community events.

**Visit our website at tremont702.net
Follow us on Twitter and Facebook**



Tremont Community Unit School District # 702

Philosophy of Education

Education is a life-long process, which requires that each person continuously strive to reach the maximum of his/her capabilities. The school system is responsible for providing each student the opportunity to develop the essential skills important for success later in life. The primary goal of the Tremont Schools is student achievement, which is defined as the maximum development of the whole child, intellectually, socially, physically, and emotionally. The District intends to reach this goal through a process that involves students in learning situations under the guidance and direction of their teacher and administrators.

The school, as a part of a social system, must respond to its external constituents, which includes the community, both local and global. As a reflection of the greater society, students must learn to cope with its many changes and challenges. This learning can best be achieved by: enriching the student's experiences, encouraging the development of positive attitudes toward education as a means of growth throughout life, and providing for the development of a healthy and realistic self-concept.

Tremont Grade School Staff

Principal:	Becky Hansen	Interventionist:	Julie Price
Secretary:	Nicole Edwards		Jennie Peck
Nurse:	Haley Raterman		
Social Worker:	Maggie Cullen		
Early Childhood:	Debbie Litweiller	Speech Therapy:	Hayley Cline
			Teri Siedleck
Kindergarten:	Michelle Kreiling	Physical Education:	Curt Herrin
	Megan Patterson		
	Katie Brand	Music:	Christian Wilkey
1st Grade:	Reagan Leitner	Library:	Andrea Dutton
	Emily Miller		
	Allison Rapp	Technology:	Ashley Ferguson
2nd Grade:	Natalie Messersmith	Aides:	Kerrie Bolliger
	Emily Wendling		Cheryl Brayton
3rd Grade:	Julie Byrd		Bev Egli
	Lori Coy		Noelle Marron
	MacKenzie Rumbold		Paula Miller
4th Grade:	Justin Bleich		Gretchen Uhlman
	Ammie Brownell		Carol Vance
	Joel Parsons		
Sp. Ed. Resource:	Michelle McKune	Cafeteria Workers:	Kellie DuBois
	Kate Sauder		Lori Keever
	Janel Weiland		Melody Hodgson
Psychologist:	Tina Johnston	Custodians:	Vicky Gardner
OT:	Julie Bosley		Sandy Meserole
Physical Therapy:	Karyn Hawbaker		

GENERAL OPERATIONAL PROCEDURES

OUR DAILY SCHOOL SCHEDULE (subject to change)

7:55	First Bell
8:05	Tardy Bell
11:00-11:50	1 st & 2 nd Grade Lunch & Recess
11:25-12:10	Kindergarten Lunch & Recess
11:50-12:40	3 rd & 4 th Grade Lunch & Recess
2:45	Bus Students Dismissed
2:50	Walking Students Dismissed

ARRIVAL AND DISMISSAL

It is **IMPORTANT** that you carefully read the information below so that you are prepared for the first day of school. **Make sure to share this information with anyone who will be picking up or dropping off your child.**

- The earliest a student may be dropped off to school is 7:40 a.m. There is no supervision of the students before this time.
- Parents must drop off their student at door numbers 18,19, or 20 off of Walnut Street. The doors will close at 8:05 a.m. Students arriving after that time must enter through the main entrance on James St. and will be marked as tardy. All tardies are considered unexcused unless the student is arriving late due to a medical or dental appointment.
- Please pull forward as far as possible when dropping off your child.
- Students should be ready with their materials for the day upon pulling up to the school and immediately exit the vehicle.
- **It is required that students exit or enter the vehicle on the passenger side.**
- Please be aware and courteous to other drivers and families that may be behind you. If your child requires adult assistance to open the door or with supplies (birthday treats, instruments, classroom projects, etc...), you **must** pull into a parking space in the church parking lot and walk your child across the parking lot to not hinder the flow of traffic. Parents should not be getting out of the car to assist their child when using the drop-off lane. We would like to keep the line of traffic on Walnut a continuously moving line.
- Please use extreme caution when pulling around other cars that are dropping off or picking up students. **NEVER DRIVE AROUND A STOPPED SCHOOL BUS THAT IS LOADING OR UNLOADING STUDENTS.**
- Dismissal begins with Kindergarten students at 2:40. We will follow the same procedures as morning drop off. **Anyone that pulls up to the curb on Walnut Street must remain in his or her car and the student will come to you.** A staff member will assist any student with getting in to the car. Please be certain that anyone who picks up your child is aware of this policy.
- The main entrance, off of James Street, is reserved for buses. Please remember, state law makes it unlawful to go around a school bus with the STOP sign extended.

Please notify the office if you have a child that needs to cross Route 9 at the beginning or end of the day.

All transportation changes must be made via email or handwritten note. Late changes to transportation make it difficult for us to get your child home. Therefore, we are implementing a new policy, the **DEADLINE FOR CHANGES IS 1:30.** We understand emergency situations arise and will accommodate as best we can.

ATTENDANCE

GENERAL OPERATIONAL PROCEDURES

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

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

TARDIES

Prompt school attendance is important for maximizing instructional time and minimizing classroom disruptions.

Students are counted tardy at 8:05. After 5 tardies, a letter will be sent home. Any additional tardies will result in consequences, which could include but are not limited to the creation of a written plan for improvement and loss of recess or other privileges.

ABSENCES

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, or other reason as approved by the principal. All other absences are considered unexcused.

The school may require documentation explaining the reason for the student's absence.

- In the event of any absence, the student's parent/guardian is required to call the school **EACH DAY** (925-4841) before **8:30 a.m.** to explain the reason for the absence.
- If a call has not been made to the school by that time, a school official will call 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.
- A doctor's permit to return to school is required by state law if the pupil has had a contagious disease. It is required when a pupil is absent three or more consecutive days.
- A request for an excuse from P.E. class may be made from parents for a single day.
- If students are to leave the school during the day for any reason, please let the teacher know as far in advance as possible to help with planning.
- The principal via a Limited Excuse Absence Request form must approve pre-arranged excused absences.

All decisions on the above are subject to the principal's right to make adjustments according to special situations.

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.

GENERAL OPERATIONAL PROCEDURES

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.

MAKE-UP WORK

If a student's absence is excused, he/she will be permitted to make up any missed work, including homework and tests. The student will be permitted the same number of days as he/she was absent to turn in the make-up work. **The student is responsible for obtaining assignments from his/her teachers.**

Students who are unexcused from school will not be allowed to make up missed work.

**WORK REQUESTED IN THE MORNING, WHEN THE STUDENT IS CALLED IN
ABSENT, WILL BE AVAILABLE BETWEEN 3:00 & 3:30**

ADVANCED HOMEWORK FOR FAMILY VACATIONS

We have had an increase in the requests for homework in advance for students who will be absent from school due to the vacation. Because of the changing nature of schoolwork, this has become a problem for both students and teachers. Students used to spend a lot of time filling in worksheets and workbook pages using just rote memorization. Today's students are being asked not only to memorize important information, but also to experience and think about skills and concepts, and then apply their learning in a more comprehensive manner. It has become increasingly difficult for teachers to translate these active learning experiences into simple paper/pencil activities, which do not need further explanation, or classroom experience.

As a result of these changes, the staff feels that it is in the student's best interest not to assign homework in advance for vacations. Teachers may ask that a child keep a journal of vacation experiences or read a book while on vacation. Upon the student's return, the classroom teacher, knowing what the rest of the class has experienced during the student's absence, will then work with the student to help acquire the skills and knowledge that was missed. By using this method, we believe teachers can provide the best learning opportunities for our students.

GENERAL OPERATIONAL PROCEDURES

TREMONT GRADE SCHOOL LIMITED EXCUSED ABSENCE REQUEST

Five pre-excused days are granted for each student for each school year. Parents must complete the **LIMITED EXCUSED ABSENCE REQUEST** form in advance and submit it to the child's teacher. Students using more than five days will be given unexcused days and work will not be able to be made up.

NO PRE-EXCUSED DAYS MAY BE USED DURING THE ILLINOIS STANDARDS ACHIEVEMENT TEST (PARCC) TESTING.

STUDENT NAME: _____

TEACHER NAME: _____

DATE OF ABSENCES: _____

REASON FOR ABSENCES: _____

When parents make the decision to utilize a limited excused absence, they do so with the understanding of the following:

- Homework is not available in advance.
- Make-up work is the responsibility of the student and parent.
- Classroom instruction, projects, simulations, labs, group work, presentations, technology utilization, etc. cannot be duplicated or replicated.
- Students may be given alternative assignments that are assessed accordingly. These assignments and assessments may be different from the rest of the class.
- It may be impossible for some work to be made up.
- Some missed lessons may negatively impact future student performance.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

***PLEASE SUBMIT TO CLASSROOM TEACHER AT LEAST THREE DAYS IN ADVANCE OF ABSENCE**

GENERAL OPERATIONAL PROCEDURES

BUS TRANSPORTATION REGULATIONS

Tremont School District provides transportation to and from school for all students living 1.5 miles or more from the school. Students using this transportation are under the jurisdiction of the District and, more particularly while in transit, students are under the jurisdiction of the school bus driver, who may assign seats to any or all of the students on the bus. The bus driver also has the right to remove from the bus any student(s) not observing the rules of the bus.

Students are expected to follow all schools when riding the school bus. A student may be suspended from riding the bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct, including but not limited to, the following:

- 1 Violating any school rule or school district policy.
- 2 Willful injury or threat of injury to a bus driver or to another rider.
- 3 Willful and/or repeated defacement of the bus.
- 4 Repeated use of profanity.
- 5 Repeated willful disobedience of a directive from a bus driver or other supervisor.
- 6 Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the School Board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons.

A student suspended from riding the bus who does not have alternate transportation to school shall have the opportunity to complete or make up work for equivalent academic credit. It shall be the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation.

The transportation facilities of the District carry an ever-increasing number of students daily. STUDENTS WHO ARE NOT ASSIGNED TO RIDE A BUS REGULARLY MUST GET PERMISSION FROM THE OFFICE PRIOR TO RIDING THE BUS. THIS WILL REQUIRE A NOTE FROM THE CHILD'S PARENT AT LEAST ONE DAY IN ADVANCE. NO MORE THAN TWO STUDENTS MAY RIDE HOME WITH A BUS STUDENT.

NOTES FROM PARENTS ARE REQUIRED IF STUDENTS WILL NOT BE RIDING THE BUS HOME AFTER SCHOOL. IF NOTIFICATION IS NOT RECEIVED, STUDENTS WILL BE PUT ON THE BUS.

PLEASE NOTE:

Requests by parents for their children to ride home on buses other than their bus will be granted if:

- The request has been received 24 hours in advance to the superintendent (925-3461).
- Available space permits such a change and the bus driver has been notified.
- The stop will be at an already designated bus stopping area.

*All requests must go through the superintendent's office first. Parents are not to contact bus drivers directly with their requests.

**** Please do not unload or pick up students in front of the building; it is reserved for buses.**

GENERAL OPERATIONAL PROCEDURES

INCLEMENT WEATHER AND BUS SCHEDULES

The transportation schedules of pupils to and from school may vary when adverse weather or a breakdown in operating facilities require an emergency early dismissal.

IN THE EVENT THAT THERE WOULD NOT BE ANYONE AT HOME, PLEASE DIRECT STUDENTS WHERE THEY MAY SEEK SHELTER OR ARE TO GO WHEN WEATHER CONDITIONS DEMAND EARLY DISMISSAL.

You should receive a phone call from School Messenger when there is an emergency closing of school. In addition, the following stations will be notified: WMBD (radio station) and television stations WEEK, WHOI, and WMBD between 7:00 and 7:30 a.m. The same stations will be called in case of early dismissal due to bad weather. PARENTS ARE REQUESTED TO REFRAIN FROM TELEPHONING THE SCHOOL WHEN WARNINGS ARE ANNOUNCED IN ORDER THAT NECESSARY SCHOOL ADMINISTRATIVE CALLS CAN BE MADE.

PANDEMIC PROCEDURES

This handbook procedure is meant to apply generally to any pandemic or other health emergency and should be supplemented with other relevant and timely information.

A pandemic is a global outbreak of disease. Pandemics happen when a new virus emerges to infect individuals and, because there is little to no pre-existing immunity against the new virus, it spreads sustainably. Your child's school and district play an essential role, along with the local health department and emergency management agencies, in protecting the public's health and safety during a pandemic or other health emergency.

During a pandemic or other health emergency, you will be notified in a timely manner of all changes to the school environment and schedule that impact your child. Please be assured that even if school is not physically in session, it is the goal of the school and district to provide your child with the best educational opportunities possible.

Additionally, please note the following:

1. All decisions regarding changes to the school environment and schedule, including a possible interruption of in-person learning, will be made by the superintendent in consultation with and, if necessary, at the direction of the Governor, Illinois Department of Public Health, local health department, emergency management agencies, and/or Regional Office of Education.
2. Available learning opportunities may include remote and/or blended learning. Blended learning may require your child to attend school on a modified schedule.
3. Students will be expected to participate in blended and remote instruction as required by the school and district. Parents are responsible for assuring the participation of their child. Students who do not participate in blended or remote learning will be considered truant.
4. All school disciplinary rules remain in effect during the interruption of in-person learning. Students are subject to discipline for disrupting the remote learning environment to the same extent that discipline would be imposed for disruption of the traditional classroom.
5. Students and parents will be required to observe all public health and safety measures implemented by the school and district in conjunction with state and local requirements.
6. During a pandemic or other health emergency, the school and district will ensure that educational opportunities are available to all students.
7. School personnel will work closely with students with disabilities and other vulnerable student

GENERAL OPERATIONAL PROCEDURES

populations to minimize the impact of any educational disruption.

8. Students who have a compromised immune system, live with an individual with a compromised immune system, or have a medical condition that may impact their ability to attend school during a pandemic or

other public health emergency should contact school officials.

9. During a pandemic or other health emergency, teachers and school staff will receive additional training on health and safety measures.

10. In accordance with school district or state mandates, the school may need to conduct a daily health assessment of your child. Parents and students will be notified of the exact assessment procedures if this becomes necessary.

11. Parents should not send their child to school if their child exhibits any symptoms consistent with the pandemic or other health emergency.

12. Please do not hesitate to contact school or district officials if you have any concerns regarding your child's education, health or safety.

BICYCLES

Bicycles should be fitted with some type of secure lock. Bicycles must be kept in the bike racks provided on the north side of the building. At no time is anyone permitted to ride or bother another student's bicycle. Bicycles must not be ridden on the school grounds. They are never permitted to be parked on the sidewalk or the grass areas. All students may ride bicycles to school; however, students disobeying established rules or not riding in a safe manner may lose this privilege.

LUNCH

The grade school uses our available PowerSchool software to handle lunch money. Students may bring their money for hot lunches and milk in a marked envelope directly to their teachers. You may pay by cash or check (payable to "Tremont Grade School"). Online payment for school lunches is available through Parent Portal. The Parent Portal link can be found under "Resources" on the district homepage: <http://tremont702.net>. The money you pay for lunches will be posted to your child's account. You can check that account online through Power School Parent Portal. For those of you with students in the middle school or high school, you are likely already familiar with Parent Portal. For those of you who are not, information and instructions on setting up a password and ID are available upon request. Your child will **not** need a swipe card or a PIN number for lunches at the grade school. All hot lunches are the same price (\$2.75), so your account will be charged the same price for every hot lunch purchased. Teachers take a hot/cold lunch count each morning.

For students who eat cold lunch, milk is 50 cents. Any money you send in marked lunch money, your child can get hot lunch and/or milk. All lunch money/milk money goes in to your child's lunch account.

Negative Lunch Balances- Unpaid meal charges are considered delinquent debt, and the district will make reasonable efforts to collect charges classified as delinquent.

Free and Reduced Meals- If a parent feels they may qualify for free/reduced meal charges, you may fill out an application. Once returned to the Food Service Director, the application will be reviewed and the parent will be notified of eligibility.

***PLEASE send lunch money in an ENVELOPE marked as shown (these envelopes are kept as payment records). Please do NOT send money in Ziploc baggies. Envelopes need to be marked with **all** information in order to credit lunch accounts accordingly. You are welcome to make a lump sum payment of ANY

GENERAL OPERATIONAL PROCEDURES

amount to your child's account. The total does not need to be in increments of \$2.50. Thank you for your help with this.

Please send lunch/milk money in an envelope marked as follows:

<p style="text-align: center;"><u>Lunch Money</u></p> <p>Students Name:</p> <p>Teacher:</p> <p>Amount Enclosed:</p>

If you have more than one child at the grade school, you have the option of submitting just one check. Please indicate in the "memo" section how you would like that money dispersed between your children, and we will place that into the appropriate accounts. Any funds you have left at the end of the year will carry over to the next school year. This includes balances of fourth-graders moving on to the middle school.

As more prepackaged lunch products are available, we ask that parents make sure that students can open the packages. If students must ask for help from the lunchroom supervisor to open lunch packages, they can be delayed getting to eat their lunch.

- **No balloons, birthday cake, or other items of celebration**

STUDENT DISCIPLINE

GENERAL DISCIPLINE PHILOSOPHY

Tremont Grade School pupils are expected to conduct themselves in a manner that will permit them to benefit from the educational program. School expectations have been established so that all children may gainfully participate in the educational program. The same expectations are expected on field trips, after-school activities, etc. We respectfully request the support of all parents to achieve this goal.

In compliance with the newly adopted Senate Bill 100, the following will be the guideline for student discipline. Examples of prohibited aggressive conduct include, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment, or other comparable conduct. Electronic paging devices are prohibited. Parents will be notified if such behavior occurs.

DISCIPLINARY PROCESS/ACTIONS

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

- Notifying parents/guardians.
- Disciplinary conference.
- Withholding of privileges.
- Temporary removal from the classroom.
- Return of property or restitution for lost, stolen or damaged property.
- In-school suspension.
- After-school study or Saturday study provided the student's parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)
- Community service.
- Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
- Suspension of bus riding privileges.
- Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
- Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.
- Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.
- Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

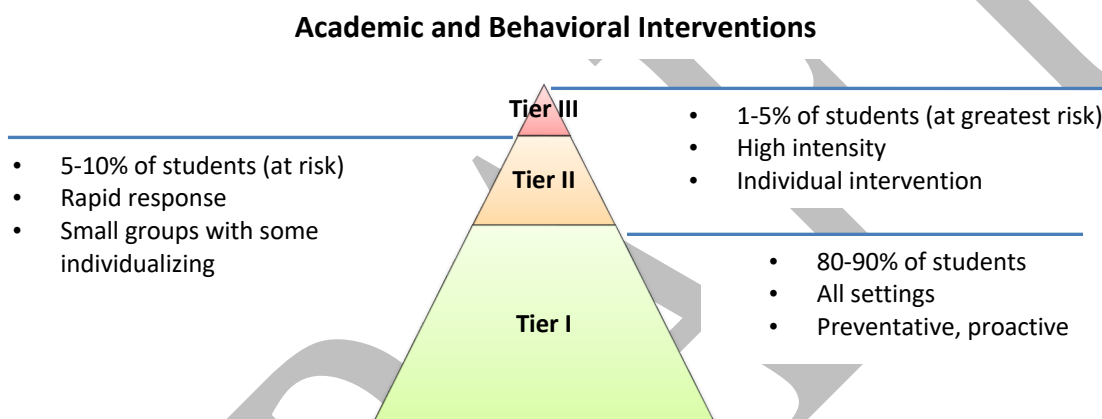
The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion. School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), as well as personal effects left there by a student,

STUDENT DISCIPLINE

without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas or in their personal effects left there.

BEHAVIOR/DISCIPLINE PHILOSOPHY: PBIS

Tremont Grade School implements a Positive Behavior Interventions and Supports (PBIS) system, which is a proactive approach for creating and maintaining safe and effective learning environments and ensuring that all students have the social/emotional skills necessary for success at school and beyond. The focus is teaching expected behaviors and social skills, creating student behavioral and academic support systems, and applying data-based decision-making to discipline, academics, and social/emotional learning throughout the school. Federal educational requirements contained in the NCLB Act and IDEA are embedded in the PBIS process. PBIS integrates state school improvement initiatives, including Response to Intervention, which is illustrated below.



Three simple school expectations are applied at Tremont Grade School:

- Be Responsible
- Be Respectful
- Build Relationships

We expect each student to respect authority, respect the rights of others, establish a sense of self-discipline and self-respect, and accept individual responsibilities. Students must be aware of the school expectations and the consequences that will occur when these expectations are met and are violated. Discipline will be handled in a firm and consistent manner.

The purpose of specific behavior expectations are as follows:

- To help students develop positive attitudes toward behavior and responsibility
- To help students realize that they are responsible for their actions
- To help students see the effects of their actions on themselves and on others
- To help students set goals that are related to self-improvement and improvement of the community
- To provide avenues to discuss these goals and give support

STUDENT DISCIPLINE

Examples of Specific Behavior Expectations (Playground)

Be Responsible:

- Line up quickly and quietly
- Stay within boundaries of the playground

Be Respectful:

- Keep hands, feet, and objects to yourself (no pushing, fighting, or rough play)
- Use equipment properly and return it

Build Relationships:

- Share
- Deal with conflict without violence or offensive language
- Display proper sportsmanship during games

Examples of Specific Behavior Expectations (Classroom)

Be Responsible:

- Follow classroom rules
- Be prepared for all classes
 - Proper preparation consists of the student possessing proper textbooks, pencil/pen, and completed homework assignments.*
- Follow directions

Be Respectful:

- Listen attentively
- Practice good manners and honor the rights of others
- Wait your turn
- Keep hands, feet, and objects to yourself

Build Relationships:

- Work well in independent and group activities
- Encourage others
- Help others

Consequences for misbehavior or irresponsibility range from “time out” to detention, suspension, or expulsion from school, if necessary. Parents will be notified in all such cases. Procedures for suspension and expulsion follow District policy.

Rewards and Consequences

Positive Behavior

- Awards
- Praise
- Celebrations
- Extra recess/activity time
- Responsible jobs for students
- Positive reinforcement

Negative Behavior

- Warning/reprimand
- Loss of privileges
- Separation from group
- Seizure of contraband
- Office referral
- Parent contact
- Lunch detention
- Suspension/expulsion

STUDENT DISCIPLINE

BULLYING, INTIMIDATION, AND HARASSMENT

Bullying, intimidation, and harassment are not acceptable in any form and will not be tolerated at school, at any school-related activity, on school property, on school buses and transportation vehicles, or through a school computer, network, or other school electronic equipment. The school will protect students against retaliation for reporting incidents of bullying, intimidation, or harassment and will take disciplinary action against any student who participates in such conduct.

Bullying means any **repeated** severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of: (1) placing the student in reasonable fear of harm to the student's person or property; (2) causing a substantially detrimental effect on the student's physical or mental health; (3) substantially interfering with the student's academic performance; or (4) substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Students who believe they are victims of bullying, intimidation, or harassment, including sexual harassment, or have witnessed such activities, are encouraged to discuss the matter with the building principal or social worker. Students 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.

Any student who is determined, after an investigation, to have engaged in bullying, intimidation, or harassment will be subject to disciplinary consequences as provided in this handbook, including but not limited to suspension and expulsion consistent with the school and District's discipline policy. Parents of students who have engaged in the above behavior will be notified. Any student making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

CORPORAL PUNISHMENT

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

DISCIPLINE OF STUDENTS WITH DISABILITIES

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

STUDENT DRESS CODE

STUDENT DISCIPLINE

Students are expected to wear clothing in a neat, clean, and well-fitting manner while on school property and/or in attendance at school-sponsored activities. Students are to use discretion in their dress and are not permitted to wear apparel that causes a substantial disruption in the school environment.

Guidelines for proper attire:

1. Skirts, dresses, shorts, and any combination thereof must be of appropriate length (mid-thigh will be general guideline).
2. Clothing that displays vulgar language, satanic symbols, gang symbols, drug symbols/paraphernalia, alcohol/cigarette advertisements, and sexual or suggestive language will be strictly prohibited.
3. Holes or cuts in pants above the knee are prohibited.
4. A shirt, blouse or top that does not adequately cover the stomach and upper torso is prohibited (no muscle shirts, mid-riff tops).
5. Tank tops should be at least one inch wide. No camis or tank tops thinner than an inch should be worn to school.
6. Open-toe and open-heel shoes (flip flops) are permissible only if students have alternative footwear for PE and recess. If not, students will not be allowed to participate due to safety concerns.

With the ever-changing clothing styles, it is difficult to address all attire issues when the “new” attire is yet to be designed. With that in mind, the basic components of the policy are that the body will be properly clothed (covered), there will be no illicit or suggestive advertisements being displayed on clothing, and the student will be dressed appropriately for “work”. **The fundamental measure of being dressed appropriately is “the body will be covered from mid-thigh to the top of the shoulder”.**

Clothing should not be a distraction to the learning environment, present a health or safety hazard, or be disruptive to the school climate. Each building principal will make judgments about appropriateness of a student’s attire based on the student’s age, size, and physical development.

DRAFT

GRADING POLICY

Tremont School District #702 utilizes a Standards Based Reporting System. Every teacher shall maintain an evaluation record of progress for each student in the teacher's classroom. These records shall be reported on the report card issued each nine weeks. A District administrator cannot change the final evaluation assigned by the teacher without notification. Reasons for changing a student's final evaluation include the following: a miscalculation of test scores, a technical error in assigning a particular evaluation or score, teacher agreement to allow the student to do extra work that may impact the evaluation, an inappropriate evaluation system used, or an inappropriate evaluation based on an appropriate evaluation system. Should an evaluation change, the administrator making the change must sign the changed record.

PARENT-TEACHER CONFERENCES

As a parent, we want you to be aware of your child's progress and events at all times. Notification of such progress will be communicated to you through performance reports, teacher-parent communication notices, and conferences. The School Visitation Rights Act permits employed parents/guardians, who are unable to meet with educators because of a work conflict, the right to time off from work under certain conditions to attend necessary school functions such as parent-teacher conferences. Letters verifying participation in this program can be obtained in the school office.

Adult visitors are always welcome at Tremont Grade School, though we would like advance notice. Please contact the teacher to set up a time for your visit. They can then notify you as to when students are in music, Connections, physical education, technology, or recess. All visitors must sign in at the office and wear a visitor tag.

PERFORMANCE REPORTS

Performance Reports for students will be reported every nine weeks. Please show interest and ask students to see their Performance Reports. Student grades may also be viewed through the Parent Portal.

Mid-Term progress reports will only be issued to students who are not making satisfactory academic progress (D, F, or equivalent grade in any subject).

GRADING SCALE

Kindergarten and First Grade students will be assessed according to the following performance expectations. Second through 4th Grade students will be assessed according to the following performance expectations in the areas of math and writing. Students will be assessed according to established rubrics/criteria.

- 4: Exceeds Expectations
- 3: Meets Expectations
- 2: Approaching Expectations
- 1: Does Not Meet Expectations

PROMOTION POLICY

The decision to promote a student to the next grade level shall be based upon successful completion of the curriculum, attendance, and performance district assessments and identified standards. A specific list of potential retention indicators shall exist by grade level. A student shall not be promoted based upon age or any other social reason not related to academic performance.

If a child is in danger of not being promoted, before the end of the second quarter, parents will be notified that their child is may be considered for retention. A conference will be held and at that time interventions will be examined. It is recognized that retention is a **last** resort and will only be considered when no other option is present.

In the event of retention, a specific remediation plan will be developed for the student before the beginning of the next school year. This plan will be designed to enhance the academic growth of the student during the time of retention.

RESPONSE TO INTERVENTION

What is it?

- A method of improving instruction by identifying students who need early intervention for academics or behavior, matching interventions to the specific needs of struggling students, and monitoring whether or not the student's performance improves in response to intervention
- Multiple tiers of increasingly intense, research-based interventions
- High quality, research-based instruction
- A universal screening process

What are the core assumptions of RtI?

- Most academic and behavior problems are not the result of a "within child" deficit
- Most academic problems are the result of external factors and instruction that does not match the student's strengths and needs
- Special education is not the answer for most struggling learners
- General education teachers are the staff most qualified to meet the needs of most struggling learners
- If the student does not respond to one intervention, instruction in general education is changed until the student does respond
- The inclusion of progress monitoring, data-based decision making, and fidelity monitoring

Response to Intervention is NOT...

- A way to get more students into special education programs
- A way to get students into special education program earlier
- A "special education pre-referral" process

TITLE I SERVICES

Title I is a Tier II supplemental support program for students in K-4th who are struggling with one or more of the essential academic subjects (math and reading strategies). To be considered eligible for services, the Title I aide must determine that there is an area of academic study in which the child is struggling. A performance or skill discrepancy must be in existence for eligibility. Once this evidence of the discrepancy is collected, the teacher will discuss concerns with the parents. The Title I aide may decide to do some screening in the areas of concern, and through discussion with the referring teacher, decide if the child

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qualifies for the program. If so, it must then be determined if the child would best benefit from being pulled out of the classroom for individual or small group instruction, or the aide may go into the child's classroom to help.

If the student demonstrates accelerated growth by responding to the interventions, then services may be decreased or discontinued. The student will be closely monitored and services may be increased, if the need arises.

SECTION 504 OF THE REHABILITATION ACT OF 1973

The District will identify, evaluate, and provide an appropriate public education to students who are handicapped within the meaning of Section 504 of the Rehabilitation Act of 1973.

SPECIAL EDUCATION SERVICES

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

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

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the special education office.

SPECIAL EDUCATION REFERRAL REQUEST PROCEDURES

1. A request may be made by a parent of a child, an employee of a state educational agency, another state agency, a local educational agency, or a community service agency.
2. The person making the request must contact Michelle McKune, the District's special education coordinator, by phone (925-3013), e-mail: michelle.mckune@td702.org, or mail at 400 W. Pearl St., Tremont, IL 61568.
3. Information needed is the child's name, relationship to the child, and the specific concerns. The special education coordinator will complete the necessary paperwork for the referral.
4. To determine whether the child requires an evaluation, the District may utilize screening data and conduct preliminary procedures such as observation of the child, assessment for instructional purposes, consultation with the teacher or other individual making the request, and conference with the child.
5. Within 14 school days after receiving the request for an evaluation, the special education evaluation staff will determine whether an evaluation is warranted and the special education coordinator will submit this in writing to the individual requesting the evaluation.
6. If an evaluation is warranted, the parents will be advised of their procedural safeguards, and consent will be obtained prior to conducting the evaluation.
7. If an evaluation is not warranted, parents will be notified in writing and also by a phone call from the special education coordinator, as to the reasons. Parents will be advised of their procedural safeguards.

Special Education Student Records

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The IL School Students Records Act (ISSRA), 105 ILCS 10/4(h), amended by P.A. 101-161, allows school district to inform students and families within their district's student or parent handbook that all special education records will be destroyed 7 years after the last dated record. If a student or parent would like these records after the required 7 years of district maintenance, please contact the Special Education office at (309) 925-3823 to request to pick them up.

BEHAVIORAL INTERVENTION GUIDELINES

Public Act 87-1103 requires behavior intervention policies and procedures for students with disabilities be adopted and implemented by school boards by January 1, 1996. The guidelines will be distributed 15 days after policy adoption, and each school year thereafter. These guidelines and procedures apply only to those students who are experiencing serious behavior problems and require restrictive behavioral interventions.

SPEECH SCREENING

A speech screening will be conducted by a speech/language pathologist for all incoming kindergarten students as well as teacher and parent referrals. Speech screening is designed to tell if children are using sounds correctly, if they are understanding well and stating ideas so they can be understood, and if their speech shows repetition or pause which takes away from what they are saying. If this speech screening indicates that your child could benefit from speech, you will receive a letter from our speech therapist.

ENGLISH LANGUAGE LEARNERS

The school offers opportunities for English Language Learners to develop high levels of academic attainment in English and to meet the same academic content and student academic achievement standards that all children are expected to attain.

Parents/guardians of English Language Learners will be: (1) given an opportunity to provide input to the program, and (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs.

For questions related to this program or to express input in the school's English Language Learners program, contact the building principal.

STUDENT RECORDS NOTICE

A school student record is any writing or other recorded information concerning a student (and by which a student may be identified individually) that is maintained by a school or at its direction or by a school employee, regardless of how or where the information is stored, except for certain records kept in a staff member's sole possession.

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

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

A parent/guardian or student should submit to the building principal a written request that identifies the record(s) he or she wishes to inspect. The principal will make arrangements for access and notify

ACADEMICS

the parent/guardian or student of the time and place where the records may be inspected. These rights are denied to any person against whom an order of protection has been entered concerning the student.

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

A parent/guardian or eligible student may ask the District to amend a record that is believed to be inaccurate, irrelevant, or improper. Requests should be sent to the building principal and should clearly identify the record the parent/guardian or eligible student wants changed and the specific reason a change is being sought. If the District decides not to amend the record, the District will notify the parent/guardian or eligible student of the decision and advise him or her of their right to a hearing regarding the request for amendment.

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

Disclosure without consent is permitted to the following: school officials with legitimate educational or administrative interests; officials of another school district in which a student has enrolled or intends to enroll; any person as specifically required by State or federal law; any person for research, statistical reporting or planning, provided that no student or parent/guardian can be identified; any person named in a court order; appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons; and juvenile authorities when necessary for the discharge of their official duties who request information before adjudication of the student.

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

The permanent record is maintained for at least 60 years after the student transfers, graduates, or permanently withdraws. The temporary record is maintained for at least 5 years after the student transfers, graduates, or permanently withdraws. Temporary records that may be of assistance to a student with a disability who graduates or permanently withdraws, may, after 5 years, be transferred to the parent/guardian or to the student, if the student has succeeded to the rights of the parent/guardian.

5. **The right to prohibit the release of directory information.**

Throughout the school year, the District may release directory information regarding students, limited to: name; address; gender; grade level; birth date and place; parent/guardian names, addresses, e-mail addresses, or telephone numbers; photographs, videos, or digital images used for informational or news-related purposes (whether by a media outlet or by the school) of a student participating in school or school-sponsored activities, organizations, and athletics that have appeared in school publications, such as yearbooks, newspapers, or sporting or fine arts programs; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations, and athletics; period of attendance in school

Any parent/guardian or eligible student may prohibit the release of any or all of the above information by delivering a written objection to the building principal within 30 days of the date of this notice.

6. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA.**

The name and address of the Office that administers FERPA is:

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

NON-REFUSAL TO ENROLL

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Tremont Grade School will not refuse to enroll a student because of a student's failure to present his/her student permanent or temporary records from a previously attended school.

STUDENT PRIVACY

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent/guardian may inspect the survey or evaluation, upon their request and within a reasonable time of their request. This applies to every survey: (1) that is created by a person or entity other than a district official, staff member, or student, (2) regardless of whether the student answering the questions can be identified, and (3) regardless of the subject matter of the questions. Parents who object to disclosure of information concerning their child to a third party may do so in writing to the building principal.

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

ELECTRONIC DEVICES/ACCEPTABLE USE

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer, Gizmo or other watches, or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private images. The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to the following consequences:

First offense – The device will be confiscated by school personnel. A verbal warning will be assigned. The student will receive the device back at the end of the day in the school office.

Second offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office.

Third offense – The device will be confiscated. A detention will be assigned. The student's parent/guardian will be notified and required to pick up the device in the school office. Additionally, the student will be prohibited from bringing the device to school for the next 10 school days. If the student is found in possession of the device during this 10-day period, the student will be prohibited from bringing the device to school for the remainder of the school year. The student will also face consequences for insubordination.

Fourth and subsequent offense – The device will be confiscated. The student will be assigned a

ACADEMICS

detention and will be prohibited from bringing the device to school for the remainder of the school year. The student's parent/guardian will be notified and required to pick up the device in The school office. The student will also face consequences for insubordination.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

ERIN'S LAW

Tremont Grade School, under mandate from the State of Illinois, will provide child sexual abuse prevention education for all students in Kindergarten through Fourth grades. Parents will be notified at least 5 days before any class or presentation. Parents have the right to 'opt-out' of this education and must state their wishes in written format to the school office.

REGISTRATION

Registration will be held in August. All necessary items should be turned in no later than this time (e.g., school physicals, certified birth certificates, etc.). Textbook fees are also paid at this time.

TEXTBOOK FEES AND CHARGES

Textbooks for grade school students are owned by the school and are rented to the students. Fees for textbooks are set each year and should be paid when turning in pre-registration packets or at registration in early August. The teacher will issue a basic set of textbooks to the students. A rental fee of \$90.00 for all students. Students must pay for lost textbooks, lost library books, or any other loaned material. If students misuse or deface a book, they will be expected to pay for the repair or replacement costs (prices are subject to change).

SCHOOL PHYSICAL EXAMINATIONS – IMMUNIZATIONS

All students are required to present appropriate proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring "risk-assessed" or screened for lead poisoning for Early Childhood and Kindergarten students.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. An appropriate medical professional must sign the schedule and statement of medical reasons.

SCHOOL PHYSICAL EXAMINATIONS – DENTAL

All children entering kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year. Failure to present proof allows the school to hold the child's report card until the student presents: (1) a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

SCHOOL PHYSICAL EXAMINATIONS – EYE

All students entering kindergarten or entering an Illinois school for the first time must present proof, by October 15, of an examination performed within one year prior to enrollment. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

REGISTRATION

SCHOOL PHYSICAL EXAMINATIONS – EXEMPTIONS

A student will be exempted from the above requirements for:

1. Religious or medical grounds if the student's parent/guardian presents to the building principal a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parent/guardian shows an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parent/guardian shows an undue burden or a lack of access to a dentist.

BIRTH CERTIFICATES

The parents of any child who is entering school for the first time are required to submit a copy of the child's **certified** birth certificate to the school office as verification of age. The original birth certificate will be returned to the parent.

KINDERGARTEN SCREENING

Students who are five (5) years old by September 1st may enter kindergarten. A special screening is held for incoming kindergarten students during the spring prior to the student's enrollment. The state of Illinois has passed a law allowing students who will turn 5 by the end of October to enter kindergarten if they meet district criteria. Please visit our website for our early entrance to kindergarten policy.

HOME SCHOOLED STUDENTS AND NEW STUDENTS TO THE DISTRICT

Those students who have been home schooled and are enrolling in school may be required to take placement tests before they are assigned to a grade level. New students to the District might also be screened for placement to make sure they are at a level where they can be challenged but yet not frustrated.

TRANSFER FROM TREMONT GRADE SCHOOL

The school office should be informed at least two days in advance of the time that you plan to move. If possible, give the name and address of your new school to the office.

During the last days of attendance, textbooks are to be returned to the teacher and the student's desk should be cleaned of all personal belongings.

A Transfer of Records form must be signed by the parent to provide the school with authorization to forward records to the new school.

HEALTH SERVICES

VISION AND HEARING SCREENING

Free VISION screenings are provided to students in early childhood, kindergarten, second grade, all special education students, all new students to our District, and any teacher referrals. Free HEARING screenings are provided to students in early childhood, kindergarten, first grade, second grade, third grade, all special education students, all new students to our District, and any teacher referrals. Each child in those grades is given an initial screening. A second screening will be given 2-3 weeks later to any child who failed the first test. If a child fails the second screening, a physician will send a referral home to parents requesting the parent secure an examination for the student.

HEALTH SERVICES AND MEDICATION

If a student is ill or has an accident, the child is sent to the office. The child's injury will be treated or temperature will be taken; if necessary, the child's parent will be consulted.

The school will make every effort to inform the parents of any accident or illness occurring at the school that may need care and observation at home. However, for safety reasons, no students will be sent home unless a responsible adult comes to the office to pick them up.

EACH PARENT MUST PROVIDE EMERGENCY CALLING NUMBERS on each student's file at the beginning of each school year. These emergency numbers should be those of responsible adults prepared for such calls when they become necessary.

ADMINISTERING MEDICINES TO STUDENTS

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

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

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

HEALTH SERVICES

School Medication Authorization Form

To be completed by the child's parent(s)/guardian(s) and kept in the school office.

Student's Name:	Birthdate:
Address:	
Home Phone:	Emergency Phone Number:
School:	Grade: Teacher:

To be completed by the student's physician:

Physician's Printed Name:	
Office Address:	
Office Phone:	Emergency Phone
Medication:	
Dosage:	Frequency:
Time medication is to be administered or under that circumstances:	
Prescription Date: Order Date:	Discontinuation Date:
Diagnosis requiring medication:	
Intended effect of this medication:	
Must the medication be administered during the school day in order to allow the child to attend school or to address the student's medical condition?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Expected side effects, if any:	
Time interval for re-evaluation:	
Other medications student is receiving:	

Physician's Signature

Date

HEALTH SERVICES

For parent(s)/guardian(s) of students who have asthma:

I authorize the School District and its employees and agents, to allow my child or ward to possess and use his or her asthma medication: (1) while in school, (2) while at a school-sponsored activity, (3) while under the supervision of school personnel, or (4) before or after normal school activities, such as while in before-school or after-school care on school-operated property. Illinois law requires the School District to inform parent(s)/guardian(s) that it, and its employees and agents, incur no liability, except for willful and wanton conduct, as a result of any injury arising from a student's self-administration of medication (105 ILCS 5/22-30).

If you agree please initial: _____
Parent(s)/Guardian(s) initial

By signing below, I agree:

1. That I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so or in the event of a medical emergency, I hereby authorize the School District and its employees and agents, in my behalf and stead, to administer or to attempt to administer to my child (or to allow my child to self-administer, while under the supervision of the employees and agents of the School District), lawfully prescribed medication in the manner described above. **I acknowledge that it may be necessary for the administration of medications to my child to be performed by an individual other than a school nurse, and specifically consent to such practices, and**

2. To indemnify and hold harmless the school district and its employees and agents against any claims, except a claim based on willful and wanton conduct, arising out of the self-administration of medication by the pupil.

Parent/Guardian Printed name

Parent/Guardian Printed name

Parent/Guardian signature*

Date Parent/Guardian signature* Date

*Both parents and/or guardians, if available, should sign.

MISCELLANEOUS INFORMATION

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

BAND: Tremont Grade School fourth-grade students have the option to sign up for fifth-grade beginning band. Notices are sent home to parents in the spring with all information regarding fees, schedules, and introduction procedures. Band sign-up with the District band director is held at that time. Beginning band instruction begins in the fall.

CELL PHONE POLICY: Except in emergency situations, student use of cell phones during school hours is prohibited. Students who bring cell phones to school must keep them turned off, so they do not disrupt the educational process.

CLASSROOM PARTIES: Three classroom parties are scheduled each year. They are Fall Festival, Christmas, and Valentine Day Parties. They are usually 45 minutes in length.

DELIVERIES AT SCHOOL: Flowers, balloons, and other items of celebration may not be delivered to your child at school.

EQUAL OPPORTUNITY AND SEX EQUITY: Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential parental status. Any student or parent/guardian with a concern should contact the building principal.

HEALTHY SNACKS: In support of promoting health and wellness, please consider sending healthy snacks for parties or special events. Possible options include whole-grain crackers, popcorn, cheese, 100% juices, fresh fruit, dried fruit, applesauce, yogurt, or raw vegetables with low-fat dip. If you choose to send other classroom treats, they must be pre-packaged.

LOST AND FOUND: Lost and found articles are placed by the front door of the building. Smaller, more valuable objects such as watches, glasses, keys, etc., may be claimed in the office. We encourage parents to have their children check the lost and found area periodically for missing articles. The last week of each school year, all lost and found articles are placed on tables for each class to inspect. After this inspection all remaining items are boxed together and given to charity.

MONEY: At various times during the year it is necessary for children to bring money to school to pay for lunch, pictures, etc. Except for those articles sold through the school, we discourage children from bringing money to school. We suggest that checks be used rather than cash in case the money is lost. In some instances, cash will be required.

MOVIES: PG-13 and R rated movies are not to be shown in Tremont schools. Historical films and other educational material may be used with prior administrative approval. In the case where there is an exception to this policy, parents shall be notified.

NOTES SENT HOME, ADVERTISING, POSTERS: The school does not distribute notes or advertising posters unless it is for the Parents' Club, Girl or Boy Scouts, etc. These materials must be approved by the administration. Then we ask that these notes be run off and counted by room before being brought to the office. **Birthday/party invitations are not to be distributed at school.**

MISCELLANEOUS INFORMATION

RECESS: School recesses are planned to give children the benefits of fresh air and sunshine that are essential to good health. All children should have warm coats, caps or scarves that cover their ears, mittens, and boots during the winter season. With this protection, girls and boys derive wholesome benefit from outdoor play.

Children are not sent outside in extremely cold or rainy weather. Should there be a valid reason for a child to be kept inside this reason should be so stated in a physician's note. **TEACHERS WILL KEEP STUDENTS INSIDE FOR TWO DAYS WHEN REQUESTED BY PARENTS, THEN A PHYSICIAN'S NOTE WILL BE NECESSARY.**

PEST CONTROL: As of August 1, 2000, all public bodies in the State of Illinois are required to have an Integrated Pest Management Policy. Tremont CUSD #702 has developed procedures that incorporate building maintenance, sanitation, physical barriers, and pesticides. The District has no intention of spraying or fogging with pesticides in any building. Parents who wish to be notified two days in advance should any airborne pesticides be applied may contact the school office.

SAFETY DRILLS: In the interest of safety, fire and disaster drills are periodically conducted as part of the Tremont Grade School program.

- Fire Drill: A fire drill or warning is signaled by a broken blast. Windows and doors will be closed. Students exit the building in an orderly and prompt manner.
- Storm/Disaster Drill: Signal is made over the intercom. The students take cover in designated areas in the hallways.

Our school is provided with an emergency radio, which automatically reports National Weather Service storm warnings.

TREMONT PARENT TEACHER ORGANIZATION (PTO): Tremont Grade School is proud of the active parent organization in the community and of the support this organization gives our educational program. We urge all students' parents to join the Tremont Parents' Club and participate actively in their yearly programs.

USE OF THE SCHOOL TELEPHONE: Children are permitted to use the school telephone in case of an emergency only. They must ask permission of the teacher. Parents are encouraged to call the school if they have any questions. Our office hours are **7:30 a.m. to 3:30 p.m.**

The provisions in this handbook are not to be considered as irrevocable, contractual commitments between the school and the student. Rather, the provisions reflect the current status of rules, practices, and procedures as currently practiced and are subject to change without prior notification. Furthermore, this handbook is not considered the only resource for all District policy, procedures, or regulations. The Tremont Community Unit School District #702 Board of Education Policies and Procedures Manual and the School Code of Illinois are also included as resources, copies of which are kept in the administrative office. We invite your input as we continue to update and improve this document each year. Kindly direct such considerations to the building principal.

**This handbook and all forms contained within are available on-line at the District website:
<http://tremont702.net/>**

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