

WASHINGTON EARLY CHILDHOOD CENTER



FAMILY HANDBOOK 2018-2019

Dear Parents/Guardians:

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

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

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

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

Mrs. Stacey Egan
Principal

PRINCIPAL'S PLEDGE

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

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

Mrs. Stacey Egan

Principal

PARENT'S PLEDGE

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

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

REQUIRED PARENT POINTS

A large part of our grant is encouraging parent participation. You may work to earn points for participating in activities at our school. At the end of the school year there will be a drawing for an incentive prize. Every point that you earn will be one time your name goes into the drawing.

We hope that this program will help involve you in your child's school career. These are some examples of how to earn points:

Party Helpers	1 point
Home Visits	1 point
Workshops with PEP	1 point
Classroom Donations	1 point
Attend Orientation	2 points
Attend Parent/Teacher Conferences	2 points
Field Trips	3 points
Fun Days at School	3 points
Night Activities at School	3 points
Volunteer Community Teaching Partner	3 points

STUDENTS' BILL OF RIGHTS

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

Students in our school have the right to:

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

WASHINGTON MISSION STATEMENT

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

WASHINGTON PHILOSOPHY

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

WASHINGTON GOALS

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

PRESCHOOL FOR ALL (PFA) PROGRAM

The Preschool for All Program is designed to provide early assistance to children and their families so they will have an easy transition to elementary school. The program is made possible through a grant from the Illinois State Board of Education. The program serves children between the ages of three and five.

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

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

HOME VISITING PROGRAM

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

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

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

WHAT DOES OUR HOME VISITING PROGRAM OFFER FAMILIES?

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

USEFUL TELEPHONE NUMBERS

Washington ECC Office	433-2001
Mrs. Egan	433-2000
Mrs. Kuebrich.	433-2011
Mrs. McGowen	433-2058
Mrs. St. Peters.	433-2012
Mrs. Walker.	433-2034
Speech Office.	433-2020
Special Education Office.	433-2057
Home Visiting Program	433-2095
Superintendent’s Office	433-2051
Bus Garage.	433-2277
School Nurse.	433-2045
Region III (Hearing Tests).	462-1031
Department of Children & Family Services	466-7014
Family Services/Visiting Nurse Association.	463-5944
Community Counseling Counseling Center.	462-2331
FSVNA Well Child Clinic	463-5921
The Toddle Towne Learning Center	258-7444

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

SCHOOL TIMES: Washington Early Childhood Center is open daily from 8:25 a.m. to 3:00 p.m. Classes are held five days per week—Monday through Friday. Full day classes begin at 8:30 a.m. and end at 2:15 p.m. Morning classes begin at 8:30 a.m. and end at 11:00 a.m. Students may enter the building at 8:25 a.m. and will be marked tardy after 8:35. Afternoon class begins at 11:45 a.m. and ends at 2:15 p.m., and students will be marked tardy after 11:50 a.m.

When leaving off or picking up their children, parents are asked to wait outside the (#1) north entrance doors (for the AM and full day students) and at the (#3 & #4) east entrance doors (for the PM students) until the bell rings at 8:25 a.m. signaling the beginning of the school day. Parents must supervise their children at all times while on school grounds before and after school. Children are not to arrive at school more than five minutes before class begins, and are to be picked up promptly at dismissal time.

All children (except students riding a bus) MUST be dropped off at their designated door with their teacher, and students leaving school before dismissal time must be signed out in the office by a parent or other designated adult. **CHILDREN ARE NEVER TO BE BROUGHT TO SCHOOL AND LEFT ALONE BEFORE CLASS BEGINS. ONLY THOSE PERSONS DESIGNATED IN WRITING BY THE PARENTS WILL BE ALLOWED TO PICK UP STUDENTS AT ANY TIME. PLEASE LET THEM KNOW THEY MUST BE PREPARED TO SHOW IDENTIFICATION.**

ATTENDANCE: Regular attendance is required. It is necessary to call the school when your child is going to be absent. Please try to call the school before 9:00 a.m. when your child is not present on attendance days. If you arrive more than five minutes after class begins, your child will be marked tardy. It is very important that your child be on time. If you wish your child to be dismissed during the school day for any reason, a call is necessary unless you pick him/her up personally.

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

STAYING INSIDE: A note is required if your child is to stay inside during gross motor time. A note each day may be used for up to a maximum of three (3) days. After the three-day period, a note from your doctor will be required to continue keeping him/her inside. Students will play outdoors when the temperature is between 25 (including wind chill) and 90 degrees and the playground is dry.

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

PLEASE LABEL your child's sweaters, coats, hats and other clothing that he/she takes off upon arrival at school. Remember to dress your child for the weather. On clear, dry days the children will go outside to play. Be sure your children are properly dressed for winter weather when coming to school. A heavy coat, cap, gloves and boots/overshoes are recommended in wet, snowy weather. Children will play outside when the temperature (including wind chill) is at or above 25 degrees and the playground is dry.

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

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

BUS TRANSPORTATION: Bus transportation is provided as a service to students living in the East Alton Elementary School District or attending Toddle Towne Learning Center in East Alton who cannot provide their own transportation. If you require bus transportation, please ask your child's teacher for information.

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

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

WELLNESS POLICY:

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

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

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

Physical activity
Eating right
All add up to
Really healthy kids

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

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

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

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

SCHOOL VISITATION ACT: In accordance with the School Visitation Rights Act, Washington Early Childhood Center will make regularly scheduled, non-emergency visitation time available during both regular school hours and evening hours. Washington Early Childhood Center will also provide parents or guardians with documentation of their school visitations to be submitted to their employers, if requested. Forms will include exact time and date the visitation occurred and ended.

WHAT WE EXPECT OF STUDENTS AT SCHOOL: Every student is responsible for his/her own language, manners and behavior, as we are all affected by them.

- ✓ Say "please", "thank you", "excuse me", and "you're welcome"
- ✓ Talk politely to everyone
- ✓ Walk inside the school building
- ✓ Act responsibly in the classroom and around the school

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

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

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

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

Please make sure that shirts with "sayings" printed on them are in good taste and also do not include alcohol or tobacco advertisements or encourage their use. These shirts are prohibited.

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

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

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

NEWSLETTERS: On the last school day of the month, a monthly newsletter will be sent home with each student telling about the school activities and events. If you would like to have something printed in the school newsletter, please call the office before the 20th of the month. Additional information may also be found on our website at www.easd13.org. **Like us on Facebook. Each class will have a Facebook page that you can follow for information.**

HEALTH SERVICES: The school nurse follows the Illinois Department of Public Health (IDPH) *Communicable Disease Guide* for the control of communicable diseases. Fever, vomiting and/or diarrhea is warning that all is not right with the body. It is the recommendation of the school and the IDPH that you not allow a child to return to school until he/she has been free of symptoms for at least 24 hours without the use of medication. Students becoming ill or involved in an accident during the school day must report to their teacher first. The teacher will then send student to the school nurse or the office. If it is necessary for the student to go home, school authorities will inform parents/guardians.

Physicals and Immunizations

Returning students must comply with this policy by the **first day** of attendance or they shall be excluded from school. Health examinations and immunizations are required of all pupils entering preschool for the first time, kindergarten or first grade, and fifth grade. **NO APPOINTMENT CARDS WILL BE ACCEPTED.**

Dental Examinations

All Illinois children in kindergarten, second, and sixth grades will be required to have an oral health examination. Each child shall present proof of examination by a dentist prior to May 15th of the school year. School dental examinations must have been completed within 18 months of the May 15th deadline.

Vision Examinations

Public Act 95-671 effective January 1, 2008 requires that all children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school shall have an eye examination. Each such child is to present proof of having been examined by a physician licensed to practice medicine in all its branches or a licensed optometrist within the previous year before October 15th of the school year.

Hearing Screenings

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

Vision Screenings

The State of Illinois mandates the following grades to be screened for vision problems each school year: preschool, kindergarten, second, eighth, special education, and new students. This screening will be done by the school nurse. **Screening is not a substitute for a complete eye and vision evaluation by a doctor.** After these grades have been completed, attempts will be made to screen the remaining students. Teachers and parents may request any student to be screened by contacting a school nurse.

Parents Right to Object to Physical Examinations, Immunizations or Screenings

A student may be exempt from the district physical and dental exams, immunization requirements, or screenings. Procedures for requesting exemption must be followed in accordance with Illinois State Law.

Hearing and Vision Impaired Students

Parents will be notified by the Regional Vision Itinerate Teacher of the services provided by special state schools for students who are deaf, hard of hearing, blind or visually impaired.

Administering Medication to Students

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

Definitions

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

No school personnel shall administer to any student, nor shall any student possess or consume any medication until an appropriate permission form has been completed, signed and is filed. A student may receive medication with parent and physician consent when under the supervision of a school nurse, an administrator, a health aide, or certified school personnel as designated by the superintendent after the **Medication Administration/Self Administration Consent Form** is completed. This form shall be completed by the student's parent/guardian and physician and shall be on file at the school building where the child attends. This form shall be filed prior to the dispensing of any medication to a student, and the form shall specify the appropriate dosage and the times at which the medication must be dispensed. Because school districts cannot legally require all personnel to dispense medication, this will be done on a voluntary basis.

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

Guidelines for Medication Administration

Generally, medication at school is discouraged. Only those medications which are necessary to maintain the student in school and must be given during school hours shall be administered. This policy refers to both non-prescription drugs and prescription drugs.

- ❑ An approved **Medication Administration/Self Administration Consent Form** must be completed by both the parent and the physician. The consent expires at the end of each school year or end of summer school.
- ❑ A responsible adult must bring the medication to school in the original package or appropriately labeled container.
- ❑ Please DO NOT send medication to school in a student's backpack.

Prescription drugs shall display:

Student's name

Prescription number

Medication name/dosage

Administration route and/or other directions

Date and refill

Licensed prescriber's name

Pharmacy name, address and phone number

Name or initials of pharmacist

Non-Prescription drugs shall display:

Have manufacturers original label

Have student's name affixed to container

- A record shall be kept of all medications dispensed to students, specifying the time of dispensation, dosage and supervising personnel.
- The parent/guardian or responsible adult will be responsible at the end of the treatment regime for removing from the school any unused medication, which was brought to school for the child. If the adult does not pick up the medication by the last day of school, the school nurse will discard the medication in the presence of a witness.
- A new ***Medication Administration/Self Administration Consent Form*** must be renewed each school year.

Students who Administer Their Own Asthma Inhalers

Students may carry their own Asthma Inhalers if parent/guardian and physician authorize "unsupervised self-administration" on the ***Medication Administration/Self Administration Consent Form***.

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

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

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

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

SEX EQUITY: No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services or benefits; or be limited in the exercise of any right, privilege, advantage or opportunity.

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

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

DISCIPLINE: School should be a safe and loving place where prekindergarteners come to learn. The children will be expected to follow a few simple rules:

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

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

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

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

Washington School follows the behavior guidelines as noted in Conscious Discipline and Positive Behavior Intervention & Supports (PBIS). Our behavior expectations are “Be safe, Be respectful, Be helpful.” Additional information regarding these systems may be found on our District website.

PARENT INVOLVEMENT AT WASHINGTON EARLY CHILDHOOD CENTER

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

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

Please read this section of our handbook very carefully, and plan to be as involved as possible in your child's life at school.

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

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

PARENT MEETINGS: Parent meetings and workshops are available for parents to attend through PEP (Parent Education Program). Topics are designed to meet parent needs. Some meetings will be held during the day and some at night, in order to give everyone a chance to attend. These meetings are designed to inform and to give parents an opportunity to talk with and learn from other parents. Babysitting is provided during parent meetings. For more information, call PEP at 433-2088.

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

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

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

BUS CONDUCT/SAFETY RULES

The district provides bus transportation to and from school for all students living 1.5 miles or more from the school.

A list of bus stops will be published at the beginning of the school year before student registration. Parents must, at the beginning of the school year, select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off. Students are not permitted to ride a bus other than the bus to which they are assigned. Exceptions must be approved in advance by the building principal.

While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

Parents will be informed of any and all inappropriate student behavior on a bus. Parents are encouraged to discuss bus safety and appropriate behavior with their children before the beginning of the school year and regularly during the year.

In the interest of the student's safety and in compliance with State law, students are expected to observe the following rules:

The school bus is considered an extension of the school. The rules of conduct, which apply in the school building, also apply on the bus. In addition, students are required to abide by reasonable rules of conduct that provide for their safety and the safety of others.

Any disruptive behavior on a bus that is deemed to be creating an unsafe situation, abuse to others or a distraction to the bus driver will be reported to the director of transportation and the principal's office. If, after an investigation, a student is found to be at fault, disciplinary action may occur. A disciplinary referral will be sent home with the student.

Students may be suspended from riding the school bus for up to 10 consecutive school days for engaging in gross disobedience or misconduct. If a student is suspended from riding the bus for gross disobedience or misconduct on a bus, the school board may suspend the student from riding the school bus for a period in excess of 10 days for safety reasons. The district's regular suspension procedures shall be used to suspend a student's privilege to ride a school bus.

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

NOTE: Bus suspensions are not school suspensions. Missing school during a bus suspension is considered truancy unless complicated by other factors. This inconvenience to parents should be reason to avoid misbehavior on the bus.

CHILDREN'S PRIVACY ACT/PARENT EMPOWERMENT ACT

The Children's Privacy Act and Parent Empowerment Act protect student and parent rights. District will follow guidelines set forth in Board of Education policy 7.340-R.

ACCOMODATING INDIVIDUALS WITH DISABILITIES

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

EDUCATION OF CHILDREN WITH DISABILITIES

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

The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term “children with disabilities” means children between ages 3 and the day before their 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 school district office.

Request to Access Classroom or Personnel for Special Education Evaluation or Observation

The parent/guardian of a student receiving special education services, or being evaluated for eligibility, is afforded reasonable access to educational facilities, personnel, classrooms, and buildings. This same right of access is afforded to an independent educational evaluator or a qualified professional retained by or on behalf of a parent or child. For further information, please contact the school principal .

GUIDANCE AND COUNSELING

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

INTERNET AND COMPUTER USE AGREEMENT

Internet access is available to students in the schools of East Alton Elementary District # 13. We are pleased to make this educational opportunity available in our school district. Our goal in providing service is to promote excellence in education through the use of up to minute resources for learning and teaching.

With access to so many resources throughout the world comes availability of material that may not be considered to be of educational value in the school setting. East Alton Elementary has taken precautions to restrict access to controversial materials. The smooth operation and use of the Internet relies upon the proper conduct of users who must follow district guidelines. In order to provide Internet access, students are required to return the parent/guardian signed Internet and Computer Use Terms and Conditions form upon enrollment.

PESTICIDE APPLICATION NOTICE

The district maintains a registry of parents/guardians of students who have registered to receive written or telephone notification prior to the application of pesticides to school grounds. To be added to the list, please contact Eastwood office at 433-2199.

SEX OFFENDER NOTIFICATION LAW

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

SEARCH AND SEIZURE

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. "School authorities" includes school liaison police officers.

SEIZURE OF PROPERTY

If a search produces evidence that the student has violated or is violating either the law or the school or district's policies or rules, evidence may be seized and impounded by school authorities, and disciplinary action may be taken. When appropriate, evidence may be transferred to law **enforcement authorities**.