

Meadowbrook Intermediate
Student Handbook
2017-2018

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Meadowbrook's Mission Statement

“Our commitment to the children of Meadowbrook is to provide opportunities to explore and expand individual talents and potential in a safe, stimulating, and caring environment.”

Bell Schedule for Meadowbrook 2017-2018

7:30	Students Enter for Breakfast
7:55	Warning Bell/Morning Meeting
8:00	Morning Meeting
9:50 - 10:05	5 th Grade Morning Recess
11:00 - 11:45	4 th Grade Recess/Lunch
12:00 - 12:45	5 th Grade Recess/Lunch
1:10 - 1:25	4 th Grade Afternoon Recess
2:15	Student Dismissal
3:20	Teacher Work Day Ends

INTRODUCTION

This handbook is provided to students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of the school. It has been structured to promote student progress as well as in the interest of modeling appropriate school government. Additionally, this handbook attempts to provide for the psychological and physical safety of our students through appropriate rules and regulations. While every attempt is made to be sure that the handbook reflects current status of rules and regulations, rules may be changed from time to time in the interest of our students' safety or welfare and/or in response to changing circumstances within our school or community. When this occurs, as it must from time to time, every attempt is made to inform students and parents of such changes.

ACCIDENTS

If a student is seriously injured while at school or on the bus, the teacher, the aide/staff member on duty, the bus driver, the school nurse, or the principal will complete an accident report and the parents will be notified immediately. In the event a child is seriously injured and the parents cannot be reached, the school nurse may be notified and, after an examination and consultation with the Principal, a decision may be made to have the child transported to the Emergency Room at Alton Memorial Hospital. Every effort will be made to notify the parents of the decision.

ADDRESS, PHONE, AND EMERGENCY NUMBERS

It is very important that we have a current telephone number so that parents may be contacted in case of an emergency. We would also appreciate the number of an additional trusted and responsible individual, in the eventuality that parents cannot be reached. If your address, phone number, or the name and phone number of the person you want contacted in case of emergency changes during the school year, please contact us with the updated information.

ADMISSION TO SCHOOL

All students must meet legal age and residence requirements. A student must reside in the District with a parent or legal guardian. Children who will be five years old on or before September 1 may be enrolled in kindergarten. The person enrolling a child in the District for the first time must present a certified copy of the child's birth certificate at registration or no later than 30 days from the date of enrollment. Students enrolling in an Illinois school for the first time, regardless of the student's grade, must present by the first day of school appropriate proof that the student has had a health examination within one year prior to starting school. See the Health Information section below for more information regarding this requirement.

ANNUAL ASBESTOS MANAGEMENT PLAN NOTIFICATION

DATE: July 1, 2013
FROM: Jill Griffin, Superintendent
TO: Parents, Guardians, and District Employees
RE: Asbestos Management Plan Availability

Asbestos containing building materials (ACBM) is present in our school district. In accordance with the Federal Asbestos Hazard Emergency Response Act, an accredited inspector and management planner have completed a review of the locations, quantities, and friability of the asbestos containing materials and have prepared an assessment and response action plan to reduce exposure to asbestos fibers.

In 1990, the school district implemented the management plan with an extensive asbestos abatement project. Subsequently, all buildings are subject to re-inspection every three years. Copies of the asbestos management plan for each school, which includes the re-inspection report, are located in both the Superintendent's office and the Principal's office.

The plan is available to the public for inspection without cost or restriction within five working days after receiving a written request for inspection. Hours of availability and a copy of the form, "Request for Inspection of Management Plan," will be provided upon request.

Should a request be made for a copy of the plan, the District is allowed to charge a reasonable fee to make copies.

ARRIVAL AND DEPARTURE

Students should not arrive at school before 7:30 A.M. There is no supervision for students who arrive before the building opens at 7:30 A.M. Upon arrival students should go directly to the gym to put down book bags, coats, and/or other materials in their class line. Students should then report to the cafeteria if they are eating breakfast or to the playground (weather permitting).

Due to congestion and safety factors, parents will not be allowed to wait for their children inside the building prior to dismissal. Exit doors will remain locked to ensure the safety of our students. Parents wishing to enter the building must use the main entrance by the office.

If an emergency occurs and you will be late picking up your child, please make every effort to notify the school. We want your child to be prepared for changes in the schedule. In order to ensure student safety, any adult who picks up a child during school hours must present a valid drivers license or a state photo ID to the office. They also must be on the student's emergency sheet.

There is no supervision of school grounds after school except at the bus and car loading areas. Please be certain that your children are returning home promptly after dismissal. Children are not to remain on the grounds after their regular dismissal. Students are not kept more than 15 minutes after dismissal unless the teacher or the school office has previously contacted the parent.

Dropping Off and Picking Up Students

If you are bringing your student to school or picking him/her up, we ask that **fourth grade** parents enter the parking lot on the east side and go towards the back of the parking lot and circle around. You will drop off your student by the sidewalk that enters the building. You will pick up your fourth grade student in the same area.

When dropping off your **fifth grade** student, you should enter the circle drive by the cafeteria in the front of the building. You will drive up to the sidewalk on the west side of the circle and let your fifth grader out there. Your student will enter in the doors by the cafeteria. You will pick up your fifth grade student in the same area.

ASSEMBLIES

The school assembly offers an opportunity for the development of correct attitudes and conduct that will serve students well on all occasions. Audience courtesy demands that students listen respectfully and with an appreciative attitude. Respecting the feelings of other members of the group, behaving courteously toward speakers, performers, and guests, and applauding sensibly and at the proper times are responsibilities that every individual must assume.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught sequentially, requiring the understanding of each concept in the order of its presentation. Persistent absenteeism creates a genuine hardship for a student and is regarded as a serious problem. If a student is absent more than ten percent of the current school year, a letter will be sent to the parents to notify them of the issue.

Unit #8 School District has developed a no social promotion policy in compliance with state and federal law. Please be aware that one component of the policy concerns student attendance. Excessive absence, defined as more than 10% and not medically indicated, shall be considered in determination of whether a student will be retained. An absence accompanied by doctor's note will not be considered as a day's absence in regard to this retention policy.

If for any reason, your child is going to be absent, you should call school between 7:30 A.M. and 9:00 A.M. If a child is absent more than three (3) consecutive days, it is presumed that professional medical treatment will be sought. If no doctor's excuse is provided after five (5) consecutive days, the absence will be considered unexcused. Parents whose children attend on a regular basis or have excused absences will not be affected in any way by this procedure.

Students who are absent are expected to make up their work. Under normal circumstances, the students will be allowed an equal number of days to make up their work. Parents may pick up homework **after 2:15 P.M. and if requested by 10:00 A.M.** Every effort will be made by the teacher to gather the student's assignments.

If a student reports to school any time during the day after 8:00 A.M., he/she should report to the office before going to the classroom. Records are kept tracking each child's reasons for being absent and/or tardy, as regular attendance is essential to a student's success in school.

If your child has had a fever, please keep them home until he/she has been fever free with no medication for 24 hours.

Doctor Appointments

Every effort should be made to schedule doctor and dentist appointments outside of school time. When this is not possible, students will be excused or given an early dismissal. All early dismissals or appointments must be requested in writing the day before the dismissal. These notes are to be given to the office immediately upon entering the building. It is the student's responsibility for making up any work missed. Parents must make sure to sign children out in the office before departing from the building.

Dismissals before 1:45 P.M. will be marked as 1/2 day absent.

Tardiness

School begins promptly at 8:00 a.m. Students are expected to be on time for the start of school and all classes. Late arrival disrupts class and causes loss of instructional time. If a student is late for the start of the school, he/she must report to the office before going to the classroom. Parents should accompany their child to the office to sign them in and report the reason for the tardiness. If there are excessive tardies, parents will be notified. Students will be marked 1/2 day absent after 8:30 a.m. or if they leave before 1:45 p.m.

BAD CHECK POLICY

A bad check fee of \$25.00 will be added to any bill returned for lack of sufficient funds.

BEGINNING BAND POLICY

Students wishing to join our Beginning Band program are encouraged to commit to the entire year. Students not wishing to continue studying after the December performance will be allowed to drop. After the beginning of third quarter, students will not be allowed to drop band. It is in the excellence of character that one finds strength of commitment and a determination to finish. Because of this, each child is encouraged to continue with band throughout his/her fifth grade school year.

BEHAVIOR EXPECTATIONS

School-wide behavior expectations have been established, based on the premise that teachers must be assured of the right to teach and students must be assured of the right to learn. Appropriate (responsible, respectful, and safe) behavior is considered a necessity in maintaining an effective school climate and learning environment.

The following behavioral expectations are expected on a school-wide basis:

Be Responsible

1. Be on time.
2. Have necessary materials.
3. Complete assignments promptly.
4. Remain on task.
5. Do your best at all times.
6. Follow all school and safety rules.
7. Accept responsibility for your behavior.

Be Respectful

1. Be courteous and kind.
2. Listen while others are speaking.
3. Remain quiet in classrooms and hallways, so that all may learn.
4. Respect opinions and points of view.
5. Do not harass or bully others.
6. Treat others the way you would like to be treated.

Be Safe

1. Use and take care of school equipment and facilities properly.
2. Clean up your own messes.

3. Listen to and respect authority.
4. Follow directions promptly.

Any student in need of further academic and/or behavioral support may be placed in Check-in Check-Out (CICO) to enhance performance and achievement.

BICYCLES

Students are permitted to ride bicycles to school. However, as a parent, you should be certain that the following precautions are observed before your child rides a bicycle to school:

1. Students should know and obey the “Bicycle Rules of the Road.” (Call the school for information on how you may obtain a copy.)
2. The bicycle should be the right size. Do not let a child ride a bicycle that is too large.
3. All equipment, including brakes, should be in excellent condition.
4. The bicycle should be equipped with a lock chain and should be locked to the bicycle rack.
5. The bicycle should have a carrier for books and other items so the child has both hands on the handlebars.
6. Bicycles should be walked on the school grounds and at all school crossings.
7. No passengers should be allowed on bicycles.

If a bicycle is ridden to school, it should be parked immediately upon arrival at school in the bike racks at the front of the school near the marquee. The school does not assume responsibility for damaged or stolen bicycles.

Class Parties

One classroom party is allowed during the year, a Christmas party. It is district policy that all treats must be purchased and not homemade. Parents must check with individual teachers on policies and practices concerning the celebration of students’ birthdays. Meadowbrook School does not allow students to exchange Valentine gifts and/or cards for any reason.

BOOK RENTAL AND MATERIAL FEES

Each student is charged a fee annually (4th and 5th Grade: \$80.00) to offset the cost of textbooks, workbooks, and other materials supplied by the school district. These fees are revised annually and can be paid at yearly registration.

Waiver of Fees

All student fees, as defined by the Illinois State Board of Education, are waived for students who meet the eligibility criteria for the fee waiver contained in this policy. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

Fee Waiver Application: Fee waiver applications are available in the school office.

Eligibility Criteria: A student shall be eligible for a fee waiver when the student currently lives in a household that meets the same income guidelines, with the same limits based on household size, that are used for the federal free meals program. The Superintendent or designee will give additional consideration where one or more of the following factors are present:

- Illness in the family
- Unusual expenses such as fire, flood, storm damage, etcetera
- Unemployment
- Emergency situations
- When one or more of the parents/guardians are involved in a work stoppage

Verification: The Superintendent or designee must follow the verification requirements of 7 C.F.R. § 245.6a when using the free lunch or breakfast eligibility guidelines pursuant to The National School Lunch Act as the basis for waiver of the student’s fee(s).

Determination and Appeal: Within 30 calendar days after the receipt of a waiver request, the Superintendent or designee shall mail a notice to the parent/guardian whenever a waiver request is denied. The denial notice shall include: (1) the reason for the denial; (2) the process and timelines for making an appeal; and (3) a statement that the parent/guardian may reapply for a waiver any time during the school year if circumstances change. If the denial is appealed, the District shall follow the procedures for the resolution of appeals as provided in the Illinois State Board of Education rule on waiver of fees.

BREAKFAST /LUNCH PROGRAM

Breakfast Cost: Full Cost - \$1.35, Reduced Cost - \$0.30

Lunch Cost: Full Cost - \$2.40, Reduced Cost - \$0.40

Milk Cost: \$0.60

Menus are sent home at the end of the month. Please make sure your child's account has money in it to allow them to eat lunch or breakfast. If your child's account does not have enough to debit a lunch from, your child will receive a peanut butter sandwich or cheese sandwich and milk.

Students wishing to eat a school breakfast may do so between 7:30 and 7:55 a.m. each morning school is in session. A breakfast menu will be sent home with each student monthly. (Those students who qualify for free or reduced lunches may also receive breakfast at a free or reduced rate.) Free/reduces forms are available in the office.

Healthy meals are available in each of the schools. All elementary schools have computerized cafeteria services. Students will use the system for all breakfast and lunch transactions (including for snacks at lunches). Each child has a computerized account in his/her name, along with a bar coded ID card. This card is to be used when going through the cafeteria line. Cards are the property of the school district and are not to be taken off school property. **If a replacement ID is needed for the student, a \$2.00 fee will be assessed to their lunch account. An additional clip for the ID badge will cost 50 cents, payable to the cafeteria.**

Maintaining an appropriate balance in your child's account will enable your child to eat daily or whenever he/she desires according to the menu. You may check the balance of your child's account at any time by notifying the cafeteria. Please consider that the larger the deposit made, the less often money will need to be sent in during the school year.

Deposit transactions are made by placing a deposit in an envelope with the child's name, teacher's name, and child's account number on the front of the envelope. Your child's account number will be given to you at the beginning of the school year. The envelope is to be placed in the locked deposit box located by the cafeteria. Checks are made payable to your child's school. If the deposit is made for more than one child in the same envelope, each child's information must be stated on the envelope.

The district is also offering the option to pay online for your child's lunch account. You can access and enter money into your child's lunch account by visiting the website: **myschoolbucks.com**

No student is permitted to charge a breakfast/lunch. If you feel your child's account is reaching a balance where they will not be able to purchase a meal, please make proper arrangements to send in a new deposit or sack lunch with your child. We will make every effort to notify you when your child's account balance reaches \$4.50 or an amount that would allow the purchase of three meals, **but maintaining a positive balance in your child's account is a parental responsibility.**

Cafeteria Rules

1. Glass containers are not allowed in the cafeteria or on school grounds.
2. No food or drinks may be taken from the cafeteria to be eaten later without permission from the supervisor.
3. Throwing food or other inappropriate behaviors will result in stern disciplinary measures.
4. Return your tray and dishes to the proper place. After doing so return to the table and be seated until dismissed.
5. Milk cartons, juice cups, sandwich bags, or chip packages should not be popped.
6. Students must respect the rights of others by being neat and orderly.
7. Students should remain in the cafeteria until dismissed.
8. Students are not allowed to change seats during lunch.
9. Bringing fast food lunches to students during lunchtime is strongly discouraged. This interferes with the structure of the school day, and is not fair to the other students.

BUILDING EXPECTATIONS

1. All students and staff must wear an ID badge at all times.
2. A student must have a pass from the classroom teacher to go to the office, nurse, restroom or another classroom during class time.
3. Students will not be allowed to wear hats or chew gum in the building.
4. Pets are not allowed in the building without permission from the building principal.

5. Students are not allowed to sell any products within the school.
6. Respect the rights of the other students, school, administrators, teachers and staff.
7. Refrain from obscenity in verbal and written expression.
8. Dress and groom in a manner that meets standards of health, cleanliness, and safety. Any personal appearance of a student that is disruptive will not be tolerated.
9. Refrain from gross disobedience or misconduct or behavior that materially and substantially disrupts the education process.
10. Refrain from any form of fighting.
11. Respect the reasonable exercise of authority by school administrators, teachers and staff in maintaining discipline in the school and at school sponsored activities.

BULLYING

Bullying is defined as a willful, conscious desire to hurt, threaten or frighten someone. Furthermore, the following shall constitute bullying behavior:

Physical: Threatening or causing any form of physical harm, intimidation, taking someone else's property or unwanted interference with others or his/her work or equipment; hiding/moving another student's property; forcing another student to commit an illegal act such as stealing.

Verbal: Name calling, teasing, taunting, including any inappropriate references to sex, family background or race, or any hostile behavior to another because he/she may be "different" to the perpetrator; demanding favors of another student.

Non-Verbal: Hand gestures, eye rolling, or any inappropriate body gestures targeting perceived weaknesses; exclusion from a peer group.

Anyone using this form or type of behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct shall result in appropriate disciplinary action by school authorities that include, but are not limited to, conferencing, detentions, in-school and out-of-school suspensions.

The Bethalto School District's Board of Education has adopted a policy, Board Policy 7:180, for the specific purpose of preventing bullying, intimidation, and harassment.

BUS TRANSPORTATION

School bus transportation is a privilege that may be withdrawn for inappropriate behavior. If a student has a discipline problem on the bus, they may receive a bus conduct report. This will detail the incident and a parent will need to sign it and return it to school. If a child receives a bus conduct report, they may be removed from riding the bus for a specific period of time.

Any emergency request to ride a bus or a different bus must be requested in writing by the parent or guardian and submitted to the office. Students will be allowed off the bus only at school, home and locations requested in writing by the parents.

Bus Conduct and Safety

The behavior expected of students in the school is expected on the bus. Once students board the bus, the bus driver is in charge of maintaining discipline and safe conduct. The bus driver has the same authority on the bus as teachers have in their classroom. Students will be assigned seats on the bus as necessary.

For a safe and enjoyable ride to and from school, please follow these rules:

1. Leave home early enough to arrive at your bus stop on time.
2. Wait for your bus in a safe place, well off the roadway.
3. Enter your bus in an orderly manner and take your seat.
4. Follow the instructions of your bus driver.
5. Remain in your seat while your bus is in motion.
6. Keep hands and feet to self; no hitting or kicking.
7. Keep your head and arms inside bus at all times.
8. Keep aisles clean at all times.
9. Remain quiet and orderly.
10. Be courteous to your school bus driver and fellow passengers.
11. Be alert to traffic when leaving the bus.

12. Non-bus riding students wanting to ride home with a bus rider must have a note written by parents and approved by the principal to present to the bus driver.
13. If you are a regular bus rider and want to ride a different bus or get off at a different stop you must have a written note by your parents and signed by the principal.

Bus Transportation - Alternate

Bethalto Unit 8 has busing available to students who **reside at a distance of one and one-half miles or more from the school they attend**. We realize that many parents work and are in need of having their child transported to a location other than home at the end of the school day. We are happy to make arrangements, whenever possible, to transport our students to alternate bus stops.

However, to maintain the safety of our students, the district will only allow one bus stop per child. This means that parents must make a decision as to the one stop they would like their child to be transported to at the end of the school day, **each and every day of the week**. For example, it will not be permitted for a child to ride a bus to one stop two days a week and to another stop three days a week. When our young students are required to remember such alternate arrangements, confusion often occurs, which can result in students being dropped off at the wrong stop, posing serious safety threats for our students.

To make arrangements for children to be dropped off at an alternate stop, parents should obtain an "Alternate Transportation Form," from the transportation department or from the principal's office, indicating their official address as well as the address of the one alternate address where their child needs to go to at the end of the school day. This form must be signed by the principal and returned to the transportation department before approval will be given. Alternate bus transportation approval requires at least 24 hours advanced notice so that bus routes can be altered as needed.

If you have any questions regarding this procedure, please call your child's school. If you need information as to the bus stop your child will be assigned to, based on his/her address, or the address he/she will be needing to go to at the end of the school day, please call the transportation department at 259-2549.

CANCELLATION OF SCHOOL AND EARLY DISMISSALS

In case of bad weather or an emergency dismissal, students will not be allowed to call home. Arrangement for such situation should be taught to children in advance. Often during bad weather or an emergency, telephones are not working properly so it is best to have a plan that you and your child have worked out. Also, school closings and early dismissals are announced on radio stations WKKX (106.5 FM), KMOX (1120 AM), KLOU (103.3 FM) and on television stations KTVI Channel 2, KMOV Channel 4, KSDK Channel 5, and KDNL Channel 30 (Cable Channel 8).

The district will notify parents via School Reach in the event of a snow day. Be sure to fill out the information sheet at the beginning of the school year to be included on this list. Please make sure that you keep the office informed of accurate phone numbers so you will receive all messages sent by the school.

Please see the section titled, "School Messenger" at the end of this handbook to read additional information about the procedures in place.

CARE OF SCHOOL PROPERTY

Pupils will be held responsible for proper care of all books, supplies, library materials, furniture, etc. furnished by the Board of Education. Much time, effort, and money are spent annually in maintaining building and grounds in a clean, sanitary and attractive condition. Students are expected to refrain from defacing or destroying school property and to cooperate with the custodian in helping to keep it presentable at all times.

CELEBRATIONS

Birthdays

We all know that birthdays are special occasions for our young children. Thus, the acknowledgement and celebration are an ongoing tradition here at Meadowbrook. The name of each student having a birthday on a particular week or upcoming non-school day is announced at Monday's Morning Meeting.

When making after-school party plans, please keep in mind:

1. To preserve the self-esteem and good feelings of all of the students here at Meadowbrook, unless ALL students in a class are being invited to a private birthday, students will not be permitted to pass out birthday invitations at school.

2. Additionally, due to confidentiality/privacy issues, we are unable to provide parents with the addresses and phone numbers of their child's classmates.

If your child will be bringing something to school to celebrate his/her birthday, we would ask that you keep our district Wellness Policy in mind, and strive to send healthy snacks. (See Wellness Policy section of this Handbook.) Also, make arrangements with the teacher if you bring a snack. **All treats must be purchased and cannot be homemade.**

If bringing in snacks for a birthday treat or for classroom parties, please check with your child's teacher for any students with food allergies in the classroom. Unit #8 strives to avoid making any child feel different from other students and request that a snack appropriate for ALL students be brought in.

CELL PHONES

Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept off and in students' book bags unless:

1. The supervising teacher grants permission
2. Use of the device is provided in a student's IEP
3. It is needed in an emergency that threatens the safety of students, staff, or other individuals.

CHARACTER EDUCATION

Character education is part of the curriculum in the Bethalto School District. The students through out the year will be using and discussing words such as self-discipline, trustworthiness, citizenship, respect, fairness, caring, responsibility, perseverance, and acceptance. This terminology will be incorporated into all aspects of the school day and into the curriculum. Please make a concerted effort to review and discuss character education with your child/children. We will also be implementing a new character program titled Mindfulness.

Positive Behavior Interventions & Supports (PBIS)

In order to promote the development of positive, productive behavior, Bethalto Unit School District #8 schools has implemented a program called PBIS, (Positive Behavioral Interventions and Supports.) This program is designed to teach and reinforce procedures, and to provide the intervention and support necessary for children to make good choices...those that contribute positively to the overall school environment. All school and classroom rules will be developed around three overall expectations: Be Responsible, Be Respectful, Be Safe. Students will be provided with an initial orientation to these school rules and procedures at the onset of each school year, and be given opportunities to practice them with his/her schoolmates. Follow up activities, information, support, and intervention will be provided to large groups, small groups, and individual students as needed to promote the maintenance of a warm, caring school environment. Parents can assist the school with this process by following up on any information and/or activities that may be provided to parents, students, and families. By working together, it is our hope that we can instill in our children the positive, productive character traits, values, and virtues that will impact positively, not only on their total school experience, but also on their overall quality of life!

CLASSROOM PROCEDURES

Expectations

1. Any notes or correspondence from parents should be presented to the teacher at the beginning of class.
2. Written excuses for absences should be given to the teacher at the beginning of class.
3. Students should be seated promptly and ready to begin class at the appropriate bell.
4. Students should have necessary books and materials ready.
5. Students are responsible for knowing and following classroom rules and building procedures.
6. Students should remain quiet when the teacher is talking, when a student is reciting, or when a group is studying.
7. Students are expected to do their part in maintaining a clean and attractive learning environment.
8. Students may leave the room only with the teacher's permission at dismissal time as well as during class time.

Homework

The staff at Meadowbrook recognizes the importance of outside work as part of the learning activity. Homework might include reinforcement and enrichment of class work, make-up work from absences,

incomplete assignments during the school day, research for class projects, and leisure time reading. Individual teacher's policies will be covered at **Meet the Teacher Night**. Parents are encouraged to:

1. Cooperate with school in developing a positive attitude toward homework
2. Provide their children with suitable study conditions, reserve time for homework, do not allow telephone calls, and turn off the television
3. Encourage their children but avoid undue pressure
4. Show interest in what their children are doing

Students who are absent are expected to make up their work. Under normal circumstances, the students will be allowed an equal number of days to make up their work assigned while they were absent. Much of what is done during the school day relies upon the direct instruction of the classroom teacher and, therefore, cannot be made up by doing work outside of school. Each teacher will make a professional decision regarding any work provided to a student during an extended absence.

It is the responsibility of the child's parent or guardian to communicate with the classroom teacher about specific skills that were learned and activities, which were completed during the child's absence. The parent and the classroom teacher will develop a plan for how the student will make up the missed learning and activities. Parents may pick up homework **AFTER 2:15 p.m. if requested by 10:00 a.m.** Every effort will be made by the teacher to gather the assignments.

Report Cards, Mid-quarter Reports, and Conferences

Report Cards will be issued in all grades at the end of each quarter and mid-quarter reports will be sent in the middle of each quarter. Report cards and progress reports must be signed and returned to your child's teacher. Conferences are scheduled at the end of the first and third quarters. More information will be sent to you before the conference dates. Parents are encouraged to contact the teacher and set up a Parent/Teacher conference at any time they feel that it is necessary.

Reporting to Parents

In kindergarten through fifth grade a performance-based report card will be utilized. A performance-based report card emphasizes "learning" over "earning." Each quarter provides students multiple opportunities to practice, attain, and demonstrate proficiency on the Common Core States Standards and informs parents of progress using a more detailed reporting system.

The following rubric will be used in determining your child's level of performance on his/her report card in kindergarten through fifth grade:

On Track for Mastery (3) Student consistently and independently demonstrates proficient performance of the grade level standards.

Teacher Guidance Necessary (2) With minimal support, student often demonstrates basic performance on grade level standards and/or produces work that is progressing towards grade level standards.

Further Intervention Needed (1) Student requires support on grade level standards and procedures work that demonstrates a limited knowledge of grade level standards.

COMMUNICATION

Classroom teachers and the school office make it a point to provide timely communication to parents on an ongoing basis. However, questions and concerns do come up from time to time. If this occurs, please feel free to contact your child's teacher. This may be done by calling the school and requesting that your child's teacher call you at their next break, or by sending a note with indicating when you would be available for a conference. Your child's teacher is the first line of communication. Most issues can be solved at this level.

COMMUNITY RELATIONS

Visitors to and Conduct on School Property

For purposes of this policy, "school property" means school buildings.

Visitors are welcome on school property, provided their presence will not be disruptive. All visitors must initially report to the School Office. Any person wishing to confer with a staff member must contact that staff member by telephone to make an appointment. Conferences with teachers are held outside school hours or during the teacher's conference/preparation period.

The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, a Board of Education Member, sports official or coach or any other person
2. Damage or threaten to damage another's property
3. Damage or deface school district property
4. Violate any Illinois law, or town or county ordinance
5. Smoke or otherwise use tobacco products
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons
7. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner)
8. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board of Education
9. Operate a motor vehicle in a risky manner, in excess of 20 miles per hour, or in violation of an authorized District employee's directive
10. Engage in any risky behavior, including rollerblading, roller-skating, or skateboarding
11. Violate other District policies or regulations, or an authorized District employee's directive

DISCIPLINE

Students are expected to be courteous and respect the rights and property of others in the classroom, lunchroom, and in all other areas. The faculty supports a discipline plan that makes the students responsible for their actions. If a student's behavior is interfering with classroom learning, he or she may have to be separated from the classroom group. Offenses, such as fighting or using foul language, may result in notifying the parent and removing the child to a time out setting within the school. Repeat offenses may warrant notification of parent and suspension.

Most discipline problems are solved with parents, teachers, and administrator working together. We have high expectations for our students in his/her classroom work and in their behavior. Classroom discussions are held concerning the consequences of unacceptable behaviors because we realize the importance of our students understanding the reasoning behind our rules and regulations. The object of all imposed discipline is to teach self-discipline, rather than just to punish. Also see the Parent Handbook for Bethalto Unit #8.

When a student cannot follow the district's discipline standards, due to his or her disability, a behavior management plan will be developed. Parents and students with a behavior management plan will receive copies of the policy and procedures related to behavioral interventions when the plan is developed. Anyone who is interested in receiving a copy of the policy and procedures may receive one upon request to the administrative office of the district.

Corporal Punishment

Corporal punishment is prohibited. 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, and certificated personnel are permitted to use, reasonable force as needed to maintain safety for other students, school personnel, or for the purpose of self-defense or the defense of property.

District staff members shall not use isolated time out and physical restraint other than as permitted in Section 10-20.33 of the School Code (105 ILCS 5/10-20.33), Illinois State Board of Education rules (23 Ill. Admin. Code §§ 1.280, 1.285), and procedures developed by the Superintendent. Isolated time out and physical restraint may be used only when necessary to protect the student or other individuals and/or property from harm. Neither isolated time out nor physical restraint shall be used in administering discipline to individual students, i.e., as a form of punishment. Appropriate training for the staff is a part of the Staff Development Program.

Disciplinary Procedures

Meadowbrook operates under the premise that teachers must be assured of the right to teach, and students must be assured of the right to learn. All students, staff, and parents have a shared responsibility in assuring that an environment conducive to learning is satisfactorily maintained.

Students must maintain appropriate, productive behavior at all times, and should exercise respect and self-control. To help students develop self-discipline and self-control, teachers will be presenting lessons on the development of good character. These lessons will include materials and interactions in trustworthiness, respect for others, responsibility, fairness, caring, and citizenship, to name a few.

When breeches of school rules and regulations occur, it is the responsibility of the staff to work with the student, and his/her parents as necessary, to help the student to correct his/her own behavior. All disciplinary actions will be directed toward protecting the welfare of the school community, as well as helping the student to develop self-discipline. When determining the response/consequence for inappropriate conduct, school personnel will consider the nature of the act, the student's previous history, his/her age and maturity, any mitigating circumstances, and the affect of his/her actions on the welfare on the school community.

Consequences for misbehavior may include, but are not limited to the following:

Warning

Time out, or removal from the situation

Individual interaction or conference with teacher or principal

Denial of special privileges.

Detention (Lunch or after school)

Phoning parents

Parent/Teacher/Student Conference

Suspension

Referral to outside agency

Referral to law enforcement agencies

Expulsion

Please refer to the District Handbook for specific policies and procedures in dealing with specific disciplinary problems, such as general and gross misconduct; insubordination; theft or damage to school or personal property; fighting; use of possession of alcohol, drugs, or tobacco products; unauthorized use of fire alarms and fireworks; and use or possession of dangerous and illegal weapons.

Detention

Lunch or after school detention may be established for students who repeatedly break school rules and classroom rules. Detention rules are as follows:

1. Students must sit quietly at the assigned area
2. Students are not to engage in play or disruptive activities
3. Students must be separated and facing away from one another
4. Students may not bother or distract other students
5. Students will follow all directions given by the supervisor on duty,

Supervisors will issue one warning for any infraction of these rules. Further problems will result in extra detentions being assigned and/or notifying the parents and/or principal for further action. Detentions may be given for behavior and or the lack of homework.

Student Suspension

The Superintendent, Building Principal, and Assistant Building Principal are authorized by the Board of Education to suspend a student for a period, not to exceed 10 days or until the next regular Board meeting, whichever occurs first. Reasons for suspension are gross disobedience or misconduct. (REF: Board Policy Manual 7:200)

Student Expulsion

1. Expulsion shall take place only after the parent(s)/guardian(s) have been requested to appear at a meeting of the Board, or with its designated hearing officer, to discuss their child's behavior.
2. A request will be made to parent(s)/guardian(s) to appear at the Board meeting or hearing, and such a request:
 - a. Shall be made by certified mail
 - b. Shall state place, time, and purpose
3. The Superintendent is authorized to appoint a hearing officer when there is need for one. The Board,
4. At such meetings, shall state the reasons for expulsion and that date on which the expulsion is to become effective.

5. A written report with dates of misconduct, type of misconduct, and persons involved will be given.
6. Also, persons and school personnel involved should be willing to appear at the Board meeting.
7. Expulsion must be done within ten (10) school days following suspension.
8. Only the Board of Education can expel a pupil from school.

(REF: Board Policy Manual 7:210)

Students' Rights and Responsibilities

Students, like adults, have rights as well as responsibilities when they attend school, ride the bus, play on the playground, eat in the cafeteria or attend school-sponsored activities. Students will be treated with respect and in turn are expected to treat others with respect. Disrespectful behavior will not be tolerated and will result in consequences. Please refer to the District Handbook relating to Students' Rights and Responsibilities.

DISTRICT CRISIS PLAN

There is a District Crisis Plan in place to handle emergencies involving the District. The District has tried to prepare in advance for emergencies that might occur. These plans will make our response to emergencies safer and more organized.

EQUIPMENT RULES

1. Playground equipment and slides
 - a. Do not stand in front of or put hand on anyone coming down the slide.
 - b. One person on the slide at a time.
 - c. One person on the slide ladder at a time.
 - d. Sitting position only—no head first sliding.
 - e. No playing tag, except in grass or blacktop.
2. Balls
 - a. If a ball goes off the blacktop only one person retrieves it.
 - b. Balls in the mud are to be left alone.
 - c. A ball in the road will be retrieved only by the adult on duty.
3. Basketball
 - a. Two basketballs per court.
 - b. Play must be confined to the court area.
4. Soccer must be played only in area designated.
5. Softball must be played only in area designated.
6. Benches and picnic tables are to be sat upon, not stood on or jumped from.

FIELD TRIPS

As a part of our educational program, district-wide field trips are planned for each grade level. In order to be eligible to attend the field trip, parents must first complete and submit the permission slip included with the registration packet. All educational trips are to be supervised by school personnel. All students are required to ride Unit #8 buses to and from the field trip destination and are expected to obey all of the bus and field trip rules. It is up to the discretion of the teacher to determine any parent chaperones who will accompany the class on the field trip. Parent chaperones are not permitted to allow any of their other children to accompany them on the field trip.

GROWTH AND DEVELOPMENT FILM FOR 5TH GRADE BOYS AND GIRLS

As you are aware, children undergo a number of physical and emotional changes as they approach 4th, 5th, and 6th grade. Many of you have probably discussed growth and development with your child.

In an effort to assist, we would like to show a film to the 5th grade girls and boys on growth and development, to be followed by a short discussion period. We would like your daughter or son to be included with the other students in class. The film discusses the process of physical change in the body and the need for good personal hygiene.

This short film and discussion takes place in March or April. If you do not wish for your child to participate, please contact the school nurse.

HEAD LICE (PEDICULOSIS) POLICY

How Do You Get It?

Head lice is usually transmitted through close personal contact with another infested individual, for example, through sharing combs, brushes, and other grooming aids; sharing hats, caps, wigs, or coats; or co-mingling of these items at the homes of friends, at school, at church, or other public places. Having head lice does not mean you are unclean.

What to Look For

Head lice are elongated insects about this long (--) and are grayish-white with dark margins. Lice do not have wings and therefore cannot fly. Although they do not jump, they do move very quickly, making them difficult to find in a child's hair.

A nit is a louse egg. Nits are teardrop-shaped, about this size (-), and vary from yellowish brown to white. Head lice attach each nit to a hair shaft with a waterproof cement-like substance. Thus, nits cannot be washed out or brushed out of the hair like dandruff or other debris that may look like nits to the naked eye.

Treatment

Your Child

1. Remove all your child's clothing and place him/her in a bath or shower stall.
2. Apply head louse shampoo according to your physician's instructions or the label instructions provided by the drug store. Several medications are available for head lice: RID, Nix, Lice Be Gone, etc. Ovide is available by prescription only; the others may be purchased without prescription from the drug store.
3. Remove ALL nits from your child's clothing after the treatment.
4. Have your child put on clean clothing after the treatment.
5. Repeat the treatment in 7-10 days. (While the medications mentioned above rapidly kill crawling lice, they do not kill all the nits. Therefore, the treatment should be repeated in 7-10 days to kill newly hatched lice.)
6. All family members and close friends of your child should be examined. Family members who have crawling forms or nits should be treated.

Personal Articles and Environment

1. Machine wash, all washable clothing and bed linens that have been in contact with your child. Since heat kills lice and their eggs, many personal articles can be disinfected by machine washing in HOT water and/or drying using the hot cycle of the dryer.
2. Personal articles of clothing or bedding that cannot be washed or dried may be dry cleaned or simply placed in a plastic bag and sealed for 10 days.
3. Combs, brushes, and similar items can be disinfected by soaking them for one hour in one of the pediculicide shampoos or by soaking them for 5-10 minutes in a pan of water heated on the stove to about 150 degrees F. (CAUTION: heat may damage some combs and brushes.)
4. Because head lice can live only a short time if they fall off the head, thorough vacuuming of carpets and upholstered furniture will provide adequate cleaning. Using insecticides or fumigants on upholstered furniture, carpets, bedding, etc. is not necessary.

Returning to School

Your child may return to school after he/she has been treated with a head louse shampoo and ALL eggs/nits are removed from the hair. Treating and removing nits is the responsibility of the parent/guardian. The child must be brought back to school by an adult and checked by the nurse before being allowed to return to the classroom. **School policy is the student must be nit-free.** If you have any questions, please feel free to call the nurse at your child's school.

Schools will conduct head lice checks at the beginning of the school year and whenever deemed necessary by the school nurse.

HOMELESS

Each child of a homeless individual and each homeless youth has equal access to the same free, appropriate public education as provided to other children and youths, including a public pre-school education. A homeless child may attend the District school that the child attended when permanently housed or in which the child was last enrolled. A homeless child living in the District school's attendance area may attend that school.

A "homeless child" is defined as provided in the McKinney Homeless Assistance Act. (REF: Board Policy

HOME SCHOOLING POLICY

1. Illinois schools are not required to grant credit for home schooling. Accepting credits will be strictly at the discretion of the school and will be handled on a case-by-case basis.
2. In order to receive credit for home schooling, the student must have been registered with the Regional Office of Education during the time that he/she has been home schooled. While such registration is not required under the law, it shall be this District's requirement in order for a student to receive credit toward graduation.

INSIDE RECESS

We do not go outside during severe weather conditions. We find that students learn better when they have fresh air and exercise breaks. Except for inclement weather situations when the entire class must stay in, students will not be permitted to remain in the classroom, as there is not anyone to supervise them. Students will be required to bring a book or other activity where they will be assigned seating during the recess break.

INSTRUCTIONAL MATERIALS

Audio-visual materials selected for use are to be chosen with relevance to the curriculum, with a high academic standard in mind, and with full consideration for appropriateness in relation to the students in the class. Movies with the ratings R, NC-17 and X are prohibited. PG rated films are permitted. PG-13 rated films are permitted provided parents are given timely notice and have signed a parental permission form on file. The form is included in the back of this handbook.

INSURANCE

Student insurance is available. Parent/Guardian will receive full explanation from school building at beginning of school year or information may be requested in the school office.

INTERNET ACCEPTABLE USE POLICY

Dear Parent(s)/Guardian(s),

We now have the ability to enhance your child's education through the use of electronic networks, including the Internet. The Internet offers vast, diverse, and unique resources. The District's goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. Your authorization is needed before your child may use this resource.

The Internet electronically connects thousands of computers throughout the world and millions of individual subscribers. Students and teachers may have access to:

1. Limited electronic mail communications with people all over the world
2. Information from government sources, research institutions, and other sources
3. Discussion groups
4. Many libraries, including the catalog to the Library of Congress, and the Educational Resources Information Clearinghouses (ERIC)

With this educational opportunity also comes responsibility. You and your child should read the enclosed Authorization for Electronic Network Access and discuss it together. The use of inappropriate material or language, or violation of copyright laws, may result in the loss of the privilege to use this resource. Remember that you are legally responsible for your child's actions.

The District takes precautions to prevent access to materials that may be defamatory, inaccurate, offensive, or otherwise inappropriate in the school setting. On an unregulated network, however, it is impossible to control all material and a user may discover inappropriate material. Ultimately, the parent/guardian is responsible for setting and conveying the standards that their child or ward should follow. To that end, the District supports and respects each family's right to decide whether or not to authorize Internet access.

Please read and discuss the Authorization for Electronic Network Access with your child. If you agree to allow your child to have an Internet account, sign the Authorization form that is attached to the front of this handbook and return it to your child's school. (REF: Board Policy Manual 6:235)

Authorization for Electronic Network Access

Each staff member must sign this Authorization as a condition for using the District's Electronic Network connection. Each student and his/her parent(s)/guardian(s) must sign the Authorization before being granted access to the District's Electronic Network. Please read this document carefully before signing.

All use of the Internet shall be consistent with the District's goal of promoting educational excellence by facilitating resource sharing, innovation, and communication. This Authorization does not attempt to state all required or proscribed behavior by users. However, some specific examples are provided. The failure of any user to follow the terms of the Authorization for Electronic Network Access will result in the loss of privileges, disciplinary action, and/or appropriate legal action. The signature(s) at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands their significance.

Terms and Conditions

1. **Acceptable Use** - Access to the District's electronic networks must be (a) for the purpose of education or research, and be consistent with the educational objectives of the District, or (b) for a legitimate business use.
2. **Privileges** - The use of the District's electronic networks is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has this Authorization and may deny, revoke, or suspend access at any time; his or her decision is final.
3. **Unacceptable Use** - The user is responsible for his or her actions and activities involving the network. Some examples of unacceptable uses are:
 - a. Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or State law
 - b. Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused
 - c. Downloading copyrighted material for other than personal use
 - d. Using the network for private financial or commercial gain
 - e. Wastefully using resources, such as file space
 - f. Hacking or gaining unauthorized access to files, resources, or entities
 - g. Invading the privacy of individuals, which includes the unauthorized disclosure, dissemination, and use of information about anyone that is of a personal nature
 - h. Using another user's account or password
 - i. Posting material authored or created by another without his/her consent
 - j. Posting anonymous messages
 - k. Using the network for commercial or private advertising
 - l. Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing, or illegal material
 - m. Using the network while access privileges are suspended or revoked
4. **Network Etiquette** - You are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to, the following:
 - a. Be polite. Do not become abusive in your messages to others.
 - b. Use appropriate language. Do not swear, or use vulgarities or any other inappropriate language.
 - c. Do not reveal the personal information, including the addresses or telephone numbers, of students or colleagues.
 - d. Recognize that electronic mail (E-mail) is not private. People who operate the system have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
 - e. Do not use the network in any way that would disrupt its use by other users.
 - f. Consider all communications and information accessible via the network to be private property.
5. **No Warranties** - The District makes no warranties of any kind, whether expressed or implied, for the service it is providing. The District will not be responsible for any damages the user suffers. This includes loss of data resulting from delays, non-deliveries, missed-deliveries, or service interruptions caused by its negligence or the user's errors or omissions. Use of any information obtained via the Internet is at the user's own risk. The District specifically denies any responsibility for the accuracy or quality of information obtained through its services.

6. Indemnification - The user agrees to indemnify the School District for any losses, costs, or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of this Authorization.

7. Security - Network security is a high priority. If you can identify a security problem on the Internet, you must notify the system administrator or Building Principal. Do not demonstrate the problem to other users. Keep your account and password confidential. Do not use another individual's account without written permission from that individual. Attempts to log-on to the Internet as a system administrator will result in cancellation of user privileges. Any user identified as a security risk may be denied access to the network.

8. Vandalism - Vandalism will result in cancellation of privileges and other disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy data of another user, the Internet, or any other network. This includes, but is not limited to, the uploading or creation of computer viruses.

9. Telephone Charges - The District assumes no responsibility for any unauthorized charges or fees, including telephone charges, long-distance charges, per-minute surcharges, and/or equipment or line costs.

10. Copyright Web Publishing Rules - Copyright law and District policy prohibit the re-publishing of text or graphics found on the Web or on District Web sites or file servers, without explicit written permission.

a. For each re-publication (on a Web site or file server) of a graphic or a text file that was produced externally, there must be a notice at the bottom of the page crediting the original producer and noting how and when permission was granted. If possible, the notice should also include the Web address of the original source.

b. Students and staff engaged in producing Web pages must provide library media specialists with e-mail or hard copy permissions before the Web pages are published. Printed evidence of the status of "public domain" documents must be provided.

c. The absence of a copyright notice may not be interpreted as permission to copy the materials. Only the copyright owner may provide the permission. The manager of the Web site displaying the material may not be considered a source of permission.

d. The "fair use" rules governing student reports in classrooms are less stringent and permit limited use of graphics and text.

e. Student work may only be published if there is written permission from both the parent/guardian and student.

11. Use of Electronic Mail

a. The District's electronic mail system, and its constituent software, hardware, and data files, are owned and controlled by the School District. The District provides email to aid students and staff members in fulfilling their duties and responsibilities, and as an education tool.

b. The District reserves the right to access and disclose the contents of any account on its system, without prior notice or permission from the account's user. Unauthorized access by any student or staff member to an electronic mail account is strictly prohibited.

c. Each person should use the same degree of care in drafting an electronic mail message as would be put into a written memorandum or document. Nothing should be transmitted in an e-mail message that would be inappropriate in a letter or memorandum.

d. Electronic messages transmitted via the School District's Internet gateway carry with them an identification of the user's Internet "domain." This domain name is a registered domain name and identifies the author as being with the District. Great care should be taken, therefore, in the composition of such messages and how such messages might reflect on the name and reputation of this District. Users will be held personally responsible for the content of any and all electronic mail messages transmitted to external recipients.

e. Any message received from an unknown sender via the Internet should either be immediately deleted or forwarded to the system administrator. Downloading any file attached to any Internet based message is prohibited unless the user is certain of that message's authenticity and the nature of the file so transmitted.

f. Use of the District's electronic mail system constitutes consent to these regulations.

12. Internet access is limited to only those "acceptable uses" as detailed in these procedures. Internet safety is

almost assured if users will not engage in “unacceptable uses,” as detailed in this Authorization, and otherwise follow this Authorization.

13. Staff members shall supervise students while students are using District Internet access to ensure that the students abide by the Terms and Conditions for Internet access contained in this Authorization.

14. Each District computer with Internet access has a filtering device that blocks entry to visual depictions that are obscene, pornographic, or harmful or inappropriate for students, as defined by the Children’s Internet Protection Act and as determined by the Superintendent or designee.

15. The system administrator and Building Principals shall monitor student Internet access. Students, parent(s)/guardian(s), and staff members need to sign the Authorization for Electronic Network Access annually while enrolled or employed by the District. This form is included in the back of this handbook.

iPAD USER EXPECTATIONS

All fourth and fifth grade students will be furnished with an iPad to utilize throughout the duration of the school year. With this user privilege, come some basic responsibilities. iPad user expectations are:

1. Show pride, and respect the assigned iPad.

Student will:

- Keep iPad clean
- Carry iPad with two hands
- Transport the iPad in their book bag
- Keep the iPad put away on the bus

Student will not:

- Drink or eat near the iPad
- Leave the iPad unattended
- Mark on or place stickers on the iPad
- Place the iPad on the edge of the desk

2. Properly maintain iPad.

Student will:

- Bring their iPad to school everyday
- Charge their iPad at night

Student will not:

- Come to school without their iPad charged and ready to use.

3. Follow all district expectations along with local, state, and federal laws.

Student will:

- Access sites that have been approved by the teacher and/or parent
- Visit sites that extend learning
- Cite sources when using online material

Student will not:

- Attempt to change system settings
- Plagiarize
- Access inappropriate sites
 - ~Social Networking Sites
 - ~Drugs/Alcohol
 - ~Firearms/Weapons
 - ~Obscenity/Profanity
 - ~Proxy Sites
 - ~Visit “Click here if 18”

4. Act with integrity when using the iPad.

Student will:

- Use his/her assigned iPad
- Follow the directions of the teacher when using the iPad
- Keep logins and passwords private from other students

Student will not:

- Share personal information through the Internet
- Delete another student's work
- Share files without permission of the teacher

5. Access software/sites that support the learning endeavor.

Student will:

- Use apps that have been pre-loaded on the iPad
- Visit sites that have been approved by the teacher and/or parent/guardian.
- Access the district's online curriculum

Student will not:

- Play games unless they are approved by the teacher
- Remove apps from their iPad

LIBRARY

Students are encouraged to use the library materials available. Students who check out materials from the library are expected to return them by the date indicated. If they fail to do so a fine will be imposed for overdue materials.

LOST AND FOUND

All personal items should be labeled with your child's name before being brought to school. Check out our lost and found that is located in the designated area by the office and in the cafeteria if your child is missing an item. Items not claimed from the lost and found are given to charity.

NONDISCRIMINATION POLICY

If you or your child believe that your child has been discriminated against, bullied, or harassed in violation of state or federal law or Board Policy, or have witnessed discrimination, bullying, or harassment, you or your child may file a complaint under Board Policy 2:260, Uniform Grievance Procedure, by contacting the District's Nondiscrimination Coordinator or one of the Complaint Managers listed below.

Nondiscrimination Coordinator:

Jill Griffin, Superintendent
610 Texas Boulevard
Bethalto, Illinois 62010
Telephone: 618-377-7200 ext. 200

Complaint Managers

Mr. Justin Newell
610 Texas Boulevard
Bethalto, Illinois 62010
Telephone: 618-377-7200 ext. 205

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 making a knowingly false accusation regarding harassment may also be subject to disciplinary consequences.

Students who are victims of bullying may be referred to the school district support services for assistance including counseling or other supportive services from school or community agencies.

Notice of Nondiscrimination Practices

The District does not discriminate against employees, students or the general public in its programs or practices, including vocational education opportunities, on the basis of race, color, religion, sex, gender, sexual orientation, gender identity, age, marital status, citizenship status, military status, unfavorable discharge from the military service, national origin or ancestry, physical or mental disability (including any mental, psychological or developmental disability including any autism spectrum disorder), status as homeless, or actual or potential marital or parental status, including pregnancy, or any other protected category in accordance with Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act*. In accordance with Section 504 of the *Rehabilitation Act of 1973* and the *Americans with Disabilities Act*, any individual who is in need of assistance or reasonable accommodations to be able to participate in a school district-related activity, including the employment application interview process, should contact the Superintendent.

NURSE

The school district has three school nurses who provide services to students, check records, and administer hearing and vision screenings to all preschool through 5th grade students, and other students as mandated by the State or teacher/parent request. The school nurse will contact you if your child's medical, dental, or immunization records are incomplete, or if more information is needed regarding any health concerns your child may have. Please contact your child's school nurse with any pertinent medical concerns your child may have. Any injury requiring modifications to your child's daily routine (no PE/recess, etc.) will require a note from your health care provider.

Asthma Action Plan

Effective January 1, 2017, a new law requires school districts, charter schools and nonpublic schools to request an asthma action plan from the parents or guardians of a student with asthma. This plan is due at the beginning of each school year. An asthma action plan is defined in the bill as a written plan developed with a student's doctor to help control the student's asthma. If your child has an inhaler or carries an inhaler while at school, please provide an asthma action plan. The Asthma Action Plan will be shared with school staff members as needed for the safety of your child. Please contact your school nurse with any questions or concerns. A sample form is available on the district website or from your school nurse. We will also accept a form from your child's doctor.

Food Allergies

Unit #8 has procedures in place for the safety of all students, including those with food allergies. Parents/guardians please inform your child's school nurse of any food allergies, regardless of severity. An Allergy Action Plan (provided by your health care provider) will be shared with school staff members as needed for the safety of your child. Any emergency medications, along with the appropriate medical authorization forms should be provided to the school nurse.

Medication Policy

If your child needs to take medication at school, **either prescribed or over-the counter**, you need to follow these rules:

1. Written orders are to be provided to the school from the doctor detailing the name of the student, the type of disease or illness, the name of the drug, dosage, time interval in which the medication is to be taken, the desired benefits and the side effects of the medication, and an emergency number for the doctor. **The medication form must be signed and completed by you and your doctor before any medication will be given at school.**
2. Medication must be brought to school in a container appropriately labeled by the pharmacy or physician. The school assumes no responsibility for medication sent to school with the student.
3. The school assumes no responsibility that medication will be given at the appropriate times. It is the responsibility of the parent and student that the student will follow the doctor's prescription.
4. All medications, with the exception of inhalers and epi-pens (That have the appropriate medical forms completed), must be maintained in the office. This includes all over the counter drugs such as Tylenol. Students are not allowed to carry any medications with them while at school.

Any medication brought to school by a student without a doctor's order will be held in the office and parent/guardian will be notified. The parent/guardian will be responsible for picking up the medication. No medication, except for inhalers will be sent home with a student.

Returning to School After Illness

In order to prevent the spread of illness in the school setting, please keep your child home if he/she has one or more of the following symptoms:

1. A fever (over 100 degrees F) within the past 24 hours
2. A bad cold with a hacking cough
3. White spots on the back of the throat
4. An unknown rash
5. A severe stomachache
6. A severe toothache or earache
7. Diarrhea and/or vomiting

Student may return to school when they are symptom-free for 24 hours without the aid of medication.

Vision and Hearing Screening

Vision and hearing screening will be done in accordance with standards set by the State of Illinois. If a child fails a screening, a referral form will be mailed to the parent or guardian. This form should be completed by the appropriate health professional and returned to the school nurse as soon as possible. Screening that are done in the school setting are not a substitute for regular exams performed by a physician, optometrist, or audiologist. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months.

PARENT/GRANDPARENT/COMMUNITY VOLUNTEERS

Volunteers are very special people who offer their services to the students and teachers. They are appreciated and valuable members of our educational team. There are many opportunities to volunteer throughout the year, from extracurricular and PTO activities, to classroom and small group activities, to listening to children read, typing, creating, working in the library or computer lab, assisting teachers with various projects, and/or cutting out materials at home.

Parents and other interested persons may sign up to volunteer for various activities and events that go on here at school. A volunteer survey is sent home annually. Interested persons should indicate the things they may wish to help with, and the approximate times they will be available. If you are interested in assisting the school in any way, please sign up and/or contact your child's teacher, the principal or the PTO. While these services are invaluable, they need to be coordinated with the curriculum and the classroom teacher. Thus, if you are not contacted immediately to volunteer, please know that your services will be sought as needed. A volunteer training will be provided and additional volunteer forms will be turned into to the building principal for approval.

To ensure the safety of our students, all volunteers must sign in at the office before proceeding to their assigned destination.

PARENTS' RIGHTS

Teacher Qualification

As a parent of a student of the Bethalto Community Unit School District 8, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

1. Whether the Illinois State Board of Education has licensed or qualified the teacher for the grades and subjects he or she teaches;
2. Whether the Illinois State Board of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances (i.e., whether or not your child's teacher is teaching under emergency or provisional status);
3. The teacher's college major, whether the teacher has any other certifications or advanced degrees and, if so, the subject of the degrees;
4. Whether your child is being or has been taught by a teacher who is not highly qualified for 4 or more consecutive weeks; and
5. Whether any teachers' aides or similar paraprofessionals provide services to your child and, if so, their

qualifications.

6. As a parent, you also have a right to be informed of your child's achievement level in each state academic assessment. If you would like to receive any of this information, please contact Jill Griffin at 618-377-7200 ext. 205.

Controversial Topics

Each school will provide a five-day advance notice to parents prior to offering any course or class in recognizing and/or avoiding sexual abuse to pupils in grades kindergarten through eight. If a parent/guardian objects to having their child take the course or class, the parent/guardian must submit a written objection to the Principal's office.

Parent / Student Handbooks

A Parent-Student Handbook, including a summary of selected District disciplinary policies and rules, shall be distributed to students or their parent(s)/guardian(s) within 15 days of the beginning of the school year or at the student's enrollment. All parents and/or students (elementary through high school) will be required to signify by their signature that they received this handbook and are responsible for following the rules and regulations.

School Visitation Rights

Illinois law requires an employer to grant any parent/guardian who is an employee leave of up to eight (8) total hours during any school year (no more than four (4) hours of which may be taken on any given day) to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. The parent/guardian, however, must have exhausted all accrued vacation leave, personal leave, compensatory leave, and any other leave that is available to him/her by the employer, except sick leave and disability leave, before the employee is allowed to leave under the Act. Parents/guardians must make prior arrangements with their employers. The school office will provide the parent/guardian with documentation of the school visitation, and, upon request, a complete copy of the law. This documentation shall include, but not be limited to, the exact time and date the visitation began and ended.

Sex Offender and Violent Offender Notification

Information about sex offenders and violent offenders against youth is available to the public. You may find the Illinois Sex Offender Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/sor/>. You may find the Illinois Statewide Child Murderer and Violent Offender Against Youth Registry on the Illinois State Police's website at: <http://www.isp.state.il.us/cmvo/>.

Student Records

Parents/guardians have the right to access their child's student records as outlined in the Student Records section later in this Handbook.

PARENT TEACHER ORGANIZATION

Our PTO plays a vital role in the educational process. We invite you to become involved in one of the many PTO sponsored activities. The PTO provides our classes with a Christmas party, snacks for special incentives, End of the Year Bash, assemblies, and much, much more! As a member of the Meadowbrook PTO, you can make a meaningful contribution to our school and your child's education. We encourage you to take an interest and be a part of the team that works to bring so many wonderful things to the students at Meadowbrook Intermediate.

PARKING AND CIRCULAR DRIVEWAY

Parents have been provided parking on the east side of the building. The faculty and staff have been designated to park in the lot in the back of the gym on the east side of the building.

PESTICIDE APPLICATION

The District utilizes pest control contractors who use the safest and effective means of pesticides. The District maintains a registry of employees and parents/guardians of students who have registered to receive written notification prior to the application of pesticide(s) to school buildings and grounds. If you wish to be placed on the registry, please contact the Main Office at 377-7200. (REF: Board Policy manual 4:160)

PHYSICAL/DENTAL/EYE EXAMINATIONS & IMMUNIZATIONS

Unit #8 and State Law requires that all students must have a physical examination prior to entering preschool, kindergarten, (first grade if they have not attended kindergarten), sixth grade, and ninth grade. In addition, all students must show evidence of the following immunizations: diphtheria, tetanus, pertussis (whooping cough), polio, MMR (measles, mumps, and rubella), and varicella (chicken pox) or proof of disease, as well as lead screening for preschool and kindergarten students, diabetes screening for ALL students on each physical form and tuberculin skin test, if indicated by your physician.

All incoming kindergarten, second grade, and sixth grade students are required to present proof of a completed dental examination dated within 18 months of May 15 for the current school year.

All incoming kindergarten students and students enrolling in Illinois school for the first time, regardless of grade, are to present proof of a completed vision examination form by October 15 of the current school year or within a month of enrolling.

Exemptions: A student may be exempted from the above requirements for:

1. Religious exemption if the student's parent/guardian presents to the Superintendent a completed **Certificate of Religious Exemption** for students entering kindergarten, sixth or ninth grade. (Visit our District Website to download the form or see your building nurse.)
2. Medical exemption if the student's parent/guardian presents written verification from physician.
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 by completing a vision waiver form.
4. Dental examination requirements if the student's parent/guardian shows an undue burden or a lack of access to a dentist by completing a dental waiver form.

Students who have not met the afore-mentioned criteria regarding physical examination and immunizations will be excluded on the 3rd Monday of September until documented proof of having met these guidelines is provided.

If the student is an out-of-state transfer student and does not have the required proof the first day of school of the current school year, then the student may only attend classes if he/she has proof that an appointment for the required vaccinations has been scheduled with a party to authorized to submit such proof. If the proof of vaccination is not submitted within 30 days after the student is permitted to attend classes, then the student will be excluded from school until the proof is submitted. All new students who are first-time registrants shall have 30 days following registration to comply with the health examination and immunization regulations as set by the State of Illinois and the school district.

If the student is a homeless student and does not have the required proof the first day of school of the current school year, the student will be immediately enrolled. The District's homelessness liaison will work with the student's parent/guardian to obtain the student's school records from his/her previous school as well as assist the student in obtaining the required health examinations and immunizations. However, if the student's parent/guardian fails to keep appointments or complete the necessary paperwork, after exhausting all efforts, the student will be excluded from school until the proof is submitted.

In addition, the District will provide notice to parents/guardians of the date and type of any non-emergency invasive physical exam or screening that is (1) required as a condition of attendance; (2) administered by the school and scheduled by the school in advance; and (3) not necessary to protect the immediate health and safety of the student or other students. Parents/guardians have the right to object to and opt their student out of such invasive physical exams or screenings. Invasive physical examination or screening means any medical examination that involves the exposure of private body parts or any act during such examination that includes incision, insertion, or injection into the body, but does not include a properly authorized hearing, vision, or scoliosis screening. (REF: Board Policy Manual 7:100)

PICTURES/YEARBOOKS

During the first quarter, pictures will be taken. Parents have the option to purchase their child's picture package. Pictures are to be paid for the day they are taken. Yearbooks will be ordered later in the school year. All students will be pictured in the school yearbook. Notices about yearbooks will be sent home some time during the second semester. If you want your child to be guaranteed a yearbook, please be sure to pre-order when the notices are sent out.

PHYSICAL EDUCATION

Physical education instruction is an integral part of a child's growth and well-being. All students are expected to participate in the P.E. classes. Only students who have a written doctor's recommendation will be excused from these classes. Students should wear comfortable sneakers or rubber soled shoes in order to participate in physical education classes.

PRIVACY RIGHTS

Student and Family Privacy Rights

(REF: Board Policy Manual 7:15)

Surveys

All surveys requesting personal information from students, as well as any other information used to collect personal information from students must be for the purpose of monitoring the quality of the district's educational programs or assist students' career choices. This applies to all surveys, regardless of whether the student answering questions can be identified and regardless of who created the survey.

Surveys Created by a Third Party

Before a school officer 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.

Survey Requesting Personal Information

School officials and staff members shall not request, or disclose, the identity of any student who completes any survey or evaluation containing one or more of the following items:

1. Political affiliations or beliefs of the student or the parent/guardian.
2. Mental or psychological problems of the student or the student's family.
3. Behavior or attitudes about sex.
4. Illegal, anti-social, self-incriminating, or demeaning behavior.
5. Critical appraisals of other individuals with whom students have close family relationships.
6. Legally recognized privileged or analogous relationships, such as those with lawyers, physicians, and ministers.
7. Religious practices, affiliations, or beliefs of the student or the student's parent/guardian.
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

The student's parent/guardian may:

1. Inspect the survey or evaluation upon, and within a reasonable time of, their request, and/or
2. Refuse to allow their child or ward to participate in the activity described above. The school shall not penalize any student whose parent/guardian exercised this option.

Instructional Material

A student's parent/guardian may inspect, upon their request, any instructional material used as part of their child/ward's educational curriculum within a reasonable time of their request. The term "instructional material" means instructional content that is provided to the student, regardless of its format, printed or representational materials, audio-visual materials, and materials in electronic or digital formats (such as materials accessible through the Internet). The term does not include academic tests or academic assessments, or individual teacher lesson plans.

Using a Photograph or Videotape of a Student

Parent(s)/guardian(s) must sign the consent titled "Using a Photograph or Videotape of a Student" form provided in this Handbook.

Pictures of Unnamed Students

Students may occasionally appear in photographs and videotapes taken by school staff members, other students, or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students

taken while they are at school or a school-related activity.

Pictures of Named Students

Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition.

In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign a consent form. Please complete and sign this form to allow the school to publish and otherwise use photographs and videotapes, with your child or ward identified, while he or she is enrolled in this school.

Pictures of Students Taken by Non-School Agencies

While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

PROMOTION AND RETENTION PROCEDURE

Retention should occur at the lowest grade level possible, preferably at kindergarten, first, or second grade. This does not imply that pupils cannot be retained at a higher-grade level if deemed necessary.

A second retention of a pupil may occur only after the student's progress has been appraised by a team consisting of the certificated staff members having direct contact with the child and/ or specific knowledge relevant to the decision. This shall include the Building Principal.

Expectations to be considered, as a basis for retention or promotion should include:

1. An expectation that by taking this action, the child will benefit by acquiring needed skills and knowledge
2. Classroom performance
3. Testing
4. Maturation level
5. Attendance patterns
6. General status of health
7. Chronological age
8. Physical size

Parent shall be informed of the possible retention of their child by Parent Conferences, which are held after the beginning of the second semester, except in cases when the child has enrolled in the school late in the school year or other significant events have transpired late in the year to alter the child's progress. Information shall be collected from each certificated staff member having contact with the child. Parents shall be notified of the retention of their child via conference or written notification.

RESPONSE TO INTERVENTION (RtI)

What is "Response to Intervention" or RtI?

RtI is a federal and state initiative intended to meet a wide range of individual students' needs through general education services. The regular classroom teacher and other personnel (other classroom teachers and educational specialists) can help meet the needs of individual students. **The goal of RtI is to provide students with the help they need to be successful as early as possible in their school career.**

How does RtI work?

When a child begins to have some area of concern affecting his/her school progress the teacher will create an intervention plan designed to improve the student's performance. If the child continues to have difficulty, the teacher will meet with a team of other staff members to discuss the child's needs, consider other interventions, and outline a method to carefully monitor the child's progress. The child's progress is measured over time. If he/she makes acceptable progress, the interventions may be discontinued (if sufficient progress is made) or continued (if the team feels the interventions are needed to help the student succeed). If the child continues to struggle, then more intensive interventions may be tried.

What is the role of the Parent in RtI?

Parents have an important role throughout the RtI process. Teachers will communicate concerns, and invite parent participation in telephone conversations and/or team meetings, regarding their child. Parents provide insight into a child's learning and development to understand the problem and why it occurs. Parents should

contact their child's teacher with any concerns regarding academics or behavior. We look forward to working together to help your child succeed.

SCHOOL DRESS

Proper dress is expected at all times. Shoes should be comfortable and appropriate for outdoor play. (Please note: Flip-flops are not considered appropriate footwear for outdoor recreation.) Hats, gloves, and mittens should be worn as needed during cold weather, as we take the children out as much as possible. Caps and bandanas may not be worn in the building. The use of temporary hair color and colored gel products is strongly discouraged, as this practice often proves to be disruptive to the educational process. Due to the safety concerns, shoes with roller blades are not permitted at Meadowbrook.

As a general rule, when considering proper attire for school, please keep in mind that all private areas should be fully covered. Boxers, underwear, and stomachs should not be visible. Short shorts, short skirts, see-through and low cut blouses, and clothing that advertise drugs, alcohol, or other related paraphernalia are not considered proper clothing for school. Students who are improperly dressed will have their parents called for a change of clothes or given clothing that we have here at school. The administration reserves the right to determine the appropriateness of dress at school.

SCHOOL FEE WAIVER POLICY

School fee waivers are available to qualifying families. The district requires proof of income with the application. Forms may be obtained from the school office.

SCHOOL MESSENGER

In our efforts to improve communications between parents and school, we instituted a telephone broadcast system that will enable school personnel to notify all households and parents by phone within minutes of an emergency or unplanned event that causes early dismissal, school cancellation or late start. The service may also be used from time-to-time to communicate general announcements or reminders. The Bethalto District will continue to report school closings due to snow or weather on TV and radio stations and will use this new system as an overlay to the public announcements.

When used, the service will simultaneously call all listed home phone numbers in our parent contact list and will deliver a recorded message from the superintendent or your school principal. The service will deliver the message to both live answer and answering machines. No answers and busy signals will be automatically re-tried twice in 15-minute intervals after the initial call. **This requires NO registration by the parent on the School Reach website. All information and contact numbers are strictly secure and confidential and are only used for the purposes described herein.**

Here is some specific information you should know

1. Caller ID. The Call ID may display 618 377-7200, which is the main number for the Bethalto District or it may be the school's number.
2. Live Answers: There is a short pause at the beginning of the message, usually, just a few seconds. Answer your phone as you normally would "Hello" and hold for the message to begin. Multiple "Hello's" will delay message. Inform all family members of this process who may answer your phone.
3. Answering Machines: The system will detect that your machine has answered and will play the recording to your machine. The maximum numbers of rings before hang up is "5". Make sure your machine answers after 4 rings or you may miss the message.
4. Morning & Day Calls: In the event a cancellation decision is made the night before, or in the early morning hours, the broadcast message will be sent only to home phone numbers. In the event a cancellation decision is made mid-day, the broadcast message will be sent to home numbers also. General announcements would be sent only to home numbers. If your cell number is listed as your home number, the call will go to your cell phone.
5. Message Repeat: At the end of the message you will be prompted to 'press one' to hear the message again. This is very effective when a child answers the phone and hands it to a parent, who can then 'Repeat' the message in its entirety.

SCHOOL SUPPLIES

Each teacher will furnish an exact list of supplies needed for the year. Normally this list is sent home with the final report card to be used for the following school year. Every grade level has different requirements for

supplies. We respectfully request that parents **not** purchase backpacks with wheels for their children to carry to and from school. We are concerned about the damage they may cause to our floors and lockers.

SEX OFFENDERS LIST

Parents may obtain information regarding sex offenders living within the school district by accessing this listing: www.isp.state.il.us

SPECIAL EDUCATION SERVICES

A wide range of comprehensive Special Education services are provided for students with special learning needs.

The Student Services Department, which includes the Coordinator of Pupil Personnel Services, the school psychologist, speech therapists, social workers, counselors, nurses, and special teachers assists in the evaluation, consultation, and programming for those students who, because of speech, physical, mental, or psychological impairments may be in need of special assistance.

Most students with special needs are serviced in our own school district. Others may be transported to nearby school districts through cooperative agreements. Referrals for special services are made through the Principal of each attendance center or Jennifer Weber, who may be reached at 377-7200 ext. 215.

The State of Illinois has mandated that local school districts provide special services for handicapped children from the age of three years through twenty-one years of age. Parents of children with potential handicaps should contact their attendance center Principal for information and possible referral and/or testing. (REF: Board Policy Manual 6:120; 7:230)

Individual Student Evaluation Procedures

There are many types of handicaps that make it difficult, or even impossible, for a student to learn in a regular school setting. These handicaps may require trained professionals to determine the source of the problem and to recommend the proper program to maximize the educational development of the student. However, before your child can be evaluated to determine eligibility for placement in a special education program, you have the following rights:

1. To grant or refuse permission for the evaluation.
2. To review all records related to the referral for evaluation.
3. To be informed of the types of evaluation activities, which will be conducted and the probable timetable.
4. To know the results of the evaluation.
5. To participate in the staff conference at which the educational plan for your child will be discussed.

Your child's educational status will not be changed without your being informed prior to the change. Student with disabilities who will have completed four years of high school at the end of a school year may participate in the graduation ceremony of the student's high school graduating class and receive a certificate of completion if the student's individualized education program (IEP) prescribes special education, transition planning, transition services, or related services beyond the student's 4 years of high school.

SPEECH AND LANGUAGE

Students' speech language skills will be screened upon teacher or parent referral. If, after this initial screening, the speech language pathologist believes that your child could benefit from services, you will be contacted, and provided with more information. Your child may receive services under the Response to Intervention program. After completing the program, it will be determined if your child needs further evaluation and/or an individualized education plan. Once you have granted your permission for your child to participate in speech, he/she will be pulled for a portion of the day to participate in one-on-one or small group instruction of speech and language skills, based on his/her specific needs. Your child's progress will be evaluated annually, and goals for continued development will be established for continuance in the program.

STUDENT ASSISTANCE GROUPS

Meadowbrook Intermediate offers groups to assist our students to deal with problems that interfere with their academic success. The areas we assist with involve behavior, academics, health, and attendance. Our teams may consist of our principal, teachers, speech/language pathologist, social worker and/or school psychologist.

A teacher, administrator, staff, parent or the student himself, may refer students to a Student Assistance Group. Referrals might be made because of truancy, falling grades, changes in behavior, or other concerns that affect the student's academic progress. Our Student Assistance Groups will gather information about the student and then develop a school-based action plan that addresses the student's needs. If requested, the Student Assistance Group will also help connect parents with state and local agencies that provide counseling and other services for students and their parents.

The Student Assistance Groups also provides services to benefit all students in our building, such as lunch with a teacher, study and test-taking skills sessions, and small-group sessions.

If you have questions about the program, or would like to make a referral, please call Meadowbrook Intermediate (377-7270).

STUDENT RECORDS

The Illinois School Student Records Act ("ISSRA"), the Family Educational Rights and Privacy Act ("FERPA"), and the regulations issued pursuant to these laws require that the Board of Education adopt a Student Records Policy ("Policy"). The Board of Education has adopted a Policy and implementing Procedures which are available upon request from the Office of the Superintendent or Building Principal, as well as on the District website at www.bethalto.org. (REF: Board Policy Manual 7:340)

The District maintains both a permanent and temporary record for each student. The Permanent Record consists of basic identifying information concerning the student, his or her parents' names and addresses, the student's gender and date/place of birth, academic transcript, attendance record, health record, unique student identifier, scores received on all State assessment tests administered in Grades 9-12, and a record of release of this information. It may also contain a record of honors and awards received, information concerning participation in school sponsored activities and organizations.

The Temporary Record consists of all other records maintained by the District concerning the student and which may individually identify the student. It must contain a record of release of information contained in the Temporary Record, scores received on the State assessment tests administered in the elementary grade levels (K-8), a completed home language survey form, information regarding serious disciplinary infractions (i.e., those involving drugs, weapons, or bodily harm to another) that resulted in punishment or sanction of any kind, biometric information, information regarding an indicated report pursuant to the Abused and Neglected Child Reporting Act, 325 ILCS 5/8.6, health-related information, and accident reports.

A parent, or any person designated as a representative by a parent, has the right to inspect and copy the student's permanent and temporary records except as limited by the Policy or state or federal law. A student has the right to inspect or copy his or her permanent record. (All rights of the parent become the exclusive rights of the student upon the student's 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever comes first.) In order to review the student's record, a parent must make a written request to the District. The request will be granted within fifteen (15) school days after the date of receipt of the request. The District may charge a fee of \$0.25 per page for copies of the record. This fee will be waived when the parent is unable to pay. The District may be required to release information contained in student records without parental notice or consent to the following individuals or in the following circumstances:

1. To a District or State Board of Education employee or official with a demonstrable educational or administrative interest in the student. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for with the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;
2. To any person for the purpose of anonymous research, statistical reporting or planning
3. In an emergency situation, if necessary to people's health and safety
4. In connection with a student's application for or receipt of financial aid
5. During an audit or evaluation of federally-supported education programs

6. As allowed under the Serious Habitual Offender's Compensation Action Program
7. To a governmental agency for the investigation of a student's school attendance;
8. If the information is directory information, as explained below, and the parent has not informed the District that such information is not to be released;
9. To accrediting organizations in order to carry out their accrediting functions,
10. To the Illinois Department of Healthcare and Family Services for purposes of school breakfast and lunch programs; or
11. Pursuant to a court order where a parent of a student is named in the court order.

The District may also be required to release student records without parental consent to the following individuals or in the following circumstances, as long as parents/guardians are first notified of their right to inspect, copy or challenge the contents of the records to be released:

1. To the records custodian of a school to which the student is transferring
2. Pursuant to a court order where a parent of a student is not named in the court order
3. To any person as specifically required by law
4. Pursuant to a reciprocal reporting agreement, or to juvenile justice authorities when necessary to complete their official duties.

Any other release of information requires the prior written consent of the parent. The parent has the right to request a copy of any released records.

The District prohibits the disclosure by school employees to any person against whom the District has received a certified copy of an order of protection the location or address of the petitioner for the order of protection or the identity of the schools in the District in which the petitioner's child or children are enrolled. The District shall maintain the copy of any order of protection in the record of the child or children enrolled in the District whose parent is the petitioner of an order of protection. In addition, no person who is prohibited by an order of protection from inspecting or obtaining school records of a student pursuant to the Illinois Domestic Violence Act of 1986 shall have any right of access to, or inspection of, the school records of that student.

A parent also has the right to challenge or seek amendment to any entry in the student's school record, except for:

1. Grades
2. Name and contact information of the District's Official Records Custodian
3. References to expulsions or out-of-school suspensions, if the challenge to expulsions or suspensions is made at the time the records are forwarded to another school to which the student is transferring.

Parents may challenge or seek amendment to a student's school record by claiming that the record is inaccurate, irrelevant, improper, misleading, or violative of the student's privacy rights. The School District's Student Records policy, and its accompanying Administrative Procedures, provide for hearing and appeal procedures and an opportunity to include a statement in the record discussing or explaining any entry. To challenge a record or entry, the parent must contact the Official Records Custodian located at 610 Texas Blvd., Bethalto, IL 62010 or by phone at 618-377-7200. Parents may obtain a copy of the School District's Student Records Policy by contacting the District office, the Building Principal, or the Official Records Custodian. The Policy is also available on the District's website at www.bethalto.org

The Policy also provides time lines for the destruction of records. Parents will be notified of the destruction schedule of the student's records at the time of graduation, transfer, or permanent withdrawal from the District. Permanent records are kept for sixty (60) years. Temporary records are kept for the period of their usefulness to the school, but in no case less than five (5) years after the student leaves the District. Student temporary records are reviewed by the District every four (4) years or when a student changes attendance centers. A parent has the right to copy any student record, or information contained in it, proposed to be destroyed or deleted.

The school and District routinely discloses "directory" type information without consent. Directory information is limited to: a student's name, address, gender, grade level, birth date and place, parents'/guardians' names, addresses, email addresses and telephone numbers; photographs, videos and digital images used for informational or news-related purposes of a student participating in school or school-sponsored activities, organizations and athletics that appear 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; major field of study; and period of attendance at the school.

The District will release Directory Information to the general public from time to time, including by way of a school newsletter, the school website, and a student yearbook, to be issued in the spring. If a parent wants to prohibit or limit the District's release of any or all of his/her child's Directory Information, the parent must inform the District in writing the first day of school that information concerning his/her child should not be released, or that the parent desires that some or all of this information not be designated as District Information. In addition, the District will release a high school student's name, address, and telephone listings to military recruiters and institutions of higher education upon their request unless you advise us to the contrary in writing.

Finally, no person may condition the granting or withholding of any right, privilege or benefit or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the ISSRA or regulations.

If you believe the District has violated or is violating this policy, you have the right to file a complaint with the United States Department of Education concerning the District's alleged violation of your rights.

TESTING

Every student will take the PARCC state exam in the early spring unless otherwise indicated on an individualized education plan. This testing is important to the district to determine progress of students, effectiveness of the curriculum and changes to be made if needed. Please do every thing necessary to ensure good attendance during this week. The dates for testing will be shared on the school calendar.

TITLE 1

NO CHILD LEFT BEHIND FEDERAL GRANT (Title I) – USE OF FUNDS

Bethalto School District #8 utilizes federal No Child Left Behind funds to provide scientifically researched based programs to increase student achievement.

Title I funds are utilized to provide a school wide Response to Intervention program at Bethalto East Elementary, Parkside Primary, Meadowbrook Intermediate and Trimpe Middle School for all students in grades Pre-K-8 who need additional assistance in reading. Students are identified to receive Title I services based on the fall and winter benchmark assessments.

Federal funds are utilized to provide highly qualified teachers for Tier II interventions, high quality professional development, plus purchase of instructional supplies and materials to supplement the regular education that supports implementation of the new Illinois State Learning Standards and promotes the implementation of 21st Century Learning skills in the classroom. (Steven's Amendment) Minimal funds will also be used to target parental involvement at Title I Schools identified above.

TOYS

Toys or other non-educational items may be brought only with teacher permission. Please do not allow your child to bring unnecessary items to school. Items such as radios, hand held video games, dolls, etc. are often broken, or lead to problems with other children. If brought to school these items often cause problems or distract from the educational program. They will be taken away from the children and will have to be picked up by the parent or the parent must write a note to gain the item back.

USE OF DISTRICT FACILITIES

Student groups or clubs that are not school sponsored are granted free use of school premises for a meeting or series of meetings pursuant to the conditions set forth in Board Policy 7:330 and applicable procedures. (REF: Board Policy Manual 7:330)

School facilities are available to community organizations during non-school hours when such use does not:

- (1) Interfere with any school function or affect the safety of students or employees
- (2) Affect the property or liability of the District.

The use of school facilities for school purposes has precedence over all other uses. The District reserves the right to cancel previously scheduled use of facilities by community organizations and other groups. The use of school facilities requires the prior approval of the Superintendent or designee and is subject to applicable procedures, including providing evidence of liability insurance. Organizations using school facilities are financially responsible for any damage to the facility during the period of use. In addition, persons on school

premises must abide by the District's conduct rules at all times.

Student groups, school-related organizations, government agencies, and non-profit organizations are granted the use of school facilities at no cost. Other organizations granted use of facilities shall pay fees and costs. Contact the District office for information about fees and costs. All fees and costs must be paid prior to the use of the facility. (REF: Board Policy Manual 8:20, 8:30)

VANDALISM

The cost of school vandalism in our country continues to rise. This is money that could be spent to improve the quality of education. The District is doing everything it can to reduce this expense. Parents/guardians of vandals may be held responsible under the law up to \$20,000.00 for actual damage committed by their child, and up to \$30,000.00 if a pattern or practice is established. Student vandals also could be subject to suspension or expulsion from school. However, the real efforts of home and school must be directed toward prevention: helping the child feel good about himself and school, providing adequate supervision, and reporting to the school or police any suspicious activity around the school. We appreciate anything you can do to assist us with this problem.

VISITORS

To ensure the safety of our students all parents and visitors are required to report directly to the office upon entering the building, to state their reasons for being there. Please do not linger in the hallways or go directly to individual classrooms, as this poses a threat to student safety and disrupts the educational process. Parents wishing to meet with a teacher or the principal should call the day before, if possible, to make an appointment. Teachers cannot meet with parents during class time. The principal or teacher will make every attempt to return your telephone call within twenty-four hours. **All parents and visitors must sign in and wear a badge.**

WEAPONS

Any student who is found to have a weapon of any kind at school, including penknives, will face severe consequences, up to and including expulsion. Please remember, the purpose is to keep our schools safe. It is imperative that parents take an active role of checking students' book-bags to ensure that items that should not be brought to school are kept at home. Any type of gun/knife, even if it is a toy, it could fall under this weapons policy. Please discuss with your children what is appropriate to bring to school. Your child has the right to a safe school environment. Working together, we can help to keep our schools safe.

WELLNESS POLICY

In response to a state mandate, Bethalto Unit School District # 8 has developed a district "Wellness Policy." The goal of this policy is to promote procedures that reinforce the maintenance of a healthy lifestyle. As a district we will be encouraging the maintenance of an active healthy lifestyle, and striving to make our breakfasts and lunches as healthy possible. Whenever possible, we will also attempt to look for student rewards and motivational options that do not primarily consist of sugary snacks. We would also request that parents attempt to support this initiative by providing students with healthier snacks, when sending refreshments for recesses, birthdays, parties, etc. Working together, we can positively impact the lives and healthy lifestyles of our students!

Meadowbrook Intermediate School

The Meadowbrook Intermediate staff encourages you to read the Handbook with your child. Please complete the form below and return it to school with your child. If you have any further questions, please feel free to contact the school office (377-7270).

I have read the Meadowbrook Intermediate Handbook and understand all of its provisions.

Student Signature _____ **Date** _____

Parent Signature _____ **Date** _____

Using a Photograph or Videotape of a Student

Picture of Unnamed Students. Students may occasionally appear in photographs and videotapes taken by school staff members, other student or other individuals authorized by the Building Principal. The school may use these pictures, without identifying the student, in various publications, including the school yearbook, school newspaper, and school website. No consent or notice is needed or will be given before the school uses pictures of unnamed students taken while they are at school or a school related activity.

Pictures of Named Students. Many times, however, the school will want to identify a student in a school picture. School officials want to acknowledge those students who participate in a school activity or deserve special recognition. In order for the school to publish a picture with a student identified by name, one of the student's parents or guardians must sign a consent form. Please complete and sign this form to allow the school to publish and otherwise use photographs and videotapes, with your child or ward identified, while he or she enrolled in this school.

I grant consent to Bethalto School District to identify a picture of my child ward, by full name and/or the school he or she attends, in any school sponsored material, publication, videotape, or website. This consent is valid for the entire time my child or ward is enrolled in Bethalto School District for the 2014-2015 School year. I may revoke this consent at any time by notifying the building Principal & Secretary.

Parent/Guardian Name (Print) _____

Signature Parent/Guardian _____

Pictures of students taken by Non-School Agencies. While the school limits access to school buildings by outside photographers, it has no control over news media or other entities that may publish a picture of a named or unnamed student. School staff members will not, however, identify a student for an outside photographer.

Bus/Walking Field Trip Permission

This will allow your child to attend local and district wide bus & walking field trips. While this will be the only form you will need to sign, we will always send specific information regarding destination, time schedule, lunch needs, etc. to you prior to each trip.

When each trip comes around, you will still have the option of not sending your child, if you so desire.

My child _____ has my permission to participate in all school approved field trips and walks for the 2016-2017 school year.

Parent Signature _____

Date _____

Bethalto School District Video/Film Parental Permission Form

Throughout the school year, films or film clips may be viewed to enhance the curriculum in your child's classes. It is the policy of Bethalto School District that parental permission be requested before a student is allowed to view a G/PG rated film (or film with other ratings, at the teacher's discretion). The information below outlines district film guidelines:

Kg -5th Grade

Limited to G and PG rated films/videos

Note: When his/her parent has excused a student from viewing a film/video in class, the student shall suffer no academic penalty, if and when questions concerning the film are asked during class discussion, on a class assignment or on a test or exam. When requested, alternate accommodations will be made for the student who is excused from viewing the film/video.

Please indicate your permission or denial below. If you have any questions or are in need of further information, please contact your child's school.

My Kg. - 5th grade son/daughter _____ does does not (*circle one*) have permission to view G & PG films/video during school year.

Printed Parent/Guardian: _____

Signature Parent/Guardian: _____

Date: _____

Signature Sheet for Electronic Network Access

I understand and will abide by the *Authorization for Electronic Network Access*. I understand that the District and/or its agents may access and monitor my use of the Internet, including my E-mail and downloaded material, without prior notice to me. I further understand that should I commit any violation, my access privileges may be revoked, and school disciplinary action and/or appropriate legal action may be taken. In consideration for using the District's electronic network connection and having access to public networks, I hereby release the School District and its Board members, employees and agents from any claims and damages arising from my use of, or inability to use the Internet.

Date: _____ **Printed Student Name:** _____

(Required if the user is a student)

I have read this authorization for *Electronic Network Access*. I understand that access is designed for educational purposes and the District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the District to restrict access to all controversial and inappropriate materials. I will hold harmless the District, its employees, agents, or Board members, for any harm caused by materials or software obtained via the network. I accept full responsibility for supervision if and when my child's use is not in a school setting. I have discussed the terms of this Authorization with my child. I hereby request that my child be allowed access to the District's Internet.

Date: _____ **Printed Parent/Guardian Name:** _____

Parent Signature: _____

Bethalto Community Unit School District #8

Technology User Agreement

2017-2018

Your child has been loaned an iPad to improve and personalize his/her education. It is essential that this agreement be followed to **ensure the safe, efficient and ethical operation** of the district's iPad. In order for your child to take the iPad home, you must be willing to accept the following terms and responsibilities:

Will read the Acceptable Use Agreement and discuss it with my child.

Will supervise my child's use of the iPad at home

Will discuss appropriate use of the Internet and supervise my child's use of the Internet

Will **NOT** attempt to repair the iPad

Will report any problem(s) or damage to the iPad to the teacher, school administrators or via e-mail to the technology staff at mobilehelp@bethalto.org

Will report loss/theft of iPad to the school and proper authorities within 24 hours.

Bethalto Police Department 377-5266

Madison County Police Department 692-6087

Will not move or delete apps from the iPad

Will not change any system settings

Will not remove any programs or files on the iPad except for personal documents

Will not deface the iPad by marking or placing stickers on iPads.

Will not remove district tags

Will return iPad, OtterBox, cable, charger at the end of the school year when requested, or if my child leaves the district before the end of year.

Your child will not be issued a "Good Standing" form until the iPad and accessories are returned

Parent agrees to pay for the following items if damaged

Damaged Screen: \$75.00

iPad Case (OtterBox): \$55.00

USB Cable: \$19.00

Power Adapter: \$29.00

Destroyed iPad: \$125.00

Third party insurance can be purchased, which covers damage or accidents that occur to the iPad. For more information visit: <http://technology.bethalto.org>

This form must be completed before your child is allowed to take the iPad home.

Print Student Name

Grade

Parent/Guardian Signature

_____/_____/20_____
Date

**BETHALTO SCHOOL HEALTH SERVICES CUSD #8
SCHOOL MEDICATION AUTHORIZATION FORM**

STUDENT'S NAME: _____ BIRTHDATE: _____

ADDRESS: _____

TELEPHONE: _____ EMERGENCY TELEPHONE: _____

SCHOOL: _____ GRADE: _____

I, _____, parent/guardian of _____ hereby acknowledge 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 Bethalto CUSD #8 and its employees and agents, on 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 certified school nurse, and specifically consent to such practices. I further acknowledge and agree that, when the lawfully prescribed medication is so administered or attempted to be administered, I waive any claims I might have against the School District, its employees and agents arising out of the administration of said medication. In addition, I agree to hold harmless and indemnify the School District, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration or attempts at administration of said medication.

Parent's Signature

Date

Medication must be brought to school in the original container appropriately labeled by the pharmacy. The school assumes no responsibility if medicine is sent to school with the child.

TO BE COMPLETED BY THE STUDENT'S PHYSICIAN

TYPE OF DISEASE OR ILLNESS: _____

NAME OF MEDICATION: _____

DOSAGE: _____ TIME: _____

DURATION OF ADMINISTRATION: _____

IS THIS MEDICATION ABSOLUTELY NECESSARY FOR THE CRITICAL HEALTH AND WELL-BEING OF THE STUDENT DURING REGULAR SCHOOL HOURS AND/OR DURING SCHOOL RELATED ACTIVITIES/? YES ___ NO ___

INCLUDE ON FIELD TRIPS? YES ___ NO ___

THIS MEDICATION SHOULD CAUSE (desired benefits): _____

SIDE EFFECTS OF THE MEDICATION ARE: _____

May student self-administer inhaler/Epi-pen under supervision of Health Service personnel or designate?
(A self-administration form must be completed on back of form) (Please circle) YES / NO

Physician's name (printed)

Physician's signature

Address

Date

Telephone Number

Emergency Telephone Number

BETHALTO SCHOOL HEALTH SERVICES CUSD #8
Request for Self-Administration of Inhaler / Epi-pen

Name of Student	Birth date
Address	Telephone Number

TO:

Principal: _____

School: _____

The above named student has _____
(Name of Disease or Syndrome)

I am requesting the above named student be allowed to self-administer the following medication during school hours or school related activities.

Name of Medication Type of Medication (inhaler / Epi-pen)

Dosage Time(s) to be given

Possible Side Affects

I certify that _____ has been instructed in the use and self-administration
(Name of Student)

of _____
(Name of Medication)

He/she understands the need for the medication, and the necessity to report to school personnel any unusual side effects. He/she is capable of using this medication independently.

I may be reached at the following phone # in the event of a reaction to the medication or an emergency.

Physician's name (printed) Physician's signature

Address

Telephone Number Date

Emergency Number

Bethalto Community Unit School District #8

School Health Services

CMHS EAST PARKSIDE
MEADOWBROOK TMS

Asthma Inhaler Administration: Parent Release Form

Student Name: _____ Date of Birth: _____

School Name: _____ Grade/Teacher: _____

Parent/Guardian Name: _____

Parent/Guardian Phone Number: _____

Emergency Contact: _____ Emergency Phone #: _____

Health Care Provider Name: _____

Health Care Provider Phone: _____

_____ Parent has provided the prescription label, which contains the name of the medication, the prescribed dosage, and the time at which or circumstances under which the medication is to be administered.

OR

_____ Parent has provided order for inhaler from their doctor.

I DO / DO NOT wish for my student's rescue inhaler to be kept in and administered out of the Nurse's Office. (please indicate your preference)

Parent Statement

As the parent of the above named student, I request that my student be allowed to carry and self-administer asthma rescue medication in school, at any school-sponsored activity, when under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property. I further agree that when the medication is so administered, I waive any claims I might have against the school district, its employees and agents arising out of administration of said medication. In addition, I agree to hold harmless and indemnify the school district, its employees and agents, either jointly or severally, from and against any and all claims, damages, causes of action or injuries incurred or resulting from the administration of said medication. *I have read the policy and procedures for administration of medication in Bethalto CUSD #8 and agree to abide by them.*

Parent Signature

Print Name

Date

Student Statement

Student has demonstrated the correct use of inhaler to the health care provider and school health personnel.

Student agrees to **never** share the inhaler with another person.

Student agrees that if there is not marked improvement after 2 puffs, he/ she will notify a teacher or other responsible adult who will seek further medical intervention as outlined in the student's Asthma Action Plan.

Student Signature

Print Name

Date