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Idaho Falls, ID 83404

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EDGEMONT ELEMENTARY

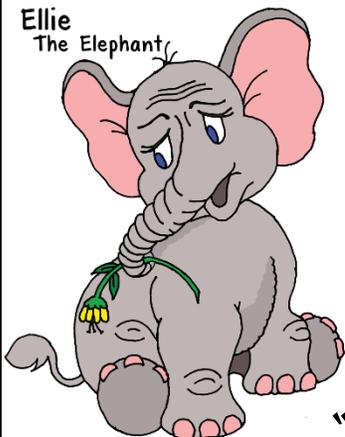
Parent & Student Handbook

Home of "Eddie"
the Eagle.



**"Inspiring ALL students to be
Empathetic toward others,
Academically Accountable, Goal
Oriented, Leaders, Empowered to
Face the Challenges of Tomorrow."**

Ellie
The Elephant



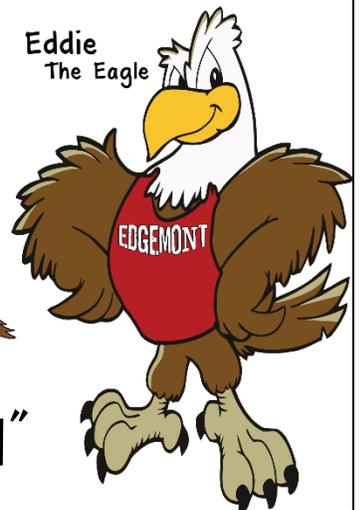
Andy
The Ant



Ginger
The Giraffe



Lawrence
The Lion



Eddie
The Eagle

"All For One and One For All"

**STAY UP TO DATE BY
CHECKING OUR
WEBSITE:**

WWW.EDGEMONTEAGLES.COM

Edgemont Elementary

The purpose of this handbook is to familiarize you with the operation of Edgemont Elementary School. It is the desire of the entire staff to make your child's experience in this facility as enjoyable and successful as possible.

We are convinced that next to the home experience, the school will probably be the most powerful influence in the lives of the children who attend here. We realize the great responsibility this places on us as a staff and are thus dedicated to creating an atmosphere that is not only conducive to learning, but that also helps the child develop a positive feeling of self-worth. It is our desire to build a foundation for future learning and to help your child learn qualities that will help them to become successful citizens of their future communities.

The success of Edgemont Elementary is very dependent on your involvement. It is vital for parents to actively participate in their child's education. Research has consistently shown that children are much more successful in school and life when their parents are involved. Strategies include reading with your child 20 minutes each day, regularly communicating with their teacher, and recognizing their successes.

Please feel free to visit the classroom and get to know your child's teacher. It will also help if you can familiarize yourself with this handbook. We are counting on your help and support and look forward to working with you to make your child's experiences here successful.

Thank you,

Dave Webster
Principal



Title I Student/Parent/School Compact

Student:

I know my education is important to me. I know my parents want to help me, but I am the one who has to do the work. Therefore, I agree to do the following:

- Do my class work on time and with my best effort.
- Return completed homework on time.
- Pay attention and ask for help when needed.
- Be responsible for my own actions.
- Ask for help when I don't understand something.
- Read frequently at home.

Student's Signature: _____ Date: _____

Family:

I understand that active participation in a child's education help his/her achievement and attitude. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Ensure that my child attends school regularly and is on time.
- Provide my child with a quiet place to study and the tools and materials for homework and to monitor his/her progress.
- Encourage my child to do his /her best.
- Be aware of my child's progress by checking PowerSchool.
- Celebrate my child's successes.
- Read to and with my child at home.
- Assist my child with math problems.
- Attend open houses, parent conferences, and other school events with my child.

Parent Signature: _____ Date: _____

Title I:

I understand the importance of the school experience to every student and my roles as an instructor and role model. Therefore, I agree to carry out the following responsibilities to the best of my ability.

- Teach and reinforce essential concepts and skills.
- Be aware of the individual needs of the student.
- Model the desire for lifelong learning.
- Regularly communicate to students and the classroom teacher about students progress and success.

Principal Signature: _____ Date: _____

Please sign and return to your child's school

Edgemont Elementary Parental Involvement Policy

The faculty and staff at Edgemont Elementary feel that a key component to a child's education is having a strong link between parents and the school. Based on this philosophy we have created the following Parental Involvement Policy to clarify the school and parent's opportunities and responsibilities, in an effort to strengthen the link between school and home.

An annual back to school night will be held at the beginning of each school year, at a convenient time, to which all parents of participating children shall be invited and encouraged to attend. This policy will also be discussed at parent teacher conferences held throughout the year on an individualized basis. Ongoing information will be provided to parents (in a language other than English if needed) regarding educational programs and resources being offered in the school and district. This information will include a description and explanation of: the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet. Materials and training will be provided, where needed, to help parents work with their child to improve achievement. Concerned parents may contact the teachers or administration to set up meetings regarding their student's education on an as needed basis.

We are committed to providing high quality curriculum and instruction that enables students to meet the Idaho Core State Standards for academic achievement. To facilitate this philosophy, a school-parent compact has been developed that outlines how parents, the school, and students will share the responsibility for improved student achievement. The compact will be discussed, reviewed, and modified at a yearly compact meeting.

The faculty and staff at Edgemont Elementary feel that communication between parents, teachers, and administration is critical to a child's educational success. This communication will be fostered through parent teacher conferences to be held at least twice a year, frequent progress reports, monthly newsletters, and e-mail communication. Parents are invited to make appointments to participate or observe in their child's classroom. The PTO is organized as a link between the community and school to assist in organizing parental involvement and supporting educational programs in the school. Accommodations may be provided to ensure that all parents have the opportunity to become involved in the programs outlined in this policy.

EDGEMONT ELEMENTARY SCHOOL RULES AND DISCIPLINE POLICY

Our main emphasis is to encourage positive student behavior through verbal reinforcement, positive contacts with home, and recognition for positive behavior. **As a school, we focus on students learning to be: Empathetic towards others, Academically Accountable, Goal Oriented, Leaders, Empowered to face the challenges of tomorrow all while being Safe, Respectful and Responsible.**

It would be impractical to list everything students should and should not do while at school. The basic rules listed below reflect our school's focus on positive school behavior.

		EDGEMONT GARDENS ELEMENTARY SCHOOL BEHAVIOR MATRIX							
	Schoolwide	Classroom	Playground	Hallways	Bathroom	Cafeteria	Library/ Computer Lab		
BE SAFE	-Keep hands to self -Use common sense	-Know evacuation procedures -Keep aisles clear -Hands to yourself -Move appropriately in the classroom	-Stay on school grounds -Keep hands and feet to self -Report bullying	-Walk -Use your own hook -Keep walkways clear and open	-Wash your hands with soap and water -Keep your hands to yourself	-Don't share food -Listen and follow instructions -Walk	-Keep hands to self -Keep aisles clear -Use computers appropriately		
BE RESPECTFUL	-Have a good attitude -Dress for success -Follow and encourage others to follow the School Rules	-Appropriate voice level -Follow class rules -Follow instructions -Work well with others	-Include everyone -Use only kind words -Share and take turns	-Respect others personal space -Stay to the right! -Greet and speak to others appropriately	-Allow for privacy of others -Use appropriate language	-Say Thank You -Nobody eats alone -Line up properly -Use inside voices	-Respect all equipment -Use appropriate voice level -Be aware of others around you		
BE RESPONSIBLE	-Come to school -Do your best	-Be on time -Do work on time -Be prepared -Use your time wisely -Ask for help -Take care of class property	-Return borrowed equipment -Pick up after yourself	-Keep neat and clean -Appropriate voice level -Have a hall pass	-Keep neat and clean -Flush and turn faucets off	-Keep food in the cafeteria -Clean up after yourself	-Take part in keeping everything in working order -Keep food and drink out		

Intervention Procedures

When students violate policy, appropriate interventions will take place according to individual classroom plans. Parents are notified when students repeatedly violate policy or when severe discipline incidents occur. When severe or repeated discipline incidents occur, the child is referred to the principal, parents are contacted, and the child is placed in a remedial or corrective discipline plan that may include the following options:

- Counseling
- Loss of recess time
- In-school suspension
- Out of school suspension
- Parent conference or parent attendance at school
- Transfer to alternative placement or class
- A more restrictive educational setting
- Reporting to law enforcement authorities for severe or criminal actions etc.

Due Process

All students are entitled to appropriate due process in all matters of school discipline.

Positive Recognition

As mentioned, we try to recognize those things students are doing right through verbal reinforcement, positive contacts with home, and other recognition for positive behavior.

EDGEMONT ATTENDANCE POLICY

PHILOSOPHY

Few factors have a greater influence on school success than regular attendance. Regular attendance means that students should be in school, on time every day except for sickness or other emergency situations.

If you decide to take your child out of school for a long period of time, arrangements should be made with the teacher. **A student missing more than 10 consecutive days of school will be un-enrolled from school.** Upon return, the student will need to register again.

All students enrolled after the first day of school will start school the day after they register, or if the registration occurs after 12:00 noon, the student will start two days after the day they register. This will decrease classroom interruptions and give the teacher time to prepare for the student.

PLAN OF ACTION

ANY ABSENCE - Please notify the school (**525-7618**) by **9:30 A.M.** on the day your child is absent. On Mondays, this would be by 10:30 A.M. This helps us confirm that each child is accounted for.

Idaho Falls School District 91- AP1002.0 Elementary Attendance Procedures: Absences should be reviewed on the following schedule:

- 1.** Five absences (excluding LCA Exempt absences) trigger a review by the child's homeroom teacher. This review may include a conference with the child and parent/guardian. The teacher may wish to invite a school nurse, counselor, or principal, if needed.
- 2.** Eight cumulative absences (excluding LCA Exempt absences) trigger a review by the principal. This review may include, if needed, a conference with the child, parent, teacher, nurse, counselor, and the truant officer. Administrators may request, if needed, medical verification of illness.
- 3.** Additional reviews will be scheduled in four day increments (12, 16, 20, etc.,) by the building principal and may include central office administration, health and welfare, or the prosecuting attorney to investigate possible child neglect or habitual truancy.
- 4.** In the event that an attendance problem is not otherwise resolved utilizing the above steps, the students may be referred for expulsion as a habitual truant under the provisions of Section 33-205 of the Idaho Code.

Tardies: Tardies caused by a late bus, inclement weather, or are medically excused shall not be counted on the student's record. The principal may also excuse a student for other extenuating circumstances.

Coding: T- Tardy: arriving less than 10 minutes late to school either morning or after lunch
T-10: Tardy 10 minutes or more. Arrive late to school 10 minutes or more.

Pursuant to Idaho Code 33-206 **YOUR STUDENT MUST ATTEND SCHOOL.** It is the parent's responsibility to ensure regular attendance. Please familiarize yourself with the District's Attendance Policy which can be found on the District's website

Please make sure to send a signed note or call the office within 3 school days.

NOTE: Our intent is to solve attendance problems quickly so that the children will not fall behind and become discouraged.

SCHOOL POLICIES AND PROCEDURES

ACCIDENT AND ILLNESS

If a student is seriously ill or has a serious accident, we do everything possible to contact the parents. If this is unsuccessful, we will notify the emergency contact number listed on your information card. Under extreme emergencies, if we are unable to contact these people, we will take the necessary steps for hospitalizing your child. Under no circumstances will we send a child home unless the parent or person listed as the emergency contact gives us permission.

ALLERGIES

Edgemont has many students that are allergic to nut products and latex. Please avoid bringing these into the school.

ARRIVING AND LEAVING THE SCHOOL

PLEASE REMEMBER THAT SCHOOL STARTS AT 9:00 A.M. AND ENDS AT 3:05 P.M.

Students should **not arrive** at school **earlier than 8:45 A.M.** Tuesday thru Friday and on 9:45 on Mondays unless they are here for breakfast. Cafeteria/Gym doors open at 9:30 on Mondays and 8:30 Tuesday-Friday.

Parents that choose not to follow these expectations may be jeopardizing the safety of their child(ren). *There is no supervision on the playground before 8:45, Tuesday – Friday and 9:45 on Mondays.*

Playground areas are only supervised during school hours. Morning supervision begins at 8:45 A.M. (9:45 A.M. on Mondays), and afternoon supervision ends at 3:15 P.M. For student safety, students are not allowed to play on playground equipment before school hours and after school hours.

BICYCLES or SCOOTERS

All bicycles and scooter are to be put in the bike rack (south side of the school) upon arrival at school. They should remain there until students go home. Please remind students to WALK bicycles and scooters at crosswalks to help prevent accidents. Students will get their bicycles or scooters when they are dismissed, will use the bike path, and will leave the school grounds quickly. Bicycles and scooters are not to be ridden on the sidewalks. Students must follow any applicable safety rules and safe school routes. Students are encouraged to wear bicycle helmets. Students are encouraged to secure their bicycles. The school or district cannot be held responsible for stolen or damaged bicycles or scooters.

BIRTHDAYS AND SPECIAL OCCASIONS

Please limit special flowers, balloons, treats, etc., to the school that are intended for one child. Many of the children feel left out and forgotten. Please take the time to share these items with your child at home. With teacher permission, you may bring treats that can be shared with all your child's classmates on special occasions. Thank you for your help in this area. *If treats are brought to school for activities such as birthday treats, class parties, special rewards, etc., they must be commercially prepared items, preferably individually wrapped. **Homemade treats are not permissible.***

BULLYING

What is bullying?

Bullying is any hurtful or aggressive act toward an individual or group that is intentional and repeated. See Board Policy for details.

Bullying is against the law.

Idaho Statutes includes the following types of bullying behavior:

- Harming a student; or damaging a student's property; placing a student in reasonable fear of harm; or placing a student in reasonable fear of damage to his or her property; or is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student.
- An act of harassment, intimidation or bullying may also be committed through the use of land line, car phone or wireless telephone or through the use of data of computer software that is accessed through a computer, computer system, or computer network.
- A student who personally violates any provision of this section of the Idaho State Statute may be guilty of an infraction and may be cited for assault and battery and a monetary fine.

What Bullying Is and Isn't

Bullying is continual unwanted, aggressive behavior that involves a real or perceived power imbalance. Bullying behavior is aggressive and includes:

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

Reporting Procedures

- Students report incidents of bullying to their teachers verbally or in written form
- Teachers or students report repeated incidents of bullying to an administrator or school resource officer.
- An investigation will take place to determine the circumstances and nature of the complaint.
- If the incident is in fact bullying, the result will be handled in accordance with the district policy and the Idaho State Statute.

CHECKING STUDENTS OUT

Students taken out of school prior to the dismissal bell will need to be signed out from the office by a parent, guardian or designee. Students will be picked up from the office, to lessen disruption to classrooms. It is the parent/guardian responsibility to notify the office if a student is picked up by private transportation or service providers during school hours.

COMMUNICATION

We believe that two-way communication between families and schools support students' achievement. Communication opportunities include: Back to School Night, Meetings, Parent Teacher Conferences, Website, School Messenger, e-mail distribution, newsletters, paper notices, and phone calls

DISCIPLINE (SEE BEHAVIOR MATRIX-PG. 6)

It is our belief that by working together as a team, your child's education at Edgemont Elementary will reflect excellence. It is policy that students be held accountable for their own actions. If a student demonstrates inappropriate behavior, the behavior will be addressed maintaining fairness and dignity for each child. As the need arises, parents will be informed and involved in the process. It is our belief that children of informed parents experience little misbehavior. We invite parents to call or come in person to discuss any concerns.

DRESS CODE POLICY

Wearing appropriate clothing to school is important for quality learning. The following are some guidelines:

- Shoes must be worn at all times.
- Students may wear shorts that are modest and appropriate. Tank tops and bare midriffs are inappropriate attire for school.
- Items with offensive, violent, or drug related pictures or slogans will not be permitted. Items advertising alcoholic beverages or tobacco products will not be permitted.
- No hats, bandannas, hoods, or sunglasses inside the school.

District Policy 1005.4 - Dress and Appearance

Dress and appearance must not present health or safety problems or pose potential disruption of the educational process as adjudged by school personnel.

DROPPING-OFF AND PICKING-UP STUDENTS

Student safety is a primary concern. Help us keep your children safe.

When you drop-off or pick-up your student(s), please use the DESIGNATED PARENT LANE ON THE WEST SIDE OF THE SCHOOL.

- **Do not** drop-off or pick-up students in the bus loading/unloading zone.
- **Do not** leave cars unattended, blocking driveways or crosswalks.
- Please pull as far forward as possible in the drop off/pick up zone.

WALKING STUDENTS

Please teach your children to use the correct crosswalks on their way to and from school. If you are walking to pick up your students, please model safety by using the sidewalks and crosswalks.

Please be courteous with bus drivers, students on bicycles, students walking, and other parents.

When picking up students and you are accompanied by other family members or student siblings, please have them follow the school expectations.

ELECTRONIC DEVICES

Electronic devices may be used by students with the permission of the classroom teacher and at the discretion of the principal. These devices should be stored in their backpacks during school hours.

Expectations:

1. Students will only use appropriate technology at teachers' discretions.
2. Students will only use appropriate educational applications on their device (i.e. not games and/or non-school related tasks and functions).
3. Students are not to call, text message, email, or electronically communicate with others from their personal device.
4. Students may not bring electronic devices to the cafeteria or playground.

Students utilizing this opportunity to its fullest capacity within school expectations will find numerous benefits to instruction, resources, completion of assignments and personal organization.

Students not following expectations for use of personal devices will face school disciplinary measures and lose the privilege to utilize personal devices in school for a period of time commensurate with the infraction.

IMMUNIZATION

Idaho State Law requires all children enrolled in a public school to complete immunizations and have immunization dates on file before admission to school.

INJURIES

If a student is injured seriously or feels like she/he is seriously injured, we will notify you. Because accidents do happen, it is important that your student's emergency information is accurate and up to date. We will make every attempt to contact the primary guardians before we call others listed on the emergency card. If you have any changes to your emergency information, please notify the school as soon as possible.

LOST AND FOUND

There are many items left at the school every year by the students. Please feel free to check our lost and found or ask at the office for items left by your child. Large items coats, hats, gloves, etc. will be in the lost and found box. Small items rings, watches, etc. will be in the office. At the end of each month, the Lost and Found will be cleaned out and given to a charitable organization. This day will be the last calendar day for the month which is a weekday that school is in session. To help return lost items - PLEASE put your child's name on everything they bring to school.

LUNCH SUPERVISION

Our lunch supervision time and places are staggered to ensure the playground is monitored during times when the majority of the kids are out for lunch recess. Play for the specific areas is the same as those described for recess. The consequences enforced for inappropriate play are similar to those described in recess supervision.

MEDICATIONS

Students are not allowed to have medications of any type on their person or in their classroom. If a child has a prescription or medication that need to be taken during the day, you can fill out a medication form. Please contact the school's secretary for more information.

MONEY AND VALUABLES

Students and parents are hereby notified that Edgemont Elementary and Idaho Falls School District #91 are not responsible for personal property of students. Students are encouraged to take steps to secure their property and to use locks to safeguard their property. If students bring valuable property to school on a regular basis (such as laptop computers, calculators, musical instruments, etc.) parents are encouraged to insure that property with their homeowners insurance as a rider.

Teachers cannot be responsible for a student's money and valuables. Therefore, we discourage students from bringing money to school except for those times when there is a specific purpose: book orders, school projects, pictures, etc.

When you do send money (either cash or check) to the school with your child, please send it in a sealed envelope with the following information on the outside:

1. Child's name
2. Teacher's name
3. What the money is intended for
4. Amount of money enclosed

Toys and valuables should be kept at home. Student's cubbies and desks are not secure places and the school cannot assume responsibility for damage or theft.

NEW STUDENT IDENTIFICATION/REGISTRATION

According to state law, all new students enrolling in an elementary school must provide a state issued certified copy of their birth certificate within 30 days. It is also required that immunization records be provided for each child. All students enrolled after the first day of school will start school the day after they register. This will decrease classroom interruptions and give the teacher time to prepare for the student.

NOTES/COMMUNICATION HOME

As a school, we try to keep parents informed of student progress and events taking place at school. Experience has shown that MANY notes sent from school never reach home. ***Please check with you children and look in their backpacks to check for notes that are sent home from the school.*** Each month, we will send home the newsletter, Eagle Extra. This newsletter will contain important information about upcoming events for the month, information from the P.T.O., messages from the principal and school counselor, etc. The newsletter is also posted on the website.

PETS/ANIMALS

Student pets or animals are not permitted at school due to safety and health reasons.

PLAYGROUND AND HALL SUPERVISION

Staff members are assigned to supervision 15 minutes before and 15 minutes after school. There will be staff on duty any time students are on the playground during morning recess and during lunch hour. There is no supervision on the playground before 8:45, Tuesday – Friday and 9:45 on Mondays.

RECESS

Students go to recess at various times under the supervision of their grade level teachers. Students are never to be out for recess without adult supervision. During recess times, appropriate play is enforced for each play area.

Students who engage in inappropriate play for the designated areas are given consequences by their teachers. This may include time-out, missing recess time, calling parents, etc. Students who have serious or repeated offenses are sent to the principal. At that time, more severe consequences are enforced (parents called in to school, skills class, suspensions, etc.).

SCHOOL CULTURE COMMITTEE – PARENTAL INVOLVEMENT

The SCC plays a very important role in partnering in the education of our children with the school, its staff and faculty, and the district. The SCC provides a cooperative means of improving the educational programs and conditions within the school. SCC responsibilities include:

- Developing a School Improvement Plan
- Assisting in the development and implementation of a school professional development plan
- Advising and making recommendations to school and school district administrators and the local school board regarding the school and its programs, school district programs, and other issues relating to the community environment for students
- Developing a reading achievement plan
- Responsibilities as directed

To carry out these responsibilities, members of the SCC must plan to accomplish the following tasks:

- Identify the school's most critical academic needs and recommend courses of action to meet those needs
- Review the school budgets, IRI and ISAT data, and other information provided by the principal, to develop a school improvement plan specific enough to produce a measurable increase in student performance

- Develop a list of programs, practices, materials or equipment the school will need to implement its improvement plan
- Describe how the school intends to enhance or improve academic achievement.
- Provide ongoing support for the plan and monitor its implementation

In addition the SCC has these additional responsibilities:

- Work collaboratively on school discipline, attendance, and citizenship policies and procedures, including site-based plans to deal with student harassment and bullying
- Review the school's Emergency Preparedness Plan Annually
- Approve fund-raising activities involving students, in advance and in relation to school board policy
- Evaluate the school community efforts in shared governance after receiving SCC survey results and make recommendations

STAYING AFTER SCHOOL

Occasionally students may be required to stay after school to complete assignments or as a result of inappropriate behavior. Either teacher or the student will notify you if he or she needs to stay after school at the teacher's request. Students will not be kept without your permission.

STUDENT AND STAFF SAFETY

A sign at each entrance reads, "All visitors are required to report to the main office".

- Please sign in at the office, sign in, and get a visitors pass.
- No one will be permitted in the hall without a dated visitor pass.
- Visitors must sign out and leave the building by the main doors.

Because of the problems schools throughout the nation and world have had, it is necessary to protect your child and the members of the staff from possible harm. All members of the faculty will be wearing identification badges so that students know who is and who is not to be in the halls.

STUDENT CHECKOUT

If parents need to pick up their children during school hours, they need to check out their children at the front office and sign the checkout log. Students will only be released to parents/guardians at the front office.

No student will be released to parents/guardians at the classroom.

STUDENT VISITORS AT SCHOOL

Only students enrolled in our school are permitted to attend Edgemont Elementary.

TECHNOLOGY

For students to be able to use the Internet at school, they, and their parent/guardian, must have a signed Network Acceptable Use Policy.

TELEPHONE

To avoid interruptions in the classroom, teachers and students will not be called out of the classroom for a phone call unless there is an emergency. Necessary messages will be taken at the office and relayed to the teacher. If there is an emergency and you need to talk to your student right away, we will call them to the phone. For normal calls we will take a message and deliver it to the students or give the message over the intercom.

TRANSFERRING OR WITHDRAWAL

If you are leaving District #91 and need to check your child out of school, please notify the office or your child's teacher in advance. This will allow us time to complete the checkout procedure. Please take the time to return all school materials including library books before requesting transfers. When students transfer, their records will be requested from the new school and will be sent as soon as we receive the request.

TREATS

Shall be obtained from sources that comply with all laws relating to food and food labeling. Home prepared foods are prohibited. If treats are brought to school for activities such as birthday treats, class parties, special rewards, etc., they must be commercially prepared items, preferably individually wrapped.

VISITORS AT SCHOOL

Please feel free to visit the school. We encourage you to inform your child's teachers first if you plan to visit the classroom so arrangements can be made for your comfort. Parents are always welcome at school. Occasionally parents and/or students request to have siblings, relatives, or friends visit/attend school. This can cause an interruption in the classroom and is not allowed.

“All visitors are required to report to the main office, sign in, obtain a tag or dated visitor sticker”

Please sign in at the office and get a dated visitors pass.

No one is permitted in the hall without a visitor pass.

Visitors must notify the office, sign out and exit out the main doors.

VOLUNTEERS

Your assistance is always appreciated and shows your child that school is an important place. For safety reasons, we need to know who is in the school at all times. Any time you are volunteering or visiting the school, please sign in at the office and pick up a visitor's badge. Parents are encouraged to volunteer to help at school in many ways. Let us know where your interests lie and we will help you find the perfect fit.

Volunteers:

- Must be 18 or older (unless pre-authorized)
- Must sign in/out at the office
- Must wear a visitor's badge
- Must be here for a purpose (not just “hanging out”) 😊
- Must be under the teacher's direct supervision

WEATHER

Children should arrive at school dressed for the weather of the day so they are comfortable and can safely enjoy recess. In winter months, children should remember to dress appropriately. Unless parents have contacted the teacher by phone or note about a child staying in, children will be expected to go out for recess. In extreme weather conditions, children will remain inside for recess. If your child cannot participate in recess for health reasons, please send a note to this effect. If it is a prolonged stay (longer than 3 days) please send a note from the doctor.

In the event of adverse weather (temperatures less than 0 °, high wind, severe rain, etc.) students will remain inside.

ZERO TOLERANCE FOR WEAPONS AND EXPLOSIVES

It is the policy of the Board of Trustees of School District 91 that any student who has firearm or explosive in their possession or who uses other deadly or dangerous weapon as defined in Federal Law Section 921 or Title 16 of the United States Code will immediately be suspended from School. The administration of the building where the offense occurred will hold a Due Process Hearing within five (5) days of the incident and make a written recommendation for expulsion to the Board of Trustees, if appropriate. If petitioned for expulsion, the Board will hold said hearing at the next regular scheduled meeting, or at a special meeting if the Board deems necessary. Any student expelled under the section may not apply for re-admission for twelve months from the date of expulsion. If re-admission is granted after proper application, it will not occur until the start of the next grading term following approval of re-admission.

Annual Notice to Parents

Annual Notice of Student Education Record Privacy (FERPA)

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and
 - State and local authorities, within a juvenile justice system, pursuant to specific State law.

Directory Information

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, participation in school activities, photograph, weight and height of athletic team members and dates of attendance. The information is routinely disclosed for the purposes of graduation programs, newspaper articles, and other program related activities. If you do not wish to have this information disclosed, please talk with your student's principal and request in writing that the information not be disclosed to third parties.

If you wish to file a complaint with the U.S. Department of Education concerning alleged failures of the district to comply with this policy, contact:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue SW
Washington, DC 20202-5901

Section 504/Title II

Section 504 is the part of the Rehabilitation Act of 1973, which applies to persons with disabilities. It is a civil rights act that states that no otherwise qualified individual with a disability can be excluded from or denied benefits of any program receiving federal financial assistance.

A person who qualifies for a 504 plan has a mental or physical impairment which substantially limits one or more of a person's major life activities. For an impairment to be substantially limiting, it must impede student access to a "large or considerable degree". This includes functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working.

At school "learning" is frequently identified as the area of difficulty. Referrals to consider eligibility for Section 504 accommodations should be made to the principal.

Annual Notice of Rights to Request Teacher Qualifications

Our school receives federal funds that are part of the *No Child Left Behind Act of 2001*. Due to this, you have the right to request information regarding your child's classroom teacher's professional qualifications. If you request information, the district or school will provide the following information as soon as possible:

- If the teacher has met state licensing requirements for the grade level and subject they are teaching.
- If state licensing requirements have been waived for the teacher temporarily.
- The type of college degree major of the teacher and the field of discipline for any graduate degree or certificate.
- If your child is receiving services in a federal program from a paraprofessional and, if so there qualifications.

If you would like to make such as request, please contact your child's school.