



East Dubuque Elementary School
100 School Road East Dubuque, IL 61025
Where Everybody is Somebody
District Website: <http://www.eastdbqschools.org>

2025-2026 Elementary Student Handbook

Mr. Wes Heiar, Principal
815-747-3117 ext. 2101

Mr. TJ Potts, Superintendent
815-747-3188 ext. 3011

Mr. Jeff Weydert Transportation Director
815-747-3188 ext. 1107

Mr. Grover Priebe, Buildings and Grounds Director
815-747-3188 ext. 1122

Elementary School Office 815-747-3117
Office Hours: 7:30am---3:30pm
School Hours: 8:20am--- 3:05pm

Elementary School Fax 815-747-3827

Mrs. Becky Strauser, Elementary Secretary 815-747-3117 ext. 2302
Mrs. Barb Kennicker, District Nurse 815-747-3117 ext. 2111
Mrs. Jen Heim, Transportation Secretary 815-747-3117 ext. 3012

The School Board governs the school district and is elected by the community.

Members of the East Dubuque School Board are:

Glen Foote, President
David Sendt, Vice President

Dan Dalberg, Member
Stephen McDermott, Member
Esta Poulton, Member
Angie Ryan, Member
Christina Schauer, Member

The following information is presented to students and parents to assist in facilitating communication with school personnel. If there are any questions, suggestions, or concerns please contact us.

This handbook is a summary of the school's rules and expectations, and is not a comprehensive statement of school procedures. The Board's comprehensive policy manual is available for public inspection through the District's website (<http://www.eastdbqschools.org>) or at the Board office, located at 200 Parklane Dr. East Dubuque, IL 61025.

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East Dubuque School District Mission:

We are a community united for educational excellence.

East Dubuque Elementary School Vision:

Respectful and dependable staff will lead, support and motivate students to become confident and independent learners who will develop into responsible individuals.

2025-2026 Elementary Phone Directory

| | | |
|---|------|------|
| Abing, Ashley – Social Worker | 2103 | |
| Bales, Jennifer - Early Childhood Special Education | 2209 | |
| Berryman, Allison – 2 nd Grade | 2219 | |
| Blakemore, Amanda - Kindergarten | 2114 | |
| Brandel, Maggie – 4 th Grade | 2221 | |
| Diem, Melissa – Special Education | 2201 | |
| Dolan, Meghan – 3 rd Grade | 2212 | |
| Donath, Katrya – 5 th /6 th Grade | 2206 | |
| Doyle, Ashley – 3 rd Grade | 2207 | |
| Duster, Stacey - Physical Therapy | 2110 | |
| Eyres, Michael - Physical Education | 2108 | |
| Fernandez, Lindsay – 5 th /6 th Grade | 2231 | |
| Galle, Tabethe – Diagnostician | 2235 | 2227 |
| Hartmann, Julie – 4 th Grade | 2202 | |
| Heiar, Hailey – 4 th Grade | 2232 | |
| Heiar, Wes - Principal | 2101 | |
| Heim, Jen - Administrative Assistant | 3012 | |
| Hinderman, Sarah – 5 th /6 th Grade | 2220 | |
| Hoang, Treighton – 5 th /6 th Grade | 2216 | |
| Hofland, Coel – Vocal Music | 2222 | |
| Huber, Kayla - Kindergarten | 2214 | |
| Kennicker, Barb – District Nurse | 2111 | |
| Lange, Sam – Special Education | 2211 | |
| McAuliff, Charissa – ELL Teacher | 2224 | |
| McNaught, Meredith - Band | 2307 | |
| Miller, Kim – Reading Specialist | 2215 | |
| Miller, Laurie - Occupational Therapy | 2110 | |
| Oberman, Chloe – Speech Therapy | 2233 | |
| Oney, Pamela – Instructional Coach | 2205 | |
| Parsons, Molly – 1 st Grade | 2230 | |
| Peterson, Kelly - Special Education | 2234 | |
| Sand, Elizabeth - Special Education | 2226 | |
| Sprengelmeyer, Andrea - Special Education | 2208 | |
| Stierman, Kathy - Art | 2213 | |
| Strauser, Becky – Elementary Secretary | 2302 | |
| Strauser, Caitlin – 2 nd Grade | 2229 | |
| Suiter, Emily – Special Education | 2217 | |
| Theis, Mary – 5 th /6 th Grade | 2105 | |
| Thomasson, Molly – Preschool | 2228 | |
| Tomkins, Jenna – 1 st grade | 2218 | |
| Ward, Suzanne - Library | 2203 | |

EAST DUBUQUE UNIT SCHOOL DISTRICT #110
2025-26 School Calendar

Board Approved: February 19, 2025
R.O.E. Approved: April 23, 2025

| | HS | JH | Elem. |
|-------------------|-------|-------|-------|
| Classes Begin | 7:30 | 7:30 | 8:30 |
| Regular Dismissal | 2:30 | 2:30 | 3:05 |
| Early Dismissal | 12:30 | 12:30 | 1:05 |

Times subject to change without prior notice.

| August, 2025 | | | | | | |
|--------------|----|----|----|----|---|---|
| M | T | W | Th | F | S | S |
| | | | | 1 | | |
| 4 | 5 | 6 | 7 | 8 | | |
| 11 | 12 | 13 | 14 | 15 | | |
| 18 | 19 | 20 | 21 | 22 | | |
| 25 | 26 | 27 | 28 | 29 | | |

12- Mentor Day- 1/2 day Teacher Institute
13-14 Teacher Institute Day
15- 1st Day of Student Absence

| September, 2025 | | | | | | |
|-----------------|----|----|----|----|---|---|
| M | T | W | Th | F | S | S |
| 1 | 2 | 3 | 4 | 5 | | |
| 8 | 9 | 10 | 11 | 12 | | |
| 15 | 16 | 17 | 18 | 19 | | |
| 22 | 23 | 24 | 25 | 26 | | |
| 29 | 30 | | | | | |

1- Labor Day (No School)
12- Homecoming- Early Dismissal
14- Teacher Institute- Early Dismissal

| October, 2025 | | | | | | |
|---------------|----|----|----|----|---|---|
| M | T | W | Th | F | S | S |
| | | 1 | 2 | 3 | | |
| 6 | 7 | 8 | 9 | 10 | | |
| 13 | 14 | 15 | 16 | 17 | | |
| 20 | 21 | 22 | 23 | 24 | | |
| 27 | 28 | 29 | 30 | 31 | | |

13- Columbus Day (No School)
28- Evening PT Conference
30- Early Out PT Conference
31- No School

| November, 2025 | | | | | | |
|----------------|----|----|----|----|---|---|
| M | T | W | Th | F | S | S |
| 3 | 4 | 5 | 6 | 7 | | |
| 10 | 11 | 12 | 13 | 14 | | |
| 17 | 18 | 19 | 20 | 21 | | |
| 24 | 25 | 26 | 27 | 28 | | |

10- Veteran's Day Observed (No School)
26- Emergency Day
27-28 Thanksgiving break - (No School)

| December, 2025 | | | | | | |
|----------------|----|----|----|----|---|---|
| M | T | W | Th | F | S | S |
| 1 | 2 | 3 | 4 | 5 | | |
| 8 | 9 | 10 | 11 | 12 | | |
| 15 | 16 | 17 | 18 | 19 | | |
| 22 | 23 | 24 | 25 | 26 | | |
| 29 | 30 | 31 | | | | |

15-18 Finals Week
19- Teacher Institute - Early Dismissal
22-31 Winter break (No School)

| January, 2026 | | | | | | |
|---------------|----|----|----|----|---|---|
| M | T | W | Th | F | S | S |
| | | | | 1 | 2 | |
| 5 | 6 | 7 | 8 | 9 | | |
| 12 | 13 | 14 | 15 | 16 | | |
| 19 | 20 | 21 | 22 | 23 | | |
| 26 | 27 | 28 | 29 | 30 | | |

1-2 Winter Break
7- Teacher Institute- No School
6- 2nd semester begins
18- MLK Day (No School)
19- Early Dismissal

| February, 2026 | | | | | | |
|----------------|----|----|----|----|---|---|
| M | T | W | Th | F | S | S |
| 2 | 3 | 4 | 5 | 6 | | |
| 9 | 10 | 11 | 12 | 13 | | |
| 16 | 17 | 18 | 19 | 20 | | |
| 23 | 24 | 25 | 26 | 27 | | |

11- No School - Emergency Day
16- President's Day (No School)
25- Teacher Institute- Early Dismissal

| March, 2026 | | | | | | |
|-------------|----|----|----|----|---|---|
| M | T | W | Th | F | S | S |
| 1 | 2 | 3 | 4 | 5 | | |
| 8 | 9 | 10 | 11 | 12 | | |
| 15 | 16 | 17 | 18 | 19 | | |
| 22 | 23 | 24 | 25 | 26 | | |
| 29 | 30 | 31 | | | | |

2- Calmtr Pupil's Day (No School)
11- Evening PT Conference
12- Early Out PT Conference
13- No School
15- Teacher Institute- Early Dismissal

| April, 2026 | | | | | | |
|-------------|----|----|----|----|---|---|
| M | T | W | Th | F | S | S |
| | | | 1 | 2 | 3 | |
| 6 | 7 | 8 | 9 | 10 | | |
| 13 | 14 | 15 | 16 | 17 | | |
| 20 | 21 | 22 | 23 | 24 | | |
| 27 | 28 | 29 | 30 | | | |

3- No School - Emergency Day
5-6 Spring Break
29- Teacher Institute- Early Dismissal

| May, 2026 | | | | | | |
|-----------|----|----|----|----|---|---|
| M | T | W | Th | F | S | S |
| | | | | 1 | | |
| 4 | 5 | 6 | 7 | 8 | | |
| 11 | 12 | 13 | 14 | 15 | | |
| 18 | 19 | 20 | 21 | 22 | | |
| 25 | 26 | 27 | 28 | 29 | | |

21- Last Day of Student Absence- Early Dismissal 1/2 TI
22 1/2 day Teacher Institute
25- Memorial Day
26-27 Emergency Days
29 - Graduation

| June, 2026 | | | | | | |
|------------|----|----|----|----|---|---|
| M | T | W | Th | F | S | S |
| 1 | 2 | 3 | 4 | 5 | | |
| 8 | 9 | 10 | 11 | 12 | | |
| 15 | 16 | 17 | 18 | 19 | | |
| 22 | 23 | 24 | 25 | 26 | | |
| 29 | 30 | | | | | |

GENERAL INFORMATION AND NOTICES

VISITORS

Parents and community members are welcome to visit the school. If you wish to speak with a teacher or the principal, please call for an appointment. The teacher cannot leave a class unattended and the principal may not be available.

Arrangement for student visitors must be made at least 24 hours in advance and must be approved by the principal.

All visitors, including parents and siblings, should enter through the front door of the building and proceed immediately to the main office.

Visitors must sign in, identifying their name, the date and time of arrival, and the classroom or location they are visiting. Approved visitors must wear and display a visitor's pass. All visitors must return to the main office and sign out before leaving the school.

Visitors are expected to abide by all school rules during their time on school property.

SECURED DOORS/INTERCOM SYSTEM

The entrance doors to the school will be locked and controlled by an intercom and video system during the hours of the school day. Anyone who wishes to enter the building must pass through these doors after speaking with staff using the intercom system. All visitors should then proceed directly to the office.

SCHOOL VISITATION RIGHTS

The School Visitation Rights Act (Illinois School Code, 820 ILCS 147/1) requires employers subject to this Act to grant employees who satisfy specific criteria leave time to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during nonworking hours. In addition, an excerpt from this Act reads, "... no leave may be taken by an employee of an employer that is subject to this Act unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave." Please contact your employer or the principal's office if you would like more information on this Act.

EQUAL OPPORTUNITY AND SEX EQUITY

Equal educational and extracurricular opportunities are available to all students without regard to race, color, nationality, sex, sexual orientation, gender identity, ancestry, age, religious beliefs, physical or mental disability, status as homeless, or actual or potential marital or parental status, including pregnancy.

No student shall, based on sex or sexual orientation, be denied equal access to programs, activities, services, or benefits or be limited in the exercise of any right, privilege, advantage, or denied equal access to educational and extracurricular programs and activities.

Any student or parent/guardian with a sex equity or equal opportunity concern should contact the superintendent.

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather and other local emergencies, please listen to any local radio or television station to be advised of school closings or early dismissals. **Skylert** is the **automated** message system that will contact you in case of weather related or emergency situations. Calls will be made as early as 5:30 a.m. and throughout the school day. If your phone numbers change, please call to inform the school office. For your child's safety, make certain your child knows ahead of time where to go in case of an early dismissal.

If we dismiss early for an emergency, all after-school functions are automatically cancelled.

VIDEO & AUDIO MONITORING SYSTEMS

A video and/or audio monitoring system may be in use on school busses and a video monitoring system is in use in public areas of the school building. These systems have been put in place to protect students, staff, visitors and school property. If a discipline problem is captured on audiotape or videotape, these recordings may be used as the basis for imposing student discipline. If criminal actions are recorded, a copy of the tape may be provided to law enforcement personnel.

ATTENDANCE AND PROMOTION

ATTENDANCE and TRUANCY

Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the entire time school is in session (unless the child has already graduated from high school). Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

There are certain exceptions to the attendance requirement for children who: are physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), are lawfully and necessarily employed, are between the ages of 12 and 14 while in confirmation classes, have a religious reason requiring absence, or are 16 or older and employed and enrolled in a graduation incentive program.

ABSENCES FROM SCHOOL

EXCUSED ABSENCES include (but are not limited to): illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS, or other reason as approved by the principal. Pre-arranged family vacations can be considered excused, provided the student is accompanied on the trip by their parent/guardian. All other absences are considered unexcused.

UNEXCUSED ABSENCES may vary. Please contact the office if your child needs to miss school for reasons other than those listed above.

In the event of any absence, the student's parent or guardian is required to call the school to explain the reason for the absence. All absences are to be reported to the Elementary Secretary. The East Dubuque Elementary School Office may be reached by calling 815-747-3117 after 7:30 a.m. to explain the reason for the absence. If you call before 7:30 a.m., you may leave a message at extension 2302. If a call has not been received by 9:30 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the parent/guardian must send a note in on the following day explaining the reason for the absence. Failure to do so shall result in an unexcused absence. Upon request of the parent or guardian, the reason for an absence will be kept confidential.

For an excused absence or if a student has been suspended (in or out of school) the student will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work. Standard procedure will be that the student will receive one day per day of excused absence to get work completed and turned in.

Once a student has accumulated nine (9) days of absences within the last 180 days of school, the school can require a doctor note for any subsequent absences to be considered excused. If a student misses more than three (3) days of unexcused absences, they will be referred to a truancy officer. This referral can lead to Pre-Court meetings, school discipline or more serious consequences, pending the circumstances of the unexcused

absences. The school will provide support services and resources aimed at correcting the truancy issue prior to these measures.

TRUANCY

We are required by law to report truant students to a truancy officer. A parent or guardian who knowingly and willfully permits a child to be truant may be convicted of a Class C misdemeanor, which carries a maximum penalty of thirty days in jail and/or a fine of up to \$1500.00.

HOME AND HOSPITAL INSTRUCTION

A student who is absent from school for an extended period of time, or has ongoing intermittent absences because of a medical condition, may be eligible for instruction in the student's home or hospital.

LEAVING SCHOOL EARLY

If a student must leave early, a note must be sent to the office for approval. That note becomes the pass for the student to be dismissed from class. A **parent or guardian** must come into the building to sign the student out. If someone other than the parent or guardian is to pick up the student, please provide the office with detailed information. Students leaving school early must be picked up no later than 2:45 pm from the office.

HOMEWORK REQUESTS

We will do our best to provide homework assignments for absent students. Requests for homework must be made by 11:00 a.m.

ARRANGEMENTS FOR MISSING ASSIGNMENTS

Students and teachers will work together to complete missing assignments. Health related illnesses beyond three consecutive days may require a doctor's statement.

GRADING AND PROMOTION

School report cards are issued to students on a quarterly basis. For questions regarding grades, please contact the classroom teacher.

The decision to promote a student to the next grade level is based on successful completion of the curriculum, attendance, performance on standardized tests and other testing. A student will not be promoted based upon age or any other social reason not related to academic performance.

PRESIDENTIAL ACADEMIC ACHIEVEMENT AWARD

Only students completing grade 4-6 are eligible. Awards are presented in May of the student's 8th grade year.

The following criteria will be used:

GPA of 3.70

Score of 85% or higher on a recognized standardized test

MID-TERM REPORTS

Reports of academic progress will be sent home after the fourth-fifth week of the grading period.

REPORT CARD DISTRIBUTION

Check monthly calendar for dates and times.

HOMEWORK

As a general rule, homework may be assigned and will generally follow the below guidelines:

Grade 1-10 min. Grade 2- 20 min. Grade 3- 30 min. Grade 4- 40 min. Grade 5- 50 min. Grade 6- 60 min.

RETENTION POLICY

Two types of retention exist: mandatory and advisory.

Mandatory: Students who do not earn passing grades in two or more core subjects (reading, math, language arts, science, and social studies) or any three subjects for the year will repeat the grade.

Advisory: A student may have earned very low passing grades, but, in the opinion of the teacher, the student could greatly benefit by repeating the grade. This decision is made in consultation with the parent.

If a student is in jeopardy of being retained, a promotion plan will be initiated.

PHYSICAL EDUCATION

Students must have a pair of gym shoes which remain at school for class. Report any injury which occurs in physical education class to the physical education teacher.

STUDENT FEES AND MEAL COSTS

FINES, FEES AND CHARGES

All students must pay the annual general fee set by the Board of Education. If a child leaves the school system during the first semester of the school year and has returned all school supplies and paid any outstanding obligations, he/she will be entitled to a refund of one-half of the general fee. Once the second semester begins, no refund will be given. A request in writing for the refund must be submitted to the principal's office before payment will be authorized. The request must be received within 10 school days of the last day of the student's attendance. The school establishes fees and charges to fund certain school activities. Students will not be denied educational services or academic credit due to the inability of their parent or guardian to pay fees or certain charges. Students whose parent or guardian is unable to afford student fees may receive a fee waiver. A fee waiver does not exempt a student from charges for lost and damaged books, locks, materials, supplies, and/or equipment.

WAIVER OF STUDENT FEES 4:140

A parent may submit applications for fee waivers or guardian of a student who has been assessed a fee. A student is eligible for a fee waiver if at least one of the following prerequisites is met:

1. The student currently lives in a household that meets the free lunch or breakfast eligibility guidelines established by the federal government pursuant to the National School Lunch Act; or
2. The student or the student's family is currently receiving aid under Article IV of the Illinois Public Aid Code (Aid to Families of Dependent Children).

The building principal will give additional consideration when other factors are present.

The building principal will notify the parent/guardian as to whether the fee waiver request has been granted or denied. Questions regarding the fee waiver application process should be addressed to the building principal.

Fees

All students must pay the annual fees set by the Board of Education. Checks for curriculum fees should be made payable to East Dubuque Schools:

| | |
|--|---------|
| Kindergarten---6 th grade fees | \$60.00 |
| Band fee | \$ 5.00 |
| Choir fee | \$ 5.00 |
| Technology Fee (K-4 th) | \$15.00 |
| Technology Fee (5 th -6 th) | \$25.00 |

Books checked out to students are still the property of the school. Any damage or loss of books will result in charges to parents. Please handle our books carefully!

| | |
|------------------------|-----------------------|
| Graffiti or torn pages | \$5.00 |
| Broken binding | \$5.00 |
| Lost book | current price of book |

Checks returned as NSF will be assessed a \$20.00 fee.

If a student leaves the school system during the first semester of the school year, has returned all school supplies and paid any outstanding obligations, he/she will be entitled for a refund of ½ of the book rental. Once the second semester begins, no refund will be given. A request in writing for the refund must be submitted to the office before payment will be authorized. The request must be received within ten days of the last school day of the student's attendance.

SCHOOL LUNCH PROGRAM

A student in kindergarten through 6th grade may bring a sack lunch from home or may purchase a school lunch for \$2.05 (milk included) or, for students who bring their lunch milk is available for \$.50.

Breakfast will be offered this year and students may purchase school breakfast for \$1.30.

Free or reduced price meals are available for qualifying students. Applications are available in the school office.

All prices are subject to change

Lunch times:

K 11:00 - 11:20
 1 11:15 – 11:35
 2 11:30 – 11:50
 3 11:45 - 12:05
 4 12:30 – 12:50
 5 12:08- 12:28
 6 12:08 – 12:28

Recess times:

11:20 - 11:40
 11:35 - 11:55
 11:50 - 12:10
 12:05 - 12:25
 12:50 - 1:10
 12:28 - 12:48
 12:28 - 12:48

Money for lunch is deposited in individual student accounts. Money can be deposited by:

- a. Sending a check or cash to school in an envelope marked with your child’s name, teacher, and the amount you want deposited. Information about adding funds electronically will be available upon request.
- b. You can access your child’s lunch account balance through Skyward. Click on the “Gradebook Access” hyperlink on the District’s website (www.eastdbqschools.org) to access Skyward and log-in. If you do not have a log-in for Skyward please contact the school office.

TRANSPORTATION & PARKING**BUS TRANSPORTATION**

The district provides bus transportation to and from school for all students living in the district. A list of bus stops will be published at the beginning of the school year. Parents must, at the beginning of the school year, **select one bus stop at which a student is to be picked up, and one stop at which a student is to be dropped off**. Students are not permitted to ride a bus other than the bus to which they are assigned.

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

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

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

1. All school rules apply while on the bus, at a bus stop, or waiting for the bus.
2. Enter and exit the bus only when the bus is fully stopped.
3. Be waiting at your bus stop on time.
4. Choose a seat and sit in it immediately upon entering the bus. Do not stand in the entrance or in the aisle.
5. Do not move from one seat to another while on the bus.
6. Keep book bags, books, packages, coats, and other objects out of the aisles. Keep all body parts clear of the aisles when seated.
7. Do not open windows.
8. Keep all parts of the body and all objects inside the bus.
9. Athletic footwear equipped with cleats or spikes are not allowed on the bus.
10. Keep the bus neat and clean.

11. **Eating or drinking is not permitted on the bus.**
12. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension from bus services.
13. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
14. Loud conversation, singing, boisterous conduct, unnecessary noise or profanity is not allowed.
15. Use emergency door only in an emergency.
16. In the event of emergency, stay on the bus and await instructions from the bus driver.
17. Never tamper with, damage, or deface anything in or on the bus, or any of the bus or school equipment.
18. Parents will be liable for any defacing or damage students do to the bus.

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

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus. The content of the videotapes are considered student records and are subject to District policy and procedure concerning school student records. Only those people with a legitimate educational or administrative purpose may view the videotapes. In most instances, individuals with a legitimate educational or administrative purpose will be the Superintendent, Building Principal, Transportation Director, bus driver, and sponsor, coach, or other supervisor. If the content of a videotape becomes the subject of a student disciplinary hearing, it will be treated like other evidence in the proceeding.

For questions regarding school transportation issues, contact: Mr. Jeff Weydert, Transportation Director, at 815-747-3188 ext. 1107.

EVENING BUS INQUIRIES

Should a student not arrive home on the bus or you note the bus is very late, please call Mr. Jeff Weydert, Transportation Director, at 815-631-3594 for assistance.

PARKING/ARRIVAL/PICK UP

The school has locations available for school visitor parking in marked areas by the round school and in front of the school sign at the bottom of the hill.

All students may be dropped off in the drop off line on the playground starting at 8:00 a.m. Students that are not eating breakfast should report to their classrooms no later than 8:20 a.m.

Preschool students will be met by a staff member and escorted to their classrooms.

Parents picking up students after school should arrive by 2:55 p.m. on regular attendance days. On Early Release days, parents should plan to be at school by 12:55 p.m. to pick their student(s) up.

Vehicles MAY NOT be parked or located in the bus lanes or fire lanes at ANY TIME. Bus lanes and fire lanes are clearly marked. Vehicles located in these locations may be ticketed and/or towed by the police.

STUDENTS WALKING TO SCHOOL

Parents should map out a “safe” route for their children to follow when walking to school. Try to walk the route before school starts to see if you or your child has any concerns. Have students time their departure to arrive between 8:05--8:15 a.m.

HEALTH & SAFETY

IMMUNIZATION, HEALTH, EYE AND DENTAL EXAMINATIONS

Required Health Examinations and Immunizations

The State of Illinois requires all students to present appropriate proof that each student received a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to entering kindergarten or first grade, sixth grade, and an Illinois school for the first time, regardless of grade. The required health examinations must include a diabetes screening (diabetes testing is not required) and a statement from a physician assuring “risk---assessed” or screened for lead poisoning.

Failure to comply with the above requirements by October 15th of the current school year will result in the student’s exclusion from school until the required health forms are presented to the school, subject to certain exceptions.

NEW STUDENTS

Students new to the district need:

1. Physical exam and proof of immunizations, dental exam, and eye exam.
2. Birth certificate.
3. Proof of Residency

New students who register after the school year has started shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15th, the student must present, by October 15th, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

Eye Examination 7:100

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required. Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15th of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination. If a student fails to present proof by October 15th, the school may hold the student’s report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15th. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Vision Screenings

During the school year, a vision screening will be done at the school. This screening is mandated for preschool, kindergarten, second and eighth grade students, as well as students new to the district and eligible special education students. Students in other grades may also be screened if time allows and/or if teachers/parents have made referrals. This does not fulfill the requirement for kindergarten and new students from outside Illinois.

Dental Examinations 7:100

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

Exemptions

A student will be exempted from the above requirements for:

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

Medication Procedures 7:270

Students should not take medication during school hours or during school--related activities unless it is necessary for a student's health and well--being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school--related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

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

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication.

The following procedures concerning medications must be followed:

1. Parent/guardian or adult must bring medication to the office in the original container. Students are not allowed to transport medication to school.

2. Students will need to come to the nurse's office at the appropriate time designated on the medication form.
3. All medication will need to be picked up at the end of the year by a parent/guardian. If the medication is not picked up, it will be destroyed after the last day of school.
4. All prescription and non-prescription medications will be kept in the nurse's office.

Guidelines for Illness and/or Fever

Fever of 100 degrees or higher

A fever is a sign of illness. A child with a temperature of 100 degrees or higher should not attend school. The child should be free of a fever without the use of medication for 24 hours before returning to school.

Sore Throat/colds/cough

Minor cold symptoms are common and usually do not interfere with school attendance.

Rash

A rash may cover the entire or only one area. A child that has a rash that is draining, has open areas, or is causing the child to itch excessively should attend school. A rash accompanied by others symptoms such as; fever, headache, sore throat, irritability, vomiting, should not attend school.

Vomiting/Diarrhea

A child who has vomited should wait 24 hours and be able to retain solid foods before returning to school. A child who is having frequent diarrhea stools should not attend school.

If there is cramping or abdominal pain with diarrhea the student may be more comfortable at home.

Food Allergies

State law requires our school district to annually inform parents of students with life-threatening allergies or life-threatening chronic illnesses of the applicable provisions of Section 504 of the Rehabilitation Act of 1973 and other applicable federal statutes, state statutes, federal regulations and state rules.

If your student has a life-threatening allergy or life-threatening chronic illness, please notify the building principal at (815) 747-3117.

Federal law protects students from discrimination due to a disability that substantially limits a major life activity. If your student has a qualifying disability, an individualized Section 504 Plan will be developed and implemented to provide the needed supports so that your student can access his or her education as effectively as students without disabilities. Not all students with life-threatening allergies and life-threatening chronic illnesses may be eligible under Section 504. Our school district also may be able to appropriately meet a student's needs through other means.

Allergen safe school –

Food allergies affect 4% of children younger than 18 and 2.5% of adults. Allergy prevalence has increased significantly since 1998. Every food-allergic reaction has the possibility of developing into a life-threatening reaction and even with proper treatment can be fatal. A life-threatening reaction can occur within minutes or hours after exposure to the allergen. Some individuals may react to just touching or inhaling the allergen while for others consumption of a miniscule amount of an allergenic food can cause death.

In order to provide a safe learning environment for all students, the following policies will be followed:

1. All children will be encouraged to wash their hands upon entering the classroom in the morning and after lunch recess. This will prevent the spread of food residue in the classroom and will also promote good hygiene and stop the spread of illness.

2. There will be no sharing of food at lunch tables. We will provide designated cold lunch tables in the cafeteria where any student that has brought a cold lunch will be able to sit.
3. Classroom parties and special events will still take place, however no “homemade” food items will be allowed to be served to students in our classrooms. If your child is celebrating a birthday, if you wish to, please send non-food items (such as pencils, erasers, or stickers) instead of “homemade” food treats, or purchase store bought items that are safe for all classroom students.

Care of Students with Diabetes

If your child has diabetes and requires assistance with managing this condition while at school and school functions, a Diabetes Care Plan must be submitted to the school principal. Parents/guardians are responsible for and must:

1. Inform the school in a timely manner of any changes which need to be made to the Diabetes Care Plan on file with the school for their child.
 2. Inform the school in a timely manner of any changes to their emergency contact numbers or contact numbers of health care providers.
 3. Sign the Diabetes Care Plan.
 4. Grant consent for and authorize designated school district representatives to communicate directly with the health care provider whose instructions are included in the Diabetes Care Plan.
- For further information, please contact the building principal.

ALLERGY EMERGENCY KIT DEFIBRILLATOR

An allergy emergency kit is located next to our AED machine outside of the elementary office. Epi-pens are available for emergency use when the building is open. An automated defibrillator is located in the hallway outside the office and also in the square school by the main entrance.

SAFETY DRILL PROCEDURES AND CONDUCT

Safety drills will occur at times established by Administration and mandated by ISBE. Students are required to be silent and shall comply with the directives of school officials during emergency drills. There will be a minimum of three (3) evacuation drills, a minimum of one (1) severe weather (shelter---in---place) drill, a minimum of one (1) law enforcement drill, and a minimum of one (1) bus evacuation drill each school year. There may be other drills at the direction of the administration. Drills may not be preceded by a warning to the students.

COMMUNICABLE DISEASES

The school will observe recommendations of the Illinois Department of Public Health regarding communicable diseases.

1. Parents are required to notify the school nurse if they suspect their child has a communicable disease.
2. In certain cases, students with a communicable disease may be excluded from school or sent home from school following notification of the parent or guardian.
3. The school will provide written instructions to the parent and guardian regarding appropriate treatment for the communicable disease.
4. A student excluded because of a communicable disease will be permitted to return to school only when the parent or guardian brings to the school a letter from the student’s doctor stating that the student is no longer contagious or at risk of spreading the communicable disease.

HEAD LICE

The school will observe recommendations of the Illinois Department of Public Health regarding head lice.

1. Parents are required to notify the school nurse if they suspect their child has head lice.
2. Infested students will be sent home following notification of the parent or guardian.
3. The school will provide written instructions to parent or guardian regarding appropriate treatment for the infestation.
4. A student excluded because of head lice will be permitted to return to school only when the parent or guardian brings the student to school to be checked by the school nurse or building principal and the child is determined to be free of the head lice and eggs (nits). Infested children are prohibited from riding the bus to school to be checked for head lice.

Measures to Control the Spread of Head Lice-

Check your child's hair and scalp regularly for eggs; they look like tiny white or grayish grains stuck to the hair. Head lice like clean heads, too.

Do not allow your child to use other children's combs, brushes, hats, etc.

If you find your child does have head lice, please inform the school so close contacts can be checked.

Call your physician or pharmacist for a medicated shampoo.

Hats, combs, brushes, and bed linens should be cleaned thoroughly. After the medicated shampoo, you can loosen the eggs with scalp rinses of vinegar, and then slide the eggs off the hair shaft with tweezers, a special fine tooth comb, or your fingernails.

DISCIPLINE & CONDUCT

We are a CHARACTER COUNTS! school and we will support all students to follow the Six Pillars of Character.

GENERAL BUILDING CONDUCT

Students shall not arrive at school before 8:00 a.m., classes begin at 8:20 a.m. and students are dismissed 2:55 / 3:05 pm each day. The following rules shall apply, and failure to abide by the rules may result in discipline:

- Any conduct not deemed to be safe, respectful and responsible will result in consequences determined by Administration.

Vandalism 7:170

The Board will seek restitution from students and their parents/guardians for vandalism or other student acts that cause damage to school property.

SCHOOL DRESS CODE 7:160

Students' dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency. The school is a formal place of learning. The dress code will reflect this atmosphere. The following are not permitted:

- Shorts (length min) or Pajama bottoms
- Mini skirts, halter tops, crop tops (no bare midriffs)
- Excessively large pants which drag on the floor, pants worn low on the hips exposing undergarments
- Unsafe footwear –No wheeled shoes
- Clothing promoting alcohol and /or tobacco
- Anything sexually suggestive
- Undergarments must be covered at all times.
- Coats or jackets in the classroom
- Head apparel such as bandanas, hats, hoods, and other head coverings.
- Any other clothing deemed inappropriate by staff

Any student wearing inappropriate clothing will change into gym clothes or call home for a change of clothes. An unexcused absence will be given for the time missed.

STUDENT DISCIPLINE**Prohibited Student Conduct**

The school administration is authorized to discipline students for gross disobedience or misconduct, including but not limited to:

1. Using, possessing, distributing, purchasing, or selling tobacco materials including electronic cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, or selling:
 - a. Any illegal drug, controlled substance, or cannabis (including marijuana and hashish).

 - b. Any anabolic steroid unless being administered in accordance with a physician's or licensed practitioner's prescription.

 - c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.

 - d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions.

 - e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would

lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.

f. "Look--alike" or counterfeit drugs, including a substance not containing an illegal drug or controlled substance, but one: (a) that a student believes to be, or represents to be, an illegal drug or controlled substance; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug or controlled substance.

g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they had the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling, or transferring a "weapon" as that term is defined in the Weapons section of this policy, or violating the Weapons section of this policy.

5. Using or possessing a personal electronic device. Using a cellular telephone, video recording device, personal digital assistant (PDA), headphones or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device, or cellular phone. Unless otherwise banned under this policy or by the Building Principal, all electronic devices must be kept powered off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

6. Using or possessing a laser pointer unless under a staff member's direct supervision and in the context of instruction.

7. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a District staff member's request to stop, present school identification, or submit to a search.

8. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

9. Engaging in hazing or any kind of bullying or aggressive behavior that does physical or psychological harm to a staff person or another student, or urging other students to engage in such conduct. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network, or other comparable conduct.

10. Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person's personal property.

11. Being absent without a recognized excuse; State law and School Board policy regarding truancy control will be used with chronic and habitual truants.

12. Being involved with any public school fraternity, sorority, or secret society, by: (a) being a member; (b) promising to join; (c) pledging to become a member; or (d) soliciting any other person to join, promise to join, or be pledged to become a member.

13. Being involved in gangs or gang-related activities, including displaying gang symbols or paraphernalia.

14. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, and hazing.

15. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

For purposes of this policy, the term "possession" includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student's person; (b) contained in another item belonging to, or under the control of, the student, such as in the student's clothing, backpack, or automobile; (c) in a school's student locker, desk, or other school property; or (d) at any location on school property or at a school-sponsored event.

Efforts, including the use of early intervention and progressive discipline, shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else. The Superintendent or designee shall ensure that the parent/guardian of a student who engages in aggressive behavior is notified of the incident. The failure to provide such notification does not limit the Board's authority to impose discipline, including suspension or expulsion, for such behavior.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psycho stimulant medication to the student.

The grounds for disciplinary action, including those described more thoroughly later in this policy, apply whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including, but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures

Disciplinary measures may include:

1. Disciplinary conference.
2. Withholding of privileges.
3. Seizure of contraband.

4. Suspension from school and all school activities for up to 10 days, provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds.
5. Suspension of bus riding privileges, provided that appropriate procedures are followed.
6. Expulsion from school and all school--sponsored activities and events for a definite time period not to exceed 2 calendar years, provided that the appropriate procedures are followed. An expelled student is prohibited from being on school grounds.
7. Notifying juvenile authorities or other law enforcement whenever the conduct involves illegal drugs (controlled substances), "look---alikes," alcohol, or weapons.
8. Notifying parents/guardians.
9. Temporary removal from the classroom.
10. In-school suspension for a period not to exceed 5 school days. The Building Principal or designee shall ensure that the student is properly supervised.
11. After-school study or Saturday study provided the student's parent/guardian has been notified. If transportation arrangements cannot be agreed upon, an alternative disciplinary measure must be used. The student must be supervised by the detaining teacher or the Building Principal or designee.
12. Community service with local public and nonprofit agencies that enhances community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent/guardian the choice.

A student who is subject to suspension or expulsion may be eligible for transfer to an alternative school program.

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 reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

Weapons

A student who is determined to have brought one of the following objects to school, any school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school shall be expelled for a period of at least one calendar year but not more than 2 calendar years:

1. A firearm, meaning any gun, rifle, shotgun, or weapon as defined by Section 921 of Title 18 of the United States Code (18 U.S.C. § 921), firearm as defined in Section 1.1 of the Firearm Owners Identification Card Act (430 ILCS 65/), or firearm as defined in Section 24--1 of the Criminal Code of 1961 (720 ILCS 5/24--1).
2. A knife, brass knuckles, or other knuckle weapon regardless of its composition, a billy club, or any other object if used or attempted to be used to cause bodily harm, including "look alike" of any firearm as defined above.

BULLYING, INTIMIDATION AND (SEXUAL) HARASSMENT 7:180

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal.

Bullying on the basis of actual or perceived race, color, nationality, sex, sexual orientation, gender identity, gender-related identity or expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being homeless, or actual or potential marital or parental status, including pregnancy, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited in each of the following situations:

1. During any school sponsored education program or activity.
2. While in school, on school property, on school buses or other school vehicles, at designated school bus stops waiting for the school bus, or at school sponsored or school sanctioned events or activities.
3. Through the transmission of information from a school computer, a school computer network, or other similar electronic school equipment.

For purposes of this policy, the term bullying means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student that has or can be reasonably predicted to have the effect of one or more of the following:

1. Placing the student in reasonable fear of harm to the student's person or property.
2. Causing a substantially detrimental effect on the student's physical or mental health.
3. Substantially interfering with the student's academic performance.
4. Substantially interfering with the student's ability to participate in or benefit from the services, activities, or privileges provided by a school.

Bullying, intimidation, and/or harassment may take various forms, including without limitation: threats, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying.

The non-discrimination coordinator is the elementary principal.

CAFETERIA RULES

- Students will not throw food, milk cartons or other items.
- Students will not share food.
- Students will follow the instructions of the lunchroom supervisors and show proper respect toward all cafeteria personnel.
- Students will remain seated while in the cafeteria except to return to the lunch line or return trays.
- Students will report spills and broken containers to cafeteria staff immediately.
- Students will be dismissed from the cafeteria by the lunch room supervisor.

FORMS OF DISCIPLINE

In nearly all instances, students will be counseled before any serious action will be taken. For very serious problems, counseling and disciplinary action will be taken. Other forms of discipline include denial of privileges, suspension or public service work.

SUSPENSION 7:200

1. Before a student may be suspended, the student shall be provided a conference during which the charges will be explained and the student will be given an opportunity to respond to the charges.
2. A pre-suspension conference is not required and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. Any suspension shall be reported immediately to the student's parent(s)/guardian(s). A written notice of the suspension shall state the reasons for the suspension, including any school rule that was violated, and a notice to the parent(s)/guardian(s) of their right to a review of the suspension. The School Board must be given a summary of the notice, including the reason for the suspension and the suspension length.
4. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate.

EXPULSION 7:210

1. Before a student may be expelled, the student and his or her parent(s)/guardian(s) shall be provided a written request to appear at a hearing to determine whether the student should be expelled. The request shall be sent by registered or certified mail, return receipt requested. The request should include:

- a. The reasons for the proposed expulsion as well as the conduct rule the student is charged with violating.
- b. The time, date, and place for the hearing.
- c. A short description of what will happen during the hearing.
- d. A statement indicating that The School Code allows the School Board to expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis.

e. A request that the student or parent(s)/guardian(s) inform the District if the student will be represented by an attorney and, if so, the attorney's name.

2. Unless the student and parent(s)/guardian(s) indicate that they do not want a hearing or fail to appear at the designated time and place, the hearing will proceed. It shall be conducted by the School Board or a hearing officer appointed by it. If a hearing officer is appointed, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.

3. During the expulsion hearing, the Board or hearing officer shall hear evidence concerning whether the student is guilty of the gross disobedience or misconduct as charged. The student and his or her parent(s)/guardian(s) may be represented by counsel, offer evidence, present witnesses, cross-examine witnesses who testified, and otherwise present reasons why the student should not be expelled. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt and take such action as it finds appropriate.

SEARCH & SEIZURE 7:140

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

School Property and Equipment

School authorities may inspect and search school property and equipment owned or controlled by the school (such as lockers, desks, and parking lots), at any time and, without notice to or the consent of the student. Students have no reasonable expectation of privacy in these places or areas. Such a search does not include a search of the student's personal belongings left in the locker or other school property unless school personnel has reason to suspect that the search will produce evidence of a violation of the law or school rules.

By electing to avail themselves of the use of the school parking lot, students are effectively consenting in advance to any search of their vehicles parked on that lot.

The Superintendent may request the assistance of law enforcement officials to conduct inspections and searches of lockers, desks, parking lots, and other school property and equipment for illegal drugs, weapons, or other illegal or dangerous substances or materials, including searches conducted through the use of specially trained dogs.

Students

School authorities may search a student and/or the student's personal effects in the student's possession (such as purses, wallets, knapsacks, book bags, lunch boxes, etc.) when there is a reasonable ground for suspecting that the search will produce evidence the particular student has violated or is violating either the law or the District's student conduct rules. The search itself must be conducted in a manner that is reasonably related to its objectives and not excessively intrusive in light of the student's age and sex, and the nature of the infraction.

By electing to avail themselves of the use of the school parking lot, students are effectively agreeing in advance to any search of their vehicles parked on that lot.

When feasible, the search should be conducted as follows:

1. Outside the view of others, including students;
2. In the presence of a school administrator or adult witness; and
3. By a certificated employee or liaison police officer of the same sex as the student.

Immediately following a search, a written report shall be made by the school authority who conducted the search, and given to the Superintendent.

Seizure of Property

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

INTERNET, TECHNOLOGY & PUBLICATIONS

INTERNET ACCEPTABLE USE POLICY 6:235

All of the District's electronic networks must be in support of education and/or research or be for a legitimate school business purpose. General rules for behavior and communications apply. The use of the District's electronic networks (e.g., computers, cameras, scanners, printers, the Internet, etc.), is a privilege, not a right, and inappropriate use will result in loss of privileges, disciplinary action, and/or appropriate legal action.

Students and staff members have no expectation of privacy in any material that is stored, transmitted, or received via the District's electronic networks. Electronic communications and downloaded material, including files deleted from a user's account but not erased, may be monitored or read by school officials. Students and their parent(s)/guardian(s) must sign the Acceptable Use Policy for Computers and Internet form as a prerequisite to receiving computer privileges.

POSTING OF INFORMATION

All announcements, advertising, etc., that are posted in the building must receive approval from the principal prior to posting.

PUBLICATIONS 7:310

School-Sponsored Publications and Websites

School-sponsored publications, productions, and websites are part of the curriculum and are not a public forum for general student use. School authorities may edit or delete material that is inconsistent with the district's educational mission.

All school-sponsored communications shall comply with the ethics and rules of responsible journalism. Text that is libelous, obscene, vulgar, lewd, invades the privacy of others, conflicts with the basic educational mission of the school, is socially inappropriate, is inappropriate due to the maturity of the students, or is materially disruptive to the educational process will not be tolerated.

Non-School-Sponsored Publications and Websites

Students are prohibited from accessing and/or distributing at school any written or electronic material, including material from the Internet:

1. That will cause substantial disruption of the proper and orderly operation and discipline of the school or school activities.
2. That violates the rights of others, including but not limited to material that is libelous, invades the privacy of others, or infringes on a copyright.
3. That is socially inappropriate or inappropriate due to the maturity level of the students, including but not limited to material that is obscene, pornographic, or pervasively lewd and vulgar, or contains indecent and vulgar language.
4. That is primarily intended for the immediate solicitation of funds.

The distribution of non-school-sponsored written material shall occur at a time and place and in a manner that will not cause disruption, be coercive, or result in the perception that the distribution or the material is endorsed by the School District.

Accessing or distributing "at school" includes accessing or distributing on school property or at school-related activities. A student engages in gross disobedience and misconduct and may be disciplined for (1) accessing or distributing forbidden material, or (2) for writing, creating, or publishing such material intending for it to be accessed or distributed at school.

SPECIAL EDUCATION 6:120

EDUCATION OF CHILDREN WITH DISABILITIES

The School District shall provide a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the District, as required by the Individuals With Disabilities Education Act (IDEA) and implementing provisions of The School Code, Section 504 of the Rehabilitation Act of 1973, and the Americans With Disabilities Act. The term "children with disabilities," as used in this policy, means children between ages 3 and 21 (inclusive) for whom it is determined, through definitions and procedures described in the Illinois State Board of Education's Special Education rules, that special education services are needed.

It is the intent of the District to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the District shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities provided in the Illinois State Board of Education's

Special Education rules. For those students who are not eligible for services under IDEA, but, because of disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the District shall establish and implement a system of procedural safeguards. The safeguards shall cover students' identification, evaluation, and educational placement. This system shall include notice, an opportunity for the student's parent(s)/guardian(s) to examine relevant records, an impartial hearing with opportunity for participation by the student's parent(s)/guardian(s), representation by counsel, and a review procedure.

The District may maintain membership (Northwest Special Education Cooperative) in one or more cooperative associations of school districts that shall assist the District in fulfilling its obligations to the District's disabled students.

If necessary, students may also be placed in nonpublic special education programs or education facilities.

ACCOMMODATING INDIVIDUALS WITH DISABILITIES

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

Misconduct by Students with Disabilities 7:230

Behavioral Interventions

Behavioral interventions shall be used with students with disabilities to promote and strengthen desirable behaviors and reduce identified inappropriate behaviors. The School Board will establish and maintain a committee to develop, implement, and monitor procedures on the use of behavioral interventions for children with disabilities.

Discipline of Special Education Students

The District shall comply with the Individuals With Disabilities Education Improvement Act of 2004 and the Illinois State Board of Education's Special Education rules when disciplining special education students. No special education student shall be expelled if the student's particular act of gross disobedience or misconduct is a manifestation of his or her disability.

Medicaid Data Release – Special Education Students Only

If your child receives special education services and is also Medicaid eligible, District 123 can seek partial reimbursement from Medicaid for health services documented in your child's Individualized Education Program (IEP). Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve diagnostic and therapeutic services for students. The reimbursement process requires the school district to provide Medicaid with your **child's name, birth date and Medicaid number. Federal law requires annual notification of our intent to pursue this reimbursement opportunity.** If you approve of the release of information to Medicaid, do nothing. If you object to the release of information to Medicaid, **now or at any time in the future**, please state your objection in writing and forward it to East Dubuque District #119, 100 School Road, East Dubuque, Illinois 61025. **Regardless of your decision the district must continue to provide, at no cost to you, the services listed in your child's IEP.** This program has no impact on your child's or your family's current or future Medicaid benefits. Under federal law, participation in this program CANNOT:

- a) decrease lifetime coverage or any other public insurance benefit,
- b) result in the family paying for services that would otherwise be covered by Medicaid,
- c) increase your premiums or lead to discontinuation of benefits or insurance, or

- d) result in the loss of eligibility for home and community-based waivers.

Your continued consent allows the district to recover a portion of the costs associated with providing health services to your child.

EXEMPTION FROM PHYSICAL EDUCATION REQUIREMENT

A student in grades 3-12 who is eligible for special education may be excused from physical education courses if:

1. The student's parent/guardian agrees that the student must utilize the time set aside for physical education to receive special education support and services, or
2. The student's individualized education program team determines that the student must utilize the time set aside for physical education to receive special education support and services.

The agreement or determination is made a part of the individualized education program. A student requiring adapted physical education will receive that service in accordance with the student's individualized education program.

STUDENTS AT RISK FOR ACADEMIC FAILURE 6:110

A program for students at risk of academic failure will include educational and support services. Those services may include: counseling by a social worker or guidance counselor, parent conferences, psychological testing, community agency services, and alternative school placement.

TITLE I READING PROGRAM

A Title I Program will be available to students in lower grade levels who, through testing or teacher recommendation, would benefit most from additional reading instruction.

STUDENT RECORDS & PRIVACY

STUDENT RECORDS

School student records are confidential and information from them shall not be released other than as provided by law. Any record that contains personally identifiable information or other information that would link the document to an individual student is a school student record if maintained by the District, except: (1) records that are kept in the sole possession of a school staff member, are destroyed not later than the student's graduation or permanent withdrawal, and are not accessible or revealed to any other person except a temporary substitute teacher, and (2) records kept by law enforcement officials working in the school.

State and federal law grants students and parents/guardians certain rights, including the right to inspect, copy, and challenge school records. The information contained in school student records shall be kept current, accurate, clear, and relevant. All information maintained concerning a student receiving special education services shall be directly related to the provision of services to that child. The District may release directory information as permitted by law, but a parent/guardian shall have the right to object to the release of information regarding his or her child. However, the District will comply with an ex parte court order requiring it to permit the U.S. Attorney General or designee to have access to a student's school records without notice to, or the consent of, the student's parent/guardian.

Student Biometric Information Collection

The Superintendent or designee may recommend a student biometric information collection system solely for the purposes of identification and fraud prevention. Such recommendation shall be consistent with budget requirements and in compliance with State law. Biometric information means any information that is collected

through an identification process for individuals based on their unique behavioral or physiological characteristics, including fingerprint, hand geometry, voice, or facial recognition or iris or retinal scans.

Before collecting student biometric information, the District shall obtain written permission from the person having legal custody or the student (if over the age of 18). Upon a student's 18th birthday, the District shall obtain written permission from the student to collect student biometric information. Failure to provide written consent to collect biometric information shall not be the basis for refusal of any services otherwise available to a student. All collected biometric information shall be stored and transmitted in a manner that protects it from disclosure. Sale, lease, or other disclosure of biometric information to another person or entity is strictly prohibited. The District will discontinue use of a student's biometric information and destroy all collected biometric information within 30 days after: (1) the student graduates or withdraws from the School District, or (2) the District receives a written request to discontinue use of biometric information from the person having legal custody of the student or the student (if over the age of 18). Requests to discontinue using a student's biometric information shall be forwarded to the Superintendent or designee.

Student and Family Privacy Rights 7:15

All surveys requesting personal information from students, as well as any other instrument used to collect personal information from students, must advance or relate to the district's educational objectives or assist students' career choices.

Before a school official or staff member administers or distributes a survey or evaluation created by a third party to a student, the student's parent(s)/guardian(s) may inspect the survey or evaluation upon their request and within a reasonable amount of time and/or refuse to allow their child or ward to participate in the activity described within. The school shall not penalize any student whose parent(s)/guardian(s) exercise this option.

Instructional Material

A student's parent(s)/guardian(s) 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. The term does not include academic tests or academic assessments.

PARENTAL RIGHT NOTIFICATIONS

TEACHER QUALIFICATIONS

Parents may request information about the qualifications of their child's teachers and paraprofessionals, including:

- Whether the teacher has met State certification requirements;
- Whether the teacher is teaching under an emergency permit or other provisional status by which State licensing criteria have been waived;
- The teacher's college major;
- Whether the teacher has any advanced degrees and, if so, the subject of the degrees; and
- Whether any instructional aides or paraprofessionals provide services to your child and, if so, their qualifications.

ENGLISH LANGUAGE LEARNERS

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

Parents/guardians of English Language Learners will be:

- (1) given an opportunity to provide input to the program, and
- (2) provided notification regarding their child's placement in, and information about, the District's English Language Learners programs

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

STANDARDIZED TESTING

Students and parents/guardians should be aware that students in grades 3-6 will take standardized tests as announced by the school. Parents are encouraged to cooperate in preparing students for the standardized testing, because the quality of the education the school can provide is partially dependent upon the school's ability to continue to prove its success in the state's standardized tests. Parents can assist their students achieve their best performance by doing the following:

1. Encourage students to work hard and study throughout the year;
2. Ensure students get a good night's sleep the night before exams;
3. Ensure students eat well the morning of the exam, particularly ensuring they eat sufficient protein;
4. Remind and emphasize for students the importance of good performance on standardized testing;
5. Ensure students are on time and prepared for tests, with appropriate materials;
6. Teach students the importance of honesty and ethics during the performance of these and other tests;
7. Encourage students to relax on testing day.

HOMELESS CHILD'S RIGHT TO EDUCATION 6:140

When a child loses permanent housing and becomes a homeless person as defined at law, or when a homeless child changes his or her temporary living arrangements, the parent or guardian of the homeless child has the option of either:

1. continuing the child's education in the school of origin for as long as the child remains homeless or, if the child becomes permanently housed, until the end of the academic year during which the housing is acquired; or
2. enrolling the child in any school that non-homeless students who live in the attendance area in which the child or youth is actually living are eligible to attend.

SEX EDUCATION INSTRUCTION

Students will not be required to take or participate in any class or course in comprehensive sex education if his or her parent or guardian submits a written objection. The parent or guardian's decision will not be the reason for any student discipline, including suspension or expulsion. Nothing in this section prohibits instruction in sanitation, hygiene or traditional courses in biology.

Parents or guardians may examine the instructional materials to be used in any district sex education class or course.

PESTICIDE APPLICATION NOTICE

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

Notification will be given before application of the pesticide. Prior notice is not required if there is imminent threat to health or property.

MANDATED REPORTERS 5:90

All school personnel, including teachers and administrators, are required by law to immediately report any and all suspected cases of child abuse or neglect to the Illinois Department of Children and Family Services.

SEX OFFENDER NOTIFICATION LAW

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the building principal of his/her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child such as retention and promotion and notifies the building principal or his or her presence at the school, or
2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent or designee who is a certified employee shall supervise a child sex offender whenever the offender is in a child's vicinity.

VIOLENT OFFENDER COMMUNITY NOTIFICATION

State law requires that all school districts provide parents/guardians with information about sex offenders and violent offenders against youth.

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/>.

COMMUNICATIONS

CHANGE OF ADDRESS/PHONE

If a student name, address, or phone number changes during the school year, please notify the office promptly. This information is needed to insure student safety.

ESCORTING YOUNGER CHILDREN

If older students are responsible for meeting younger children after school, make sure the teacher of the escorted child knows you are assuming the responsibility of the child. We must have written documentation.

MONTHLY CALENDARS AND NEWSLETTERS

Monthly Calendars will be sent home listing school activities, early dismissals, sports and lunch menus. We also send home newsletters throughout the year. Remember to check the website at www.eastdbqschools.org in addition to the notes that are sent home with students.

ASSIGNMENT NOTEBOOKS

Students in grades 1st-6th will receive a standard school issued assignment notebook. If a student loses the notebook, he/she will need to purchase another notebook from the office in the amount of \$5.00. Teachers send communications to the parents via the assignment notebook.

VOICEMAIL/E-MAIL

If you have any questions or concerns about your child, you may call the teacher directly, leaving a message on their voice mail. The teacher will contact you as soon as he/she is available. Teachers may also be contacted through e-mail. Teacher e-mail addresses are available on the school website.

MISCELLANEOUS**EMERGENCY CARDS**

Each individual student is required to have a current yearly emergency information card completed by a parent/guardian. During the school year, please notify the office of any changes as they occur.

CHILD TO WORK DAY

We ask parents to make a written request for "Take Your Child to Work Day" that gives the specifics of where, when, etc. We encourage you to limit this experience to 1-2 hours and would suggest that you consider the summer to give your child this experience.

DIVORCED AND/OR SEPARATED PARENTS

Divorced and separated parents not living with the child must submit in writing their desire to receive copies of report cards and other school reports. Some families may have had an experience that has resulted in a court order. To help us maintain a safe environment and communicate correctly with all parties, we need your help. If there is a current court order, please permit us to make a copy of the portion that applies to custody or protection. The copy must include the stamp and signature of the court.

GIFT EXCHANGE

We strongly discourage staff gift giving and student gift exchange. Please donate to a charity or the local food pantry.

DELIVERIES TO STUDENTS

We discourage the delivery of flowers and balloons to the school. They cause distractions and they will not be delivered to students in the classroom. Students may pick flowers up in the office on their way out of the building at 3:05 p.m.

PARTY INVITATIONS

In order to support the social and emotional needs of all of our students, the office and/or classroom teacher is unable to distribute party invitations unless the entire class is invited or it is an all boy/all girl party.

LOST AND FOUND

All clothing items are kept on the hooks located in the hall adjacent to the nurse's office. Parents and students are advised to mark all student possessions. Please check these locations often. All unclaimed items will be donated to charity.

LIBRARY CARDS

Our library is computerized. All students are given a complimentary library card. Replacement cards will cost \$5.00.

GENERAL MILLS BOX TOPS

Each box top is worth ten cents for the school. We ask students to put their name and grade on the box top and deposit it in the box in the classroom. Please make purchases at your favorite websites (Wal-Mart, Best Buy, JC Penney, etc.) through the website [www. BFE.com](http://www.BFE.com) to earn extra box tops for East Dubuque Elementary.

VALUABLES

The School District will not be responsible for lost or stolen valuables.

ACTIVITIES

AWARD DAYS

We like to offer incentives to our students for showing good character. PAT, or Preferred Activity Time, is one example. Rewards will be announced throughout the year. Students will be permitted to participate in reward days when requirements are met:

- Completion of coursework;
- Behavioral or safety concerns;
- Denial of permission from administration;
- Other reasons as determined by the teacher and/or administrative staff.

We value good citizenship!

FIELD TRIPS

Field trips are a part of the curriculum at East Dubuque Elementary. Students must abide by all school policies during transportation and during field trip activities, and shall treat all field trip locations as though they are school grounds. School personnel will assume all students will attend field trips throughout the school year, unless the parent/guardian sends written communication to the homeroom teacher that they DO NOT want their child to attend. Teachers will notify parents/guardians of upcoming fieldtrips throughout the school year.

Some field trips involve costs. Grade 5 has an orienteering field trip and Grade 6 has a skiing field trip. If you are unable to pay for an event, call the principal for assistance. Parents must park in the upper lot when helping with a field trip.

CLASSROOM PARTIES

Classroom parties may be hosted in grades PreK-6 for various holidays.

Treats consisting of store bought food items are allowed.

TURKEY TROT

This is a one-mile, cross-country race for 5th and 6th graders. This event is held in mid-November.

OLYMPIC DAY

In late May, all students in 1st through 6th grade participate in a field day that includes running events and fun competition.

KINDERGARTEN ZOO TRIP

The kindergartners take a trip to the zoo each May.

SPECIAL SERVICES AND STAFF

REGISTERED NURSE

Mrs. Barb Kennicker is on duty each school day. To reach her, call 815-747-3117, ext. 2111.

SOCIAL WORKER

Ms. Ashley Abing is available on an appointment basis for individual or family consultations. There is no charge for this service. Call the school for an appointment, 815-747-3117 ext. 2103.

SCHOOL PSYCHOLOGIST

Mrs. Julie Coder is available on an appointment basis to perform specialized testing for students with special needs. There is no charge for this service. Call the school for an appointment.

SPEECH THERAPY

Mrs. Rae Lynn Jackson is available to work with students who have speech and language deficiencies. Call the school for an appointment, 815-747-3117 ext. 3021.

A program for students at risk of academic failure will include educational and support services. Those services may include: counseling by a social worker, parent conferences, psychological testing, community agency services and alternative school placement.

| | |
|------------------------------------|------------------------|
| Office hours: | 7:30 a.m. -- 3:30 p.m. |
| School hours: | 8:20 a.m. -- 3:05 p.m. |
| Kindergarten-6 th Grade | 8:20 a.m. -- 3:05 p.m. |

Any staff member may be contacted through e-mail. Individual teacher e-mail addresses are available on the school website at <http://www.eastdbqschools.org>.

East Dubuque School District Communication Chain of Command:

The East Dubuque School District always welcomes the opportunity to listen to concerns of stakeholders. As with most important communications, there is a protocol established for this process. Please find the tiered communication below for each school department.

Board Policy: 3:30 Chain of Command

The Superintendent shall develop an organizational chart indicating the channels of authority and reporting relationships for school personnel. These channels should be followed, and no level should be bypassed except in unusual situations.

All personnel should refer matters requiring administrative action to the responsible administrator, and may appeal a decision to a higher administrative officer. Whenever possible, each employee should be responsible to only one immediate supervisor. When this is not possible, the division or responsibility must be clear.

On Matters Involving Instruction/Curriculum and /or Student Discipline

- Classroom Teacher
- Building Principal
- Superintendent
- Board of Education

On Matters Involving Athletics

- Coach and Assistant Coach
- JH or HS Athletic Director
- Building Principal
- Superintendent
- Board of Education

On Matters Involving Buildings/Grounds/Facilities

- Custodian/Maintenance Staff
- Buildings and Grounds Director
- Superintendent
- Board of Education

On Matters Involving Transportation

- Bus Driver or Transportation Secretary
- Transportation Director
- Superintendent
- Board of Education

On Matters Involving Food Services

- Kitchen Staff
- Food Service Director
- Superintendent
- Board of Education

