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Tri-City Elementary

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Board of Education:

President: Kay Bedolli

Rachel Bennett-Paul, Michael Boggs, Travis Heck,
William Marvin, Joe Pickrell, and Karen Vetter



Staff Assignments:

Curriculum Director: Christy Kindel

Secretary: Gwen Armintrout
Assistant: Barb Jagodzinski

School Nurse: Kathy Getz

Transportation Director: Ron Boston

Music / Band:
Rachel Ventress Katherine Vasel

Art: Ray Hughes

Elem. Physical Ed / Primary Act. Time:
Chris Hughes Erich Schleicher

Special Education:
Mark Strawn
(Administrator)
Steve Dilley Emily Helton
Kim Kramer (Speech)

Social Worker: Cathy Justice
Title I Reading: Ericka Tannehill

Elementary Custodians:
Norma Cardenas Brenda Patton

Classroom Teachers:

Preschool:
Danielle Heck / Brooke Cooper

Early Childhood:
Jill Bragg

Community Based Education:
Karen Park

Transitional Kindergarten:
Brooke Cooper

Kindergarten:
Gail White Allison Whitworth

1st Grade:
Wendy Dilley Janis Bredehoft
Nicole Schleicher

2nd Grade:
Nadine Kraft Lacey Rogers

3rd Grade:
Lori Gremer Jessica Hamrock

4th Grade:
Kathy Booker Chris Ori

5th Grade:
Rachael McRae Crystal Miller

HANDBOOK

Parents/Guardians and students are required to sign and return the “Handbook Response” form that is on page 13 in this handbook within two weeks.

ADMINISTRATIVE AUTHORITY – The administration reserves the right to make any rules that are necessary and proper to ensure order and to protect the health, life, and safety of the faculty, employees, and student body. Should it become necessary to make additions to this handbook, the additions will be properly displayed on the bulletin board across from the elementary office. These rules will become effective immediately upon their posting.

SCHOOL DAY

Preschool hours are 8:00 – 11:00 for the morning session and 12:00 – 2:55 for the afternoon session Monday thru Friday.

Kindergarten – 5th grade school day is 8:15 - 2:55.

THE SCHOOL DISTRICT IS NOT RESPONSIBLE FOR STUDENTS WHO ARRIVE AT SCHOOL BEFORE 7:55 A.M. OR WHO LOITER AFTER SCHOOL.

ARRIVAL AND DEPARTURE

Students may be dropped off at school beginning at 7:55 A.M. School doors will be locked until 7:55 A.M. with supervision available at that time. Upon arrival, students will go directly to the All-Purpose Room. If your student is arriving later than 8:15, they must be escorted by their guardian and check in at the office.

The main elementary entrance will be a pick up zone only. Students may not leave the school grounds during the school day. At dismissal, students are to leave the school grounds and go home as soon as possible.

Students may be brought to school and picked up by parents if you desire; however, if there is any change in routine of the pick up or delivery you must contact the school as early as possible. If the school is not notified of changes one hour before dismissal, the student will be dismissed by the original designated plan. On early dismissals, it is the parent’s responsibility to pick up your child on time.

Parents are discouraged from walking their student(s) to class each day. We are trying to build student independence & have them follow the morning routine of their classroom.

Preschool-5th grade students that walk home will not be allowed to leave school grounds until the school buses have left the parking lot. Students that have an older sibling/designated student in the middle or high school will be allowed to leave. There is a handicapped parking space at the front door to the elementary building. Please do not park in or block this area if you do not have the correct vehicle identification.

Students are not allowed to call home to make after school arrangements to visit a friend. This must be prearranged with parents/students before school and students must present a note to do so.

Students staying for after school activities must submit a parental note to their classroom teacher, or parents must call the office an hour before dismissal. Normal departure routine will be followed if the above is not adhered to.

After school activities require a note from parents stating their children may participate, however, if activity is not immediately after school parents must make other arrangements. Your child will not be allowed to stay for an activity unless we have a note from the parent giving permission (soccer, Girl/Boy Scouts, etc.)

We will not release any child during school hours to anyone except parents/guardians or someone designated by the parents. Identification may be required.

VISITORS

Visitors are required to report to the office to pick up a visitors pass, state their name and reason for being in the building. If you are requesting a conference with a teacher, please give the office 24-hour notice and a conference will be scheduled.

RESOLVING PROBLEMS

All concerns are to be handled through the chain of command. This means that attempts to resolve conflicts should begin at the lowest level and then proceed upward. If a concern is involved with a teacher, a conference should begin there. If necessary, it may move to the building principal, superintendent, or Board of Education. If the concern is involving a bus driver, the parent should first contact the bus driver for possible resolution. The next steps would include the transportation director, building principal, superintendent, and the Board of Education if necessary.

SCHOOL REACH

School Reach is a computerized program that will call parents/guardians with important information from the school. This information includes, but is not limited to bus changes, special activities, and school breaks. Emergency closings and early dismissals due to weather will also be announced on School Reach (as well as on TV and radio stations). Phone numbers that are on the parent portion of Skyward will be used for School Reach. All phone numbers included on the immediate family will be called each time.

If a number needs to be changed, added or removed during the school year, please notify the elementary office. It is the parent’s responsibility to update skyward and notify the office for school reach updates.

SPIRIT DAYS - TIGER TUESDAY

Every Tuesday, the faculty, staff, and students are encouraged to wear our school colors of blue and gold. Let’s all catch the SPIRIT on TIGER TUESDAY!

STUDENT INFORMATION

At the time you enroll your child, you will complete a student information form. It is critically important that if at any time during the school year you have a change of employment, address, or phone number you must notify the school office so that your child's information stays current. Please indicate any other person you wish to care for your child in the event of an illness or emergency. **NOTE:** It is important to have an alternative person to contact when we cannot reach you. Please make sure this person is able to provide transportation.

ATTENDANCE

Success in school depends greatly on regular, punctual attendance and good study habits. Students are expected to be in school the entire school day unless there is a justifiable reason for being absent. Be reminded that K-5 is considered a full day after 2:00. Please schedule appointments accordingly.

It is your responsibility to call the office by 9:00 a.m.

Each student will be allotted a total of 10 absences per year of excused absences on a written / call in parental excuse. A note or phone call from a parent/ guardian explaining the absence must accompany the student upon returning to school. Any absence beyond the allotted amount will be considered as an UNEXCUSED absence unless a medical statement by a physician is submitted to the school upon returning. **AN EXCUSED ABSENCE IS ONE RESULTING FROM PERSONAL ILLNESS, ILLNESS OF A MEMBER OF THE FAMILY, OBLIGATION TO CHURCH, OR PRINCIPAL DISCRETION.** A physician's statement attesting to an illness shall be excluded from the ten days of allotted absences. Medical statements must be produced within one week of the absence. If death in the immediate family occurs, absence from school will not be included in the ten-day limit.

If a student has a chronic illness or one that forces the student to be absent for a lengthy period, medical notification must be provided to the school.

Family vacations are discouraged during the school year. If a family is leaving on vacation during a time when school is in session and the parents require that their students go with them, special arrangements must be made with the principal at least one week in advance of the date the student will be leaving with the family. All vacations will count on the ten days. Absences due to family trips can only be approved by the principal through the Prearranged Absences Form. The forms are available in the office or on the website. Once approval is granted, homework arrangements need to be made through the classroom teacher.

This policy and procedure shall also apply when parents give permission for their student to be absent from school for an activity or special event for which they think is worthwhile to be absent from school.

A student who is absent from school, and does not return prior to 11:00 AM may not participate in outside or extracurricular activities after school hours on the day he/she is absent. If a student is too ill to attend school, he/she is considered too ill to attend extracurricular activities, exceptions at Principal's discretion.

All absences may be reported to the Regional Superintendent Office. This applies to all students. **AN EXCUSED ABSENCE WILL BE AT THE PRINCIPAL'S DISCRETION.**

MAKE-UP WORK

All make-up work must be promptly finished and handed in. Students are allowed as many days as they are absent to make up the work. Please request homework by 10:00 a.m. & pick up after 2:00 p.m.

The student will be allowed to make up work missed for excused absences. The teacher will designate the make up work for which the student will be given a grade. This work will be averaged in for the nine-week's grade. Failure to turn in completed designated work, within the designated time limit will result in a "zero" for the absence.

TARDINESS & LATE TO SCHOOL

A student who is late to school should report to the office. The classroom teacher will handle classroom tardiness, for the most part. This is done primarily to relieve congestion in the office and traffic in the halls during class time. Accurate records are kept of each student's tardiness. Tardiness is disruptive to the entire classroom. Students that are tardy (more than 4 per quarter) will receive a lunch detention for every tardy after the allotted four.

TRUANCY

A child is truant when he is absent from school for the school day or any portion thereof without valid cause. Refer to the excusable absences section for a list of valid causes. A truant child shall be offered supportive services. A truant officer checks absences on a monthly basis.

Students who have used the allotted 10 absences per year will considered UNEXCUSED are therefore truant.

DRESS

The attire and grooming of students is the responsibility of students and their parents. Students will not be allowed to wear articles of clothing, which may advertise or promote the use of alcohol, tobacco, drugs and/or paraphernalia. This policy will also include clothing with sexually orientated slogans, chains, or clothing that depicts acts of violence.

Headgear, midriff tops, short-shorts, and gang related clothing is not appropriate school attire. If a student is found wearing such an item, they will be asked to change and to not wear the article of clothing to school again. Hair coloring is NOT allowed unless for specific events. NO piercing allowed other than the conventional ear piercing. The principal reserves the right to use his/her discretion in determining what is inappropriate.

School

Rules

Paw Pride: Respect Ourselves, Respect Others, and Respect Property

SCHOOL CONDUCT

The administration, faculty, and staff at Tri-City Elementary believe that all students can behave appropriately. Misbehavior is a matter of choice. All students are responsible for his/her actions. In order to assist students in knowing what type of behavior is expected of them, the following guidelines should be noted and observed:

- Be courteous and respectful to others.
- Keep your hands, feet, and objects to yourself.
- Follow directions from all school personnel.
- Each teacher has a more specific list of rules for his or her classroom, which are explained, at the start of each new year. Overall, it must be understood by both students and parents that in order for a student to learn, we must have an atmosphere that promotes learning.
- In general, infractions of school rules may result in any of the following consequences: conference with the teacher and/or principal, loss of privileges, written assignments such as sentences about rules and letters explaining behavior, removal from class (time-out), meeting with parents, phone call to parent, lunch detentions, after-school detentions, in-school suspensions, out-of-school suspensions, and/or expulsions. We will keep parents closely informed whenever a student's behavior becomes a problem.
- Students may be assigned a lunch detention or an after-school detention. Parents will be notified by phone or a letter stating the reason, date, and time for the detention. Transportation home after school will be the responsibility of the parent. Students who do not serve their detention will be assigned another one.
- Elementary students must be accompanied by their parents to any MS/HS event.

CAFETERIA & LUNCH PROCEDURES

- Keep eating area as clean as possible. Make sure area is clean for the next person.
- No running at any time.
- Good table manners are expected and shall be followed. Keep noise level to a minimum.
- Students may not carry food out of the cafeteria.
- Students must have permission from the cafeteria staff on duty to go back to their classroom.
- Students will be dismissed one table at a time.
- Students are to form a single file line at the entrance door of the cafeteria for dismissal.
- Inappropriate lunchroom behavior is considered an infraction and will result in removal from the lunchroom or other consequences.

HALL & RESTROOM

- ➔ Walk quietly and respectfully through the hallways at all times.
- ➔ Walk on right side of the hallway.
- ➔ Keep hands away from items hanging in the hallways.
- ➔ No running in the hallway.
- ➔ No writing or defacing of school or other property.
- ➔ No playing in the restroom.
- ➔ No playing with soap or paper towels.
- ➔ Students may not use more than two pushes on the soap dispenser and three pulls on the paper towel machine.

Inappropriate restroom behavior is considered an infraction and will result in consequences.

PLAYGROUND

- ➔ A note from the doctor will be required if a student must remain inside for health reasons for longer than 3 days.
- ➔ The elementary staff will supervise the playground.
- ➔ Children are never to throw rocks, shove or push each other on the playground.
- ➔ Children are to remain in the sight of the supervisors. Never leave the playground without permission.
- ➔ Rubber balls or nerf balls are recommended for the school playground.
- ➔ Baseballs and purses are not allowed on the playground.
- ➔ On inclement (cold) days students are encouraged to wear appropriate outdoor clothing. Students will go outside as weather permits.

NO ELECTRONIC ITEMS ALLOWED

(This includes, but is not limited to, Nintendo DS, PSP, handheld games, ipods, MP3 players, etc.)

Cell phones are subject to the following rules:

- Cell Phones must be kept out of sight, such as in a backpack or purse.
- They must be turned off during school hours unless an adult deems necessary for use or if needed during an emergency.
- Cell phones may not be used in any manner that will cause disruption to the education environment.

Please do not bring anything of monetary or sentimental value to school (ex: any trading cards, jewelry, etc.). The school is not responsible for loss or damaged items. Parents will need to arrange a time with the building principal to pick up any confiscated item.

Bus



BUS TRANSPORTATION

Riding the school bus is a privilege. The school provides bus transportation to and from Tri-City School. While students are on the bus they are under the supervision of the bus driver. Students are not permitted to change from one bus to another. In most cases, the bus driver will handle bus discipline concerns. In the case of a written disciplinary bus referral, student bus concerns will be handled by the building principal in conjunction with the superintendent, if deemed necessary.

In addition, our buses are radio-equipped should a problem arise. If you have any questions regarding bus transportation, please call the transportation director then follow the chain of command.

STUDENTS ARE PICKED UP AND DROPPED OFF ONLY AT DESIGNATED STOPS.

Parents will be liable for any defacing or damage students do to the bus. Inappropriate behavior will be reported to school authorities and failure to observe safety rules may result in suspension of bus privileges.

Siblings that are not in school will not be allowed to ride the school bus.

Corporal Punishment

Illinois law now prohibits the use of corporal punishment by school authorities. Teachers and administrators have a legal right to use reasonable force as needed to maintain safety for students and themselves. Teachers and administrators may remove a disruptive student from a classroom and will provide due process to the student.

Tri-City CUSD #1 is not authorized to deal with inappropriate behavior off the school property.

Rules



BUS RULES & REGULATIONS

- Remember, the bus driver is responsible for the safe pickup and delivery of every child who rides the bus and is in complete charge of all students while they are passengers on his or her bus.
- Stay seated. (feet on floor, no objects may be sat upon i.e. book bags, books, etc.) Sit three in a seat only if necessary. Do not stand in the entrance or in the aisle.
- Keep all parts of the body inside the bus.
- Avoid loud conversation, singing, boisterous conduct, unnecessary noise or profanity. Do not shout to anyone outside the bus.
- Walk on and off the bus.
- All school rules apply.
- Use emergency door only in an emergency.
- Good behavior and behavior that will not distract the bus driver from operating the bus safely is required.
- Window ventilation is to be regulated by drivers not by students.
- Keep the bus neat and clean.
- Be on time at the designated bus stop. Help keep the bus on schedule.
- Be absolutely quiet when approaching a railroad crossing.
- Students may be given assigned seating.
- When there continues to be repeated offenses, the bus driver will complete a written Bus Incident Report to the administration
- Notes from parent or office are needed for the following:
 - extra passenger with you on the bus
 - students riding a bus other than their regular bus
 - students getting off the bus at any other stop than their regular stop
 - students who do not normally ride the bus

CLASSROOM TREATS / INVITATIONS

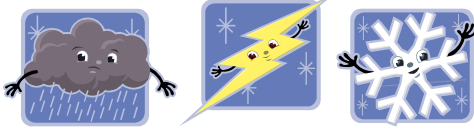
You are welcome to bring treats to school for your child’s birthday or other special occasion. Please talk to the classroom teacher prior to the date you would like to bring treats. Any classroom treats brought to school must be store purchased and individually wrapped. This is a health/safety precaution for your child.

Students are not allowed to bring party invitations or gifts to school to pass out to friends. Please mail the invitations or pass out the invitations/gifts to friends at non-school events. This is done to avoid hurting other children’s feelings. We cannot give out addresses or phone numbers of individual students.

ANIMALS AT SCHOOL

Due to the number of students with pet allergies, pets will not be allowed inside the school unless arrangements have been made through the principal. If students want to share their pet with their class they will need to do so with pictures. Parents picking up students should not bring pets into the building.

Weather Cancellations



WINTER WEATHER CANCELLATIONS WILL BE ANNOUNCED THROUGH SCHOOL REACH AND ON THE FOLLOWING STATIONS:

RADIO /TELEVISION STATIONS:



WDBR FM 103.7
WTAX AM 1240
WYMG FM 100.5
WFMB FM 104.5
NBC - ABC

WQQL FM 101.9
WMHX FM 93.9
WFMB AM 1450

Please make sure you have completed & turned in the EMERGENCY PLAN form that is supplied for you in the handbook.

TELEPHONE USE

Students may have access to the school phone for legitimate necessary calls. They must receive permission from their teacher or an adult in the office before using the phone.

STUDENTS WITH SPECIAL NEEDS

To the extent possible these students will follow the regular parent-student handbook. Exceptions to Tri-City’s policies will be noted in the student’s individualized educational plan (IEP) that is designed to meet his/her needs.

It is the policy of Tri-City not to discriminate on the basis of disability or handicap in access to, use of, or employment in its programs, services, or activities. The Superintendent is the district coordinator for The Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. He may be reached at 364-4811.

BULLYING / HARASSMENT

All members of Tri-City CUSD #1 have the right to be free from verbal, nonverbal, or physical harassment: that is any acts of discrimination, intimidation, and intolerance which are disruptive to the school environment and are motivated because of race, color, religion, ancestry, sexual orientation, physical or mental disability, national origin, ethnicity, gender, veteran’s status, or marital status. All concerns that your child may be a victim of bullying are to be handled through the chain of command. This means that attempts to resolve conflicts should begin at the lowest level and then proceed upward.

SUSPENSION – Suspension means the temporary removal of a student from any or all parts of the school program for a period of time not to exceed 10 school days. A student suspension may be imposed by school administrators. Classroom teachers may temporarily remove students from their classrooms for disruptive behavior.

EXPULSION – Should disruptive or any other behavior detrimental to the safety and/or educational process of a student(s) continue after suspension, the administrator may ask the school board to expel a student for the rest of the school year. Parents would be notified and due process would be followed.

DUE PROCESS – A student and/or his or her parents are entitled to due process rights that include a review of disciplinary actions by the principal. An appeal to the school board for a hearing may be made in writing within 10 days of the review by the principal. Immediate reporting to the parents along with a full statement of the reasons for the suspension and the right to review would be included in a notice of the suspension.



TRI-CITY COMMUNITY UNIT SCHOOL DISTRICT #1 IS AN EQUAL OPPORTUNITY EMPLOYER. WE DO NOT DISCRIMINATE AGAINST ANY APPLICANT IN OUR HIRING PRACTICE.



Child Abuse Reporting

Anyone in the state of Illinois, who works daily with children, is under legal obligation to report to the Department of Children and Family Services any suspicion of child abuse. (Abused and Neglected Child Reporting Act {Ill. Rev. Stat.1985 Ch. 23}) It is not the school’s job to investigate-we cannot do that. Investigation is the duty of the Department of Children and Family Services. We will call in reports as we are legally obligated to do and as we should do as caretakers and nurturers of children.

No Child Left Behind

As a result of legislation passed by Congress called No Child Left Behind, parent/guardian of each student attending any school receiving fund under Title 1, Part A, may request, and the district will provide to the parent/guardian on request, information regarding the professional qualifications of the student’s classroom teachers.

The school property is under video surveillance by day and night cameras. All activity is being recorded.

HEALTH

State regulations require that before a child can enroll in preschool, kindergarten, or students transferring from out of state must have a physical exam within one year of the first day of school.

- Students in K & 2 need dental exams prior to the end of April during the 2011—2012 school year.
- Kindergarten students need vision exams prior to September 9th, 2011.
- A doctor, dentist, and/or optometrist must sign all health forms. These forms must be completed and filed with the school.
- If physical exams, immunizations, and birth certificates are not in compliance, students will be excluded from school on September 9th, 2011, until verification is received.

According to the Missing Children's Records Act: 325 ILCS every student must have an original certified copy of their birth certificate on file. A copy is only accepted if the building principal views a certified copy.

HEALTH GUIDELINES

We all need to do our best to stay healthy and keep our children healthy. When children come to school sick they are not able to participate in the learning process and they expose others to their illnesses. The following guidelines are suggested to keep our school a healthy safe environment!

- A child that has a 100.0-degree temperature will not be allowed to attend school. Students may not return to school until they have been free of fever for 24 hours.
- If the school's nurse calls to have parent/guardian pick up the sick student, the child will not be allowed to ride the bus home. They must be picked up as soon as possible.
- A child with diarrhea should be kept home.
- If vomiting occurs, keep at home until they can eat and keep food down.
- If your child has strep throat, pink eye, or impetigo, the child needs to be on the medication prescribed by the physician for at least 24 hours before returning to school.
- A doctor's permit is required before returning to class after missing school for a communicable disease.
- When a child has chicken pox, they may return after all the pox are dry and crusted over, usually not sooner than 6 days after it begins.

Head lice are common among school age children. In an attempt to prevent problems due to head lice, random checks will be conducted. Tri-City School has a "NO NIT" policy. School staff will make every effort to respect the child's privacy. If your child has head lice, they may not return until they are treated appropriately and all nits (eggs) have been removed. They must then be taken to the health office or elementary office to be cleared before returning to school. If either white or dark colored nits are

visible in the hair they will be sent home. Please check your child's head at least weekly for signs of lice.

Pay close attention behind the ears and at the back of the neck. Live lice eggs are dark brown or pepper colored, oval shaped, attached firmly to the hair shaft, and are close to the scalp. After the hair is treated, the dead eggs are white or tan in color.

MEDICATION

In compliance with guidelines from the Illinois Department of Public Health and the Illinois State Board of Education, a written order for prescription medications must be obtained from the student's licensed prescriber, and a written request from the parent/guardian must be submitted before any medication is administered at school. See forms on page 14 & 15.



Students needing occasional prescription and over the counter medications are to take these medications at home if possible. Medication that is prescribed 3 times a day can be given before the students come to school, after school, and again at bedtime. However, if medication **MUST** be given at school, it must be brought to the office by a parent/guardian in its original container and accompanied by a written authorization from a parent/guardian/physician that includes the name of the medication with instructions of time and dosage. See form on page 15.

BOARD POLICY:

Students recovering from temporary illness or students on permanent medication who require medication during the school day may bring medication to school following these guidelines:

1. A written statement from the student's physician indicating the necessity for the medication and proper dosage, time, and duration shall be required. The telephone number of the physician and the name and telephone number of the pharmacy shall be indicated.
2. A written request and permission from the parent to administer the medication shall be required.
3. All medication must be brought to school in original labeled containers. The name of the student and the names and phone number of the physician and pharmacy shall be indicated on the containers.

The district school nurse or Superintendent's designee shall administer medication. In all cases the school retains the discretion to reject a request for administering medicine.

NOTIFICATION OF PESTICIDE/ASBESTOS

With the passage of Senate Bill 527 regarding the Lawn Care Products, Application and Notice Act (415 ILCS 65/2), all schools are required to provide notice to all parents of their intent to use chemical pest and weed control agents in the building and on the grounds. As a parent, you are also entitled to advance notification of any applications, which are to be made during the school year. If you wish to be notified when chemicals are to be applied within the school buildings or on the ground, you should notify the elementary school office with your name, address, and telephone number. Notification should be made in writing and within the first month of each school year.

This notice is to notify you that Tri-City CUSD #1 has submitted its Management Plan prepared pursuant to the requirements of the Asbestos Hazard Emergency Response Act (AHERA, 40 CFR 763) for the School Facility/Facilities. Copies of the Management Plan are available in the Administrative Office of the school district and in the Administrative Office of each school building. These plans are available for your inspection during normal business hours of the office (Monday through Friday, 8:00am to 4:00pm) and during other times by special arrangement. We request that appointments be made with us to review such plans.

Self-Administration of Asthma Medication

Tri-City Community Unit School District #1 will permit the self-administration of medication by a pupil with asthma under the following conditions:

1. The medication must pertain to the pupil's asthma and have an individual prescription label.
2. The medication must be prescribed by a physician, a physician assistant or advance practice registered nurse having the authority to prescribe such medication.
3. The pupil's parents or guardians must provide the school with written authorization for self-administration of the medication ("self-administration" means that the pupil has the discretion as to the use of his or her medication).
4. The parents or guardians must also provide the school with a written statement from the pupil's physician, a physician assistant or advance practice registered nurse.

This statement must contain the following information:

- * Name and purpose of the medication
- * Prescribed dosage, and
- * The time or times at which, or the special circumstances under which, the medication is to be administered.

This written information provided by the parent or guardian must be kept on file in the office.

Further, Tri-City Community Unit District #1 Schools, along with its employees and agents, incur no liability (except for willful and wanton conduct) as a result of any injury arising from the pupil's self-administration of asthma medication. The parents or guardians of the pupil must sign a statement wherein they acknowledge that the school has no liability (except for willful and wanton conduct) as a result of the self-medication. The parents or guardians must also indemnify and hold harmless the school, along with its agents and employees, against any claims (except a claim based upon willful and wanton conduct).

The permission for self-administration is effective for the school year when granted. This permission allows the pupil with asthma to "possess and use his or her medication (i) while in school, (ii) while at a school sponsored activity, (iii) while under the supervision of school personnel, or (iv) before or after normal school activities, such as while in before-school care on school-operated property." The appropriate form for this process is available in the offices of the building principals.

In accordance with Public Act 92-0402, asthma medication self-administration forms are available in the school office and must be completed before a student can self-administer the medication.

LUNCH / BREAKFAST

The lunch program for grades K – 5 offers hot lunches daily. The cost is \$1.90 per day (\$9.50 weekly). A breakfast program is also available at \$1.00 per day. Students must arrive by 8:05 to participate in the breakfast program. Limit of 2 charges for lunch and/or breakfast. If a student exceeds their limit, they will receive a sandwich and milk until the amount is paid.

NO SODA / BREAKABLE BOTTLES ALLOWED IN THE LUNCHROOM

Milk – We offer break milk to kindergarten students only. The cost is \$1.50 weekly or you can pay by the month or semester. Break milk does not qualify under the Free/Reduced program.

Parents may join their children for lunch in the cafeteria. As a courtesy to the cooks and other students, please do not bring food from other sources to the cafeteria. Guests may eat from the adult menu. The cost of the lunch will be deducted from their child's lunch card or they may pay for their lunch in the cafeteria.

Parents may use their Skyward access to get exact lunch count totals. Please send money to school to establish an account for lunch and/or breakfast for your child/ children. We prefer that you pay monthly, but you may pay any amount on Mondays. **ANY MONEY** sent to school **MUST** be in an envelope labeled with student name, teacher name, and specify what the money is for.

FIELD TRIP / CHAPERONE GUIDELINES

Field trips are an extension to classroom learning. They offer our students a wide variety of experiences, which enhances the learning of the students. Parents are asked to sign a permission form for field trips at the beginning of the year.

ALL STUDENTS ARE REQUIRED TO RIDE THE BUS TO AND FROM THE FIELD TRIP DESTINATION UNLESS PRIOR APPROVAL HAS BEEN GIVEN BY ADMINISTRATION.

- Chaperones must be at least 18 years old.
- Chaperones are responsible for the students the teacher has assigned to them and they need to be aware of where their students are at all times.
- Chaperones are to escort students to the restrooms. Male and female chaperones may need to assist each other at these times.
- Chaperones must insure that all of their students follow the necessary and applicable safety rules on and off the bus.
- Teachers should be informed of any behavior problems as soon as possible.
- Chaperones are to assist the students in learning during the field trip. They are expected to follow all policies and guidelines.
- Chaperones cannot bring other children on the field trip and refrain from bringing money for extra items such as food and gifts.

Grievance Procedure:

Should an individual feel he or she has been denied access to some aspect of the school operation because of sexual discrimination, the individual should first discuss the situation with the person in charge of that particular program. Should this fail to provide a satisfactory solution; the following steps should be utilized:

1. The individual or group of individuals should first discuss the situation with the Principal. The Principal will make every effort to resolve the complaint at the building level.
2. If the problem is not resolved at the building level, then the complaint may be lodged with the Title IX representative listed below. For this level the complaint must be submitted in writing, must state the nature of the complaint, indicate the specific clause or clauses of the Title IX guidelines, which allegedly have been violated and state the name, address, and phone number of the grievant(s).

Superintendent of Schools- 324 West Charles Street
Buffalo, IL 62515

3. If the complaint is not resolved with the Superintendent, then the individual(s) may appeal directly to the Board of Education for a final decision.

GRADING REPORTS



Report cards are issued to students approximately 1 week after the grading period ends. Report cards will be issued using a computer-generated report, which parents keep. Please sign and return the "Report Card Response" form provided for comments within seven school days. The district teachers determine grades and evaluations of students within the grading policies of the district.

Kindergarten through 2nd grade will have a Standards Based Report Card. A standards based report card uses numerical levels to indicate performance of the grade levels for each quarter. An explanation of these markings is explained below:

- **Advanced (4)**- The student shows outstanding and consistent application of knowledge that exceeds required level of performance.
- **Proficient Work (3)**- The student shows consistent application of knowledge that meets required level of performance.
- **Basic Work (2)**- The student shows basic and inconsistent application of knowledge that is approaching the required level of performance.
- **Novice Work (1)**- The student shows limited and inconsistent application of knowledge that is beginning toward the required level of performance.

GRADING SCALE FOR GRADES 3 - 5

| | |
|----------|---|
| 93 - 100 | A |
| 85 - 92 | B |
| 78 - 84 | C |
| 70 - 77 | D |
| 0 - 69 | F |

Superior Honor Roll and Honor Roll

Students Superior Honor Roll and Honor Roll will be based on the six core classes including the Conduct and/or Effort grades. All (3rd-5th) students that receive a C or below in Conduct and/or Effort will not be eligible to receive the Superior Honor Roll or Honor Roll award. Parents will have the opportunity to view their child's weekly grades through Skyward.

Good Citizenship

The award is given by teachers every quarter for students K-2nd grade who exhibit good citizenship behaviors in their classroom. This includes behavior, participation, and homework completion.

Terrific Tigers of the Month

Student's preschool - 5th grade will be selected based on extraordinary behaviors shown inside and outside of the classroom. The classroom teacher will nominate two students per school year and the social worker will present the students with this exceptional award.

CLASSROOM / TEACHER REQUESTS

Class assignments are made in April and May for the following school year. Teachers consider the personality of the child, other children in the room, and the teacher, as well as, the individual needs of each child when making class assignments. Parents should not request specific

teachers and are encouraged to share information about the needs of their child for teachers to consider in making classroom assignments. The decision of the school will be final in all class assignments.

PROMOTION-RETENTION POLICY

Students will not be promoted to the next higher grade level based upon age or any other social reason not related to academic performance. The decision to promote a student to the next grade will be based upon successful completion of the curriculum.

GRADE PLACEMENT

Students new to the district will be placed by the former school's records or by staff testing. Students who are less than six years old as of September 1 and who are entering school for the first time will be placed in kindergarten.

HOMEWORK

The purpose of homework is to give experience in following directions and application of new skills, and the enjoyment of using new knowledge. Please ensure that your child is given suitable conditions in which to study.

Homework is required to be completed daily, and unfinished work is considered late. Students will still be required to complete said work following the teacher's rules.

MIDTERM REPORTS

Midterm reports are sent home to K - 5th grade students. This form is sent home approximately the 5th or 6th week of each quarter. This is an attempt to make the parent aware of any academic issues the student may be experiencing. The form will also notify the parent of any behavior issues the teacher is having with the student.

PHYSICAL EDUCATION

Physical education is an integral part of the instructional program. It includes an appropriate curriculum that provides movement skills, health-related fitness, increases student knowledge, team building skills, and encourages healthy habits/attitudes for a healthy life style.

All children will be required to participate unless a doctor's written permission is presented. If on a particular day your child cannot participate, please send a signed note to your child's teacher. A daily note will be satisfactory for up to (3) consecutive days per semester. After that time, a doctor's statement is required.

Please remember all students are required to bring a pair of tennis shoes to be left at school for P.E./activity time.

Please complete the following permission forms and return to school by the Tuesday after Labor Day.

TRI-CITY COMMUNITY SCHOOL DISTRICT #1
324 West Charles Street
Buffalo, Il. 62515

Dear Parents:

It is the policy of Tri-City Community School District that ANY medications taken during the school year be dispensed through the nurse's office.

The administration of prescription drugs can only be done as prescribed by a licensed physician or dentist. You should bring your child's prescription medication to school in the original prescription bottle/container from the pharmacy along with a physician's authorization. The prescription must have the student's name, the name of the medication, the dosage, time and route, the name and address of the pharmacy and the physician's name. Medication will not be given if it has expired or if it has an improper label. The student's parent or legal guardian will be required to sign a request to have prescribed medications dispensed according to the written directions of the physician or dentist.

During the course of the school year, we often find it necessary to utilize ingested or topical medications in the treatment of minor injuries or illnesses. Such conditions can be sore throat, headache, scratches, blisters, burn, rashes, insect bites, etc. The products we use most often in our school district are listed below. In order for your child to receive a product, it **MUST** be checked. If it is not checked, the product **WILL NOT BE GIVEN**.

- | | |
|---|--|
| <input type="checkbox"/> ALL | <input type="checkbox"/> Calamine lotion |
| <input type="checkbox"/> Hydrogen peroxide | <input type="checkbox"/> Acetaminophen (Tylenol) |
| <input type="checkbox"/> Antiseptic Wash | <input type="checkbox"/> Ibuprofen (Motrin, Advil) |
| <input type="checkbox"/> Tri-le Antibiotic Ointment | <input type="checkbox"/> Saline solution |
| <input type="checkbox"/> Hydrocortisone 1% cream | <input type="checkbox"/> Sterile eye wash |
| <input type="checkbox"/> Anti-itch cream/gel/spray | <input type="checkbox"/> Cough drops |
| <input type="checkbox"/> Burn gel | <input type="checkbox"/> Sting swab |
| <input type="checkbox"/> Petroleum jelly (vasoline) | |

In a case of severe breathing difficulty, the nurse will assess the vital signs and severity of the breathing problem and will try to determine the cause of the breathing problem (bee sting, asthma, etc.) 911 will be called immediately to respond to the situation. If after further assessment, the nurse deems necessary, Epinephrine may be used as directed by the manufacturer's instructions. The nurse will continue to monitor the student's vital signs until 911 paramedics arrive.

PARENTAL PERMISSION:

I hereby give permission for my child _____ to receive any of the ingested or topical medications checked above as appropriate while attending school at Tri-City Community School District.

Date Parent / Guardian Signature Grade

Thank you,

Kathy Getz, RN
School Nurse

EMERGENCY FORM 2011-2012
(MUST be updated each year)

Make sure to give detailed instructions for your child on what to do in case of an emergency. Please do not include phone numbers, as it is impossible to make numerous calls during a limited amount of time.

In case of an emergency early dismissal from school
(ex: winter weather, water break, etc.) my child needs to follow these instructions:

(no phone #'s)

Please review these instructions with your child so they are aware of your procedures, as the school will not notify each individual family by phone. If your plan is to have your child transported as usual, please provide name of adult that will be responsible when they arrive at their destination.

Thank you for your cooperation in this matter. The safety of your children is our main priority. The following stations will be notified of any emergency early dismissal.

WDBR FM 103.7 - WQQL FM 101.9 - WTAX AM 1240 - WMHX FM 93.9 - WYMG FM 100.5 - WFMB AM 1450 - WFMB FM 104.5

NBC & ABC

Please return this form to school during the first week of September.

Child's name (please print) _____

Parent/Guardian name _____

CLASSROOM TEACHER _____



PERMISSION FORMS



Please return entire page w/signatures

PARENT-GUARDIAN STUDENT HANDBOOK RESPONSE FORM

I have read the Tri-City Pre-School / Elementary handbook and understand that these are the procedures and rules of the elementary school. I understand that I should use the handbook as a reference for this school year.

Parent /Guardian Signature

Date

Student Signature

Date

FIELD TRIP PERMISSION

During the school year, students will be taking field trips away from the school. You will be notified in advance of each trip by the classroom teacher of the date, destination, and cost (if any). Please be reminded that if you are a chaperone, siblings of students are not allowed to attend field trips. All students are required to ride to and from the field trip destination unless prior approval has been given by administration.

Parent / Guardian Signature

Date

VIDEO CAMERA/ DIGITAL PICTURE PERMISSION

Technology is becoming a more integral part of the elementary school curriculum. During the school year, staff will be using video camera / digital equipment to enhance your child's education.

Parent/Guardian Signature

Date

ACCEPTABLE USE POLICY

Technology is becoming a more integral part of the elementary school curriculum. Students at Tri-City Elementary School will have access to the Internet for educational purposes. Using filtering software, Tri-City School District has taken precautions to eliminate controversial material. However, I also recognize it is impossible for the Tri-City school district to restrict access to all controversial materials and will not hold them responsible for materials acquired on the internet.

Through the use of technology, students will have the opportunity to expand their learning experiences. Periodically, students will be participating in live videoconferences with individuals from other locations; these video conferencing events will be recorded to be used as learning tools for the future. No personal information about students will be exchanged during these events. I give my permission for my student to participate in these learning opportunities. Copy of the AUP may be reviewed in the elementary office.

Parent/Guardian Signature

Date

I agree to be a responsible computer user and to abide by the rules and regulations of Tri-City Elementary School for the 2011-2012 school year.

Student Signature



TRI-CITY ELEMENTARY SCHOOL
MEDICAL RELEASE FORM FOR PRESCRIPTION MEDICATION

PLEASE SEND MEDICINE TO SCHOOL IN ORIGINAL CONTAINER

Child's Name _____ **D.O.B.** _____

(to be completed in full by physician)

MEDICATION _____ **MG** _____ **DOSAGE** _____

FREQUENCY/TIME/ROUTE OF ADMINISTRATION _____

DATE OF PRESCRIPTION _____ **LENGTH OF TREATMENT** _____

PHARMACY _____ **PHONE** _____

ADDRESS _____

DIAGNOSIS REQUIRING MEDICATION _____

SIDE EFFECTS: _____

INTENDED EFFECT OF MEDICATION _____

OTHER MEDICATIONS CHILD IS RECEIVING _____

TIME INTERVAL OF RE-EVALUATION _____

I hereby request, and give my permission for school personnel to administer the medication prescribed on this form to my child. When school nurse or administrator is not available, Superintendent's designee may give your child his/her medication. (The person signing this form is agreeing to hold the school and its personnel free from any or all suits which might arise from these arrangements).

parent signature

physician/dentist signature

address

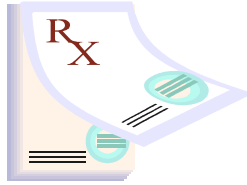
address

home phone/cell phone

phone ER #

date

date



TRI-CITY ELEMENTARY SCHOOL
MEDICAL RELEASE FORM FOR
NON-PRESCRIPTION / OVER THE COUNTER MEDICATION

PLEASE SEND MEDICINE TO SCHOOL IN ORIGINAL CONTAINER

Student Name _____ **D.O.B.** _____

| Name of drug | dosage | time to be given | duration | side effects |
|--------------|--------|------------------|----------|--------------|
| | | | | |
| | | | | |
| | | | | |

I hereby request that my child receive from assigned school personnel the above medication(s) as directed.

The medication will be sent to school in an appropriately labeled bottle/container.

I will assume the responsibility of bringing the medication to school.

I will notify the school in writing if the medication is discontinued or a dosage change.

I understand that this consent is good for the current school year only and must be completed for each new school year.

Parent/Guardian signature _____

Phone _____

Date _____