

**ACADEMIC YEAR-**

The El Paso Gridley C.U.S.D. #11 operates on the semester plan. The academic year is divided into nine- week periods for grading purposes, each semester approximately 18 weeks in length. The school calendar is approved by the Board of Education, subject to State approval, to be no less than 185 actual days of attendance. School is in operation Monday through Friday, except for holidays.

**EL PASO GRIDLEY CUSD #11**

**EPG- In All Things.....Students First!**

**EL PASO GRIDLEY UNIT 11 SCHOOLS:**

**Committing: to student growth**

**Connecting: to our students and community**

**Creating: the best student learning opportunities**

**ENROLLMENT-**

Jefferson Park School, Gridley Grade School and Centennial School serve students, Pre-k-5, residing within the boundaries of the El Paso Gridley C.U.S.D. #11.

Any student who is 5 years of age on or by September 1 is eligible to enter kindergarten in the fall. All kindergarten students must provide the following before they can enter school:

1. County Certificate of Birth
2. Physical Examination according to department of Public Health standards
3. Lead screening
4. Doctor verification of up-to-date immunizations
5. Kindergarten Screening
6. Dental Exam- due during the school year. **Must be turned in by May 15.**
7. Vision Exam- is required for all incoming Kindergarten students or 1<sup>st</sup> time enrolled in school
8. 2<sup>nd</sup> grade- must present written proof of dental examination

Requirement for Pre-K students and walk-in speech therapy students:

1. County Certificate of Birth
2. Physical Examination according to Department of Public Health Standards
3. Doctor verification of up-to-date immunizations
4. Lead screening

**El Paso-Gridley C.U.S.D. #11 Absence Policy-**

In the State of Illinois, students 6-17 years old are required by law to attend school on a daily basis. According to the State Board of Education excessive absenteeism is defined as those students who have missed 5% out of the last 180 school days. Regular attendance is critical in developing appropriate academic and social skills for each child. El Paso Gridley C.U.S.D. #11 has adopted the following attendance policy for each of our buildings:

- A student who is absent for three (3) consecutive days because of illness may be required upon returning to school to provide a doctor's note indicating why the student was absent.
- Students will be allowed a maximum of five (5) excused absences per semester. All absences exceeding five (5) will be recorded as unexcused.
- Homework and tests for unexcused absences is recorded as a zero.
- The Principal or his/her designee reserves the right to make modifications to the coding of the absence.
- The Marshall-Putnam-Woodford County Truancy Officer may be notified after excessive absences are accumulated by the student.

Absences for illness, doctor or dentist appointments, funerals, and the like are "excused" absences, with make-up privileges given to the student. On return from illness, students should request missed assignments from their teacher; the teacher will give missed assignments to students and assign a reasonable due date (usually, as many school days as the student was absent to make-up the work). Some absences, i.e. shopping, and others may be deemed "un-excused." For these absences, make-up privileges may not be given.

Parents may request that a planned absence be approved by the building administrator. Request for a planned absence should be made in writing (request form attached to the back of the handbook) no less than three days prior to the absence. Planned absences should be kept to a minimum. **Homework may be obtained from the teacher upon returning from a planned absence of 5 or more school days. If a student is absent less than a week, it will be up to the homeroom teacher whether to give homework out ahead of time.**

For any unusual circumstances regarding absence, contact the school principal or your child's teacher.

#### **ABSENCE NOTIFICATION POLICY-**

As of the 1986 school year, Illinois law states that contact must be made between the school and home within the first two hours of the school day, in the event of any absence. This includes a phone call to school by parents giving a reason for the absence. When the school does not receive a phone call, the school will attempt to reach the parents to determine the reason (s) for the absence.

In order for Jefferson Park, Gridley Grade School and Centennial School staff to implement this requirement effectively, we are asking each parent to call the school office to notify us of the absence of your child. This must be done on a daily basis, especially when your child will miss more than one school day.

Parents have 24 hours to report an absence after which time the absence will be marked unexcused and will not be changed.

Calls can be made to the school office at any time. Please leave a message on the attendance portion of the answering system. Please provide the following information:

1. Identify yourself;
2. Give your child's first and last name (and the names of other children, if absent);
3. Grade level and homeroom teacher's name;
4. Reason for absence.
5. Homework request, if needed

On the day your child returns to school, please send a signed, dated note stating the reason for the absence or a doctor's permit to return to school, if required. The Jefferson Park School office telephone number is 527-4405, the Gridley Grade School office telephone number is 747-2360. The Centennial office number is 527-4435.

### **NEW STUDENT/TRANSFER STUDENTS-**

Any student who transfers from another school must have parents sign a parental release for permission to obtain the following records from the previous school:

1. Transcript of academic records
2. Student physical examination and immunizations. A new physical exam that is less than one year old is required for out-of-state transfers and must be completed at the time of enrollment or the student may be excluded from school.
3. A copy of the official county birth certificate will be required
4. Other pertinent information necessary to provide the best educational program for the student.

### **STUDENT RECORDS-**

Certain records are required to be kept at school. Student records are available for inspection by parents or guardians by making arrangements with the teacher or principal. Psychological records are also available for inspection by contacting the principal or school psychologist. Upon inspection of the records, should any error be discovered, it should be pointed out immediately to the teacher or principal along with an explanation of why the information is in error. Should the parent or guardian take exception to any part of the record (with the exception of a letter grade) they should inform the records custodian at the District's Unit Office. The law permits the inclusion of a statement of rebuttal in such cases.

### **REGISTRATION-**

Incoming Kindergarten students will be screened each spring on the date set. This aids in determining bussing and staff needs. Prior to the start of school in the fall, a registration date will be set for the purpose of determining numbers of students for each grade, collection of book rental fees, insurance fees, and dissemination of other important information. New students may register on registration day or before the first day of school.

### **ACCIDENT/ILLNESS PROCEDURE-**

When an illness occurs at school, the teacher, secretary, nurse, or principal will determine if the child should be sent home. If that is necessary, the parents shall be notified and the child should be picked up at school as soon as possible. If the parents can't be reached, persons listed on the contact area of the registration form will be contacted in the order listed. When no one can be reached, arrangements will be made at school to care for the child. Your child should be fever, vomit and diarrhea free for 24 hours without medication prior to returning to school.

When an accident occurs at school, a decision will be made as to whether the child needs to go home. If it is decided the child should go home, the same procedure will be followed as listed above for an illness.

All school personnel report accidents to the office. Minor first aid, band-aid type injuries, will be cared for at school. When it is evident the child will require more than minor first aid, parents will be notified. Students, as well, must report accidents to the teacher (s) on duty.

Accidents of an extremely serious nature will be handled with the best interest of the student in mind. Parent notification will be made immediately and the situation handled promptly. When it is necessary for the student to leave school, prior to dismissal, the student must be signed out in the office by the parent.

When it is necessary for your child to miss P.E., the child will not participate at recess, either. When it is necessary for your child to miss more than three days of P.E., a doctor's excuse will be necessary.

**HOURS OF ATTENDANCE-** students should not arrive to school before 8:00 a.m. The buildings are not supervised prior to 8:00 a.m. See attached dismissal times for each building. School will officially begin each day at 8:30 a.m.

### **BUILDING DISASTER PROCEDURE-**

Procedures are implemented each year for the safety of all students. These procedures are discussed and reviewed with the students so they will become familiar with them. Drills are run periodically for fire, crisis and tornado events to insure proper practice for orderly conduct of students during such times.

### **CALLING OFF SCHOOL-**

When inclement weather or other emergency situations require cancellation of school or early dismissal from school, the announcement will be routed through our automated phone system. You will receive a phone call generated through the district office in regards to the reason for the dismissal. Information will also be given to channel 31, 25, 19 TV stations, radio stations WJBC, WIHN, WJEZ, WCIC, WXZL, and WWFS, as soon as a decision can be made. When students are dismissed early, busses will run regular routes unless notified differently. Should it be evident no one is home, students, especially younger students, will be returned to school. Be sure your youngster knows what to do on early dismissal days. Regular bus routes are run whenever possible. Shortened routes may be necessary at times, due to existing road conditions. When this is necessary, parents will be notified with the particulars of the situation.

### **STUDENT APPEARANCE-**

Students are encouraged to dress appropriately for their age. Any printing on clothing must be in good taste. Every Tuesday is "Titan Tuesday". All students and staff are encouraged to wear a shirt with the El Paso Gridley Titan logo to display school pride.

**Inappropriate Clothing-** students should be covered from the top of the shoulders to mid-thigh. Any clothing displaying messages or symbols relating to drugs, alcohol, tobacco or inappropriate messages of a sexual nature will not be allowed. Visible undergarments or straps, bare midriff, excessively low slung pants, or short shorts are considered inappropriate. Halter tops, tank tops, ripped or torn clothing, pajamas, pajama pants, slippers and low cut tops are not allowed. Pajamas are only allowed on special events.

Each student, grades K-5, must have a pair of gym shoes, which are left at school, for use in the gym.

### **RECESS GUIDELINES-**

Students have recess daily. Students will go outside unless weather conditions prohibit them from doing so. The office staff will determine if the conditions are appropriate for recess to be held outside. The office will use a temperature guideline between 25-30 degrees with the wind chill factored in. **Parents need to send their children to school properly dressed (winter coat, boots, closed shoes, hat, gloves) for the weather, anticipating that they will be outside.** For students who are recovering from illness, a daily note from a parent requesting that the child stay indoors is required. If longer than 3 days, a note from a doctor is required.

### **GRADES/ STUDENT PROGRESS-**

Student progress reports are sent home each nine weeks based on the calendar set forth by the district each academic year. Letter grades are given in grades 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>. Midterm progress reports are sent to students in grades 1-5 who are at-risk academically. Parents are urged to keep in constant contact with their child about his/her progress at school. Students are urged to bring work home, and to share successes as well as failures with parents in the hopes that learning will come from both experiences. When a concern arises about the student's progress, a conference should be arranged as soon as possible. Parents are expected to attend fall conferences to receive their child's report card. If you are unable to attend you must make arrangements with the teacher for another conference date to receive the report card.

### **Grading Scale used for District #11-**

92-100- A  
83-91- B  
74-82- C  
65-73- D  
Below 64- F

**3<sup>RD</sup> GRADE HOMEWORK POLICY-** It is our belief that homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the third grade teachers to assign relevant and meaningful homework assignments that reinforce classroom learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence.

*Students are expected to turn work in on time. If homework is not turned in on the day it is due, 10% will be deducted from their grade. On the fifth school day after the due date, the grade becomes a 0.*

*Extenuating circumstances will be handled on an individual basis at the teacher's discretion. However, this does not include missed assignments due to extracurricular practices, games or other commitments.*

**JEFFERSON PARK/GRIDLEY GRADE SCHOOL/CENTENNIAL SCHOOL  
PROMOTION AND RETENTION POLICY:**

The Jefferson Park, Gridley Grade School and Centennial School Promotion policy is based on the Illinois School Code which states: *School districts shall not promote students to the next higher grade level based upon age or other social reasons not related to the academic performance of the students.*

Decisions to promote or retain students shall be based on successful completion of the curriculum, attendance, performance based on testing, or other criteria established by the school board. Students who do not meet these standards may be retained at their current grade level.

To earn promotion at Jefferson Park, Gridley Grade School and Centennial School the following criteria will be considered:

- Students in grades 1-5 must pass Math and Reading for the entire year. The final grades of each 9 weeks will be averaged to determine the final grade in each subject.
- Students who miss more than ten unexcused days per semester, without a doctor-excused illness or other extenuating circumstance, may be retained at the current grade level.
- Kindergarten- parents make the determination on retention with the input of the Promotion Committee

Students with IEP's or 504 plans will have their placement determined by the IEP or 504 Team.

A building Promotion Committee, working with the principal, will consider and determine promotion/retention cases. The committee will consider grades, IEP's, 504 plans, modified curriculum, attendance, extenuating circumstances, or other legitimate concerns when making the final decision on retention or promotion. The decision to retain or promote is the sole responsibility of the school. Parents will have input, but the school district will make the final decision.

**MEDIA /LEARNING CENTER-**

Time is provided for each class to check books in and out of the learning center and to utilize the computers. For books that are damaged or lost, including textbooks, parents will be responsible for paying the present replacement cost of each book lost or damaged. With the addition of new computers, students will be allowed to use the media center for Internet and computer use, with staff supervision. Any violation of the Internet policy will result in disciplinary action.

**CURRICULUM-**

The curriculum at Jefferson Park, Gridley Grade School and Centennial School is set by state requirements. Textbooks are selected by the staff with the approval of the Board of Education. The basic curriculum for grades K-5 is: Reading, Math, Language Arts (writing, English, spelling), Social Studies, Science, Health, Music, Band, Art, Physical Education, Social Skills, and Violence Prevention Curriculum. A list of textbooks and other curriculum materials is available from the school office. This list is available for parents to copy and preview any materials they desire.

### **LOST AND FOUND-**

Items found on school property without an owner should be turned into the lost and found box located in the main hallway at Jefferson Park School, Centennial School and in the office at Gridley Grade School. Items not claimed will be donated to Goodwill and/or Spare and Share periodically throughout the year.

### **BREAKFAST/LUNCH/MILK/CLASS TREATS-**

Hot lunch is served by the El Paso Gridley C.U.S.D. daily. This hot lunch meets all state and federal standards. This includes the proper balance of various types of food as required by the U.S. Department of Agriculture, which regulates the school lunch program. Students may bring their lunch, if they choose.

The price of a hot lunch with milk is **\$2.50** and a single carton of milk is **30 cents**. Students eating hot lunch are asked to bring money on the first day of the school week. Money should be brought for at least one week at a time. Parents may send a check for money to be entered for multiple students to any individual school. You may also pay online using Skyward through the district website.

Breakfast is available for all students. This program meets all state and federal standards. The price for a breakfast is **\$1.50**. Payment may be included with the payment for lunches.

Free/Reduced applications are available to any parent/guardian of district students upon request at any of the district offices or on our district website. Parents/Guardians who feel that they may qualify for these programs may apply. Only one application per family is necessary. Approval or denial of the application is based upon income level and the number of people per family; the state government establishes both.

Accurate records are kept for money received and days each child has eaten. Students bringing sack lunches may purchase milk for lunch at the approved price per carton. **NO SODA IS ALLOWED AT SCHOOL DURING LUNCH OR IN WATER BOTTLES.**

No homemade treats are to be given to students on birthdays, holidays or special occasions. Only store purchased treats or treats made by a certified bakery, restaurant, etc. are allowed.

Gum is not allowed in the buildings

### **PARENT PARKING AT JEFFERSON PARK-**

Parents may park on any of the streets on the south, east, or west sides of the school to pick up students after school or let them out in the morning. To prevent the need for crossing streets, parents should park on the block where the school is located for that purpose. Parking is permitted on the north side of the building, where the buses load and unload, except between the hours of **7:30-8:30 and 3:00-3:30**. Animals are not allowed on school property when students arrive or during dismissal time.

**PARENT PARKING AT GRIDLEY GRADE SCHOOL-** Parents may park on the east side of GGS in front of the building to drop students off in the morning and pick them up after school. To prevent the need for crossing the street, parents should park on the right side of the street. **If it is necessary to park on the left side of the street, all K through second grade parents must**

**cross the street to pick up their child from the teacher.** Parking during the school day is permitted on McLean Street in front of the buildings and behind the green agriculture building. McLean Street in front of GGS is a one-way street during school hours. Vehicles may only travel south during the designated times. Animals are not allowed on school property when students arrive or during dismissal time.

**PARENT PARKING AT CENTENNIAL SCHOOL-** Parents may park in the Centennial School parking lot or on the south side of Centennial on 5<sup>th</sup> St. **Please do not double park when picking up students after school.** Animals are not allowed on school property when students arrive or during dismissal time.

**SPECIAL EDUCATION/RTI-** The EPG school district services students in the least restrictive environment. We co-op services with Tri-County Special Education. We provide co-teaching, resources and cross categorical learning environments. We also use Aims Web as a screening tool for all students K-5. We screen students in the area of reading and math 3 times per year to assess their growth. Parents are contacted regarding the progress of their child after the 3 screening periods.

### **SCHOOL VISITORS-**

All visitors should report to the school office prior to seeing any school personnel or students. Visitors will sign in and wear a visitor's badge. When leaving the building visitors will need to sign out and return the badge. Parents are welcome to make visits to school. It would be helpful for parents to make advance appointments for conferences and/or day visits to school. Teachers may authorize other visitors who may serve as resource persons in the classroom. All volunteers must fill out a packet and be background checked. That packet is at the end of this handbook.

### **STUDENT SIGN IN- SIGN OUT SHEET-**

When it is necessary for a student to leave school during the school day with a parent or other adult, they must be signed out at the office. This allows the school to keep a more accurate record of school attendance. When a student comes to school after it has started, he/she should be signed in at the office by the parent or adult bringing them to school.

### **STUDENT INSURANCE-**

Student Insurance is available from the District at a cost to the parents. The Student Accident brochure also provides for the purchase of additional optional coverage for 24-hour coverage or extended dental. The brochure provides pricing information for the optional coverage. The district has additional coverage, which is optional to purchase through the Van Gundy Insurance agency.

### **TELEPHONE- USE OF-**

The telephones are used for school business. Students may use the telephone for **EMERGENCY PURPOSES**. Students will not be permitted to use the telephone for such things as taking home friends, party arrangements, and so on. These things must be arranged with parents prior to school. Cell phones are allowed at school for K-5th grade students, but are to be left in the student's locker and turned off.

### **TEXTBOOK RENTAL-**

Textbooks for grades K-5 are rented from El Paso-Gridley C.U.S.D. #11 for each school year. Included in the rental fee is a charge for hard backed texts for most major subject areas, and “consumable books,” i.e. workbooks, weekly current event papers, etc. El Paso-Gridley C.U.S.D. #11 participate in the Illinois Free Textbook Program, which aids in keeping the book rental at a more reasonable price.

Textbook waiver applications are available to any parent/guardian of district students upon request from any of the district offices. Parents/guardians who feel that they may qualify for this program may apply.

### **WITHDRAWAL FROM SCHOOL-**

If it becomes necessary for parents to withdraw their child from school because of a change in home location, they must notify the homeroom teacher and school office at the earliest possible time after confirmation of the change of location. On the date of withdrawal the parents should come to the school office to clear up any outstanding financial obligations; get refunds, if applicable; return all school owned material; and collect all personal items belonging to the student. **REFUND OF FEES-** If student withdraws from District #11, they may be eligible for a refund for school fees paid. Parents may contact the unit office to receive a refund once they’ve withdrawn from EPG#11.

### **UNAUTHORIZED BUILDING USE-**

District #11 makes its buildings available to responsible groups/individuals. These groups/individuals must have insurance to cover any incidents, which occur during building use. Additionally, a building use form must be filled out and approved before building use is allowed. The district maintains a fee schedule for use of facilities for outside purposes. Unless the above procedures are utilized, any use of a district building shall be considered unauthorized. This would include being inside any building without direct approval from the district administration. Any person (s) found using a district building without authorization will be subject to arrest and prosecution to the fullest extent of the law.

### **ALTERNATE ASSIGNMENTS-**

Alternate assignments may be requested on projects/activities involving books that have been requested for reconsideration on moral/religious grounds. Parent/guardian contact with the school principal is required. Copies of reconsidered books will be made available. Parents will be notified if a reconsidered book is to be used in class. A reasonable time to obtain a copy and review the book will be provided.

### **SEX EQUITY POLICY-**

No student shall, on the basis of his or her sex, be denied equal access to programs, activities, services, or benefits, or be limited in the exercise of any right, privilege, advantage, or opportunity. The Superintendent shall appoint a Coordinator for Nondiscrimination for the School District. Students and parents have the right to initiate a grievance or complaint of illegal discrimination. Such grievance or complaint shall be made to the Coordinator. Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the Coordinator shall send a copy of District’s written grievance procedure to the complainant. The Coordinator

shall investigate the nature and validity of the grievance with those responsible for the program or activity cited by the complainant. The Coordinator may seek advice from related state agencies or legal counsel. Within 60 days of receiving the grievances, the Coordinator shall render a written appeal of the decision. The written decision may be appealed to the School Board by submitting a written request for a hearing before the Board, addressed to the office of the Superintendent. Further appeals may be made pursuant to the School Code of Illinois to the Regional Superintendent (section 3-10) and State Superintendent of Education (section 2-3.8).

### **PARTY INVITATIONS-**

Students are **not** allowed to hand out party invitations at school unless they are inviting the entire class. This has caused many hard feelings and sad hearts with our students who do not understand why they were not invited. Please be considerate of those students and do not send invitations to school. Student and parent information (addresses, phone numbers, etc.) will not be given out by the office.

### **SCHOOL NURSE AND MEDICATION-**

#### **MEDICATIONS-**

The State Board of Education has generally sought to discourage routine administration of medication by personnel, except in emergent situations. Our school recognizes that in some instances medication is required to be given during school hours. Medication required by doctor's prescription to be given 4 times a day will be given at school. Medication required 3 times a day will not be given during school hours since before school, after school, and bedtime can constitute the 3 necessary dosages. Prescribed medications for administration at school are also subject to the following guidelines:

1. "Request for Self-Administration of Medication" form must be completed and signed by parent/guardian AND prescribing physician and on file in the school office.
2. ALL (prescription and over-the counter) medications must be brought to school in its original container. **All medications for students PRE- K-8 must be brought in by a parent/guardian. Students are not allowed to bring medicine on the school bus.** The student's name must be affixed to the bottle (prescription and Over-the-Counter). Prescription medications must have the pharmacy label on them.
3. All medications must be kept in the school office/nurse office.
4. Non-prescription medication such as pain relievers, cough and cold medication also require step #1 above.
5. The school provides no medications.
6. It is the responsibility of the parent/guardian to provide medications/container for field trips. The parent/guardian may decide (preferably with communication to the teacher) not to have the medication administered if it will not interfere with the child's health.
7. Cough drops can be used at school, but the classroom teacher will determine the need as to how the cough is affecting the child and the classroom. We will need a note from the parent/guardian to allow cough drops. The cough drops will be kept in the classroom with the teacher/or the school office.

All orders for daily prescribed medication and non-prescription medication expire at the end of the school year and must be renewed at the beginning of the next school year. Medications not picked up at the end of the year will be discarded and witnessed by office staff.

Medications can be given to a child directly by parents or parental designee at school if needed. Special circumstances regarding medication should be brought to the attention of the building principal, assistant principal and/or the school nurse.

The procedure for taking medication at school should be as follows:

1. The student will report to the office at the time he/she is to take the medication.
2. The student will self-administer medication and sign-off each dose taken under the supervision of the principal, school nurse or designated employee, or the designated school personnel will sign-off for each dose taken.
3. The medication will be returned to the storage area and the student will return to class.

Our intention is to help your child in overcoming an illness or problem when necessary. Eliminating unnecessary medication at school is in the best interest of everyone. If you have any questions regarding medication, feel free to call the school office.

#### ASTHMA SELF-ADMINISTRATION POLICY

A student with asthma may possess and use his/her medication while in school, at a school-sponsored activity, while under the supervision of school personnel, or before or after normal school activities, such as while in before-school or after-school care on school-operated property.

The asthma inhaler needs to have the students name on it and prescription label affixed to it.

#### HEAD LICE

1. Students may be excluded from school when **LIVE LICE** are observed and verified. The student(s) may return to school with evidence of treatment, such as a prescribed medicine label or over-the-counter label. The school nurse will check the student prior to them returning to class.
2. The student(s) may be excluded from school after three (3) separate incidents of live lice in a school year. Upon return after each incident, a nit free condition is required. The school nurse or building administrator will verify the nit-free condition.
3. Parents will be notified via email of confirmed case (s) of head lice in that particular building.
4. The school will make every effort to minimize the effects of head lice among the student population. This includes individual head checks when persistent itching exists or head lice are suspected. School staff will check other siblings when a student is verified with head lice. Larger numbers of students, including entire classroom(s) will be checked when nursing staff and administrator(s) determine a situation of larger proportions may exist. School-wide head lice checks will be done at Jefferson Park School, Gridley Grade School and Centennial School at the beginning of the school year.

Vision Screening is not a substitute for a complete eye and vision examination by an eye doctor. Your child is not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report indicating that an eye examination has been administered within the previous 12 months.

#### Honor Roll-

In order to recognize students who have worked diligently at their studies, Centennial School has instituted an honor roll for students. The students who demonstrate outstanding academic achievement will have their posted in the display case at the end of every grading period.

High Honor Roll=students receiving all A's, Honor Roll=students receiving A's and B's but no C's

**Parent/Teacher Requests-** If a parent has a concern about a teaching style they may request not to have a particular teacher, only one time in their child's K-5 experience. They must call to make an appointment with the building principal to discuss the request. The request must be made prior to the first week in May. There is no guarantee the request will be honored.

## **JEFFERSON PARK/GRIDLEY GRADE SCHOOL /CENTENNIAL SCHOOL DISCIPLINE POLICY**

### **MISSION STATEMENT:**

The goal of the Jefferson Park, Gridley Grade School and Centennial School discipline plan is to promote an atmosphere that is conducive to learning by teaching students to:

1. BE RESPECTFUL
2. BE RESPONSIBLE
3. BE READY

We recognize that children come to us with unique talents and needs. It is our mission to maintain a consistent and fair environment free from any form of violence. Violence is defined as anything that hurts a person's body, feelings or things.

### **SERIOUS VIOLATIONS OF STUDENT DISCIPLINE POLICY**

We have four levels of consequences for discipline violations. The violations are listed in alphabetical order, not by level of seriousness. The severity of the infraction determines the beginning level of consequences.

1. **Alcohol and Drugs-** The consumption, possession, or distribution of alcoholic beverages on school buses, in school buildings, or on school grounds at any time is prohibited. The illicit use, possession, or distribution of drugs or look-alike drugs, and drug paraphernalia is not permitted on school buses, school buildings, or on school grounds at any time. Students shall not be permitted to attend school when they are using or are under the influence of alcohol or illegal drugs. For the purpose of this policy, students who are under such influence shall be treated in the same manner as though they had alcohol or drugs in their possession. This alcohol and drug policy extends to all school sponsored and related activities as well as field trips and athletic and music trips, whether held before or after school, evenings, or weekends. Organizations sponsoring activities on the school's facilities outside of regular school hours fall under this policy and will be expected to take appropriate disciplinary measures. Failure to do so could result in cancellation of that organization's privilege to use district facilities.

Given reasonable grounds for suspicion, school officials may search for and seize illicit drugs brought onto school buses or school property and submit such drugs to the proper authorities for analysis. School authorities are to file criminal charges against any and all individuals found, knowingly and illicitly to possess, distribute,

and/or use drugs, look-alike drugs, and/or drug paraphernalia on school property and at school related activities.

- **Level 1** – Does not apply. Automatically goes to level 3
- **Level 2** – Does not apply. Automatically goes to level 3
- **Level 3** – One to two day in-school suspension and parent conference with the principal.
- **Level 4** – Three to ten day suspension depending on severity, parent conference with principal, and/or possible expulsion hearing.

## 2. **BULLYING/HARASSMENT**

Bullying Defined:

Bullying is unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

EPG Unit 11 schools are committed to reduce bullying and educate our students about the roles of victim, aggressor, and bystander. As a parent, you can:

- Assure your child that the problem can be solved.
- Let the school know that your child is being bullied.
- Communicate and cooperate with the school until the problem is solved.
- Bullies are often victims themselves.
- Bullies often have poor social skills and do not know how to behave towards others in a positive way.
- Develop your child's sense of humor and tolerance of others
- Positively reinforce your child's self-esteem and sense of self worth
- Develop your child's social skills by teaching him or her to share and to cooperate with others in group situations.

The most appropriate action is to tell someone at the school and work with the school staff to solve the problem. If bullying is reported, the school will:

- Assure the student that the problem can be solved and then provide ongoing support.
- Investigate the problems raised.
- Treat everyone involved with fairness.
- Take appropriate action. This may include.
  - Mediation
  - Disciplinary action
  - Warnings
  - Social skills instruction or counseling
  - Parent-student conference

Reporting Procedure:

1. Students are encouraged to immediately report bullying. A report can be made in person or in writing. A student can report bullying to a teacher, counselor, building principal, or any staff member with whom the student is comfortable speaking.
2. Parents may also report bullying in the same manner as previously listed. A reporting form can be found on the district webpage under the “PARENTS” tab found at the top of the EPG Unit 11 main page.
3. Once a report is received the building principal will begin an investigation including:

- An interview with the reporting student or students.
- An interview with the alleged offending student or students and a determination of the extent of their involvement.
- Parents of all students involved will be contacted and the offending student will be assigned a consequence if a determination of bullying/harassment is made. Consequences will be consistent with the guidelines laid out by district policy and building disciplinary guidelines.

Final report, including determination and disciplinary decisions will be reported to superintendent

3. **Fighting and/or Physical Harm to Others** - What constitutes fighting and/or physical harm to others will be determined by school administration. These actions will not be tolerated on school grounds, school buses, or school-related activities.
  - **Level 1** – Parental notification, student conference with principal and possible after-school detention.
  - **Level 2** – Two after-school detentions, parent conference with principal.
  - **Level 3** – One to two day in-school suspension and parent conference with principal.
  - **Level 4** – Three to ten day suspension depending on severity, parent conference with principal, and/or possible expulsion hearing.
4. **Gang Activity**- Gang activity is prohibited on or around school grounds, school buses, or off school grounds at any school activity. A gang is a group of two or more persons whose purpose includes the commission of illegal acts. Gang activity includes, but is not limited to, wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge that evidences or promotes gang affiliation and/or using verbal or non-verbal acts demonstrating such affiliation.
  - **Level 1**-Parental notification, student conference with principal, and possible after-school detention.
  - **Level 2** – Two after-school detentions, parent conference with principal.
  - **Level 3** – One to two day in-school suspension and parent conference with principal
  - **Level 4** – Three to ten day suspension depending on severity, parent conference with principal, and/or possible expulsion hearing.
5. **Inappropriate Use of the Internet**- Students will be expected to follow the rules set forth by the teacher when using the Internet. The Acceptable Use Policy for El Paso Gridley #11 will be followed. Any inappropriate use of the Internet may result in the following:
  - **Level 1**-Parental notification, student conference with principal, and possible after-school detention.
  - **Level 2** –Two after-school detentions, parent conference with principal.
  - **Level 3** – One to two day in-school suspension and parent conference with principal.
  - **Level 4** – Three to ten day suspension depending on severity, parent conference with principal, and/or possible expulsion hearing.

6. **Insubordination**- May include but not limited to the following:
- a. Failure to follow staff directives
  - b. Disrespect to staff, students, or guests at Jefferson Park, Gridley Grade School and Centennial School.
  - c. Acts that disrupt the instructional process
  - d. Lying
- **Level 1** – Parental notification, student conference with principal and possible after-school detention.
  - **Level 2**-Two after-school detentions, parent conference with principal
  - **Level 3**-One to two day in-school suspension and parent conference with principal.
  - **Level 4**-Three to ten day suspension depending on severity, parent conference with principal, and/or possible expulsion hearing.
7. **Possession or Use of Tobacco Products**- Using tobacco products in any form is hazardous to the health of students and may present a safety hazard in the school. Smoking tobacco, using tobacco, using tobacco products, and/or possessing tobacco materials by students is not permitted on school buses, in school buildings, or on school grounds at any time.
- **Level 1**-Does not apply. Automatically goes to level 3
  - **Level 2**-Does not apply. Automatically goes to level 3
  - **Level 3**-One to two day in-school suspension and parent conference with principal.
  - **Level 4**-Three to ten day suspension depending on severity, parent conference with principal, and/or possible expulsion hearing.
8. **Sexual Harassment**- Sexual harassment is inappropriate behavior or words of a sexual or gender-demeaning nature that is not welcome and makes a person feel uncomfortable at school. The harassment may be physical or psychological in nature as determined by school administration.
- **Level 1**-Parental notification, student conference with principal, and possible after-school detention.
  - **Level 2**-Two after-school detentions, parent conference with principal.
  - **Level 3**-One to two day in-school suspension and parent conference with principal.
  - **Level 4**-Three to ten day suspension depending on severity, parent conference with principal, and/or possible expulsion hearing.
9. **Stealing**-Stealing will not be tolerated under any circumstances. Students caught stealing may receive the following:
- **Level 1**-Parental notification, student conference with principal, and possible after-school detention.
  - **Level 2**-Two after-school detentions, parent conference with principal.
  - **Level 3**-One to two day in-school suspension and parent conference with principal.
  - **Level 4**-Three to ten day suspension depending on severity, parent conference with principal, and/or possible expulsion hearing.

10. **Vandalism**- Students are forbidden to carelessly or willfully destroy or damage any property on school grounds. The parent or student shall be required to pay in full for such damage. Students may receive the following:
- **Level 1** – Parental notification, student conference with principal and possible after-school detention.
  - **Level 2**-Two after-school detentions, parent conference with principal.
  - **Level 3**-One to two day in-school suspension and parent conference with principal.
  - **Level 4**- Three to ten day suspension depending on severity, parent conference with principal, and/or possible expulsion hearing.
11. **Verbal Abuse, Threats, and/or Harassment**-Verbal abuse, threats, and/or verbal harassment will not be tolerated on school grounds, busses or school-related activities. What constitutes verbal abuse will be determined by school administration. Students who harass other students may receive the following:
- **Level 1**-Parental notification, student conference with principal, and possible after-school detention.
  - **Level 2**-Two after-school detentions, parent conference with principal.
  - **Level 3**-One to two day in-school suspension and parent conference with principal.
  - **Level 4**- Three to ten day suspension depending on severity, parent conference with principal, and/or possible expulsion hearing.
12. **Vulgarity**-Vulgarity (lack of good taste; crude) or profanity, and other inappropriate verbal, written, drawn, or physical actions may result in the following consequences:
- **Level 1**-Parental notification, student conference with principal, and possible after-school detention.
  - **Level 2**-Two after-school detentions, parent conference with principal.
  - **Level 3**-One to two day in-school suspension and parent conference with principal.
  - **Level 4**- Three to ten day suspension depending on severity, parent conference with principal, and/or possible expulsion hearing.
13. **Weapons**-Knives, firearms, and any other weapons including look-alike weapons or material considered unsafe or unhealthy are not allowed on the person of a student or among his/her personal belongings on school property, school buses, or at school related activities. The consequence will be determined by school administration and will be based on the potential danger to others:
- **Level 1**- Does not apply. Automatically goes to level 3
  - **Level 2**-Does not apply. Automatically goes to level 3
  - **Level 3**-One to two day in-school suspension and parent conference with principal.

- **Level 4**-Three to ten day suspension depending on severity, parent conference with principal, and /or possible expulsion hearing.

14. **Reckless Activity**- Reckless activity is any activity done without harmful intent that could result in physical harm to a person or damage to school property. This includes, but is not limited to the following:

- Spitting
- Running in the hall
- Wrestling
- Tripping
- Shoving
- Shouting in the building
- Throwing objects

Any student who engages in reckless activity will be assigned consequences at the discretion of the teacher/principal.

**ANY MISCONDUCT NOT COVERED IN THIS HANDBOOK WILL BE HANDLED BY THE ADMINISTRATION**

**CONSEQUENCES**-It is our belief that inappropriate behavior needs to have an appropriate consequence. The following consequences have been developed as a range of consequences for staff and administration to choose. The ranges of consequences are as follows:

1. Reminder/Warning
2. Practice appropriate behavior
3. Write the rule and a plan of action to correct the behavior.
4. Time out within the classroom
5. Loss of recess
6. Contact home
7. Visit to the principal
8. Detention
9. In School Suspension
10. Out of School Suspension
11. Expulsion
12. Other appropriate consequences

**DETENTIONS**- Detentions will be served after school on Wednesdays from 3:30-4:00 p.m. Students receiving a detention will be given a written notice to take home to parents to be signed and returned the following day. The notice will state the nature of the offense and the day and time the detention is to be served. Students must be picked up in the office promptly at the end time. Failure to serve a detention or misbehavior during detention will result in further disciplinary action. Detention room rules are as follows:

1. Be quiet
2. Stay in your seat
3. Do school related work

If a student accumulates six detentions it may result in a loss of privileges to attend special school events, such as, but not limited to field trips.

**IN SCHOOL SUSPENSION**-In School Suspension (ISS) will be used as an alternative to suspending a student out of school unless the student is a safety concern to themselves, staff or other students. ISS for Jefferson Park, Centennial and Gridley Grade School students will be served in each building supervised by a staff member. Students will only be allowed to leave the room with permission from the supervising staff. Parents will be notified of the In School Suspension by mail and by phone. If a student receives a second in-school suspension it may result in a loss of privileges to attend special school events, such as, but not limited to field trips.

**OUT OF SCHOOL SUSPENSION**- Suspensions will be administered only in cases of severe breach of school regulations as outlined in Board Policy and the student handbook. Only the principal, superintendent, or the School Board may assign suspensions. The principal will award out of school suspensions when it is determined by the principal that the student's presence endangers the health and safety of those in the school community; and that previous disciplinary actions (talks, detentions, In School Suspensions) have not had the desired effect upon the student's behavior. Students will be allowed to turn work in that was assigned during the suspension. Work must be completed and returned upon arriving back to school. Students will be allowed to make up tests that were missed when they return to school. In order for the child to return to Jefferson Park, Gridley Grade School or Centennial School, a mandatory conference will be scheduled between the administrator, parents, teacher and student. This conference will be held to discuss future consequences for student behavior.

If a student receives a second out of school suspension it may result in a loss of privileges to attend special school events, such as, but not limited to field trips.

**EXPULSION**- The Board of Education of El Paso Gridley #11 has the power to expel a student guilty of gross disobedience or misconduct. The following acts may be cause for expulsion from school:

1. Alcohol and drugs
2. Arson
3. Bullying
4. Fighting and/or physical harm to others
5. Gang activity
6. Inappropriate use of the Internet
7. Insubordination
8. Possession or use of tobacco products
9. Repeated acts of misconduct, which are disruptive to the educational process
10. Sexual harassment
11. Stealing
12. Vandalism
13. Verbal abuse, threats, and/or harassment
14. Vulgarity
15. Weapons

**DELEGATION OF AUTHORITY** – All teaching staff at Jefferson Park, Gridley Grade School and Centennial School have the authority to enforce and impose disciplinary action other than In School Suspensions, Out of School Suspensions, and Expulsion. The administration of El

Paso-Gridley #11 has the authority to suspend students when behavior warrants such action. The Board of Education has the authority to reinforce all disciplinary action including expulsion.

### **TRANSPORTATION RULES AND POLICIES:**

*Bus eligibility:* Transportation for all students living beyond 1 ½ miles from school is provided at no charge. Eligible riders for buses include those whose residence is more than 1 ½ miles from school on a specific bus route. Daycare and/or babysitting do not change a student's eligibility for a bus route, nor does it make town students eligible riders. **Parents should contact the bus garage (527-8723) before confirming daycare and/or babysitting arrangements outside the area of home residence.**

*Student Bus Responsibilities:* Students are expected to abide by the rules when riding the bus. It is a privilege to ride the bus to and from school daily. Not observing the rules may result in a suspension from riding the bus. The consequences of breaking the rules include any of the following disciplinary measures:

1. Verbal or written warning
2. Detention
3. Suspension from the bus
4. Expulsion from the bus

*Bus Rules:* Many of the rules that pertain to students at school also apply on school buses during daily routes, field trips, extracurricular activities, etc. However, some rules must be different because a bus holds 1 to 72 students and is subject to all dangers, which exist to any vehicle today.

- Students must be on time. Being a few minutes early will save an unnecessary car trip to school.
- Students should not cross the road to board the bus until the bus has stopped and the driver has signaled for the students to cross the road.
- Students must remain seated while the bus is in motion.
- Students must be quiet at railroad crossings.
- The aisle of the bus must remain clear at all times.
- When unloading, students who must cross the road should cross in front of the bus and stop in front, looking for traffic and then cross when the driver signals.
- Windows may be lowered to the mark indicated on the bus only when necessary.
- Marking, defacing, or other damage to the bus will result in strict disciplinary action, which may include payment for damages.
- Use of cell phones is only allowed for notifying parents after an extracurricular activity, otherwise cell phones are not allowed on the bus. Cameras and other electronic devices that distract the bus driver are not allowed.
- Students are to be respectful on the bus. Pushing, shoving, fighting, and loud disturbances will not be tolerated.
- Students are expected to ride their assigned bus and get off at their designated stops, unless special permission has been received from the office.
- Keeping the bus safe and clean is a responsibility that all students share.
- Drivers have full authority on their bus. They may assign seats to individual students. In case of any emergency, students should listen carefully to instructions from the driver.
- Bus and shuttle bus passes must be approved by the building administrator.

- Continuous problems will be referred to the building principal. This may result in students being suspended or expelled from the school bus.
- If there are any questions or concerns regarding student transportation, please contact the bus garage at 527-4495.

*Extracurricular Transportation:* Students must use school transportation to and from all school activities for which transportation is provided. For these events, parents of the student may transport their student(s) only if specific arrangements are made in advance with the activity sponsor. Transportation may not be provided in some instances. These instances include, but not limited to: practices, athletic contests, music events or club activities held within the El Paso Gridley area when it is deemed more practical for the students to meet the coach or sponsor at the event's site. In these cases it will be the responsibility of the parent to arrange safe transportation.

**PLAYGROUND RULES-** Playground rules are developed to ensure safe play on the playground. In general, any piece of equipment is to be used only as it is intended. Unsafe use of equipment or unsafe equipment will be determined by teacher, supervisor, or principal, and will not be allowed.

Children are **NOT** allowed to bring balls, bats, roller blades, scooters, wheeled shoes, Ipods, game boys or any other toys to school for use at recess. Bringing such toys creates a safety issue for the child and the toy brought from home. Toys from home sometimes accidentally get broken or stolen from the child. To prevent this, we provide toys and activities for the children at recess and encourage all other toys to be left at home.

**ELECTRONIC DEVICES-** electronic devices are not allowed to be on or out after the school day starts. There may be special events at school where they will be allowed. Prior notice for those special events will be communicated to the parents. The school is not responsible for lost or damaged electronic devices. Disciplinary action will be handled by the building administrator.

**ONLINE COMMUNICATION-**

Students that engage in online communication on or off campus will fall under the school handbook regulations if any of the following conditions are present:

1. The student has violated a school rule.
2. There is a nexus or connection between the off-campus incident and the school.
3. The student has made a "verified threat" directed toward school staff, students, or school property.

**ANIMAL VISITS-** there are times when a student would like for a pet to visit the classroom. Before the pet is allowed in school the following must take place:

1. Contact the teacher to get permission and schedule a time
2. The teacher will contact the administration for approval
3. The parent must provide vaccination records that are up to date for the animal
4. Small animals such as snakes, mice, etc. must remain in their cage

**ALL HANDBOOK AND SCHOOL RULES APPLY TO ALL SCHOOL-SPONSORED FUNCTIONS ON AND OFF CAMPUS.**

## REQUEST FOR PLANNED ABSENCE

Name of Student: \_\_\_\_\_

Teacher: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Date Received in Office: \_\_\_\_\_

Brief Summary of Reason for Request: \_\_\_\_\_

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Parents may request that a planned absence be approved by the building administrator. Request for a planned absence should be made in writing (request form attached to the back of the handbook) no less than three days prior to the absence. Planned absences should be kept to a minimum. **Homework may be obtained from the teacher upon returning from a planned absence of 5 or more school days. If a student is absent less than a week, it will be up to the homeroom teacher whether to give homework out ahead of time.**

Signature of Parent/Guardian: \_\_\_\_\_

Date of Approval: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

## **Family Educational Rights and Privacy Act (FERPA)**

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that El Paso-Gridley Community Unit School District #11, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, El Paso-Gridley Community Unit School District #11 may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the El Paso-Gridley Community Unit School District #11 to include this type of information from your child's education records in certain school publication. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation program; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws required local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses, and telephone listings-unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want El Paso-Gridley Community Unit School District #11 to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by the third Friday of September. El Paso-Gridley Community Unit School District #11 has designated the following information as directory information:

- Student's name
- Address
- Telephone listing
- Electronic mail address
- Photograph
- Date and place of birth
- Major field of study
- Dates of attendance
- Grade level
- Participation in officially recognized activities and sports
- Weight and height of members of athletic teams
- Degrees, honors, and awards received
- The most recent educational agency or institution attended

These laws are: Section 9528 of the ESEA (20 U.S.C.7908),as amended by the *No Child Left Behind Act of 2001* (P.L.107-110), the education bill, and 10 U.S.C..503, as amended by section 544, the *National Defense Authorization Act for Fiscal year 2002* (P.L.107-107), the legislation that provides funding for the Nation's armed forces.

## **SEX OFFENDERS ON SCHOOL PROPERTY**

It shall be the policy of the El Paso-Gridley Community School District #11 that any person who is a child sex offender within the meaning of Section 11-9.3 of the Criminal Code of Illinois, 720 ILCS 5/11-9.3, shall be prohibited from being present in any school building, on any real property comprising any school in the School District, loitering on a public way within 500 feet of school property when persons under the age of 18 are present, or in any conveyance owned, leased or contracted by the School District to transport students to or from school or a school related activity when persons under the age of 18 are present in the building, on the grounds or in the conveyance, unless the offender:

- (1) is a parent or guardian of a student present in the building, on the grounds or in the conveyance; or
- (2) has permission to be present from the Superintendent, Building Principal, or the Board of Education.

At any time a person who is required to register as a sex offender pursuant to the Illinois Sex Offender Registration Act, 730 ILCS 150/1, *et seq.*, enters onto school property, he or she must first come to the appropriate Building Office or the Unit Office and identify himself or herself as such to the Principal or Superintendent. While on school property, the offender shall be escorted by a school representative or shall stay in a designated area as determined by the Principal or Superintendent. No such person shall be permitted to be present in a classroom or in a conveyance where students other than his or her own child or children are present.

If a child sex offender violates this policy, school officials shall immediately contact law enforcement.

## **CHILD SEX OFFENDER AND MURDERER COMMUNITY NOTIFICATION ACT**

No employee, volunteer, or contractor's employee shall be on school property or at any school event if he or she is a child sex offender, as defined in the Child Sex Offender and Murderer Community Notification Law, unless prior permission is given by the Superintendent or his designee.

The Superintendent shall develop procedures for the distribution and use of information from law enforcement officials under the Child Sex Offender and Murderer Community Notification Law. The Superintendent or designee shall serve as the District contact person for purposes of this law. Non-staff members, as well as staff members who are not designated as information recipients, shall be referred to the law enforcement agencies for information regarding child sex offenders.

District contractors shall not send to any school building or school property any employee or agent who would be prohibited from being employed by the District due to a conviction of a crime listed in 105 ILCS 5/10-21.9. The contractor shall obtain a criminal history background check before sending any employee or agent to any school building or school property. Additionally, at least quarterly, the contractor shall contact the local law enforcement authority where each employee or agent resides to determine if the employee is on the list of registered felons who have committed child sex offenses.

You may find information concerning sex offenders at [www.familywatchdog.us](http://www.familywatchdog.us) or other available sites.

# El Paso-Gridley Unit #11

## SELF-ADMINISTRATION OF MEDICATION

### **To The Physician:**

When it is necessary for a student to self-administer prescription medication during the school day, the physician must provide school personnel with the following information:

Student's Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Allergies \_\_\_\_\_  
Medication Name \_\_\_\_\_ Dosage \_\_\_\_\_ Time to be given \_\_\_\_\_  
Duration of Treatment \_\_\_\_\_ Diagnosis \_\_\_\_\_  
Desired Effects from Medication \_\_\_\_\_ Side effects \_\_\_\_\_

\*\*If this is for an Inhaler, please mark the section below:

Yes \_\_\_\_\_ No \_\_\_\_\_ **The student can/should carry the inhaler.**

The student and parents understand the need for the medication to be administered during the school day, in order to keep the student in school or to address the student's medical condition. The student understands the importance of reporting any unusual side effects to school personnel. The student is capable of administering this medication independently.

Print Physician Name \_\_\_\_\_ Physician Phone # \_\_\_\_\_  
Physician Signature \_\_\_\_\_ Date \_\_\_\_\_  
Physician Address \_\_\_\_\_

XX

### **To the Parent or Guardian:**

The following information must be provided to allow your child to self-administer medication at school (both prescription and non-prescription medications).

I give permission for (child's name) \_\_\_\_\_ to self-administer the medications as prescribed above. I agree to the terms of the procedure as stated in the handbook. I further completely release and excuse El Paso-Gridley Unit #11 and its employees and agents of any liability or obligation of any nature in any way related to the district's medication policy and procedure.

Parent/guardian signature \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Date \_\_\_\_\_

## **Annual Asbestos Management Plan Notice**

This is to inform you of the status of El Paso Gridley Community Unit School District #11 asbestos management plans. It has been determined by the Illinois Department of Public Health and the Federal Environmental Protection Agency that asbestos is a potential hazard, and precautions should be taken to avoid disturbing any asbestos containing materials.

As required, our buildings were initially inspected for asbestos. Our inspection was conducted in March, 1988. The AHERA law requires that a visual surveillance of asbestos containing areas be completed every six months, and a re-inspection be conducted every three years. Any evidence of disturbance or change in condition will be documented in the Management Plan as required.

Currently the school district has contracted with Ideal and Associates to conduct the six-month inspections and the three-year re-inspections. The inspection/management plan is available for public review in the Superintendent's office. Should you wish to review the plans, please call to make an appointment between 8:00 a.m. and 4:30 p.m.

Questions concerning the El Paso Gridley Community Unit School District #11 asbestos management plan should be directed to the Superintendent at 97 W. 5<sup>th</sup> St., El Paso, IL 61738- phone number (309) 527-4410.

Dear Parents, Guardians, and Staff:

El Paso Gridley Community Unit School District #11 practices Integrated Pest Management, a program that combines preventive techniques, non-chemical pest control methods, and the appropriate use of pesticides with a preference for products that are the least harmful to human health and the environment. The term “pesticides” includes insecticides, herbicides, rodenticides, and fungicides.

This school district is establishing a registry of people who wish to be notified prior to pesticide application. To be included in this registry, please complete the attached form and submit it to Mike Lindy, Superintendent of School, 97 W 5<sup>th</sup> Street, P.O. Box 138, El Paso, IL 61738 or return to your students’ building principal.

For parents with more than one child, please complete one form for each child – no matter what grade or building.

Feel free to contact me should you have any questions.

Sincerely,  
Mike Lindy  
Superintendent

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I would like to be notified two(2) days before the use of pesticides at the school. I understand that if there is an immediate threat to health or property that requires treatment before notification can be sent out, I will receive notification as soon as practicable.

Parent/Guardian/Staff Member’s name

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Signature \_\_\_\_\_ Date

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Student’s Name \_\_\_\_\_ Grade

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Address

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## Volunteer Policy

The **El Paso Gridley CUSD #11** welcomes the talent and skills of the individuals who are interested in volunteering their time to assist with accomplishing the district's overall goals and objectives – "To Educate our Students".

The school board encourages the use of volunteers to:

1. Increase students' educational attainment
2. Provide enrichment experiences for students
3. Increase the effective utilization of staff time and skills
4. Give more individual attention for students
5. Promote greater community involvement

Volunteers may be used within the district:

- For non-teaching duties not requiring instructional judgment or evaluation of students
- For supervising study halls
- For school sponsored extra- curricular activities
- To assist in the instruction of students under the immediate supervision of a certified teacher. The teacher shall be continuously aware of the volunteer's activities and shall be able to control or modify them
- As supervisors, chaperone, or sponsors for non-academic school activities

The district has developed these specific guidelines for volunteers. The guidelines are established to assist volunteers in understanding district needs and ensuring the best environment for students, while ensuring the district is doing all it can to protect children.

**Qualifications** Volunteers may come from many backgrounds and experiences. The main qualification for a volunteer is that they have a desire to give their time and talent in order to enrich children's opportunities and the school community in general. It is critical that we ensure all volunteers are serving the best interests of the children and must verify each volunteer to ensure the safety of all.

**Recruitment** District personnel may recruit volunteers through the following resources: parent(s)/guardians, parent organizations, senior citizen groups, community businesses, local volunteer centers, and universities. When a volunteer is recruited, they are required to report to the district office to complete the required paperwork and background checks.

**Role** Volunteers serve only in an auxiliary capacity under the direction and supervision of a staff member; they are not a substitute for a member of the district's staff. Volunteers do not have access to confidential records. Further, any information regarding children shall be maintained in complete confidence.

**Selection, Placement, and Supervision** Volunteer selection and placement shall be on the basis of the volunteer's qualifications, availability, and the district's needs. The relationship between a volunteer and staff member should be one of mutual respect and confidence.

**Screening-** screening volunteers is critical because of the vulnerability of the population the school district serves. Each volunteer must register in the main office at the beginning of each year and attend the all-volunteer orientation session at the start of each year.

Any volunteer who behaves in any manner that demonstrates he or she is not a good role model or is detrimental to the school district mission will be denied any further opportunity to be a volunteer with the school district. Examples of such behavior include: swearing, failing to be dependable, failing to follow the supervisor's instructions, committing any criminal act, including any acts on district grounds or at a district sponsored activity, touch, threatening or intimidating a child in a rude or overly forceful manner, failure to dress in an appropriate manner, or violating any district rule.

## **Volunteer Application Instructions**

Thank you for your interest in volunteering with **El Paso Gridley CUSD #11**. To ensure the safety and security of all children and staff members, anyone interested in volunteering is required to complete this packet of information and return it to the school office.

### **1. Volunteer Application Form**

This is an application form to be completed, which provides the preliminary information needed to consider your interest in volunteering. Please complete this application form in its entirety and return it to the district.

### **2. Disclosure and Authorization**

To ensure the safety of each and every student, our district will complete a background check on each individual interested in volunteering. The check may consist of the following:

- References listed on the application – As necessary/applicable
- Employer(s)/Previous employer(s) – As necessary/ applicable
- Sex Offender List – Required by Lay (Federal & State)
- Child Murderer and Violent Offender Against Youth Database – Required by Lay
- Criminal Background Check – As required by Insurance Carrier/ District Policy
- Any other checks as required by law

Please complete the Disclosure and Authorization Form and return it to the District.

### **3. Summary of Rights**

The summary of Rights explains your rights under the Fair Credit Reporting Act. This information is for you to read and keep.

### **4. Acknowledgement of Mandated Reporter Status**

Each volunteer is required to become familiar with the Abused and Neglected Child Reporting Act and sign the acknowledgement form included with this information. Please return this form to the district.

Upon complete review of application form and appropriate verifications, the district will notify you of acceptance to volunteer with the district. This process may take up to 10 days to complete.

Sincerely,

Mike Lindy, Superintendent of Schools  
El Paso Gridley Unit District # 11

Volunteer Application Form

PERSONAL INFORMATION:

Name:

\_\_\_\_\_
Last First MI

Maiden Name or if known by any other name: \_\_\_\_\_

Check One: \_\_\_\_\_ student \_\_\_\_\_ parent/guardian \_\_\_\_\_ community member (non-parent)

Address:

\_\_\_\_\_
Street City State
Zip

Phone Number: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Emergency contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Have you ever been a school volunteer? Yes [ ] No [ ]

If Yes, Name of School: \_\_\_\_\_

Name(s) of any child(ren) or other family members active in district sponsored events
\_\_\_\_\_

School(s) where you wish to volunteer
\_\_\_\_\_

AVAILABILITY:

[ ] Entire School Year (September-June) [ ] Program/Short Term Project

[ ] Summer School (July) [ ] Other

Time Available: Morning\_\_\_\_\_ Afternoon\_\_\_\_\_ please circle days- M, T, W, R, F

Numbers of hours/wk: \_\_\_\_\_

REFERENCES:

Please provide professional and/or personal references:

1. \_\_\_\_\_
Name Phone

2. \_\_\_\_\_  
Name Phone

**BACKGROUND INFORMATION:**

Please answer the following questions completely. Any falsification, omission, deliberate misrepresentation or failure to complete any part of this form is grounds for rejection as a volunteer. The **El Paso Gridley CUSD #11** reserves the right to reject any applicant for any legitimate, nondiscriminatory reason.

Do you current have any outstanding criminal charges or warrants for your arrest pending against you?  Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

Have you ever had findings made against you for domestic violence, abuse, sexual abuse, neglect, exploitation or financial exploitation of a child in any legal proceeding?

Yes  No

If yes, please explain: \_\_\_\_\_  
\_\_\_\_\_

**WAIVER OF LIABILITY & AUTHORIZATION FOR REFERENCE & CRIMINAL BACKGROUND CHECKS**

**El Paso Gridley CUSD #11** provides liability insurance coverage for approved volunteers who assist in school district activities or functions. However, volunteers are not eligible for numerous programs or insurance, such as health and life insurance, workers compensation or unemployment compensation. The District provides no health or life insurance for volunteers.

You should report any injury or loss incurred while serving as a volunteer to the District Superintendent in writing. Ask your supervisor to assist if you have questions. Under limited circumstances, you might be eligible for modest amounts of coverage personal injury insurance maintained by the District.

I represent that I am physically and medically capable of participating in all the activities for which I volunteered and that there are no restrictions on my ability to carry out those activities, except those I have stated in my application to volunteer. I waive claims of all kinds against the school board, school district, and its employees, agents and assigns, and assume all risks of loss, property damage, personal injury or death arising out of or related to my volunteer activities.

\_\_\_\_\_  
Volunteer Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Date

**DISCLOSURE AND AUTHORIZATION**

[IMPORTANT – PLEASE READ CAREFULLY BEFORE SIGING AUTHORIZATION]

NOTICE REGARDING BACKGROUND INVESTIGATION

The **El Paso Gridley CUSD #11** (“the District”) may obtain information about you from a consumer-reporting agency for volunteer purposes. Thus, you may be the subject of a “consumer report” and/or an “investigative consumer report” which may include information about your character, general reputation and personal characteristics. These reports may contain information regarding your criminal history, social security verification, motor vehicle records (“driving records”), verification of your education or employment history, fingerprint test by state police and/or FBI, or other background checks if applicable. You have the right, upon written request made within a reasonable time after receipt of this notice, to request disclosure of the nature and scope of any investigative consumer report. Please be advised that the nature and scope of the most common form of investigative consumer report obtained with regard to applicants for volunteer services is an investigation into your criminal history conducted by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, or another outside organization. The scope of this notice and authorization is all encompassing, however, allowing **El Paso Gridley CUSD #11** to obtain any outside organization all manner of consumer reports and investigative consumer reports now and throughout the course of your volunteer services to the extent permitted by law.

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ACKNOWLEDGMENT AND AUTHORIZATION

I acknowledge receipt of the DISCLOSURE REGARDING BACKGROUND INVESTIGATION and A SUMMARY OF YOUR RIGHTS UNDER THE FAIR CREDIT REPORTING ACT and certify that I have read and understand both of those documents. I hereby authorize the obtaining of “consumer reports” and/or “investigative consumer reports” by the District at any time after reservation, and law enforcement agency, administrator, state or federal agency, institution, school or university (public or private), information service bureau, employer, or insurance company to furnish any and all background information requested by Bushue Human Resources, Inc., 104 N. Second St., Suite B, Effingham, IL 62401, (217) 342-3042, or toll free at (877) 342-3042, another outside organization acting on behalf of El Paso Gridley CUSD #11, and/or the District itself. I agree that a facsimile (“fax”), electronic or photographic copy of this Authorization shall be as valid as the original.

Last Name \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_

Other Names/Alias \_\_\_\_\_

Social Security\*# \_\_\_\_\_ Date of Birth\* \_\_\_\_\_

Driver’s License # \_\_\_\_\_ State of Driver’s License \_\_\_\_\_

Present Address \_\_\_\_\_ Phone Number \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*This information will be used for background screening purposes only and will not be used as hiring/volunteer criteria.

Para information en español, visite [www.ftc.gov/credit](http://www.ftc.gov/credit) o escribe a la FTC Consumer ResponseCenter, Room 130-A Pennsylvania Ave. N. E., Washington, D.C. 20580.

### **A Summary of Your Rights Under the Fair Credit Reporting Act**

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to [www.ftc.gov/credit](http://www.ftc.gov/credit) or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, D.C. 20580.**

\* **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and give you the name, address, and phone number of the agency that provided the information.

\* **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

- a person has taken adverse action against you because of information in your credit report;
- you are the victim of identity theft and place a fraud alert in your file;
- you are on public assistance;
- you are unemployed but expect to apply for employment within 60 days.

In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for additional information.

\* **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

\* **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See [www.ftc.gov/credit](http://www.ftc.gov/credit) for an explanation of dispute procedures.

\* **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

\* **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

\* **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, Employer, landlord, or other business. The FCRA specifies those with a valid need for access.

\* **You must give your consent for reports to be provided to Employers.** A consumer reporting agency may not give out information about you to your Employer, or a potential Employer, without your written consent given to the Employer. Written consent generally is not required in the trucking industry. For more information, go to [www.ftc.gov/credit](http://www.ftc.gov/credit).

\* **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a tollfree phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 888-5-OPT-Out (888-567-8688) or [www.optoutprescreen.com](http://www.optoutprescreen.com).

\* **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

\* **Identity theft victims and active duty military personnel have addition rights.** For more information, visit [www.ftc.gov/credit](http://www.ftc.gov/credit).

**States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more right under state law. For more information, contact your state or local consumer protection agency or your state Attorney General Federal enforcers are:**

<b>TYPES OF BUSINESS:</b>	<b>CONTACT:</b>
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center – FCRA Washington, DC 20580 1-877-382-4345
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	<b>Office of the Comptroller of the Currency Compliance Management, Mail Stop 6-6 Washington, DC 20219 202-452-3693</b>
Federal Reserve System member banks (except national banks, and federal branches/agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washing, DC 20552 800-842-6929
Federal credit unions (word “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act, 1921	Department of Agriculture Office of Deputy Administrator – GIPSA Washington, DC 20250 202-720-7051

# El Paso Gridley CUSD #11

State of Illinois – Dept. of Children & Family Services

## ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS

I, \_\_\_\_\_ understand that when I am employed/  
(Employee/Volunteer Name)  
volunteering as

\_\_\_\_\_  
(Type of Employment/Volunteer Service)

I will become a mandated reporter under the Abused and Neglected Child Reporting Act (IL. Rev. Stat. 1985, ch. 23, pars. 2051 et seq.). This means that I am required to report or cause a report to be made to the child abuse Hotline number (1-800-252-2373) whenever I have reasonable cause to believe that a child known to me in my professional or official capacity may be abused or neglected.

I understand that there is no charge when calling the Hotline number and that the Hotline operates 24 hours per day, 7 days per week, 365 days per year.

I further understand that the privileged quality of communication between students and me is not grounds for failure to report suspected child abuse or neglect. I know that if I willfully fail to report suspected child abuse or neglect I may be found guilty of a Class A misdemeanor. This does not apply to physicians who will be referred to the Illinois State Medical disciplinary Board for action.)

I also understand that if I am subject to licensing under the Illinois Nursing Act of 1987, the Medical Practice Act of 1987, the Illinois Dental Practice Act, the School Code, the Acupuncture Practice Act, the Illinois Optometric Practice Act of 1987, the Illinois Physical Therapy Act, the Physician Assistants Practice Act of 1987, the Podiatric Medical Practice Act of 1987, the Clinical Psychologist Licensing Act, the Clinical Social Work and Social Work Practice Act, the Illinois Athletic Trainers Practice Act, the Dietetic and Nutrition Services Practice Act, the marriage and Family Therapy Act, the Naprapathic Practice Counselor Licensing Act, the Illinois Speech-Language Pathology and Audiology Practice Act, I may be subject to license suspension or revocation if I willfully fail to report suspected child abuse or neglect.

I affirm that I have read this statement and have knowledge and understanding of the reporting requirements, which apply to me under the Abused and Neglected Child Reporting Act.

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Date

## **DISMISSAL TIMES: EPG**

### **Regular Dismissal**

- 3:00- Gridley/El Paso Shuttle Students Dismissed
- 3:05- Jefferson Park School Town Students Dismissed
- 3:15- Shuttles Leave
- 3:20- Jefferson Park Bus Students Dismissed
- 3:20- Gridley Grade School Town Students Dismissed
- 3:20- EPG JH Town Students Dismissed
- 3:20- Centennial Town Students Dismissed
- 3:30- Shuttles Arrive/Centennial/GGS Bus Students Dismissed
- 3:30- EPG HS Students Dismissed
- 3:35- Buses Leave for Home Routes

### **One Hour Early (2:30)**

- 2:00- Gridley/El Paso Shuttle Students Dismissed
- 2:05- Jefferson Park School Town Students Dismissed
- 2:15- Shuttles Leave
- 2:20- Jefferson Park Bus Students Dismissed
- 2:20- Gridley Grade School Town Students Dismissed
- 2:20- EPG JH Town Students Dismissed
- 2:20- Centennial Town Students Dismissed
- 2:30- Shuttles Arrive/Centennial/GGS Bus Students Dismissed
- 2:30- EPG HS Students Dismissed
- 2:35- Buses Leave for Home Routes

### **½ Day Dismissal (11:30)**

- 11:00- Gridley/El Paso Shuttle Students Dismissed
- 11:05- Jefferson Park School Town Students Dismissed
- 11:15- Shuttles Leave
- 11:20- Jefferson Park Bus Students Dismissed
- 11:20- Gridley Grade School Town Students Dismissed
- 11:20- EPG JH Town Students Dismissed
- 11:20- Centennial Town Students Dismissed
- 11:30- Shuttles Arrive/Centennial/GGS Bus Students Dismissed
- 11:30- EPG HS Students Dismissed
- 11:35- Buses Leave for Home Routes