

# Student Handbook 2009 - 2010

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## Community Consolidated School District 46

Serving the communities of Grayslake • Hainesville • Lake Villa •  
Round Lake • Round Lake Beach • Round Lake Park •  
Third Lake and unincorporated Lake County

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## SUPERINTENDENT'S WELCOME

Dear Students and Parents/Guardians:

Community Consolidated School District 46 is proud of the many excellent educational opportunities available to the residents of our communities. This handbook was prepared as a basic guide describing various aspects of the operations of your school and district. Since, by necessity, the topics in this handbook are covered in a general way, I hope that you will contact your school principal should you have any questions which may require further explanation or to obtain guidance in areas unique to yourself or family.

Although this booklet is for both students and families, I would like to strongly encourage the parents and guardians of our District 46 children to actively participate in their child's education. The issue of parent and community involvement in schools has been the subject of hundreds of research projects. Emerging from all of that research is a message that is remarkable in its consistency: "The closer the parent is to the education of the child, the greater the impact on child development and educational achievements." Said another way, and backed up by many research studies, "Students experience higher achievement, have better attendance, complete more homework, end up with fewer disciplinary issues, have more positive attitudes, and are more likely to continue their education when parental involvement in schooling is evident."

I trust that this school year will be productive and enriching for all of us. Nothing is more important for individual future success and the strength of our nation than obtaining the knowledge and skills necessary for living in the 21st century.

Sincerely,

Ellen L. Correll,  
Superintendent

## 2009 - 2010 SCHOOL CALENDAR

Mon. August 24	All Staff Institute - No Student Attendance
Tues. August 25	All Staff Institute - No Student Attendance
Wed. August 26	First Day of Student Attendance (1st - 8th) - Early Dismissal
Thurs. August 27	First Day of Kindergarten Attendance
Wed. September 2	Middle School (7th) Back to School Night
Thurs. September 3	Middle School (8th) Back to School Night
Mon. September 7	Labor Day - No School
Tues. September 8	Frederick School (5th) Back to School Night
Wed. September 9	Meadow view School Back to School Night
	Prairieview School Back to School Night
	Woodview School Back to School Night
	Avon School Back to School Night
	Park School (K-5) Back to School Night
Thurs. September 10	Frederick School (6th) Back to School Night
	Park School (6-8) Back to School Night
Fri. September 25	Teacher Institute - No Student Attendance
<u>Week of October 5 - 9</u>	
Thurs. October 8	Conference Week
Fri. October 9	Early Dismissal
Mon. October 12	No Student Attendance
	Columbus Day - No School
Mon. November 23	Teacher Institute - No Student Attendance
Tues. November 24	Teacher Institute - No Student Attendance
Wed. November 25	No School
Thurs. November 26	Thanksgiving Day - No School
Fri. November 27	No School
<b><u>Dec. 21, 2008- Jan.1, 2009</u></b>	
Mon. January 4	<b>Winter Break - No Student Attendance</b>
Mon. January 18	School Resumes
	M.L. King's Birthday - No School
<u>Week of February 8 -12</u>	
Thurs. February 11	Conference Week
Fri. February 12	Early Dismissal
Mon. February 15	No Student Attendance
	Presidents' Day - No School
<b><u>March 29 - April 2</u></b>	
Mon. April 5	<b>Spring Break - No Student Attendance</b>
	School Resumes
Fri. May 28	Half-Day Inservice - Early Dismissal
Mon. May 31	Memorial Day - No School
Tues. June 8	Last Day of School (No Emergency Days Used)
Tues. June 15	Last Day of School (All 5 Emergency Days Used)

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT 46**  
**565 Frederick Road**  
**Grayslake, IL 60030**  
**(847) 223-3650**  
**(847) 223-3695 Fax**

**EDUCATIONAL PHILOSOPHY AND GOALS**

The Board of Education and employees of Community Consolidated School District 46 are obligated to the youth of our District to ensure that their educational needs are met in the best possible manner. We will exhibit leadership in all endeavors to improve the District's educational program and facilities. We believe that the educational program should provide each student with the opportunity to develop to his fullest capacity in the areas of mental, physical and emotional needs.

We feel that the following statements should be the goals of a well-rounded education: Each student should:

1. Attain, commensurate with his/her abilities, his/her optimum proficiency in reading, mathematics, English grammar, social studies, and science.
2. Attain, commensurate with his/her abilities, his/her optimum proficiency in listening, speaking, and writing skills.
3. Develop an ethical sense which will help him/her manifest tolerance, kindness, and justice toward all others.
4. Develop an appreciation for his/her role in the family and in civic groups.
5. Develop skills for effective participation in the democratic processes.
6. Develop knowledge and understanding of his/her natural environment.
7. Develop economic competence as a consumer.
8. Develop salable skills and vocational competence.
9. Explore and develop an appreciation of the arts.
10. Develop wise use of leisure time.
11. Develop zeal for continuous learning and self-improvement.
12. Be exposed to the world of work.

**MISSION STATEMENT**

**Community Consolidated School District 46 will provide an educational environment that maximizes the potential of ALL students to be prepared for life's opportunities while developing a lasting appreciation for learning.**

**DIRECTORY OF BOARD OF EDUCATION  
AND DISTRICT OFFICE STAFF**

**BOARD OF EDUCATION**

Mary Garcia, President  
Sue Facklam, Vice-President/Secretary  
Michael Linder  
Michael Carbone  
Ray Millington  
Keith Surroz  
Karen Weinert

**DISTRICT OFFICE STAFF**

Ellen L. Correll, Superintendent of Schools  
Lynn Barkley, Asst. Supt. of Teaching, Learning & Assessment  
Brad Goldstein - Chief School Business Official  
Matt Melamed, Assistant Curriculum Director

John Lubrich, Operations & Maintenance Coordinator  
Marlo Richardson, Operations & Maintenance Assistant

Lourie Shipley, Superintendent's Assistant  
Shawna Desecki, Curriculum Assistant  
Jill Davis, Sub Coordinator  
Jane Landers, Personnel Assistant  
Pat Landwehr, Benefits Coordinator  
Sharon Sandri, Transportation/Central Registrar/Food Service Coordinator  
Jane Gorski, Payroll Coordinator  
Anna Kasprzyk, Finance Coordinator

Joe Nowak, Director of Technology  
Leslie McLeod, Technology Department Assistant  
Brian Kalisz, Communications Specialist  
Helen Parkinson, Data Base Administrator  
Scott Woods, Technology Repair  
Mark Zottman, Technology Delivery Specialist

**PUPIL SERVICES**

Ellen L. Correll, Pupil Services Director  
Sarah Danielewicz, Pupil Services Coordinator  
Toni Beverley, Coordinator of Health Services  
Leah Brown, Pupil Services Secretary  
Beth Oppenheim, Pupil Services Secretary

# Avon School Staff List Lynn Barkley, Principal

## Office Staff

Rose Reddish, Secretary	Maricarmen Ceron, Secretary/Health Clerk
Matt Melamed, Curriculum Coordinator	Shawna Desecki, Curriculum Admin Asst

## General Education Staff

4 Linda Dausch	2 Susanna Ayala
4 Pam Gish	2 Andrea Levy
4 Jennifer Sauld	2 Tammy Lowy
4 Barbara Zarras	2 Julie Pacheco
3 Breanna Atlee	1 Pam Borque
3 Pat Bartus	1 Jen Kasmer
3 Lisa Henricksen	1 Betty Johnson
3 Lee Maxwell	1 Jennifer Santo
K Nancy Herrera	<b>PE</b> Patrick Burns
K Bobbi Kerr	<b>PE</b> Tammy Steinkamp
K Lisa Lawrence	<b>Art</b> Beth MacCrindle
	<b>Music</b> Rebecca Gundlach

## Special Education Staff

K/1 Dianne Rivelli  
 2/3 Connie Cashman  
 3 Luci Stein  
 4 Erin Haley

## Title I Reading Staff

1/2 Jennifer Fragassi  
 3/4 Ann Roberts

## RtI Staff

Heather Lorenzo

## **Information Specialist**

### **ESL/Bilingual**

### **Social Worker**

### **Psychologist**

### **Occupational Therapist**

### **Hearing Itinerant**

### **Speech**

Kathy Harold  
 Lynda Dalbke, Kryssia Lincoln  
 Christina Payton

Meredith Hanson  
 Jennifer Vallier  
 Lyana Martinez

## Program Assistants

Nancy Froseth K/1 (Special Ed)	Lisa Dickerman K-2 (Reading)
Monica Lindner K/1 (Special Ed)	Julie Morrison K-2 (Reading)
Roni Malic 2 (Special Ed)	Shannon Fiene 3/4 (Reading)
Chris Thiry 3 (Special Ed)	Mary Loukopolis 3/4 (Reading)
Trudy Nettnin 3 (Special Ed)	Damaris Orellano (ESL)
Celena Gwaltney 4 (Special Ed)	Marcy Knudtson (Technology)
Lynn Cucciare 1 - 4 (Floater)	Chris Wilson (Media)

## Custodians

Juan Cortez Ed Fromm

08/09/09

## Woodview School Staff List Jeff Knapp, Principal

Office Staff	Mrs. Barbara Manuel Mrs. Karen Senase	Program Assistants	Mr. Larry Ambrose Mrs. Terry Jones Mrs. Laura Katona Ms. Suzanne Kandsverk Mrs. Nancy LeCount Mrs. Terry Richardson Mrs. Brona Williams
Kindergarten	Mrs. Rebecca Cunningham Mrs. Julie Houck		
First Grade	Mrs. Jennifer Miller Mrs. Tricia Schmidt Mrs. Amy Wonsil	Resource Teachers	Mrs. Connie Jacquette Mrs. Ellen Kabot Mrs. Sara Long Mrs. Tina Mohr
Second Grade	Mrs. Keri Fedenia Mrs. Laurie Lambie Mrs. Gerry Sousa Ms. Shannon Wallin	Social Worker	Mrs. Pam Marks-Pappas
Third Grade	Miss Becca Bleyer Mrs. Jacquie Duginske Mrs. Tracey Mankowski	Speech/Language	Ms. Rachel Sigala
		Custodians	Ms. Hong Goon Mr. Nick Lopez
Fourth Grade	Miss Sandi Faverty Mrs. Patricia Hyams Mrs. Kathy Lett Mrs. Monaghan & Mrs. Palo Mrs. Monaghan & Mrs. Palo	Reading Specialist	Mrs. Kelly Barenbaum Mrs. Christina Keegan

### **Special Classes**

Art	Miss Andrea Heinz
Information Specialist	Mrs. Jill Tarnowski
Information Specialist Assistants	Mrs. Moira Cannif Ms. Andrea Rapp
Music	Mrs. Kara Nuzzo
Physical Education	Mr. Steven Feldman Mr. Mike Kolar

### **Student Support**

Classroom Assistants	Mrs. Caroline Copenhaver Mrs. Michelle Darnall Ms. Nadia Shams Mrs. Louise Staszczak
District Nurse	TBD
ELL Teacher	Ms. Mary Antoni
Occupatioanl Therapist	Mrs. Diane Novatnik
Psychologist	Mrs. Kathi Strott

**Meadowview School Staff List  
Laura Morgan, Principal**

**Kindergaren**

Jill Roesner  
Jackie Williams

**1st Grade**

Julie Hanebuth  
Cathy Hannigan  
Angela Howard  
Amy Ori

**2nd Grade**

Angela Bruick  
Shannon Inserra  
Sarah Zils

**3rd Grade**

Theresa Goth  
Katie Nichol  
Lindsey Nietfeldt  
Becky Wilson

**4th Grade**

Liz Akers  
Jenny Fahrner  
Lynn Misulonas  
Jenn Wake

**Program Assistants**

Michelle Abernathy  
Pam Becker  
Lisa Hanson  
Mike Licciardello  
Gina Placencio  
Tracy Wilson  
Stephanie Wren

**Custodians**

Lalo Reyes  
Isabel Rodriguez

**ESL**

Caathy Mack

**Music**

Kara Nuzzo

**Information Specialists**

Kle Trahan

**Information Assistants**

Geralyn Obis  
Barbara Smith

**Occupational Therapists**

Meredith Hanson

**Office Staff**

Janine Adams  
Sue Walker

**Psychologist**

Kathi Strott

**Reading Specialits**

Laura Fornero/Michele Knott  
Angela Kagan

**Reading Assistants**

Katie Jones  
Jan Koppes  
Bryann Kerr  
Mary LaRose

**Social Worker**

Caesar Palma

**Resource Teachers**

Tammy Green  
Melissa Indlecoffer  
Steve Morriss  
Joan Ramotar

**Speech/Language**

Kim Henrichs

**P.E.**

Chris Ramlow  
Mike Kolar

**Art**

Andrea Heinz

**Prairieview School Staff List**  
**Dr. Amanda Schoenberg, Principal**

<b>Principal</b>	Amanda Schoenberg	<b>Office Staff</b>	Gina Dokman	Rosa Tellez
<b>Kindergarten</b>	Laureen Fitzharris	Lisa Ziegler		
<b>1st Grade</b>	Stephanie Posshl	Amy Schneider	Cayla Thomas	
<b>2nd Grade</b>	Michelle Dzik	Krista Miller	Rebecca Morton	Sara Peterson
<b>3rd Grade</b>	Ayrielle Bavaro	Megan Jansen	Julie Mayer	
<b>4th Grade</b>	Laura Buchanan	Jean Mall	Amy Paulson	
<b>Art Teacher</b>	Leanne Tebussek	<b>Music Teacher</b>	Laura Huber	
<b>Physical Education Teacher</b>		Andy Kolton	<b>Information Specialist</b>	Kirsten Innes
<b>ELL/Bilingual Teachers</b>		Mary Allen Vanessa Larson	<b>Information Specialist</b>	Cheryl Persha Lynda Sain-Hargrove
<b>ELL/Bilingual Assistant</b>		Ana Gomez	<b>Reading Specialist</b>	Susan Hansen Lisa Traiforos
<b>Reading Program Assistants</b>		Ester Damore	Rae Ann Dorlack	Tina Feger Sue Hobson
<b>Resource Teachers</b>		Elizabeth Bender	Lexi Fireman	Laura Rosquist Jori Walker
<b>Program Assistants</b>		Wendy Brew Denise Parker	Rita Essenpreis Jennifer Scott	Ruth Evans Mimi Webster Shailly Jeswani
<b>Psychologist</b>	TBA	<b>Social Worker</b>	Julie Jeschke	<b>Speech/Language</b> Chris Sidoff
<b>Custodians</b>	Brad Indlecoffer	Charles Latham	AJ McKillip	
<b>Early Childhood</b>	Julie Alghini			
<b>Pre-Kindergarten</b>	Maureen Bitto Laura Hammer	Voula Blahosky Jean Whiting	Anne Marie Cornier Lisa Zeigler	Jim Fry
<b>Pre-K Assistants</b>	Mary Bloniarz Patricia Fischbein Arethea Lindo	Linda Bowers Kristy Imroth Patricia Miller	Kate Chatten Danuta Janica Diane Viola	Lucie Cipriano Susan Janisch TBA (2)
<b>Occupational Therapist</b>		Roxanne McClyman		
<b>Occupational Therapy Assistant</b>		Gayle Larcom		
<b>Social Worker</b>	Jen Fine			
<b>Speech (ECH)</b>	Kristin Herrman Jordan Kellgren (contracted) Nancy Brodson (contracted)			

## Prairieview School Staff Continued

### Pupil Services

**Assistant Director of Pupil**

Sarah Danielewicz

Pupil Service Secretary

Beth Oppenheim  
Leah Brown

District Support Staff

Dena Denny (Physical Therapist)  
Karen Fritz (Pupil Svc-Teacher Mentor)  
Heather Lorenzo (RTI Coach)

SEDOL

Carol Ganzer

SEDOL Assistants

Amy Fiebelkorn  
Amy McCaffrey  
Flavia Orante

**Frederick School Staff List**  
**Principal, Eric Detweiler**  
**Asst. Principal, Cathy Santelle**

**Administration**

Eric Detweiler  
Cathy Santelle

**Office Staff**

Cindy Biederer  
Cheryl Tednes

**Health Office**

Maria Velasco

**Custodians**

Jeff Goza  
Salome Marban  
Margarita Soto

**Information**

Lori Abrahams  
Rob Depke  
Irene Engert  
Barbara Teschner

**Social Workers**

Sue Murrow  
Becky Patrick  
Sylvia Romero

**Band**

\*Eric Rivera

**Choir/Band**

Aaron Mulder

**Fifth Grade**

Christy Barna  
Lisa Boxer  
Jodi Cinq-Mars  
Kira Coate  
Daniel De Paz  
Coye Flores  
Argy Hamburg  
Becky Johnson  
Amber Lacroix  
Lisa Lagudem  
Amy Lechman  
Shelley Rizzo  
Patty Sloan  
Elisa Speck

**Resource**

Michele Beye  
Tammy Bravo  
Michelle Blumenberg  
Robin Cohen  
Darlene Placko  
Mary Ann Punke  
Cheryle Sircher  
Hillary Waldstein

**Program Assistants**

Diane Caldwell  
Hope Chapman  
Mary Dertz (Cohen)  
Steve Fuller (Punke)  
Doreen Gargano (Geske)  
Nancy Gildenberg  
Lisa Guerrero (Placko)  
Jennie Janda  
Susan Jay  
Esperanza Montero (Bravo)  
Lisa Pucher  
Cecelia Secor (Beye)  
Jenny Stover (Blumenberg)

**Speech**

Heidi Davis  
Rayanne Henderson

**Hearing**

Jennifer Vallier

**Sixth Grade**

Jill Batson  
Jessica DaMore  
Nicole Evert  
Tara Flynn  
Caren Geske  
Ruth Gheysen  
Cherie Jacobs  
Patty Johnson  
Gayla King  
Joan Leon  
Kerry Muszynski  
Jon Piggott  
Diane Roeder  
Diane Schweizer  
Kathy Skamra  
Denise Wilcox

\*Denotes Team Leader

**Physical Education**

Patrick Burns  
Jim Geske  
Jodi Greissinger  
Jodi Ruhle  
Matthew Will

**Reading**

Nikki Biggerstaff  
Laura Kazmer  
Ann Earl-Peterson-Asst  
Linda Griffin-Asst

**ESL**

Kelly Murphy

**Occupational Therapist**

Karen Mateling

**Psychologist**

Jamie Pearlstein-Marion

**Encore**

Adam Crane-Art  
Kathleen Davis-Music  
Kai-Lin Garner - Spanish  
Barb Rappaport-Health

**Lunchroom Supervisor**

**Grayslake Middle School Staff List**  
**Principal, Marcus Smith**  
**Asst. Principal, Karen Wiesner**

Leadership Team	Marcus Smith Ray Porten (Dean of Students)		Karen Wiesner
Office Staff	Eileen Allenstein	Joni Lubrich	Rosemary Murphy (Health Clerk)
Custodians	Ed Loechelt	Felix Bueno	Josie Redding
Team 7 Red	*Kendra De Paz Amy Forrest Tracy Bratzke		Rebecca Dunham Jim Quinn
Team 7 Blue	*Linda Clark Amanda Hull Cassidy Harrison		Jennifer Ersler Ty Siemsen
Team 7 Green	*Nicole McRee Quin Ribordy		Pei-Ming Pump Ann Kessler Megan Lavery
Team 8 Green	*Anna-lise Henriksson Lauren Boardman Michael Barry		Kate Murray Deb DuCasse
Team 8 Blue	*Pam Meckler *Michael Lorence Rhonda Mathis		Kelly Vaupell Jill Steffens
Team 8 Red	*Ellen Bergstrom Gayle Burns Nicole Schneider		Sean Jung Amy Corey
Special Education	Dam Fir;am Tiffany Zarod Sandy Tengler Kelly Schmidt Christine Piper Cory Moran Beth Osterndorf Korrie Le Fevre Adam Placko		Kame O'Malley Michelle Fiolka Melinda aBerger Linda Mizwicki Kristine Johnson Breanne Soldano Deb O'Connel Melissa Gulberg Leona Swieton
Encore Team	*Karen Novak Becky Campbell		Chris Kocher Steven Thomas
Spanish	Sandra Liebe		Kai Garner

**Park School Campus Staff List**  
**Principal, Craig Keer**  
**Asst. Principal, Vince Murray**

**Leadership Team**

Craig Keer  
Vince Murray

**Office Staff**

Bambi Johnson  
Debbie Nicholson  
Betsy Perry

**Kindergarten Team**

Victoria Ewen  
Angela Morris

**1st Grade Team**

Geralyn Frederick  
Lauren Kolod  
Mayra Maknojia  
Tami Singer

**2nd Grade Team**

Andrea Culp  
Michele McCall  
Ruth Snyder  
Catherine Wachowiak

**3rd Grade Team**

Doreen Churchill  
Diane Elferng  
Meredith Kurtzweil  
Lisa Morello

**4th Grade Team**

Tracie Danielson  
David Dinsmore  
Peg Holm  
Susanne Kolb

**5th Grade Team**

Mike Mauro  
Nicole Dufault (Thompson)  
Monica Woloweic

**6th Grade Team**

Megan Batholomae  
Sherrie Sekyra  
Kelli Sibigroth

**7th Grade Team**

Jamie Goldberg  
Renee Jarrett  
Matt Mayer  
Heather Reese  
Stephanie Sassetti (Pacer)  
Mike Ryan  
Jennifer Voss

**Literacy Assistants**

Debbie Brown  
Judy Fayta  
Lori Gwaltney  
Tina Rink

**Custodians**

Bobby Smith, Jr.  
Manuel Soto  
Juan Viller

**Info/Tech Specialist**

Leigh Ann Pickens  
Tim Timmons

**Tech/Info Specialist**

Robin Sieler  
Barb Teschner

**ELL/Bilingual**

Mary Antoni  
Elsa Barrett  
Ana Geier  
Glori Schleg

**Program Specialist**

Sheila Fernandez  
Jamie Chirempes  
Morgan Gwaltney Inst  
Melanie Jackson Inst  
Cindy Murchison  
Lori Saunders  
Barbara Serviss  
Erin Stephans  
Vimary Vazquez  
TBD  
TBD  
TBD  
TBD - Inst  
TBD - Inst

**Resource Teachers**

Keri Cohen  
Rebecca Dolan  
Jessica Goschy  
Jamie Herron (Inst)  
Meghan Hotherr  
Robin Tracy  
Heather Sinagra  
Joanne Zafiratos

**Social Workers**

Kristen Dugan  
Carrie Yeaman

**Speech & Language**

Mark Analla  
Ann Lesofsky

**Music/Choir**

Julie Tiojanco

**Occupational Therapist**

Karen Mateling  
P.E./Health  
Matt Joseph  
Ann Moll

Stacey Mertel  
John Welter

**Psychologist**

Denisa Kerekes

**Reading Specialist**

Colleen Irvin  
Christine Hacker  
Tracy Tarasiuk

**Art**

Catherine Gruenewald

**Band**

Megan Ames

## AN OVERVIEW OF DISTRICT 46 PROGRAMS

In addition to the regular education program offered by Community Consolidated School District 46, supplemental and additional programs and activities are offered to our students. The following is a brief description of some of those programs.

### **English as a Second Language & Bilingual Programs**

Students with limited proficiency in the English language will have the opportunity to work with a teacher specialist to develop needed verbal and written skills deemed necessary to be successful in regular education program. ESL classes providing support services take place during the school day in each of our attendance centers. Bilingual program(s) may be offered at some of the district's school(s). Parents wishing additional information may contact the building administrator.

**Extracurricular Programs** *Middle & Park School-ONLY* - There are numerous athletic and academic extracurricular activities and organizations for the students' participation such as: girls' softball, boys' and girls' soccer, boys' and girls' basketball, boys' and girls' volleyball, boys' wrestling, track, cheerleading, pom poms, cross country, yearbook committee, student council, dramatic performances, drama club, spelling bee, intramural activities, chorus, band, art, scholastic bowl, math counts, speech team, illuminations, science olympiad, and others. A current sport physical exam (within the last year) is required for participation and tryouts of any sport's extracurricular program. Contact your building administration for additional information.

Admission fees may be charged for spectators viewing indoor activities. Prices will vary depending on the activity and there will be separate rates for students versus adults. Activity fees may be assessed for each sport.

### **Physical Education Program**

All students in grades K-4 are expected to participate in, physical education or physical education activity, daily at their assigned time. Instruction will be provided by a certified P.E. teacher. All students in grades 5-8 are expected to participate in daily physical education classes provided by a certified P.E. teacher. Uniforms are not necessary for grade K-6 students, but are required for 7th and 8th grade students.

**Physical Education Excused** - Full participation is required in physical education classes. Students are to report to class even though they have an excuse. **If your child is not to participate in gym class a dated note from you giving the reason for non participation will be required . A doctor's excuse will be necessary for three or more consecutive days of non-participation. Excessive and/or patterned non-participation will also require a doctor's excuse.**

**Health and Safety** *Middle School, Park School & Frederick School-ONLY* - In addition to the health and safety instruction students receive in their physical education classes, students will also receive instruction in health and safety from a certified teacher. Areas such as hygiene, family life, consumer education, avoidance of abduction, sexual abuse, communicable diseases, honesty, kindness, justice, discipline, respect for others, and moral courage are also presented (School Code Sec. 27.12). Parents may notify the school in writing if they do not wish their child to participate in all or part of these programs.

In addition to classroom instruction, the District's schools participate in the following Substance Abuse Programs: Skills for Adolescence, D.A.R.E., and Red Ribbon Week. Frederick and Grayslake Middle School also have formal programs for Health, Sex, and Drug Education as part of the curriculum.

## **Student Discipline**

Discipline is a means of fostering the growth of students toward maturity and responsibility. The educational environment of the district will be such that the administration and teachers will demonstrate fair, just and flexible attitudes and disciplinary efforts toward all district students.

The primary objective of School District 46's student discipline policy is to continue a responsible and orderly environment in which learning can be maximized. Any disciplinary action taken must have as its aim correction, protection of other students and school property, and take into consideration the seriousness of the offense and past cooperation and indication of future cooperation by the student rather than punishment.

Teachers and other certificated employees will maintain discipline in the schools. In all matters relating to the discipline in and conduct of the schools and the children, they stand in the role of parents and guardians to the pupils. This relationship and authority will extend to all activities connected with the school program and discipline may be exercised at any time for the safety and supervision of the pupils in the absence of their parents or guardians.

In taking disciplinary action, staff members will exercise their best professional judgment and will observe all applicable laws and regulations. Disciplinary action will be applied in a consistent and nondiscriminatory manner. Minor behavioral problems should be handled by the classroom teacher. Major behavioral problems should be referred to the building administration. A teacher may temporarily remove a student from class for disruptive behavior generally only after first using less severe disciplinary measures to correct the behavior problem. The length of the removal from class will be determined in consultation with the administrator. Any student removed from class by a teacher must be provided supervision and the teacher must not, in removing a student from class, leave the remainder of the class unsupervised.

Restraint may be administered as a last resort when other methods have failed to produce the desired results or as needed for the safety of individuals. Corporal punishment will not be utilized as a disciplinary measure.

Except in emergencies, a student must be advised of the misconduct which may result in removal from class, suspension, or other severe disciplinary action and given an opportunity to respond to the charges of misconduct and the proposed disciplinary action before a final decision is made. If the student denies the misconduct he or she will be advised of the basis for the teacher's or administrator's belief that the misconduct occurred and given an additional opportunity to respond.

The Superintendent has established procedures: (1) to furnish a summary of the Board's policies on student discipline to the parent or guardian of each student within fifteen days after the beginning of the school term or within fifteen days after a transfer student starts school during the school term; and (2) to inform students of the contents of the Board's student discipline policies. The handbook is only a summary of Board Policies governing the District. The District reserves the right to amend the handbook during the year without notice, but shall provide for prompt circulation of the change.

The Superintendent will appoint a parent-teacher advisory committee composed of at least one parent representative from each school, one teacher representative from each school, a building administrator, and the superintendent or designee who will chair the committee. The committee will meet at least annually and submit recommendations with respect to policy guidelines on student discipline to the Board on or before the close of each school term.

### **Examples of Gross Disobedience or Misconduct**

According to the School Code of Illinois, students can be suspended and/or expelled for acts of gross misconduct. Listed below are some of the types of behavioral problems that are to be considered gross misconduct:

1. Excessive tardiness to school and/or classes.
2. Possession, use or sale of alcohol, non prescribed and illegal drugs or drug paraphernalia.
3. Fighting or harassment or bullying of others.
4. Leaving the school grounds during the school day without permission.
5. Destruction of school property or personal belongings of others.
6. Vulgar or profane language.
7. Theft of school property or personal belongings of others.
8. Initiating or hazing other students.
9. Continuous misbehavior.
10. Cheating.
11. Possession of a firearm or other lethal weapon.
12. Insubordination towards teachers or administrators.
13. Gang activity.
14. Truancy.

According to the State of Illinois:

Truancy is defined as an absence without valid cause for any school day or portion thereof. A "chronic or habitual truant" is a child who is absent without valid cause for ten percent or more of the previous 180 regular attendance days (School Code Sec. 26-2A).

### **Miscellaneous Rules and Regulations**

Students are subject to disciplinary action for exhibiting inappropriate behavior. The following are prohibited:

1. Marking on walls, desks, or other school property.
2. Running, shouting, pushing, or loitering in the halls.
3. Throwing snowballs, rocks, or any other items.
4. Open display of affection.

### **Sexual Harassment**

District 46 does not tolerate sexual harassment. Students who use offensive language, jokes, gestures, drawings or pictures on school property which degrade, devalue, or ridicule others on the basis of gender may be found guilty of sexual harassment. Additionally, touching or teasing which would suggest sexual impropriety will not be permitted.

If a student experiences or witness any such behavior, this should be reported immediately to the administrator or social worker. Appropriate action will be taken, which may include suspension or expulsion from school.

### **Student Dress**

Parents are encouraged to dress their children in an appropriate manner. The school is the child's place of work. Appropriate clothing worn in good taste is more conducive to the work environment. Students are expected to present an appearance that does not disrupt the educational process or interfere with the maintenance of a positive teaching/learning climate. Dress and/or grooming which is not in accord with reasonable standards of health, safety and decency will be considered inappropriate. The building administration is the final authority in determining the appropriateness of student attire.

### **Money and Valuables**

Students are discouraged from bringing cellular phones, pagers, wireless devices, radios, tape recorders, electronic games, cameras, expensive technology equipment, expensive jewelry and large sums of money to school or on the bus. If it is absolutely necessary to do so, such items may be checked in the office for security. Never leave money or valuables in your locker.

### **Smoking, Drugs, Alcohol**

Students are not allowed to smoke, use or possess tobacco products on the school premises during the school day or at any school activity. Students are not allowed to smoke on the school buses going to and from school, or on school sponsored field trips or other activities.

Possession, use, under influence of, or sale of drugs (including alcohol) or possession of drug paraphernalia (including beer cans, wine bottles, etc.) may result in the student being recommended for expulsion to the Board of Education and may result in a 10 day suspension. Students carrying cigarettes or tobacco products during the school day will be treated as though they were caught smoking.

### **Gang and Gang Related Activities**

Although gangs and gang related activities involvement have not been a problem in our schools, we feel committed to take a pro-active approach as a means of prevention. Student involvement in gangs or gang related activities including the display of gang symbols or paraphernalia on school grounds while school is in session or at school related events is strictly prohibited. Any student who violates these guidelines shall be subject to suspension or expulsion in accordance with the district's student discipline policy.

### **Cell Phone Usage**

The taking, disseminating, possessing of lewd images on cell phones or other electronic devices may be a crime under Illinois and/or federal law. If the District learns of such activity, it will notify local law enforcement agencies, and these acts may result in an arrest, conviction and inclusion on sexual offender registries. Additionally, disciplinary action will be taken against any student whose participation in sexting leads to disruption at school.

### **Due Process Procedures**

Students suspended or recommended for expulsion may have their parent(s) or guardian request a review of the action taken by the building administrator as follows: 1. A written request for a review is made to the Superintendent of Schools, C.C.S.D. 46, at 565 Frederick Rd., Grayslake, IL 60030. If after this review, a satisfactory resolution is not forthcoming, the parent(s) or guardian may 2. Make a written request, to the Superintendent of Schools, for a hearing by a Board of Education appointed hearing officer. The hearing officer will make a report of the hearing procedures to the board by providing a written summary of the evidence heard at the meeting. The Board of Education has the final say in all disciplinary action.

### **Student Rights and Responsibilities**

The School Board, in support of the aims of public education, believes that behavior of students attending public schools shall reflect standards of good citizenship demanded of members of a democratic society. Self-discipline (responsibility for one's actions) is one of the important ultimate goals of education. The School Board believes, also that while education is a right of American youth, it is not an absolute right, it is qualified first by eligibility requirements. Our courts speak of education as a limited right or a privilege. That is, students who fail to perform those duties required of them upon attendance in public school may be excluded from the school.

## **A. Citizenship and moral responsibilities**

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law which apply to the conduct of students.
2. Citizenship in a democracy requires respect for the rights of others and demands cooperation with all members of the school community. Student's conduct shall reflect consideration of the rights and privileges of others.
3. High personal standards of courtesy, decency, morality, appropriate language, honesty and wholesome relationships with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.

## **B. Rights**

1. to attend school subject to compliance with reasonable regulations
2. to express his or her opinion verbally or in writing at appropriate times
3. to expect that the school be a safe place for all students to gain an education, and to assist with the other students in keeping it safe

## **C. Responsibilities**

1. to become informed of and adhere to reasonable rules and regulations established by the School Board and implemented by school administrators and teachers
2. to dress in such a way as to conform to the District's requirements for health, safety, cleanliness, and decency
3. to respect the rights and individuality of other students and school administrators and teachers
4. to refrain from libel, slanderous remarks and obscenity in verbal and written expression
5. to be punctual and present in the regular or assigned school program to the best of one's ability
6. to refrain from gross disobedience or misconduct of behavior that materially and substantially disrupts the educational process
7. to maintain the best possible level of academic achievement.
8. to respect the exercise of authority by school administrators and teachers in maintaining discipline in the school and at school sponsored activities.

## **Attendance**

The State mandates that students in **kindergarten and grade 1** are required to receive at least **120 minutes** of instruction per day to receive credit for a half day of attendance, and **240 minutes** of instruction per day are required to receive credit for a full day of attendance. Students in grades **2-8** are required to receive at least **150 minutes** of instruction per day to receive credit for a half day of attendance, and **300 minutes** of instruction per day are required to receive credit for a full day of attendance. Lunch, recess, passing time associated with lunch, and passing time between classes can not be counted as instructional time.

## **Absences**

Each day, or part of a day, that a student is absent, the parent is requested to call the school before 7:30 a.m. regarding the cause of absence. A call should be made each day of the child's absence. A message reporting a child's absence may be left on our voice mail. If we do not hear from you by 10:00 a.m. regarding an absence, we will place a call to home or work to reach a parent or guardian. To reach the attendance line dial 223-3540, and follow the appropriate prompts.

### **Excused Absences**

Should a child need to be excused during the school day for an appointment, written notification of the appointment is required on the day of the absence. Only a parent or guardian's signature is accepted. The note should be brought to the office at the beginning of the school day (see handbook for school hours).

Students who must be excused from physical education classes or have their activities restricted in some manner must have a written request, signed by the parent and the physician, which indicates the specific nature of the restriction. A parent may excuse a child from P. E. for a maximum of two days on a limited basis. An injury or condition requiring more than two days recovery requires a physician's excuse.

### **Tardy Policy**

Students who are tardy to school are to report to the office.

### **Truancy**

The primary purpose of District 46 is to provide all students residing within the district boundaries with a strong, basic education. A "truant" is a child who is absent from school for a school day, or portion thereof, without valid cause. A "chronic or habitual truant" is a child who is absent without valid cause for ten percent or more of the previous 180 regular attendance days (School Code Sec. 26-2A). Every effort will be made to prevent truancy, regardless of the duration. The District will also take the appropriate steps to keep chronically truant students in school, and no punitive action shall be taken against a chronic truant for that truancy unless support services and other school resources have been contacted.

At the discretion of the building administrator, excessive absences due to illnesses or reasons listed below may require a doctor's note or other professional validation, as requested by the school's administration. Valid cause for absence shall also include observance of a religious holiday, death in the immediate family, family emergency, and other situations beyond control of the students, as determined by the Board of Education, or other such circumstances which cause reasonable concern to the parent for the safety or health of the student.

### **Excused Prearranged Absence**

Prior to a student's lengthy absence (three days or more) parents/guardians should phone the school and speak with the building Principal to discuss the period of time the student will be absent.

### **Make-Up Work**

Students who are absent for any reason will be required to make up work in each class. (Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the school office.) Failure to do so will result in the student receiving a "0" (zero) on that work. Normally, every excused day or absence allows the student to have one additional day to make up his/her work after returning to school. Each teacher may give additional time in extreme cases of prolonged absence. Students are responsible for asking for make-up work. Failure to ask for, or turn in, make-up work could result in a "0" being given for that work.

### **Student Equity**

Equal Educational Opportunities - Equity Policy - No student shall, on the basis of his or her sex, race, color, national origin, religion, or handicap 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 (the "Coordinator") for the School District. Students and parents shall be notified annually of their right to initiate a grievance or complaint of illegal discrimination and of the Coordinator to whom such complaints shall be directed.

Within seven calendar days of receiving a grievance or complaint of illegal discrimination, the Coordinator shall send a copy of the 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 in the complaint. The Coordinator may seek advice from related state agencies or legal counsel.

#### **PROCEDURES:**

1. First Step: An attempt shall be made to resolve any grievance in informal, verbal discussion between complainant and his/her building administrator.
2. Second Step: If the grievance cannot be resolved informally, the aggrieved student shall file the grievance in writing and at a mutually agreeable time, discuss the matter with the building administrator. The written grievance should state the nature of the grievance, should note the specific clause or clauses of the Agreement allegedly violated, and should state the remedy requested. The building administrator or other Administrator who has authority to make a decision on the grievance shall make such decision and communicate it in writing to the student, teacher, and the Coordinator within fifteen (15) school days.
3. Third Step: In the event a grievance has not been satisfactorily resolved at the Second Step, the aggrieved student shall file, within five (5) school days of the building administrator's written decision a copy of the grievance to the Coordinator or his/her designee. Within ten (10) school days after such written grievance is filed, the aggrieved, representative of the aggrieved as desired, the building administrator and the Coordinator or his/her designee shall meet to resolve the grievance. The Coordinator or his/her designee, shall file an answer within ten (10) school days of the Third Step grievance meeting and communicate it in writing to the student and the building administrator.
4. Fourth Step: The decision of the Coordinator or his/her designee may be appealed in writing to the School Board within (5) five school days of the Coordinator's or his/her designee's written decision. Additional appeal(s) may be made to the Regional Superintendent of Schools pursuant to Sec. 3-10 of The School Code and, thereafter, to the State Board of Education pursuant to Section 2-3.8 of The School Code, as provided in Sec. 200.90(b) of the Sex Equity Rules. **Notice:** The grievant is entitled to confidentiality and respect and will not be subjected to harassment or retaliation as a result of having filed a grievance or appealed a decision.

The Coordinator will be available to provide assistance to the grievant as needed in the preparation and processing of the grievance and the appeal of decisions. The Coordinator for Nondiscrimination for Community Consolidated School District 46 is the Superintendent and may be contacted at the District Office, 565 Frederick Road, Grayslake.

#### **Pupil Services Mission Statement**

The mission of Pupil Services is to enable all students to benefit from a free and appropriate education in the least restrictive environment.

As mandated by federal and state legislation, Pupil Services provides a continuum of services

including special education, 504 accommodations, home and hospital education, related education services, augmentative equipment and special transportation to qualified students living within the Community Consolidated School District 46 boundaries.

Pupil Services is also responsible for community outreach of children ages birth to three who may be at risk for development delays and service interventions of those children ages three to five.

### **Making a Referral**

If you believe your child is experiencing education-related problems and alternative intervention strategies have not been successful, you should make a referral for evaluation. To make a referral for an evaluation, you should contact your child's building principal, school psychologist or social worker.

A referral for an evaluation is reviewed by the Student Success Team (SST). A parent or staff member can make a referral to the SST. The SST is a multidisciplinary team of staff specialists (e.g., psychologist, social worker, speech therapist, occupational therapist, hearing itinerant, health services coordinator, special education and general education teacher) who review the student's educational concerns and develop positive alternative intervention strategies that will address student needs. Parents making a referral are invited to the SST meeting and are notified of any recommendations.

It is important to note: A referral for an evaluation does not necessarily mean that your child has a disability which interferes with educational performance. It may signal that your child is having educationally related difficulties and that the person making the referral is concerned that the problem may be due to a disability. Not all referrals result in an evaluation being conducted.

### **Guidelines for the Use of Behavior Interventions for Students with Disabilities**

With regard to students with disabilities, District 46 discipline procedures are designed to comply with Public Act 89-191. The intent of the Illinois General Assembly in passing this law was "that when behavioral interventions are used, they be used in consideration of the pupil's physical freedom and social interaction and be administered in a manner that respects human dignity and personal privacy and that ensures a pupil's right to placement in the least restrictive educational environment."

The guidelines outlined in this document were developed by a committee comprised of parents, teachers and administrators from Community Consolidated School District 46. A fundamental principle of these guidelines is that positive behavior interventions are the most effective way to strengthen positive student behavior, and that these approaches are preferable to the use of more restrictive procedures. When a student requires a behavior management plan, the goals of that plan should clearly reflect a balance between learning and expected positive behavior.

**Behavioral Interventions by Level of Restrictiveness** - School staff may employ behavior interventions that may be nonrestrictive, restrictive, or highly restrictive. Staff will use nonrestrictive procedures as a first choice for promoting and strengthening desirable behaviors. If nonrestrictive measures are ineffective in addressing the student's behavior, restrictive measures may be employed. Highly restrictive measures are employed only if nonrestrictive and restrictive measures are ineffective. Under no circumstances will staff utilize measures that are prohibited by law or this policy. Nonrestrictive interventions may be used without the development of a written behavior management plan or inclusion in the IEP.

Provided below is a list of some of the behavioral interventions that may be used as part of a behavior management plan:

Nonrestrictive Interventions (low risk of negative side effects; priority on behavior change rather than behavior control)

- Allowing student to escape task
- Calling/notifying parent
- Direct instruction of behavior expected
- Modeling of positive behavior
- Peer involvement
- Positive reinforcement
- Proximity control
- Redirecting student (physically)
- Redirecting student (verbally, signal)
- Self-management programs
- Teaching alternative behavior
- Time-out from reinforcing activity
- Social work counseling
- Planned ignoring
- Prompting
- Response cost
- Verbal feedback
- Shaping behavior
- Teaching self-reinforcement
- Token Economy
- Verbal reprimand
- Removal from the classroom
- Grade reduction for work not completed during unexcused absences

**Note:** Depending on the student's needs, IEP, etc., the underlined interventions may be restrictive in nature.

Restrictive Interventions (higher risk of negative side effects; may be used in emergencies, or when less restrictive interventions have been attempted and failed)

- Detention
- Forced physical guidance
- Exclusion from extracurricular activities
- Suspension (in school)
- Suspension (out of school)
- Seizure of contraband
- Time-out (isolation/quiet area)
- Withholding of privileges
- Bus suspension
- Late for lunch if intervention requires it
- Manual restraint

Highly Restrictive Interventions (inappropriate in most circumstances)

- Physical restraint
- Expulsion (as per District policy)
- Notification of juvenile authorities

### Prohibited Interventions

- Corporal Punishment
- Expulsion with cessation of services
- Physical manipulation or aversive procedures that cause pain

### **Behavior Intervention Consultant**

Behavioral intervention consultants include school psychologists, social workers, special education teachers, the Pupil Services Director and the Pupil Services Coordinator. The duties of these consultants shall include, but not be limited to, assisting IEP teams in the development of behavioral intervention plans, consulting with teachers and other staff members on the proper use of behavioral interventions, supervising the implementation of behavior management plans, and ensuring that restrictive behavioral interventions are implemented appropriately and in a humane fashion.

### **Procedures for Developing Behavioral Management Plans**

Any student receiving special education services who requires the use of a restrictive behavioral intervention must have a written behavior management plan developed by the IEP team and included in the student's IEP. For a student with disabilities, an individual plan will be developed when: 1) the student exhibits a pattern of behavior which interferes significantly with his/her own learning or that of classmates; 2) the student's behavior places himself or herself at risk of harm; or 3) the student's inappropriate behaviors are not changed by the use of the regular school discipline plan. A functional analysis should be conducted to gain a valid understanding of:

- the target behavior
- the settings in which the behavior occurs
- environmental variables that may affect the student
- the intent of the behavior
- appropriate alternatives to the target behavior.

The behavior intervention plan must be developed by the IEP team and included in the student's IEP. Each behavior management plan includes:

- a description of the interventions to increase positive behavior
- a description of restrictive interventions used
- measurable behavior changes expected and evaluation methods
- a schedule for review of effectiveness
- provisions for coordinating with home.

### **Procedures for Emergency Use of Restrictive Interventions**

In an emergency, the immediate use of restrictive interventions may be necessary to protect students and staff from physical injury, severe emotional abuse, severe property damage, or serious and continued classroom disruption. When confronted with an emergency, school personnel should utilize interventions that are the least intrusive possible to reasonably respond to the situation. If restrictive interventions are needed, they should be based on the following considerations:

- If restrictive interventions are used more than two days in a thirty day period, or a pattern of behavior significantly interferes with learning, then an IEP meeting is convened.
- The student's IEP team should meet no later than 10 days after any emergency procedure is used.
- A functional analysis of behavior should be completed, and a behavior plan written.
- The parents or guardian should be notified within 24 hours when a restrictive procedure is used in an emergency situation.

### **Involvement of Parents and Assurance of Due Process Rights**

Parents and/or guardians have the right to be involved actively in the development of any behavioral management plan utilizing restrictive procedures.

The student's parent or guardian shall be informed fully of the rationale, procedures and possible outcomes of behavior management plan developed at an IEP meeting. In addition, the parents will receive written notification. Under no circumstances shall a behavioral management plan be implemented without its inclusion in the child's IEP. For a student who already has an IEP established, an IEP meeting will need to be reconvened for the purpose of modifying the existing IEP.

All procedural safeguards, including rights to conflict resolution, mediation, and an impartial due process hearing, as required through the Individuals with Disabilities Education Act and the School Code, shall be applicable to the resolution of disputes involving behavioral intervention plans. If the parent or guardian disagrees with a proposed restrictive behavioral intervention or any aspect of the resolution of the dispute, the parents may request a Level I due process hearing as provided by Administrative Code. District 46 shall ensure that parents are fully informed of their due process rights.

### **Staff Training and Professional Development**

District 46 shall provide staff with ongoing professional training in the use of behavioral interventions. Such training will give priority to school personnel who have the most contact with students who exhibit behavioral intervention needs. Training activities may include school-based inservice given by external consultants, workshops conducted by district personnel, professional conferences, and university training and course work.

### **Free and Appropriate Education for all Students**

It is the policy of the Board of Education to provide a free and appropriate public education to students with disabilities within its jurisdiction, regardless of the nature or severity of the disability.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services.

For additional information, please contact Sarah Danielewicz, Director of Pupil Services for the School District, at (847) 543-5333.

### **Admission Ages for School Attendance**

Children who will be five years old on or before September 1st of the current school year may be admitted to kindergarten. Children six years of age and under, entering school for the first time will be enrolled in kindergarten. An official birth certificate or certified copy thereof must be presented to verify date of birth of beginning pupils. A certificate of live birth (or certified copy) must be presented for **all** new students.

### **Health Topics**

**Please take a moment to review the following health-related topics and/or requirements.**

**1. Physical & Dental Exams and Immunizations:** The State of Illinois requires that all students entering school for the first time have a physical examination by a licensed physician. This exam must be conducted within one year prior to the date of entering school. The state also requires a physical exam for entry into kindergarten and fifth grade. Furthermore, the State of Illinois requires that students be immunized

for diphtheria, pertussis, tetanus, measles, mumps, rubella, and have a measles booster (or two MMR's). Certain grade levels must be immunized for hepatitis B, Hib, and varicella. The State also requires that students in kindergarten, second and sixth grade have a dental examination on file.

**YOUR CHILD'S COMPLETED ILLINOIS DEPARTMENT OF PUBLIC HEALTH EXAMINATION FORM MUST BE ON FILE AT THE SCHOOL BY OCTOBER 15TH. THE SUPERINTENDENT IS AUTHORIZED TO PROHIBIT ANY CHILD FROM ATTENDING SCHOOL UNTIL REQUIREMENTS HAVE BEEN MET. Parents must complete, sign and date the "Health History" section located on the form. It is highly recommended that parents keep a copy of the physical/dental forms and immunization record.**

**2. Health Office:** The health office provides basic first aid for injuries and illness during the school day. However, it is not a clinic or a substitute for your own physician or health care provider. If you do not have a doctor or are having financial difficulties (no health insurance or can't afford medical care), your children are eligible for medical care under the State of Illinois All Kids Program. For more information, call 1-866-255-5437 or online at [www.allkidscovered.com](http://www.allkidscovered.com). The Lake County Health Dept. offers two clinics in our area that offer care on a sliding fee scale, as well as Walk-In Immunization Clinics and Mobile Health Services. For further information, contact the Lake County Health Department at (847) 360-6700. **If your child becomes ill while at school, please collect your student in a timely manner.**

**3. Illness or Injury:** PLEASE KEEP YOUR CHILD HOME IF he/she has a fever, vomiting, diarrhea, unexplained rash or red eyes the night before or the morning of school. Diarrhea is defined as 3 loose stools in 24 hours or a change in bowel habit. A fever is defined as a temperature of 100°F. Most fevers subside in the morning, but go up again during the day. **Your child can return to school when he/she has been symptom free for 24 hours.** If your child will be absent from school, you need to call the attendance line (223-3540), by 9 a.m. This is a 24-hour line so you can call anytime--even during the night if necessary. **If your child has a contagious disease, he/she must stay home for at least 24 hours on appropriate medication/treatment.** Please call the school to notify us of your child's illness (strep throat, scarlet fever, pink eye, chicken pox, measles, rubella or any other contagious disease). Notes need to be sent home to your child's classmates stating the contagious illness was identified. This will help to prevent the spread of illness. All students suffering from contagious skin diseases, such as ringworm, scabies or impetigo, as well as head lice, must be excluded from school until pronounced non contagious. This is especially important in the case of head lice. Please do not be embarrassed to report this, as head lice can happen to anyone. **After your child has been diagnosed with head lice, he/she must be accompanied by a parent/guardian when returning to school.** Please call the school to make sure a health clerk is available before bringing your child in for a recheck. Your child is not allowed to take the bus to school until he/she has been examined by the nurse/health clerk. Your child may return to school only when they are lice/nit free. **In the event of serious illness or injury, emergency medical service (911) will be contacted.**

**4. PLEASE MAKE SURE YOU HAVE ARRANGEMENTS FOR DAYCARE OR BABY SITTERS IN THE EVENT YOUR CHILD BECOMES ILL AT SCHOOL.** We realize that many parents need to work to support their families; however, we cannot care for a sick child because you cannot leave work or have no one to care for them while you are at work. Students who get sick at school are to be picked up within 30 minutes after their parents are notified.

**5. Injury or Severe Illness Outside Of School:** If your child sustains an injury or illness that we need to be aware of--(ie: fracture, sprain, stitches, head injury or surgery), please send a written note or call the school health clerk. When your child's injury/illness requires activity restrictions with regard to recess/physical education, we will need a note from the doctor specifying this and when they may return to normal activities. Your child may be excused from recess/physical education for ONLY 1 DAY upon returning to school

WITHOUT A DOCTOR'S NOTE.

**6. Student Allergies:** It is our goal to provide a safe educational environment and remain aware of the special needs of students with food related allergies. We believe that the risk of accidental exposure to foods can be reduced in the school setting if administration, school nurses and parents work together. With that in mind, the following recommendations are provided for parents:

- notify the school of the child's allergy
- provide written medical documentation, instructions and medications as directed by a physician
- provide properly labeled medications with a physician's prescription and replace promptly as needed
- maintain current emergency contact information in the school office
- continue educating the child in allergy awareness and self-management

**7. Medications:** We cannot dispense any medication during the school day unless we have a School Medical Authorization Form (see a copy of the form in the back of this handbook) completed and signed by the doctor and parent. These forms are available in the school health office. This includes both PRESCRIPTION and NONPRESCRIPTION (over-the-counter) medications. Your child is not allowed to carry and self-administer any medications--including cough drops, Tylenol, etc.--without a physician's order and signed parent permission slip. **Medications or antibiotics that are administered three times a day, usually do not need to be given during the school day.** If no Medical Authorization Form is available, you must provide us with signed, written permission allowing us to administer medication to your child AND the doctor must sign and include the following information on his/her office stationery:

- . Child's name;
- . Name of medication;
- . Type of medication (liquid, tablet, inhaler, etc.);
- . Dosage of medication (how much, what time; or if "as needed" - how often (every \_\_\_ hours);
- . Duration of medication (days, weeks, entire school year);
- . Diagnosis of illness;
- . Major side effects of this medication; and
- . If inhaler or Epi-pen, is your child able to carry and self-administer on a field trip?

All medications to be administered at school must be brought to the school in the original container. The label must be on the container or prescription bottle and show the names of the doctor and the pharmacy. Your pharmacist will usually be willing to give two containers; dividing the medication for home and school.

**It is extremely helpful to ask your pharmacist to label your child's inhaler, as well as the box.**

**The purpose of administering medications in schools is to help each child maintain an optimal state of health that may enhance his/her educational plan. Medication shall be administered by the superintendent's designee and stored in a locked cabinet. Only those medications which are absolutely necessary to maintain the child in school and must be given during the school hours shall be administered.**

**8. Emergency Contacts:** List phone numbers of emergency contacts on the Registration Form to notify in case your child becomes ill or injured and we cannot reach you. These contacts should be known to your children and live in the area. We will only release your child to the persons listed as an emergency contact and only after making **every effort** to contact you. **IT IS IMPERATIVE THAT THE SCHOOL OFFICE HAVE CURRENT HOME AND WORK NUMBERS ON FILE AT ALL TIMES.** Cellular phone and pager numbers are helpful if available.

**9. Health Screenings:** Vision and hearing screenings are mandated by State law and are done annually

at specified grade levels. Parents/teachers may also request a screening. Please notify the health clerk if you DO NOT WISH your child to be screened.

**10. Health Problem:** Please inform the school office at the beginning of each school year about any health problem your child may have such as allergies, asthma, medication for hyperactivity, diabetes, or epilepsy. Be sure that the office has an up-to-date number where you can be reached in case of an emergency.

**11. Student Insurance:** C.C.S.D. #46 provides student accident insurance to all resident children attending District 46 schools including eligible district elementary students that attend district sponsored off campus instructional sites. The insurance covers the child while attending school, going to and from school, and at any school activity. It is the parent and child's responsibility to contact the school or health office immediately following an accident. This will ensure that the family receives the proper instructions to proceed with the claim. Failure to inform the school or health office of a possible claim could impede a satisfactory resolution.

### **Student Transportation**

District 46 provides a safe, efficient system of transportation for students in the district. All of our busing will be provided by Jones/Durham Busing Service. Buses will transport students to the same location each day. Special transportation to a different location is the responsibility of the parent/guardian. Further information on transportation can be found in the The Wheels Go Round & Round manual on our website. Detailed information is also sent home in your August mailing.

In order to ensure the safety of the students, the following instructions for school bus riders are in force:

School bus riders, while in transit, are under the jurisdiction of the school bus driver unless the local Board of Education designates an adult to supervise the riders. It is recommended that all riders, parents of riders, and teachers become thoroughly familiar with the regulations governing school bus riders.

1. Be on time
2. Never run to or from the bus
3. Stand back from the curb
4. Don't push or shove
5. Stay in your seat
6. Don't yell or shout
7. Always obey the driver
8. Wait for the driver's signal before crossing
9. Always cross at least 10 feet in front of the bus
10. Never crawl under the bus

### **Bus Discipline**

Upon receiving a written conduct report from a bus driver or company, an administrator will conduct an interview with the student and, depending on the severity of the offense, will either issue a warning to the student or call the student's parents. For multiple offenses or severe infractions, the administrator will suspend transportation privileges. Regular suspension from school procedures apply to conduct while traveling on the school bus.

The school district reserves the right to videotape students while on any bus route or trip for the purpose of resolving behavior issues, and to improve safety. All videotaping will be used for administrative purposes only, and will be erased after the review is complete. For serious offenses, the administration reserves the right to recommend permanent suspension from bus riding privileges at any time.

### **Transportation Reimbursement and Dispute Resolution**

A custodian of a qualifying student shall be entitled to reimbursement in accordance with procedures established by the State Board of Education for qualified transportation expenses paid by such custodian during the school year. For further information on the qualification procedures and how to resolve disputes on reimbursement, contact the District office at 223-3650.

**Parking Lot** - Students are to stay away from the parking lot area. Early morning automobile and bus traffic present a hazard for play in the parking lot. Students must walk their bikes to the designated paths before mounting the bike to ride home.

### **Student Fees**

The School Code of Illinois grants school districts the right to purchase textbooks and rent them to students. Accordingly, the District will charge a textbook rental fee for all grades. The District furnishes many of the materials and supplies for children in each class. Textbooks and materials are partially offset by student fees. This amount will be determined annually by the Board. This fee may be waived in a hardship case for families meeting the requirements. The fee schedule for District 46 schools is \$100.00 for Pre-K & Kindergarten, \$135.00 for grades 1-4, \$160.00 for grades 5-6 & \$180.00 for grades 7-8. Please remit school fees payable to District 46 as soon as possible, if you have not already done so.

### **Book Loan**

All textbooks are loaned to the student. It is assumed that the new texts will render five years of service. Students will be charged for undue wear and careless treatment of books. Books are returned by the student at the last meeting of the class at the end of the term or semester. The teachers are responsible for the issuance and the collection of textbooks for the students they teach. This matter is taken care of at the beginning and end of the school year. The teacher & administration will determine any cost due to wear.

### **Residency and Tuition**

All students attending C.C. School District 46's schools must establish residency on their first day of attendance as required by the Board of Education Policy. Tuition for nonresident students is based on the audited cost of the previous school year. Parents may contact the District office at 223-3650 for tuition and residency information.

### **Lunch Program**

District 46 has a lunch program available to the students in each of the buildings. Lunch will include at least a hot sandwich, fruit, milk and dessert, and may be purchased for \$2.25 per day or 35¢ for milk only. Breakfast is served at all buildings at a cost of \$1.00. For those students who qualify, free or reduced price breakfasts/lunches are available. To make application for free or reduced price lunches, contact your building office. Menus will be sent home monthly and are also posted on our web site. An IOU lunch will consist of a milk and a cheese sandwich. The cost of an IOU lunch is \$2.25. If your child has a food allergy, a current note from your physician must be on file in the school office.

Students should line up in order of their arrival and wait courteously for their turn to be served. Students are expected to clear the table when they have finished eating, throw paper items into the wastepaper cans, and place recyclable containers in the proper bins before leaving the cafeteria. All lunches must be eaten in the cafeteria; the students are expected to leave the table, seats and floor clean.

### **Telephone Use**

Students should not ask to use the phone except in emergency circumstances. Students will not be called from classes to answer the phone, nor can they leave class to use the phone, unless in an emergency. Students who are sick must allow the nurse, health clerk, administrator, or secretary to make all phone calls. A pass must be obtained before using the phone (including the pay phone where available).

**Lockers** - A locker will be assigned to all students at the opening of school. Each student should use only his or her own assigned locker. Keep it orderly, free of excess materials and always presentable. Lockers will be checked periodically throughout the year. Students should not mark them in any way. The school is not responsible for stolen items. Students are allowed in their lockers as per their teacher's directions. Students not following the above rules may lose his/her locker for one week. Repeated violations may result in the permanent loss of his/her locker. The locker is the property of the school, and may be reassigned or inspected when the administration feels there is a need for such action. If the administration believes that an inspection of a locker needs to be made, he/she may ask for a second adult witness to be present. The student does not have to be present during this time. Any contraband found will be taken to the office where the student, parent(s), and authorities (if warranted) will be contacted. The school also reserves the right to search for contraband anywhere on the school grounds. This includes, but is not limited to the following: classrooms, student bags or backpacks, and in any school or private property on school grounds.

### **Distribution of Non-Curricular Literature**

Students may not distribute any non-curricular written or printed material on school grounds without the expressed consent and permission of the school administration. Parents or organizations must have the District Office's permission for flyers to be posted on the District's web site. Please call the District Office at 223-3650 for more information.

### **Bags and Backpacks**

All Bags and Backpacks must fit (and be kept in) the school locker during the school day.

### **Testing Program**

The Illinois Standards Achievement Test (ISAT) will be administered to students across Illinois March 1-12, 2010. Students in grades 3-8 will take ISAT tests in both reading and mathematics. Students in grades 4 & 7 will take the ISAT test in science. Students in grades 3, 5, 6 & 8 will take the ISAT test in writing. Scores will be available from the state in the fall of 2010.

Measures of Academic Progress (MAP), computerized adaptive reading and mathematics tests for achievement, will be administered to students in grades K-8 at least twice during the school year, September and April. Scores will be sent home to parents with report cards.

Various tests may be administered to Middle School & Park School students in the spring to assist with high school placement.

### **Academic Achievement - Promotion and Retention**

The Superintendent or his/her nominee will direct and aid teachers in their evaluation of students and review grade assignments in order to ensure uniformity of evaluation standards.

A student's achievement of the skills for the grade to which he or she is assigned and his or her readiness for work at the next grade level will be assessed and evaluated before he or she is promoted. Social promotions shall be prohibited.

## **Report Cards**

Students in grades K - 8 receive report cards four times a year. Any questions regarding these cards can be addressed to your building administrator.

## **Student Records Policy**

Students enrolled in Community Consolidated School District 46 will have a permanent record and a temporary record on file at the main office of their attendance center unless they are attending classes outside of the District and their files are maintained in the Pupil Services Office. Both the temporary and the permanent record files will be maintained in fireproof, locked cabinets to insure their safekeeping and confidentiality. The information in each of these files consists of:

**Student Permanent Record** - the minimum personal information necessary to a school in the education of the student. This may include the student's name, birth date, address, grades and grade level, parents/guardians names and addresses, attendance records, and such other entries as required by the Illinois State Board of Education (ISBE).

**Student Temporary Record** - all other information pertaining to a student. This may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, achievement test results, teacher evaluations and any other information of relevance to the education of the student. The school district maintains temporary records for five years after the student has transferred, graduated, or otherwise permanently withdrawn from the school.

The Family Educational Rights and Privacy Act (FERPA) and Illinois School Student Records Act (ISSRA) affords parents and students over 18 year of age certain rights with respect to the student's education records. In summary, they are:

(1) The right to inspect, review and copy the student's education records within 15 school days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

(2) The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the school district to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

(3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA and ISSRA authorize disclosure without consent. One exception which permits disclosure without consent is disclosure to school employees and officials with educational or administrative interests. A school official may include a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or

therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate administrative or educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

(4) The right to copy any school student record or information contained therein proposed to be destroyed or deleted.

(5) The school district designates the following directory information which may be released without parent consent unless the parent requests in writing that such information not be released.

(6) No person may condition the granting or withholding of any right, privilege or benefits or make as a condition of employment, credit or insurance the security by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right under ISSRA.

(7) The right to inspect and challenge the information contained in a school student record prior to transfer of the record to another school district.

(8) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office  
U.S. Dept. of Education  
600 Independence Ave, SW  
Washington, DC 20202-4605

### **Volunteers and Visitors**

AT ALL TIMES it is necessary to check in at the school office before going to any area of the building or playground when school is in session. We must at all times be aware of who is in the building.

Parents/guardians are encouraged to come to school to observe the educational process (without interrupting the conduct of the program by a teacher). **All visitors must report to the building office** upon entering the school to secure limited entry permission to proceed into the school. To minimize the disruption of instruction, make prior arrangements with the school if you wish to observe classes.

Alumni and friends of students are asked to restrict their visits to teachers and students after school. Visitors who fail to check in at the office when entering the building may be considered a trespasser. For the safety of our children, the proper authorities will be called if the administration feels it is warranted.

The District encourages individuals and groups to volunteer their time and services in the schools to perform appropriate tasks during and after school hours under the supervision of professional personnel. Volunteers may not teach but are valuable in reinforcing and developing the educational skills taught by the professional staff. At all times, volunteer services will be used to promote and insure maximum educational benefits to the students. Therefore, to allow you to completely focus on your task and to minimize distractions, please do not bring siblings. If you are interested in volunteering your time and services, please

contact your child's teacher or the building administrator to make arrangements for you to participate in this rewarding program.

### **Safety**

All students regularly participate in the training and practice of proper safety precautions and procedures. Each child practices:

1. Fire drills
2. Bus evacuation and safety
3. Tornado drills
4. Emergency drills

**Fire Drills** - The purpose of the fire drill is to perfect a system of evacuating the building in a quick and orderly fashion. This will be of great value in saving lives in case of fire or other emergencies.

When the fire alarm is sounded, all students, in a single file, will leave the building quickly and quietly, but without confusion, by the exit designated on the bulletin board in the room.

Classes should not congregate just outside the exit, but move well away from the building so that there will be no congestion. They should remain there in formation until the signal to return is given. The groups will return in reverse order of their departure.

All students are to leave the building regardless of where they are. Teachers will see that all are out of their respective rooms and adjoining corridor area, and will close the classroom windows and doors before leaving the building.

**Disaster Warning - Storms** - An office runner or intercom announcement identifies a disaster drill. This would alert personnel to prepare themselves in case of tornadoes, severe storms, and other disasters. When this warning is given, all students will proceed quickly and quietly, but without confusion, to their designated safe area as identified on the bulletin board in their classroom. All students should stay in these protective areas until directed to go quietly back to class.

**Alert (Tornado Watch)** - During a Tornado watch, an announcement will be made by means of a messenger or the intercom to alert personnel about conditions that exist. At this time teachers should review with their classes the procedures for "Take Cover".

### **Take Cover (Tornado Warning)**

When the warning system informs teachers that a disaster is imminent, all students should be moved to a shelter area.

If a "Take Cover" signal is sounded during any of the situations below, teachers should take the prescribed actions:

1. **Before first period** in the morning go to first period class then proceed to shelter section as a class.
2. **During an assembly** report back to the class of that hour and proceed to the shelter section.
- 3 **Between classes** proceed to the upcoming class, then proceed to shelter section.
4. **End of school** If at dismissal time the sky is threatening, the students will be kept at school until the threatening period is over.

### **Traffic Patterns to Shelter Sections**

1. Students should file out in single file

2. Students should sit as near as possible to the beginning of the shelter section.
3. After the back row against the wall is completely filled, a second row should be started in front of the first.
4. Students should:
  - a. Not sit in front of doorways
  - b. Not block the middle of the corridor
  - c. Be as **quiet** as possible
5. Remain seated until the messenger from the office has notified the teacher to proceed back to class.

### **Snow Days and Emergency School Closing**

In the event that weather conditions are inclement enough to endanger the health and/or safety of students while transporting them to or from school or while they are at school, a school closing announcement will be made through the following media:

AM Radio:    WGN            (720)  
                   WBBM            (780)  
                   WKRS            (1220)

Television:    CBS (2), NBC (5), ABC (7), WGN (9), FOX (32) & CLTV

District 46 school closings will be posted at [www.d46.org](http://www.d46.org). Parents will also be notified via the district's telephone alert system.

### **Parent-Teacher Conferences**

District 46 schools have two scheduled conferences each year. However, you are welcome to request a conference at any other time. Teachers are usually at school from 8:00 a.m. to 3:30 p.m. on school days. It is wise to call during those hours to make arrangements for a conference or to discuss your questions or concerns on the telephone. If a teacher is out of the building or in class, we will make arrangements for a return call as soon as possible. Conferences should be held at a time convenient to both the parent and the teacher. In order to insure proper communication with the school, parents and guardians may request an interpreter or sign language interpreter when meeting with school staff. Due to the time that may be needed to schedule an interpreter, please make this request to the building administration as soon as possible.

Occasionally, misunderstandings between the home and school can occur. Frequently, this is the result of impartial or faulty communications. The following suggestions are offered to clear up these misunderstandings:

1. Maintain a calm, rational manner - hostility often creates a barrier to understanding.
2. The student or parent should discuss the matter with the person directly involved. Third parties are limited by the information they do not have.
3. If this meeting fails to resolve the misunderstanding, direct your concern to a building administrator. He/she may be able to shed some light on the matter from a different perspective.
4. If this doesn't resolve the problem, direct your concern to the superintendent.
5. If the matter is still unresolved, you may request the permission of the school board president to address the Board of Education at its next meeting.

### **Parties**

Children enjoy special parties (i.e. birthday parties) whether they are theirs or a friend's. Often,

parents are unable to invite the entire class to these activities. Problems occur within the classroom when invitations are handed out in school and only certain children are invited. We are asking your cooperation in following these guidelines. **Party invitations are not to be handed out in school unless all children in the room are invited.**

### **Chaperone Responsibilities**

Many parents volunteer to help teachers take their students on field trips and other outside activities. The help provided by the chaperones enables us to make these trips as productive as possible. The following guidelines have been prepared to help chaperones understand their responsibilities and school district expectations for this type of parent involvement:

- Familiarize yourself with the general instructions to the students and enforce those instructions.
- Learn the names and faces in your assigned group and frequently check in with them to be sure all are present
- Keep your assigned group with you throughout the field trip, including time on the bus.
- Schedule regular washroom breaks.
- Never allow individuals to leave the group, except in emergencies, and under no circumstances alone.
- Report major and/or continued infractions to the teacher as soon as possible. Chaperones are not to punish students.
- Be on time for use of lunch facilities and at designated meeting places for departure.
- **Always be safety conscious.** The children in your group are your responsibility. You have the authority to enforce the rules for appropriate behavior.

### **Media Photos and Directory Information**

From time to time a local media may come into the schools and photograph various educational/social activities that the students are participating in. If you would rather that your student not be photographed please send a letter to your building administrator asking that your child be excluded. Parents may indicate on the registration form that they do not want their child's information included in the student directory. C.C. School District 46 respects family wishes to keep individual information confidential. Information such as the student's name, grade, address, home phone number (unless it is unlisted), and the student's homeroom teacher's name would be included in a student directory. Please contact your building administrator if you have any questions.

### **Sex Offender Registration Act**

The Sex Offender Registration Act requires school districts to notify parents that sex offender information is available to the public. To access the database, log onto [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor) and click on the tab "I agree" to search for offenders in your area.

### **Weather and Recess**

We watch the temperature and wind chill index carefully in winter and keep the children in when it is too cold to be out. Teachers, at times, find that students arrive at school without hats, gloves or boots. We know that parents provide the proper clothing, but periodic reminders are necessary for children that are usually in a hurry to leave for school. We will reinforce this by seeing that children do go outside for recess properly dressed. Teachers will inform you if they notice a problem is occurring. In case of recent illness or doctor's orders we must have a signed note from the parents to keep the child in.

### **School Board Meetings**

The community is encouraged to attend District 46 Board of Education meetings. During the

school year, meetings are held at 7:00 p.m. on the first and third Wednesday's of the month, unless otherwise announced. The first meeting of the month is held in the learning center at Grayslake Middle School at 440 N. Barron Blvd., Grayslake, IL. The second meeting is rotated among the school buildings in the district. During the summer, meetings occur once a month at the Middle School. Location and dates of meetings are available on our web site. The agenda for each meeting is posted on our web site, as well as at all schools and the district office the Friday before each meeting. If it becomes necessary to change the time and/or location of a meeting, or to schedule a special meeting, public notices are posted and given to the local press.

Residents have the opportunity to address the Board during the public participation segment of the agenda. Questions will not be answered during Board meetings, but directed to the appropriate administrative representative, who will provide the individual with answers in a timely manner. Within seven days after approval, minutes of Board meetings are available on our web site, the Grayslake Area Public Library, the Lake Villa Public Library and the Round Lake Area Public Library. In addition, a video of each Board meeting is available on our web site after each meeting.

### **Asbestos Management Plan**

The Asbestos Management Plan for each building is available in each school's office for public review.

### **Integrated Pest Management Program Policy Statement**

Structural and landscape pests can pose significant hazards to people, property and the environment. Pesticides can also pose hazards to people, property and the environment. It is therefore the policy of this School District to incorporate Integrated Pest Management (IPM) procedures for control of structural and landscape pests.

In 1999, the legislature passed SB527 (Illinois Pesticide Act) which dealt with application of spraying of school grounds and SB529 which dealt with amendments to the Structural Pest Control Act dealing with structures (including school buildings). It deals with the control of pests like mice, ants, cockroaches and other interior pest and with all kinds of exterior pests.

The legislation affects the schools in basically two ways. 1) All Illinois schools are required to adopt a pest control process called Integrated Pest Management or IPM and 2) schools are required to notify staff, students and parents prior to certain types of pest control applications.

Integrated Pest Management emphasizes inspection and communication with the school administration. The focus of the program is to identify and eliminate conditions in the school and on the school grounds which could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. **Regular spraying is not part of the program and District 46 will not spray for pest control unless there is a health risk involved! Spraying of school grounds shall be made only when no students are attending school.**

If it becomes necessary to use any pest control products other than traps or baits, notice will be posted two business days prior to the application. The only exception to the two-day notice would be if there is an immediate threat to health or property. Then notice will be posted as soon as practicable. If you would like to receive written notification prior to the application of any pest control materials subject to the notification requirements, please complete the form below and return it to the school.

The school district has contracted a company to provide IPM services. If you have any questions about the information and procedures please contact Operations and Maintenance at (847 543-5845).

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I would like to be notified two days before the use of liquid or aerosol pest control materials at \_\_\_\_\_ School(s). 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 Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Name \_\_\_\_\_ School \_\_\_\_\_

Address \_\_\_\_\_

Phone Number \_\_\_\_\_

## Parent Information Letter Re: Internet Use

Community Consolidated School District 46 is pleased to offer its students access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for lifelong learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the District's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the District institute technical methods or systems to regulate students' Internet access, those methods could not guarantee compliance with the District's access to electronic information policy. That notwithstanding, the District believes that the benefits to students of access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources.

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Child's Name (please print)

---

Child's Teacher

## Internet Use Student Contract (Grades K-4)

### Privileges

Students have the privilege to use the Internet. Students can get information or do research. They can also send and receive electronic mail-- much like having an electronic pen pal.

### Responsibilities

1. Students must not share their computer name or password with anyone.
2. Students must never give their home address or telephone number when sending or receiving messages.
3. Students may not visit sites on the Internet that are inappropriate.
4. It is a student's responsibility to report any misuse of Internet access to a teacher or computer lab assistant.

5. It is understood that all network activity may be monitored by the network administrators.

C.C. School District 46 staff members look forward to enhancing students' educational opportunities via Internet services. Anyone who is found in violation of the outlined standards may have their network privileges revoked and/or referred to the building administrator for appropriate discipline.

I/We have read the above and understand the terms and conditions.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



## **Internet and Network Policies and Practices Grades 5-8**

On-line safety is very important at your school. So is personal integrity. That means that you are responsible for doing what's right - when surfing the Internet and when working in an environment where fellow students' and teachers' documents are available.

Student Internet searches are allowed only through the use of bookmarked sites, "kid-safe" search engines, and/or under the direct supervision of a teacher.

Documents for students are allowed only through a group shared folder or volume. Going into someone else's account, even with his/her permission, is not acceptable practice.

Students not following the policy of "kid safe" searching will be disciplined by the teacher.

### **Disciplinary Actions**

*The following are considered very serious infractions. Your building principal and your parent/guardian will actively enforce the following:*

Any student found:

- a) altering a user's ID (for example, to hide one's activities);
- b) intentionally visiting an inappropriate Internet site;
- c) "hacking," deleting, altering or trashing files belonging to another person or organization; may be suspended from all network activity at the discretion of the principal for a period up to the remainder of the school year. Other restrictions or actions may be applied, as deemed necessary for the safety of the student and/or the integrity of the network.

---

Child's Name (please print)

---

Child's Teacher

## Internet Use Student Contract (Grades 5-8)

### Privileges

Students have the privilege to access the Internet to facilitate educational growth in technology skills, information gathering skills, and communication skills. Students may use the following methods for retrieving information: world wide web and electronic mail (e-mail).

### Responsibilities

1. Students are responsible for not giving their computer account and password to anyone.
2. Students must never give their home address or telephone number when sending or receiving messages.
3. Students may not alter any network address or identifiers.
4. Students are responsible for all mail and material received via the Internet under their user account. Students are responsible for keeping copyrighted software of any kind from entering the school. Unauthorized software may not be copied from or to any district computers. All material obtained from the Internet must be appropriate in nature and will not include any pornographic material, inappropriate or illegal text files, files with inappropriate language, or files dangerous to the integrity of the district's network.
5. It is a student's responsibility to maintain the integrity of the electronic mail system. The student has the responsibility to report all violations of privacy and misuse.
6. It is understood that all network activity (file transfers, mail, etc.) both within the LAN (local area network) and outside the LAN may be monitored by the network administrators.

C.C. School District 46 staff members look forward to enhancing students' educational opportunities via Internet services. Anyone who is found in violation of the designated standards may have their network privileges revoked and/or referred to building administration for appropriate discipline and/or face prosecution under the laws of the United States.

I/We have read the above and understand the terms and conditions.

Student Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_



**PLEASE DETACH AND RETURN TO YOUR CHILD'S SCHOOL  
PHYSICIAN AUTHORIZATION AND REQUEST  
FOR SELF-ADMINISTRATION OF ASTHMA MEDICATION**

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Birth Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Emergency Contact Person

**TO: PRINCIPAL:** \_\_\_\_\_

**SCHOOL:** \_\_\_\_\_

The above named pupil has \_\_\_\_\_  
(Name of Condition)

I am requesting that the above named student take the following medication as prescribed below during school hours (including before or after normal school activities, while in a school-sponsored activity and while under the supervision of school personnel):

\_\_\_\_\_  
Name of Medication

\_\_\_\_\_  
Purpose of Medication

\_\_\_\_\_  
Dosage

\_\_\_\_\_  
Time(s) to be Administered

\_\_\_\_\_  
Special Circumstance Under Which Medication is to be Administered

\_\_\_\_\_  
Possible Side Effects

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

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

\_\_\_\_\_  
Prescribers Signature

\_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Print Name of Prescriber

\_\_\_\_\_  
Prescriber's Emergency Phone #

\_\_\_\_\_  
Prescriber's Address

**PARENTAL AUTHORIZATION  
SELF-ADMINISTRATION OF EPINEPHRINE AUTO-INJECTOR**

STUDENT NAME: \_\_\_\_\_  
(Last) (First) (Middle)

BIRTH DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

DATE: \_\_\_\_\_

**The following guidelines shall apply to the self-administration of a student's medication:**

Physician/Prescriber signed, dated authorization to administer the medication, setting forth the name and purpose of the medication, the prescribed dosage, time for administration and any other special related information to the administration.

Parent (Guardian) signed, dated authorization to administer the medication.

The medication is in the original labeled container as dispensed or the manufacturer's labeled container.

The medication label contains the student name, name of medication, directions for use and date.

Annual renewal of authorization and immediate notification, in writing, of changes.

The School District and its employees and agents are to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the student.

**PARENTAL AUTHORIZATION:**

I hereby acknowledge that I am the parent and/or legal guardian of the above referenced student and that I am primarily responsible for administering medication to my child. However, in the event that I am unable to do so, I hereby authorize School District #46 to allow my child to self-administer his or her lawfully prescribed medication during the following: (1) while in school; (2) while at a school-sponsored activity; (3) while under the supervision of school personnel; and (4) before or after normal school activities.

I further acknowledge and agree that the School District and its employees and agents are to incur no liability, except for willful and wanton conduct by any of the said parties, as a result of any injury arising from my child's self-administration of medication. I further acknowledge and agree that, in absence of willful and wanton conduct on the part of the School District and its employees and agents, I waive any claims that I might have against said parties arising out of my child's self-administration of said medication. In addition, I agree to indemnify and hold harmless the School District and its employees and agents, either jointly or severally, except claims based on willful and wanton conduct on behalf of said parties, from and against any and all claims, damages, causes of action or injuries incurred or resulting from my child's self-administration of said medication.

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

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

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

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

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Business Phone

\_\_\_\_\_  
Home Phone

\_\_\_\_\_  
Business Phone

**COMMUNITY CONSOLIDATED SCHOOL DISTRICT #46**

FOOD ALLERGY QUESTIONNAIRE FOR \_\_\_\_\_  
BIRTH DATE \_\_\_\_\_

1. What foods is your child allergic to? \_\_\_\_\_  
\_\_\_\_\_
2. Has your child seen an allergist regarding these allergies? Yes \_\_\_\_\_ No \_\_\_\_\_
3. If your child is allergic to more than one food, do you consider some allergies more severe than others?  
Severe \_\_\_\_\_  
\_\_\_\_\_  
Less severe \_\_\_\_\_
4. Has your child had an allergic reaction before? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, describe symptoms \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
5. Has your child ever had a reaction from just touching the food they are allergic to or being around people eating the food they are allergic to? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, describe symptoms \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
6. Does your child need an Epi-pen or Benadryl available at school?  
Epi-pen: Yes \_\_\_\_\_ No \_\_\_\_\_ Benadryl: Yes \_\_\_\_\_ No \_\_\_\_\_
7. Have you ever had to administer an epi-pen to your child? Yes \_\_\_\_\_ No \_\_\_\_\_
8. When baked goods are brought into the classroom(birthday treats and class parties), will your child eat them, or will you provide an alternative snack?  
  
My child can make the decision whether the treat is safe. Yes \_\_\_\_\_ No \_\_\_\_\_  
Safe treats from home will be kept in the classroom or nurses office. Yes \_\_\_\_\_ No \_\_\_\_\_
9. Due to the combination or severity of my child allergies, he/she will only eat foods sent from home. Yes \_\_\_\_\_ No \_\_\_\_\_
10. Does your child have asthma? Yes \_\_\_\_\_ No \_\_\_\_\_
11. Is your child going to eat at the peanut/tree nut-free lunch table? Yes \_\_\_\_\_ No \_\_\_\_\_

Parent Signature \_\_\_\_\_

August, 2008

Dear Students and Parents or Guardians:

It is both the responsibility and the pleasure of Community Consolidated School District 46 to inform all families regarding district policies and practices. In an effort to both inform you and save money, we are making the 2009-2010 Student Handbook available on our web site ([www.d46.org](http://www.d46.org)). You may access the handbook at any time by clicking on "Student Handbook" under "Schools" on the home page. We will continue to provide printed paper copies of the handbook to families who request them. You have the option to a) view and/or download the handbook from the web, or b) request a printed paper copy of the handbook.

This handbook contains important information including the school calendar; staff members' names; an overview of district programs, policies and procedures; discipline rules; and record keeping practices.

Please read the 2008-2009 Community Consolidated School District 46 Student Handbook and sign/complete the following forms:

- **Student Handbook form** (at the bottom of this page)
- **Internet Use Contract**
- **Integrated Pest Management Program form**, if it applies.
- Also return the **School Medication Authorization** and the **Self Administration of Asthma Medication forms** if they apply.

Return the signed forms to your child's school as soon as possible.

-----

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Teacher's Name/Grade

\_\_\_\_\_ I have read the Community Consolidated School District 46 Student Handbook for 2009-2010 at **www.d46.org** and discussed it with my child. I will contact the principal at my child's school if I have any questions.

\_\_\_\_\_ I request a printed paper copy of the Community Consolidated School District 46 Student Handbook. I will sign and return the form at the back of the Student Handbook.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Date

**Avon School**

Lynn Barkley, Principal  
1617 N. Route 83, Round Lake Beach, IL 60073  
847-223-3530

**Frederick School**

Eric Detweiler, Principal  
Cathy Santelle, Assistant Principal  
595 Frederick Rd, Grayslake, IL 60030  
847-543-5300

**Grayslake Middle School**

Marcus Smith, Principal  
Karen Weisner, Assistant Principal  
440 N. Barron Blvd, Grayslake, IL 60030  
847-223-3680

**Meadowview School**

Laura Morgan, Principal  
291 Lexington Ln, Grayslake, IL 60030  
847-223-3656

**Park School Campus/East & West**

Craig Keer, Principal  
Vince Murray, Assistant Principal  
400 W. Townline Rd., Round Lake, IL 60073  
847-201-7010

**Prairieview School**

Dr. Amanda Schoenberg, Principal  
103 E. Belvidere Rd, Hainesville, IL 60030  
847-543-4230

**Woodview School**

Jeff Knapp, Principal  
340 Alleghany Rd, Grayslake, IL 60030  
847-223-3668

<http://www.d46.org>