

**Ottawa Elementary School  
K-4 Handbook  
2020 – 2021**

**Nate Pinter**  
**Jefferson Principal**

**Melanie Conley**  
**Lincoln Principal**

**Moriah Mott**  
**McKinley Principal**

Mr. Cleve Threadgill – Superintendent

Board Of Education

Ron Henson

Mark Fisher

Maribeth Manigold

Stephen Omolecki

Mary Ganiere

Brenden Donahue

Kerry Bryson-President

Central (5-6)	815-433-3761	Ryan Myers, Principal Carrie Price, Dean of Students
Jefferson (K-4)	815-434-0726	Nate Pinter, Principal
Lincoln (PreK-4)	815-434-1250	Melanie Conley, Principal
McKinley (K-4)	815-433-1907	Moriah Mott, Principal
Shepherd (7-8)	815-434-7925	Gary Windy, Principal Kara Rutherford, Dean of Students
District Office	815-433-1133, ext. 6012	Christine Bucciarelli, Director of Curriculum and Assessment
	ext. 6004	Dr. Jeremy Lambe, Director of Special Services

**Ottawa Elementary School District #141  
2020-21 Tentative School Calendar Highlights**

Monday, August 17	Teacher Institute #1
Tuesday, August 18	Teacher Institute #2
Wednesday, August 19	All Students Report, ½ Day Student Attendance
Friday, August 28	½ Day Student Attendance
Monday, September 7	Labor Day – No School
Friday, September 11	½ Day Student Attendance
Friday, October 9	Teacher Institute #3
Monday, October 12	Columbus Day – No School
Friday, October 30	½ Day Student Attendance
Monday, November 9	Veteran’s Day – No School
Monday, November 23	½ Day Student Attendance, PM/Evening Conferences
Tuesday, November 24	Parent/Teacher Conferences - Evening
Wednesday, November 25	Thanksgiving Break – No School
Thursday, November 26	Thanksgiving – No School
Friday, November 27	Thanksgiving Break – No School
Friday, December 11	½ Day Student Attendance
Monday, December 21	Winter Break begins
Monday, January 4	Teacher Institute #4
Tuesday, January 5	School Reconvenes
Monday, January 18	Martin Luther King – No School
Monday, February 15	Presidents Day – No School
Monday, March 29	Spring Break Begins
Tuesday, April 6	School Reconvenes
Friday, May 14	½ Day Student Attendance
Wednesday, May 26	Last Day Student Attendance, ½ Day (No emergency days)
Monday, May 31 are used)	Memorial Day – No School (if 3 emergency days are used)

**½ Day Dismissals:**

Wednesday, August 19  
 Friday, August 28  
 Friday, September 11  
 Friday, October 30  
 Monday, November 23  
 Friday, December 11  
 Friday, May 14  
 Wednesday, May 26 (depending on emergency days)

**Grading Periods:**

1<sup>st</sup> Trimester – November 13  
 2<sup>nd</sup> Trimester – February 19  
 3<sup>rd</sup> Trimester – May 26

## Ottawa Elementary K-4 Student Handbook

The provisions in this handbook are not to be considered as irrevocable, contractual, commitments between the school and student. Rather, the provisions reflect the current status of rules; practices and procedures as currently practiced and are subject to change without prior notification. Board policies are available to the public at the District Office and on the District website.

### District Mission Statement

Our community is committed to quality education provided by the Ottawa Elementary District for all children in a positive and inviting environment that empowers students to become diverse and global, lifelong learners.

## Principal's Welcome

Dear Parents,

The annual K-4 handbook is a statement of policy and a reference tool. This handbook contains essential information regarding our school and school rules. Please read the handbook carefully and review it with your child.

We desire the best for every child, and we look forward to partnering with you to help our children be their best. Success isn't accidental. It is the result of a focused team effort, and everyone has a part to play if we are to achieve our goals and reach our potential. Please encourage your children often and have regular conversations with them about school and their work. Parental involvement shows children that school is important and that you are committed to their success. Please take every opportunity to volunteer and actively participate in our school.

We are excited about the new year and we look forward to working with teachers, parents and students. We anticipate many fun filled and challenging educational opportunities for our students.

Sincerely,

Nate Pinter, Jefferson Principal

Melanie Conley, Lincoln Principal

Moriah Mott, McKinley Principal

### **ACCELERATION POLICY**

The District provides for an Accelerated Placement Program (APP) for qualified students. It provides students with an educational setting with curriculum options that are usually reserved for students who are older or in higher grades than the student. Accelerated placement includes but may not be limited to: early entrance to kindergarten or first grade, accelerating a student in a single subject and grade acceleration. Participation is open to all students who demonstrate high ability and who may benefit from accelerated placement. It is not limited to students who have been identified as gifted or talented. Please contact the District Curriculum Director, Chris Bucciarelli, (cbucciarelli@oes141.org) for additional information.

### **ACCIDENT INSURANCE**

The School Board does not provide medical benefits for injuries occurring on school property. However, optional school accident insurance may be purchased by those without adequate family coverage. Information brochures and applications are available on the school website.

### **ADDRESS/PHONE NUMBER CHANGE**

Notify the school office and classroom teacher immediately of any change of address or telephone number. Also, inform the school when there is a change in the emergency telephone numbers for a student.

### **ADMISSION TO SCHOOL AGE REQUIREMENTS**

Illinois law states that a child must be 5 years old on or before September 1 in order to enter kindergarten. However, kindergarten is not required. Certified birth certificates are required for all pupils upon registration in the Ottawa Elementary Schools. A copy is made and kept in the child's temporary files. Health Records; Physical examinations and immunizations as prescribed by the Department of Public Health shall be required of all pupils attending the Ottawa Elementary Schools, (unless excused on constitutional, religious, or medical grounds) Physicals and immunizations must be within 12 months prior to their entrance in accordance with the Illinois School code -- District Policy 7:100

### **ARRIVAL/DISMISSAL**

8:05 A.M. Children should not arrive before this time except for work arranged with the teacher.

8:15 A.M. Bell rings.

8:20 A.M. Tardy bell, all children are expected to be in their room ready for work.

2:50 P.M. Dismissal for all classes on Monday, Wednesday, Thursday, and Friday.

\*(2:20 P.M). Dismissal time for all classes on Tuesday.

### **Arrival and dismissal procedures**

Students will be dismissed from the buses at 8:05 am. Students should not be dropped off prior to 8:05 am as both playgrounds and the front entrance are not supervised before 8:05 am. School begins promptly at 8:20 am. Students who enter the building after that time will be considered tardy to school. See the "Tardy Policy" for more information.

Many of our students ride busses/district transportation to and from school. Busses/district transportation load and unload in the designated area. Please do not drop off or pick up students in designated bus areas. Any student who wishes to ride the bus home with another student will need to bring a note from both sets of parents/guardians.

School is dismissed at 2:50 pm. Busses will leave as soon as they are loaded. Students walking or receiving rides will be walked outside by staff.

### **ALTERNATE AFTER SCHOOL ARRANGEMENTS**

A note informing the teacher and office of temporary alternate pickup arrangements must be sent to school no later than the morning of the change. To maintain safety, if a note is not sent, we follow the original pickup agreements that were communicated from parents/guardians at the beginning of the year.

Occasionally it is necessary for a student to remain after school or report before school. No student will be kept after school unless the parent has been contacted and arrangements made for the return of the child to his/her home. Please be prompt in dropping off and picking up students. Emergency numbers or the local police may be contacted should transportation not arrive in a timely manner.

### **APPOINTMENTS**

Students leaving school before the regular dismissal time must be signed out in the school office by their parent/guardian. Students may be dismissed early from school due to illness or for appointments. Students having appointments must bring a note into the school office or have a parent contact the office before school begins. **Parents/Guardians, or anyone designated by a parent in writing to pick up a child, need to be prepared to show a photo I.D.**

### **ASSESSMENTS**

Students will be formally assessed at different points in the school year. The following assessments of your child are to be completed in the upcoming school year:

#### **Aimsweb Benchmarking**

Aimsweb is made up of one-minute reading probes that assess students' reading skills. Aimsweb will be used to identify kindergarten reading skills in the Fall, and will be used as a progress-monitoring tool for students identified for Tier 2 or 3 reading supports.

#### **MAP**

Measures of Academic Progress® (MAP®) is a computer based assessment that is taken three times per school year (Fall, Winter, and Spring). We give students MAP tests to determine a student's instructional level and to measure academic growth throughout the school year in the areas of Reading, Language Usage, and Math. Students in K-1st participate in an auditory assessment and students in grades 2nd-4th read the test independently.

#### **Illinois State Assessment**

The Illinois Assessment of Readiness (IAR) is the assessment adopted by the State of Illinois for students in grades 3-8. This assessment is administered once a year between the months of March and April.

### **ATHLETIC EQUIPMENT/TOYS**

Children should not bring toys or athletic equipment to school unless given permission by the classroom teacher or school administrator. The school is not responsible for equipment/toys that are lost or ruined.

## ATTENDANCE

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

Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Call the school office between 7:30 - 9:00 A.M. explaining the reason for the absence. A written excuse or a phone call from a parent or guardian is required by 9:00 a.m. for all absences whether they be a full day or a portion of the day. If such excuse is not received the school will attempt to contact the parent/guardian to determine the cause of the absence. If a parent or guardian has not vouched for the absence by the second morning after the student returns to school, the child shall be considered truant. Should a family not have access to a telephone; a note written and signed by the parent/guardian can be submitted to the office. The absence is considered unexcused until a note or call is received. An unexcused absence means the child is considered truant.

In keeping with the Illinois School Code, the following circumstances are considered to be valid causes for student absence: illness, death in the immediate family, observation of a religious holiday, family emergency, circumstances that cause reasonable concern to the parent/guardian for the student's mental, emotional, or physical health or safety, or other situations approved in advance by the school principal. All other reasons shall be considered unexcused absences/tardiness. It is the legal responsibility of the parent/guardian to make reasonable efforts to ensure the regular attendance of the child at school and to inform the school of all absences. If a child is absent from school for any reason (including late arrival or early pick up), the child will not be eligible for perfect attendance recognition. Students must be present half of the school day to be eligible to participate in after school activities such as sports, concerts, etc.

Subject to specific requirements in State law, the following children are not required to attend public school: (1) any child attending a private school (including a home school) or parochial school, (2) any child who is physically or mentally unable to attend school (including a pregnant student suffering medical complications as certified by her physician), (3) any child lawfully and necessarily employed, (4) any child over 12 and under 14 years of age while in confirmation classes, (5) any child absent because his or her religion forbids secular activity on a particular day.

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests, for equivalent academic credit. Students who are unexcused from school will not be allowed to make up missed work.

### Truant Services

The school attendance team will continually monitor and evaluate student absences on an individual basis to determine supportive action to be taken to develop and maintain the student's regular attendance at school. The school attendance team may decide to employ any or all of the following strategies to improve attendance: student contact, parent contact, attendance letters, attendance contract, attendance team interventions, requirement of a physician's note outlining the illness for a specific date of each absence, student meeting with the District Attendance Officer or LaSalle County Truancy Officer, or home visit. We will work with students and



families to determine the cause of excessive absences, and offer whatever supportive services available to correct it.

#### Request for homework

When your child is absent and you want the assignments, the request should be made when you call in the reason for their being absent. All assignment pickups will be after 2:50 p.m. Parents are asked to read the District Handbook for more information on valid causes for absences and for expectations concerning completion of school assignments.

#### Travel/Vacations

While a great deal of learning can take place during travel, OES discourages parents or guardians from taking students on vacation during periods when school is in session. It is difficult to gain the same level of understanding when a child is not in the classroom. The tendency toward lower achievement is greatly increased due to the loss of class time each day. The following are the guidelines when an extended absence occurs:

- Parents should notify the principal and classroom teacher at the earliest time when an absence might occur.
- Student will not be penalized for his/her absence, but will be required to make up all work deemed necessary and appropriate.
- Although the classroom teacher will give as many assignments as practical, the likelihood of missing assignments is possible. Additional assignments may be given upon return.
- A travel journal might be one of the requirements assigned during the student's absence.
- Students will have the same number of school days to make up work as the days of school they miss.

#### **BAND**

A student may enroll in the band program at the end of grade three or anytime thereafter. A fee is charged. Small group lessons are given at each K-4 building once a week. At least one large group rehearsal is held at Shepherd School each week. Contact the school for further information regarding fees for band.

#### **BEHAVIOR EXPECTATIONS**

##### School Wide Expectations

1. All students are expected to listen and follow the directions of school staff.
2. Students will respect themselves, others, and the schools.
  - Fighting, aggression, bullying, stealing, lying, and threats will not be tolerated.
  - Students should refrain from using profane or abusive language.
  - Students will enter the building in a quiet and orderly fashion. Running, shoving, or pushing inside the building is unacceptable.
3. Gum or candy will not be permitted to be eaten or chewed in the building (without the permission of classroom teacher for special occasions) or on the playground during the school day. (Exception: candy will be permitted in the lunchroom and will be eaten there if included by the parent in a lunch).
4. Student interpersonal behavior is expected to reflect traits of our Character Counts Program. Students will model respect, responsibility, trustworthiness, fairness, caring, and citizenship at all times.

### Cafeteria Expectations

1. Follow the directions of the staff.
2. Keep hands, feet, and objects to yourself.
3. Remain seated until dismissed.
4. No fighting, teasing, threatening, or unacceptable language.
5. Clean up your space after eating.

### Playground Expectations

1. Follow the directions of the staff.
2. Stay in assigned areas.
3. Use playground equipment properly such as:
  - a. Slide down feet first not on stomach, backwards, or head first.
  - b. Only one student may slide at a time.
  - c. No swinging double, standing up, pushing, or high swinging.
  - d. No walking or running UP the slide
4. Keep hands, feet, and objects to yourself.
5. No fighting, teasing, threatening, or unacceptable language.
6. No throwing mulch, rocks, or snowballs.

### **BICYCLE**

Permission to ride a bike to McKinley, Lincoln, and Jefferson schools are limited. The area immediately surrounding the school has heavy automobile traffic. A youngster riding a bicycle adds to the traffic congestion and increases the chances of accidents. Children are permitted to ride their bikes if they are in 1st - 4th grade. All pupils who do ride a bike to school should adhere to the following regulations:

- Permission to ride bicycles to school will only be granted to students in grades 1-4.
- Bikes must be parked in the bike racks and should be securely locked.
- Bicycles are to be walked across school property and across intersections.
- Riding double on a bike is not acceptable.
- Failure to follow bike rules may result in a suspension of riding privileges.
- The School is not responsible for lost or stolen bikes.
- Motorized bikes/scooters are not allowed on school property.
- Roller blades, skateboards, and wheeled shoes are not allowed to be used on school grounds.

### **BIRTH CERTIFICATE**

Certified birth certificates are required for all pupils upon registration in the Ottawa Elementary Schools. A copy is made and kept in the child's temporary files.

### **BIRTHDAYS**

Students may celebrate their birthday with a treat. The schools in the district will no longer allow bakery or home-baked items, or any item, that is not factory sealed with an intact nutrition label, stating nutritional information, ingredients, and allergens. The treat needs to be on the approved district treat list. The same rules will apply to the treats brought in for holiday parties. In addition, treat bags cannot contain any food items (no exceptions). Please review the approved snack/treat list under the "Wellness" policy in

the back of the handbook.

If there is an allergy in the classroom, an allowable treat list will be sent home by the classroom teacher. Please contact your child's teacher for a day and time to bring birthday treats.

Gifts for students such as flowers, balloon bouquets and stuffed animals are not to be sent to school.

Students may pass out party invitations at school only if all of the students in the class or all of the boys or all of the girls are going to be invited/included. Parents wishing to invite classmates to a birthday party can ask the office for a list of names for their child's class.

### **BREAKFAST/LUNCH**

A breakfast and lunch program is provided for all students, K-4. Breakfast begins at 7:45 am. The cost of breakfast is \$1.40 for full pay and \$.30 for students who qualify for reduced fees. The students may participate in the school lunch program or bring their own sack lunch. The cost of lunch is \$2.60 for full pay and \$.40 for students who qualify for reduced lunch. The following regulations have been established for the school lunch program.

#### **Meal Purchase Procedure**

All children who purchase meals will be issued the child's account number. Parents are requested to make a minimum deposit of \$15.00 to their child's account. The money will be used for the purchase of lunches or milk. Any money left on the account from the preceding year will be carried over to the next year:

When a child's account balance reaches \$5.00, a reminder will be given to the child. Children who qualify for free or reduced meals will be responsible for paying for extra food and milk. Children whose parents qualify under the free and reduced lunch guidelines will be issued the account number on a no cost basis.

However, if your income increases by more than \$50.00 per month (\$600.00 per year) or if your household size decreases during the course of the year, you are required to report this to the school.

Further, you may apply for free and reduced-price meals at any time during the school year should the family income status/household size change. These children are also eligible for textbook loans.

### **BULLYING**

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

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

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

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

Bullying is defined as any kind of ongoing severe or pervasive physical or verbal mistreatment where there may be an imbalance of power. A power difference usually exists between the bully and the victim. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts, or challenges whether verbal or physical in nature (either isolated or repeated behavior), which are likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this matter. Bullying also includes cyber-bullying (bullying through the use of technology or any electronic communication).

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the building principal or any staff member with whom the student is comfortable speaking. All school staff members are available for help with a bully or to make a report about bullying. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying is encouraged to report it to the building principal or any staff member. Anonymous reports are also accepted.

### **BUS POLICY**

The OES district handbook outlines the basic premise and resultant penalties regarding the bus policy. Parents are encouraged to read and discuss the information with your children. Students run the risk of losing bus privileges for misbehavior, which results in inconveniences for all family members.

#### **Bus Passes**

Students are to ride the bus to which they are assigned and board and depart the bus at the assigned bus stop. A bus pass to ride a different bus will only be issued if space is available on the bus and if both parties send a note granting permission. Requests must be received in the morning for an afternoon bus request. Only written requests will be honored. If a bus pass is needed to board a different bus in the morning, the parent must contact the OES transportation department at 815-433-1133, Ext. 6014. Changes in travel plans initiated by the student during the course of the school day will not be allowed.

#### **Safe Riding Expectations**

Students are expected to follow all school rules when riding the school bus. A student may receive in-school consequences or be suspended from riding the bus for engaging in gross disobedience or misconduct, including but not limited to, the following:

1. Violating any school rule or school district policy.
2. Willful injury or threat of injury to a bus driver or to another rider.
3. Willful and/or repeated defacement of the bus.
4. Repeated use of profanity.
5. Repeated willful disobedience of a directive from a bus driver or other supervisor.
6. Such other behavior as the building principal deems to threaten the safe operation of the bus and/or its occupants.

\*While a student is suspended from bus privileges they are not to ride any buses for school activities. If you choose to have your child participate in activities requiring bus transportation during the suspension

period you may make arrangements with the principal to transport and attend the trip with your child. These arrangements need to be made immediately upon notice of a trip so school and home can make proper arrangements. If your child remains at school the student will remain at school and be provided alternate work.

### Bus Stop and Bus Safety Regulations

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

- Dress properly for the weather.
- Arrive on time at the bus stop and stay away from the street while waiting for the bus.
- Stay away from the bus until it stops completely and the driver signals you to board.
- Enter in single file without pushing. Always use the handrail.
- Take a seat right away and remain seated facing forward.
- Remain seated, keeping your hands, arms, and head inside the bus at all times.
- Talk quietly on the bus. No shouting or creating loud noises that may distract the driver.
- Help keep the bus neat and clean. Keep belongings out of the aisle and away from emergency exits.
- Eating and drinking are not allowed on the bus.
- Do not throw anything out the doors or windows.
- Always listen to the driver's instructions. Be courteous to the driver and other students.
- Sit with your hands to yourself and avoid making noises that would distract the driver or bother other passengers.
- Wait until the bus pulls to a complete stop before standing up. Use the handrail when exiting the bus.
- Stay out of the danger zone next to the bus where the driver may have difficulty seeing you. Take five giant steps away from the bus and out of the danger zone, until you can see the driver and the driver sees you. Never crawl under a bus.
- If you must cross the street after you get off the bus, wait for the driver's signal and then cross in front of the bus. Cross the street only after checking both ways for traffic.
- Never run back to the bus, even if you dropped or forgot something.

### Bus Video

Video and audio cameras may be active on busses to record student conduct and may be used for the purposes of investigation into misconduct or accidents on the bus.

### CAMERAS

Ottawa Elementary employs the use of video surveillance equipment on the property for the safety and security of students, staff, and visitors.

### CELL PHONES

Cell Phone/Electronic Devices Students are not to have cameras, mp3 players, etc. during school hours. If cell phones are brought to school, they must be turned off upon entering the school at the beginning of the student's school day and remain off until the student's school day has ended unless a supervising teacher grants permission for them to be used or if needed during an emergency that threatens the safety of students, staff, or other individuals. If a student is in violation, the device will be taken to the office for the parent to pick up. The school assumes NO responsibility for any items lost or stolen. Reminder: It is against the law to use cell phones in a school zone while driving. (Public Act 096-0131)

**CHARACTER COUNTS**

The district has joined the community Character Counts efforts to promote nine pillars of character: caring, citizenship, fairness, respect, responsibility, trustworthiness, empathy, self-discipline, and perseverance. Lincoln, Jefferson, and McKinley Elementary Schools will encourage good character through a variety of school-based activities.

**CHILD ABUSE**

Illinois Law requires that all cases of suspected physical abuse, malnutrition, neglect, or injury to children be reported to the Illinois Department of Child and Family Services immediately. School administrators, school teachers, counselors, nurses, school staff members are mandated by law to report every case of real or suspected child abuse. Persons required to make such reports are immune from any liability. The hotline number is 1-800-252-2873.

**CLOSED CAMPUS**

Children are not permitted to leave the school grounds during the school hours unless a written request from the parent stating the reason is presented to the principal and a parent comes to school to pick up their child only. Only upon written permission will a student be released to any person other than the parent or legal guardian at the end of the school day. Any child leaving the building must be signed out in the office. Once children arrive on the school playground in the morning they are expected to remain on the school grounds until the final dismissal for the school day.

**COMPUTER USAGE**

As part of the District's instructional program, students may have the opportunity to use computers and or other electronic devices. Students may also be granted access to the internet for classroom projects and/or activities. Students will be issued a school email address that is to be used for pre-approved educational purpose only. Any unauthorized use of electronic devices, networks, or email may result in disciplinary action including, but not limited to, the loss of privileges. Please refer to the Acceptable Use/Agreement Regarding Use of Electronic Networks in the Discipline Handbook for more information.

**CONFERENCES**

Parent conferences are held each Fall in all grades to evaluate the child's progress. Additional conferences may be arranged by appointment with the teacher.

**CONTACT DURING THE SCHOOL DAY**

In case of an emergency, a message will be delivered to your child. You may contact the school office in person or by telephone in such an emergency. If the emergency dictates, your child will be called to take a needed phone call. Please realize that an emergency means an item of critical incidents such as severe illness or death, not a message regarding a family activity that could have been arranged prior to school or after school. Please do not be offended if the office staff asks questions in an effort to avoid disrupting teaching and learning time. Other than an emergency situation, students will not be permitted to call home during the school day for any reason. Should a special circumstance arise during the school day, exceptions may be made at the discretion of the building administration.

**CUSTODY**

School officials must be neutral in cases of child custody. Each school year the noncustodial parent must make a written request if he/she wishes to have report cards and mailings sent to him/her. If there are custodial issues, current legal papers must be on file in the school office. If changes in custody occur the school should be notified as soon as possible. If a parent has not been denied privileges but does not have their child/our student living with them legally they may have access to school information and student reports. The parent however must contact the principal to make these wishes known.

### **DAMAGE TO SCHOOL PROPERTY**

Textbooks, cubbies, and desks are assigned to the student with the understanding that reasonable care for material be demonstrated. The child will be assessed the cost for the loss or damage of any textbooks. Students will also be held responsible for school furniture and equipment which is deliberately or carelessly defaced or damaged. Bus vandalism will also be assessed and charged. Graffiti is considered damage to school property. A notice of fees owed will go home with the student.

### **DELIVERIES**

Flowers, balloons, and/or other assorted items sent to the school for delivery to a student to commemorate a birthday or some personal accomplishment are prohibited. Please be advised that such deliveries will not be accepted at school.

### **DISCIPLINE POLICIES**

School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to dropout of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians
2. Disciplinary conference
3. Withholding of privileges
4. Temporary removal from the classroom
5. Return of property or restitution for lost, stolen, or damaged property
6. In-school suspension
7. After-school Detention provided the student's parent/guardian has been notified
8. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.
9. Suspension of bus riding privileges
10. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.
11. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds
12. Transfer to an alternative program if the student is expelled or otherwise qualifies under state law
13. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because

behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

The entire staff has the goal of establishing an atmosphere throughout the school in which children will feel safe, secure, happy, and have the maximum opportunity to learn. In an effort to meet this goal, each classroom/grade-level has developed a behavioral management system. The plan specifies the rules that cover the behaviors we expect from our students. While the student has a right to expect a good education, the school also has a right to expect good behavior and responsibility from the student.

#### When and Where Conduct Rules Apply

A student is subject to disciplinary action for engaging in prohibited student conduct, as described in the section with that name below, whenever the student's conduct is reasonably related to school or school activities, including, but not limited to:

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

Please read these policies and review them with your child. Additional district policies regarding discipline are covered in the "District Student Discipline Handbook." The "District Student Discipline Handbook" can be viewed on the district's website by visiting [www.oes141.org](http://www.oes141.org).

Teachers and other school officials are expected to exercise control of any student who lacks self-discipline and causes a disruption of the learning atmosphere in the classroom or operation of the school program. While correction of the inappropriate behavior is the goal, punishment may range from a verbal reprimand to suspension from school. Generally inappropriate behavior falls into one of five categories.

1. Behavior which is disrespectful to others.
2. Behavior which is injurious or has the potential of being injurious to others.
3. Behavior which is damaging to the property of others or the school.
4. Behavior which disrupts the learning atmosphere in the classroom or school.
5. Behavior that violates the established rules of conduct in the classroom, lunchroom, on the playground, and on the bus. A parent who finds that their child has problems of behavior or attitude at school should immediately seek a conference with the teacher or principal. Most of these problems can be eliminated through a cooperative effort of the parent, child and school staff.

#### Explanation of Disciplinary Measures

**Teacher Detentions:** Date, time, and length of detention is determined by the issuing teacher. Notice is given to the student in advance of the date the detention is to be served.



**Lunch Detentions:** Students will be removed from their regular lunch and will eat in an alternate supervised area. Students may be asked to complete late or missing assignments.

**Office Detentions:** Students will be held after school Monday-Friday. All office detentions are given in writing at least one day in advance of the date to be served, unless the parent is contacted and grants permission. Failure to attend may result in further disciplinary action.

**In-School Suspension:** The temporary exclusion of a student from classes during the regular school day with an opportunity to complete class work for credit in an alternative supervised setting. Assignments are provided by teachers, and students will receive credit if completed. Students who are disruptive or refuse to cooperate while in ISS/DSP will be referred for further disciplinary action.

The Superintendent or designee is authorized to maintain an in-school suspension program. The program shall include, at a minimum, each of the following:

1. Before assigning a student to in-school suspension, the charges will be explained and the student will be given an opportunity to respond to the charges.
2. Students are supervised by licensed school personnel.
3. Students are given the opportunity to complete classroom work during the in-school suspension for equivalent academic credit.

**Out-of-School Suspension:** OSS is a temporary exclusion from school, assigned by administration, for a period not to exceed 10 consecutive school days. The office will attempt to notify parents of all suspensions by either phone and by mail.

Out-of-School Suspension The Superintendent or designee shall implement suspension procedures that provide, at a minimum, for each of the following:

1. A conference during which the charges will be explained and the student will be given an opportunity to respond to the charges before he or she may be suspended.
2. A pre-suspension conference is not required, and the student can be immediately suspended when the student's presence poses a continuing danger to persons or property or an ongoing threat of disruption to the educational process. In such cases, the notice and conference shall follow as soon as practicable.
3. A phone call to the student's parent(s)/guardian(s).
4. A written notice of the suspension to the parent(s)/guardian(s) and the student, which shall: a. Provide notice to the parent(s)/guardian(s) of their child's right to a review of the suspension; b. Include information about an opportunity to make up work missed during the suspension for equivalent academic credit; c. Detail the specific act of gross disobedience or misconduct resulting in the decision to suspend; d. Provide rationale or an explanation of how the chosen number of suspension days will address the threat or disruption posed by the student or his or her act of gross disobedience or misconduct; and e. Depending upon the length of the out-of-school suspension, include the following applicable information: i. For a suspension of 3 school days or less, an explanation that the student's continuing presence in school would either pose: a) A threat to school safety, or b) A disruption to other students' learning opportunities. ii. For a suspension of 4 or more school days, an explanation: 7:200 Page 2 of 2 a) That other appropriate and available behavioral and disciplinary interventions have been exhausted, b) As to whether school officials attempted other interventions or determined that no other interventions were available for the student, and c) That the student's continuing presence in school would either: i) Pose a

threat to the safety of other students, staff, or members of the school community, or ii) Substantially disrupt, impede, or interfere with the operation of the school. iii. For a suspension of 5 or more school days, the information listed in section 4.e.ii., above, along with documentation by the Superintendent or designee determining what, if any, appropriate and available support services will be provided to the student during the length of his or her suspension.

5. A summary of the notice, including the reason for the suspension and the suspension length, must be given to the Board by the Superintendent or designee. 6. Upon request of the parent(s)/guardian(s), a review of the suspension shall be conducted by the Board or a hearing officer appointed by the Board. At the review, the student's parent(s)/guardian(s) may appear and discuss the suspension with the Board or its hearing officer and may be represented by counsel. Whenever there is evidence that mental illness may be the cause for the suspension, the Superintendent or designee shall invite a representative from the Department of Human Services to consult with the Board. After presentation of the evidence or receipt of the hearing officer's report, the Board shall take such action as it finds appropriate. If the suspension is upheld, the Board's written suspension decision shall specifically detail items (a) and (e) in number 4, above.

**Expulsion:** A permanent exclusion from school for up to two years for serious gross misconduct. Only the Board of Education can expel a student from school (School Code 105ILCS5/10-22.6).

**Corporal Punishment** Corporal punishment is illegal and will not be used. Corporal punishment is defined as slapping, paddling, or prolonged maintenance of students in physically painful positions, or intentional infliction of bodily harm. Corporal punishment does not include reasonable force as needed to maintain safety for students, staff, or other persons, or for the purpose of self-defense or defense of property.

### **DRESS CODE**

We believe the appearance of students is primarily the responsibility of the parent. However, when a student's appearance is believed to be detrimental to the educational process or presents a health or safety issue, the student will be asked to make the appropriate changes. In general, school attire must cover the individual from the shoulders to the mid thigh area. Clarification and guidelines of the general rule follow:

1. Immodest clothing, such as see-through items, short-shorts, shirts that expose the midriff and attire that advertises drugs or alcohol, symbolizes gangs, or displays profanity, sexual innuendoes, or obscenity will NOT be allowed.
2. Shirts must have a modest neckline. Sleeveless shirts must have 1" minimal shoulder coverage. Backless shirts are not allowed.
3. Underclothes worn in an exposed manner are unacceptable.
4. Pants need to be secured at the waist level.
5. Students are required to wear appropriate footwear.
6. Inappropriate jewelry and heavy neck, wrist, or wallet chains are not allowed.
7. Hats, ball caps, hoodies, or any other head covering unless of religious affiliation are not to be worn in the building.
8. Coats and jackets are to remain in lockers during school hours.
9. Proper school attire is required for all field trips.

\*Students who do not comply with the dress code will need to have appropriate attire brought to school. Exemptions to the dress code may be determined for specific events as determined by the building principal or his/her designee.

### **ELECTRONIC DEVICES**

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smartphone, audio or video recording device, personal digital assistant (PDA), ipod®, ipad®, laptop computer, tablet, computer or other similar electronic device.

While on school property, electronic devices must be powered-off and kept in lockers unless: (a) permission is granted by an administrator, teacher, or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules, or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs and/or videos (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or non-consensual dissemination of private sexual images (i.e., sexting).

\*The school and school district are not responsible for the loss, theft, or damage to any electronic device brought to school.

### **EMERGENCY DRILLS**

Emergency Drills State law mandates that all schools hold periodic fire and disaster drills. Drills will be held at various times throughout the year. The purpose of these drills is to familiarize students with procedures to follow should an emergency situation arise. The fire alarm is a loud continuous buzzing sound. Students will practice exiting the building in a safe and expedient manner. During a disaster drill, students become aware of the procedures to follow in case of a severe weather emergency. We also practice how to respond should there be a situation in which we need to lockdown the building. There are various levels of lockdown and procedures may vary depending upon the situation. As in all drills, students are aware they must remain quiet in order to hear any directions that are given related to the situation at hand. Should you be visiting the building at any of these times, you will be instructed as to how to proceed. Drill procedures will be posted in the classrooms.

### **ENERGY DRINKS**

Consumption of energy drinks and/or coffee will not be allowed in school during school hours or at school sanctioned events. This includes, **but is not limited to**, any drinks containing large amounts of sugar and caffeine such as coffee, Monster, Red Bull, Rockstar, and Amp. Any item labeled as "not recommended for children" will not be allowed at school.

### **ERIN'S LAW**

In Illinois, Public Act 96-1524 mandates that Illinois public schools provide training to certified staff on prevention of child sexual abuse. It also mandates that public school children pre-kindergarten through 12th grade be educated on how to protect themselves from sexual abuse. Ottawa Elementary School Social Workers and Counselors will be providing character education lessons in each classroom kindergarten through sixth grade. In seventh and eighth grade, the instruction takes place during health

class. This instruction includes age-appropriate lessons that educate students on personal safety and appropriate relationship boundaries.

### **EQUAL OPPORTUNITY AND SEX EQUITY**

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

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT**

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. They are the following:

- The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. A parent/guardian or eligible student should submit to the Records Custodian, principal, or other appropriate official written requests that identify the record(s) they wish to inspect. The District official will make arrangements to access and notify the parent/guardian or eligible student of the time and place where the records may be inspected. If the records are not maintained by the District official to whom the request was submitted; that official shall advise the parent/guardian or eligible student of the correct official to whom the request should be addressed.
- The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading. A parent/guardian or eligible student may ask the District to amend a record that they believe is inaccurate or misleading. He/she should write the District responsible for the record, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested by the parent/guardian or eligible student, the District will notify the parent/guardian or eligible student of the decision and advise the parent/guardian or eligible student of his right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent/guardian or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information contained in the parent/guardian or eligible student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the district in an administrative, supervisory, academic, or support staff position (including law enforcement unit personnel and health staff), a person or company with whom the district has contracted (such as an attorney, auditor, or collection agent), or a person serving on the Board of Education. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities. Upon request, the district discloses education records without consent to officials of another school in which a student seeks or intends to enroll.
- 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 is the following:  
 Family Policy Compliance Office  
 U.S. Department of Education 400 Maryland Avenue, S.W.  
 Washington, D.C. 20202-4605.

- Directory information may be disclosed without prior notice or consent unless the parent/guardian or eligible student notifies the Records Custodian or other official in writing before October of the current school year that he/she does not want any or all of the directory information disclosed. Directory information includes the student's name, address, telephone listing, date and place of birth, major field of student, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended.

### **FEES**

At the end of the school year, some students may owe fees for lost books, damages to books, lunch fees, etc. We ask that all obligations be paid prior to the end of the school year.

### **FIELD TRIPS**

The School Board encourages field trips when the experiences are an integral part of the school curriculum and contribute to the District's desired educational goals. A field trip is a school sponsored and school chaperoned activity consisting of one or more students that investigates or participates in real and life-like experiences away from the classroom.

Field Trips on school time shall be limited to those specifically related to classroom instruction, regularly scheduled extra-curricular and co-curricular activities. All field trips will be scheduled based upon the educational value to the participants. Incentive based field trips may be offered for students who meet certain criteria as determined by the building principal.

All trips away from the school during the school day must be under supervision of a teacher, or a responsible adult(s) designated by the teacher, at all times. This includes groups leaving school for tours, athletic games, etc.

#### **Guidelines for field trips are:**

1. All field trips shall be adequately supervised by staff members and other adults.
2. Whenever entrance fees, food, lodging or other cost are involved, these costs shall be assumed by the student unless otherwise stipulated by the School Board, provided that no student shall be excluded from any field trip because of a lack of funds.
3. Parental permission and notification will be obtained in writing at the start of the school year (collected at registration).
4. The teacher shall arrange for the supervision and appropriate alternative learning experiences for non-participating students.

### **FREE/REDUCED LUNCH**

A student's eligibility for free and reduced-price food services shall be determined by the income eligibility guidelines, family-size income standards, set annually by the U.S. Dept. of Agriculture and distributed by the Illinois State Board of Education. For more information, or to request an application, please contact the school office.

1. Students who qualify for free meals will not be denied a reimbursable meal even if they have accrued a negative balance on their cafeteria account.
2. Students who have money to pay for a reduced-price or full price meal at the time of service must be provided a meal. If the student intended to use the money for that day's meal, the SFA will not use the money to repay a negative balance or other unpaid meal charge debt.

3. Students without funds to pay for a reduced-price or full price meal are allowed to charge Breakfast and Lunch. Parents are responsible for covering the cost of these meals.
4. Students are allowed to charge up to 5 meals, Parents are responsible for all charged meals.
5. Students who charge a meal will receive a reimbursable meal.
6. Households will be offered Free/Reduced lunch applications throughout the year upon request and as deemed necessary by SNP office staff.

### **GOING GREEN**

Lincoln, Jefferson, and McKinley Elementary School participates in the OES Going Green efforts to safeguard our environment. This includes recycling of phones, ink cartridges, etc. Recycling bins are located inside the building doors. In addition, a paper copy of midterm progress reports will only be sent home upon request. Midterm reports are accessible to parents/guardians through the Teacherease parent portal.

### **GRADING AND PROMOTION**

The Superintendent or designee shall establish a system of grading and reporting academic achievement to students and their parents/guardians. The system shall also determine when promotion and graduation requirements are met. The decision to promote a student to the next grade level shall be based on successful completion of the curriculum. A student shall not be promoted based upon age or any other social reason not related to academic performance. The administration shall determine remedial assistance for a student who is not promoted. Every teacher shall maintain an evaluation record for each student in the teacher's classroom. A District administrator cannot change the final grade assigned by the teacher without notifying the teacher. Reasons for changing a student's final grade include:

- A miscalculation of test scores
- A technical error in assigning a particular grade or score
- The teacher agrees to allow the student to do extra work that may impact the grade
- An inappropriate grading system used to determine the grade, or
- An inappropriate grade based on an appropriate grading system.

Should a grade change be made, the administrator making the change must sign the changed record.

### **HEAD LICE**

Students suspected of having lice are checked by the school nurse or school staff. If affirmed, parents are contacted. Parents are to make arrangements for immediate pick up of their child. Students with lice will not be able to ride the bus until school staff have verified that proper treatment has been given. Treatment of the child (and all family members) is essential. Treatment includes using a store bought or prescribed treatment of lice shampoo and removal of nits. Following treatment, parents are expected to bring their child to school with the shampoo bottle used during treatment. The child will be permitted back into class after the nurse or staff verifies that the child has been properly treated and live lice are no longer present. The child and other students from the same household will be routinely checked for head lice for a period of time.

### **HEALTH INFORMATION**

All students are required to present appropriate proof of a health examination and the immunizations against, and screenings for, preventable communicable diseases within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and

3. Enrolling in an Illinois school for the first time, regardless of the student's grade.

Proof of immunization against meningococcal disease is required for students in grades 6 and 12. A diabetes screening must be included as part of the health exam (though diabetes testing is not required). Students between the age of one and seven must provide a statement from a physician assuring that the student was "risk-assessed" or screened for lead poisoning.

Failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the school, subject to certain exceptions. New students who register mid-term have 30 days following registration to comply with the health examination and immunization requirements. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by an appropriate medical professional.

### **Eye Examination**

All students entering kindergarten or the school for the first time must present proof by October 15 of the current school year of an eye examination performed within one year. Failure to present proof by October 15, allows the school to hold the student's report card until the student presents: (1) proof of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15.

### **Dental Examination**

All students entering kindergarten, second and sixth grades must present proof by May 15 of the current school year of having been examined by a licensed dentist within the last 18 months. Failure to present proof allows the school to hold the child's report card until the student presents: (1) proof of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15.

### **Exemptions**

A student will be exempted from the above requirements for:

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

### **School Vision and Hearing Testing**

Children in kindergarten, first, fifth, and with IEPs will receive vision testing each year by the school nurse. When test results indicate a possible vision problem the parents are notified by the nurse. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months. Vision

and hearing screening is mandated in the state of Illinois. Children in kindergarten, first, second, third, fifth, and Special Education Grades will be given a hearing test each year by the school nurse. Parents are notified by the school nurse if the test results indicate a possible hearing loss. We are fortunate to offer a dental screening. Information and permission notices are sent to parents.

### **HOLIDAY PARTIES**

There are three classroom parties each year - (Halloween, Winter, Valentine). Volunteers and activities will be arranged by the classroom teacher. Siblings, younger children, or any additional person/volunteer will not be permitted to attend classroom parties. For Halloween, kindergarten through fourth grade will dress, but maintain the rules of no makeup, no weapons, no violence -- blood, gore. Parents may attend the outdoor parade, weather permitting. In the event of inclement weather, an indoor parade may be held only if it is conducive to the building layout and adheres to fire code capacity regulations. The building Principal will make the decision regarding an indoor parade and communicate that decision to families.

For safety reasons, costumes are not to be worn to school or on the bus. Please send your child's costume to school in a bag. Wearing makeup to school or applying makeup at school is not allowed. Please wear proper shoes so the students can walk in the parade - no heels, sandals, etc. Pictures may be taken during the parade, but staff will do all pictures at the parties.

### **Party Treats**

The schools in the district have provided an allowable treat list. Only items on the approved snack list will be allowed in classrooms. In addition, treat bags with food items will not be allowed. Schools will refuse the treats brought in if they do not meet the approved snack list guidelines. Please review the approved snack/treat list under the "Wellness" policy in the back of the handbook.

### **ILLNESS AND INJURY**

Please do not send your child to school if he/she is ill. If a student becomes ill or is injured at school, the school personnel will take immediate steps to make the student as comfortable as possible. In the case of severe illness or injury, immediate efforts will be made to notify the parents or person designated by the parents. If a parent or the secondary party cannot be contacted, 911 will be called. As part of registration paperwork, parents are requested to complete a form which provides information for use in case of an emergency situation. It is very important that the name of a second party who will act for the parent is provided. If emergency contacts change, please notify the office.

**\*Students with a temperature of 100 degrees or more will be sent home. Must be fever free for 24 hours to return to school.**

#### **KEEP YOUR CHILD HOME FROM SCHOOL IF:**

- They have a temperature of 100 degrees or more within the last 24 hours.
- They have a contagious disease/illness such as strep throat (and have not been on antibiotics for more than 24 hours).
- They have vomited or have had diarrhea within the last 24 hours.

### **LOST AND FOUND**

If a child finds an article or money, it should be immediately turned in at the school office. If there is no name on the item it will be placed in the lost and found bin. Students and parents are encouraged to check the lost and found throughout the year. Unclaimed items will be donated periodically throughout the year.



Placing an identifying label on clothing, notebooks, etc. is a great help in seeing that items are quickly returned to the owner.

### **MEDICAID REIMBURSEMENT**

Medicaid reimbursement is a source of federal funds approved by Congress to help school districts maintain and improve special education services. Therapy and diagnostic services provided to children are partially reimbursable by the federal government. In order to seek this funding, the district is required to submit claims information (student name and Medicaid number) to the federal government. Unless parents object in writing, Ottawa Elementary District #141 will claim Medicaid/Kid Care reimbursement for services provided to Medicaid eligible students. These claims have no impact on a family's ability to receive Medicaid funding either now or anytime in the future. A response is not needed from parents who have no objection to this release of information. Parents who do object must do so in writing to their child's school office.

### **MEDICATION**

Taking medication during school hours or during school-related activities is prohibited unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child by completing a "School Medication Authorization Form."

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

The Compassionate Use of Medical Cannabis Pilot Program Act allows a parent/guardian of a student who is a minor to register with the Ill. Dept. of Public Health (IDPH) as a designated caregiver to administer medical cannabis to their child. A designated caregiver may also be another individual other than the student's parent/guardian. Any designated caregiver must be at least 21 years old and is allowed to administer a medical cannabis infused product to a child who is a student on the premises of his or her school or on his or her school bus if:

1. Both the student and the designated caregiver possess valid registry identification cards issued by IDPH;
2. Copies of the registry identification cards are provided to the District; and
3. That student's parent/guardian completed, signed, and submitted a *School Medication Authorization Form – Medical Cannabis*

*Medical cannabis infused product* (Product) includes oils, ointments, foods, and other products that contain usable cannabis but are not smoked or vaped. Smoking and/or vaping medical cannabis is prohibited.

After administering the product to the student, the designated caregiver shall immediately remove it from school premises or the school bus. The product may not be administered in a manner that, in the opinion

of the District or school, would create a disruption to the educational environment or cause exposure of the product to other students. A school employee shall not be required to administer the product. Discipline of a student for being administered a product by a designated caregiver pursuant to this procedure is prohibited. The District may not deny a student attendance at a school solely because he or she required administration of the product during school hours.

#### Self-Administration of Medication

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

#### **MEDICAL CONCERNS**

Please notify the school in writing of any allergy, handicap, illness or special dietary restrictions that might affect a child's adjustment at school. If school personnel are aware of such problems, they can work with a child more effectively and with increased understanding.

#### **MONEY**

Often it is necessary to send money with your child to purchase lunches, books, etc. Please place the money in a sealed envelope with the child's first and last name and classroom teacher's name on the outside. Also write on the outside the purpose of the payment. This is the best method for safe return of any money that might be lost.

#### **MOVING IN/ OUT OF DISTRICT**

Inform the school office at least a week in advance of the move. Report the new address so the principal may notify the other school to which the child is being transferred. When transferring within the Ottawa School District, workbooks and other personal belongings will be sent with the child, but the school records and the textbooks will be exchanged by the school personnel. When moving from the Ottawa School district, no workbooks or textbooks will be sent with the child. A book rental refund may be requested. The school records for the child must be requested by officials of the new school. Illinois schools require a completed Student Transfer Form, so it is important to contact the school with your intent to move.

If your family moves out of the school district the parent is to contact the principal if you would like your child to continue to attend their current school. A student could complete the school year at their current school as long as transportation is provided by the parent. It is important to keep the school informed of current address, phone, and emergency numbers. If you have questions concerning change of address and school attendance, please contact the school principal. Parents may be asked periodically to verify residence.

#### **NON-DISCRIMINATION**

The Board of Education is committed to a policy of nondiscrimination in relation to race, sex, age, religion, nationality, immigration status, background, or handicap. This policy shall prevail in all of its

policies concerning staff, students, educational programs and services, and individuals with whom the Board of Education does business.

### **NON-RESIDENT TUITION**

Students that reside out of the city limits will be subject to an annual tuition fee per student. This fee may be subject to change each school year. Please contact the District office for the most accurate tuition rate.

### **NUCLEAR EMERGENCY PLAN**

A portion of Ottawa Elementary District #141 lies within the Emergency Planning Zone (EPZ) of the Exelon LaSalle County Nuclear Plant. This area includes Shepherd, Central Intermediate, and McKinley schools. Due to our proximity to the plant a Nuclear Emergency Plan was formulated. This plan is a collaborative effort by OES district administration, OES Crisis Committee representatives, LaSalle County Emergency Management, and the Illinois Emergency Management Agency. If an early dismissal of students is deemed necessary, please be advised that all students and staff from **Shepherd, Central, and McKinley** will be transported to Ottawa High School. Parents will need to pick up their students in the Kingman gym lobby. Photo identification will be needed when picking up your child. In the event that an evacuation has been ordered, **ALL OES students and staff** will be transported to a safe zone which is designated by the Regional Office of Education. Families will receive any notifications regarding a nuclear emergency through the district's automated BlackBoard Connect system. It is very important that contact information remain current should notification of such an emergency need to be initiated.

### **PARENT MEETINGS**

Frequently there is a need to meet with your child's teacher(s). Oftentimes this is done with your other staff that provide support to your student such as: social workers, school psychologist, or principal. School staff may be contacting parents to set up a meeting if a need arises. Should any parent like to set up a meeting with their child's teacher they can either contact the teacher directly or the principal.

### **PESTICIDES**

Structural and landscape pests can pose significant hazards to people, property and the environment. Pesticides can pose hazards to people, property and the environment. It is, therefore the policy of Ottawa Elementary School District #141 to incorporate Integrated Pest Management Procedures for the control of pests and to give notification of any pesticide application deemed necessary. This policy has been developed to ensure the health and safety of children, teachers, staff, administration, and all others using the district buildings and grounds.

Anyone wishing to be notified of pesticide applications can do so by signing a registry in the District Office of Ottawa Elementary. You will be notified 48 hours prior to application. We do not have a schedule of pesticide applications because we will always attempt to solve our pest problems without the use of chemicals. As always our goal is a safe, clean, pest-free school.

### **PHONE CALLS**

In the case of an emergency, children are permitted to use the office phone. If a child needs to take a call, due to an emergency, please contact the office and needed arrangements will be made for the child to take a call. Students will only be permitted to call home during the school day in the event of an emergency.

### **PHYSICAL EDUCATION**

Students must wear for gym shoes for physical education. Gym shoes should only be worn in the gymnasium, street shoes are not allowed. It is difficult for children to safely participate in PE activities while wearing flip flops, open-toed sandals, boots or street shoes. An appropriate pair of shoes is a necessity of PE.

If the student has medical complications which might be aggravated by physical activity it is expected that the person will inform the school in writing. Physical Education is an important part of a student's weekly program. If a student is to be excused from attending PE classes the parent or guardian must present a written statement from a physician explaining why participation could be harmful for the student. A written statement from a physician must also be presented when a student is able to resume physical activity.

### **PTO**

The Parent - Teacher Organization is very active and sponsors many fundraising events each year which help provide needed items for the school. We appreciate and welcome attendance at our PTO meetings and school events.

### **RESPONSE TO INTERVENTION**

OES utilizes Response to Intervention (RtI), which is a multi-tiered system of support. RtI differentiates and enhances instruction in reading and math. It provides a tiered system of more intensive instruction for those students who struggle in the two core content areas.

RtI breaks down instruction into three tiers. In our K-4 buildings, all students receive a 90 minute block of reading instruction daily (Tier 1). At Tier II, those students needing more help receive an additional 30 minutes of reading support daily. At Tier III, students needing further help receive more intensive daily instruction to target needs.

All students are given a universal and comprehensive reading and math assessment 3 times per year. Based on the data gathered and student classroom performance, students are then identified to receive additional reading or math instruction. Students in Tier II and III are progress monitored frequently to make sure that interventions being used are meeting student needs.

### **REPORT CARDS/ PROGRESS**

One of the best reports a parent can receive is the school papers that the child brings from school. These papers reflect the daily performance of the child. A consistent interest in school and in the papers the child brings home can keep you in touch with the child's progress.

Report cards are issued every trimester to assess the child's growth in scholastic achievement, social development, and personal development. You will receive a common core standards based report card every trimester. Midterm progress reports will be available to parents/guardians through the Teacherease parent portal. A paper copy will be sent home at the request of a parent/guardian.

Kindergarten, first and second grades are non-graded levels. Children do not receive the traditional ABC type of grades in these first three years. Parents are informed of their student's progress through a report card issued once each twelve weeks. The report card indicated which grade level expectations the student has: N-Not meeting grade level expectations; D-Developing towards grade level expectations; M- Grade level expectations.

Students in grades three and four receive report cards informing parents of their academic progress. The report cards are issued every trimester and evaluate the child's growth in scholastic achievement, social development, and personal development. Report cards are usually issued in early November, March, and the end of the school year. The first report card and Parent/Teacher conferences are in November. Additional conferences may be arranged by appointment with the teacher.

Note: Consult the school calendar for exact dates of conferences and report cards.

### **SAFETY DRILLS**

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

In the event of a severe storm, the school will be forewarned by the Civil Defense network. Special safety drills are held so students and the school staff are trained in seeking adequate shelter within the school building. If a severe storm is predicted at dismissal time, the principal will decide if the students are to be dismissed at the regular time. In the case of severe damage in the area because of a storm, children will not be dismissed until safe routes to homes are determined. Parents are welcome to pick up their children during school hours in severe weather. No child is permitted to go home with another person without permission from the child's parent. The district has school crisis procedures. If you come to school during such times, you will be given specific directions on where to meet and when your child will be released.

### **SAFETY TO/FROM SCHOOL**

The school and the home must work together to encourage the child to follow these safety rules:

- Walk the safest route to and from school using designated school crosswalks.
- Obey all traffic rules and directions given by the crossing guards and/or safety patrol.
- Walk on the sidewalks where available, avoiding lawns, vacant lots, alleys, private drives, backyards, etc. Walk on left side of the roadway where there are no sidewalks.
- Refuse all gifts, invitations, or rides from strangers.
- Go directly and immediately home from school.
- Avoid playing on an unsupervised playground. School playgrounds are not supervised before 8:05 a.m. or after school hours.
- If a child is required to stay after school to complete work or for a detention, prior parent notification is required either through telephone contact with the parent or a signed detention slip. The transportation arrangements should be known by the teacher and the office.
- If parents have pre-arranged to pick up children at dismissal and are late, children are to come into the office to contact their parent. Additional provision for child's safety includes fire drills and severe storm held throughout the year.

### **SCHOOL CLOSINGS**

If for any reason the school is to be canceled or dismissed early, the local radio stations (WCMY-1430 and WRKX-95.3), the district website <<http://www.oes141.org>> will carry the announcement. We will also do an automated call to families in our district. Such announcements will be released at the earliest possible time. Please do not ask to pick up another child unless we have telephone or written authorization from the parent/guardian. Always report to the office for this purpose.

### **SCHOOL VISITATION RIGHTS**

The School Visitation Act permits employed parent/guardians, who because of a work conflict are unable to meet with educators during the school year, the right to an allotment of time for this purpose. Accommodations are made for parents/guardians with special needs.

### **SEARCH AND SEIZURE**

In order to maintain order safety and security in the schools, school authorities are authorized to conduct reasonable searches of school property and equipment, as well as of students and their personal effects. School authorities may not request or require a student or his or her parent/guardian to provide a password or other related account information to gain access to the student's account or profile on a social networking website. "School authorities" includes school liaison police officers. See the District Discipline Handbook for more information and specific examples.

### **SEXUAL HARASSMENT**

Making a Complaint:

Enforcement Students are encouraged to report claims or incidents of sexual harassment, or any other prohibited conduct to the nondiscrimination coordinator, building principal, assistant building principal, or a complaint manager. A student may choose to report to a person of the student's same sex. Complaints will be kept confidential to the extent possible given the need to investigate. Students who make good faith complaints will not be disciplined. The complaint manager is the OES District Superintendent (320 West Main Street) and can be reached at 815-433-1133.

Any person making a knowingly false accusation regarding prohibited conduct will likewise be subject to discipline.

### **SEX OFFENDER INFORMATION**

Parents may obtain information on registered sex offenders living within the school district on the Illinois State Police web site at <[www.isp.stateil.us/sor](http://www.isp.stateil.us/sor)>. Current and prior sex offender registrants must obtain written consent from the district's superintendent or designee (building principal) prior to attending any school-sponsored events.

### **SMOKING**

Federal Law prohibits the use of all tobacco products within a facility to educate children. Therefore, all smoking and all tobacco products will be prohibited within the building and surrounding grounds. Chaperones who agree to assist us with school field trips will be responsible role models to our students and will refrain from smoking for the duration of the outing.

### **SOCIAL NETWORKING AND WEBSITES**

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination.

### **SPECIAL SERVICES**

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 or the Individuals with Disabilities Education Act are identified, evaluated and provided with appropriate educational services. The School provides a free appropriate public education in the least restrictive environment and necessary related services to all children with disabilities enrolled in the school. The term "children with disabilities" means children between ages 3 and the day before their 22nd birthday for whom it is determined that special education services are needed. It is the intent of the school to ensure that students with disabilities are identified, evaluated, and provided with appropriate educational services.

A copy of the publication "Explanation of Procedural Safeguards Available to Parents of Students with Disabilities" may be obtained from the school district office.

Students with disabilities who do not qualify for an individualized education program, as required by the federal Individuals with Disabilities Education Act and implementing provisions of this Illinois law, may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the student (i) has a physical or mental impairment that substantially limits one or more major life activities, (ii) has a record of a physical or mental impairment, or (iii) is regarded as having a physical or mental impairment. The Director of Special Services should be contacted for any requests for a 504 or special education evaluation.

#### **Counselor & Social Worker**

Counselors and Social Workers give special help to the child with a social or emotional problem so the child can make the most of his educational and everyday life opportunities. Parents can seek their help by contacting the school principal.

#### **English Learner Services**

Services are provided by the District on an as-needed basis for those students with English learning needs.

#### **Nurse**

Health services supervised by a qualified school nurse. The Superintendent or designee may implement procedures to further a healthy school environment and prevent or reduce the spread of disease.

#### **School Psychologist**

Upon request, an evaluation conducted by the school psychologist will be completed for any student suspected of needing additional academic support. Parents may make a request for such services by contacting the principal.

#### **Speech Services**

Speech pathologists work with children who have diagnosed speech needs. All children in kindergarten, referrals by teachers, and new students to the district are screened. Regular weekly instruction is given to children who exhibit errors other than those that are developmental in nature. Any child may be tested upon request of the parents.

## **STUDENT RECORDS**

School student records are confidential. Information from them shall not be released other than as provided by law. A school student record is any writing or other recorded information concerning a student and by which a student may be identified individually that is maintained by a school or at its direction by a school employee, regardless of how or where the information is stored, except as provided in State or federal law as summarized below:

1. Records kept in a staff member's sole possession.
2. Records maintained by law enforcement officers working in the school.
3. Video and other electronic recordings (including without limitation, electronic recordings made on school buses) that are created in part for law enforcement, security, or safety reasons or purposes. The content of these recordings may become part of a school student record to the extent school officials create, use, and maintain this content, or it becomes available to them by law enforcement officials, for disciplinary or special education purposes regarding a particular student.
4. Any information, either written or oral, received from law enforcement officials concerning a student less than the age of 17 years who has been arrested or taken into custody.

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

## **TARDY**

Pupils are considered tardy when they are not in the building at 8:20 A.M. Whenever your child is tardy for school, you should call the school office or send a note with the child explaining the reason for being tardy. On the 5th unexcused tardy, students will begin to miss one recess for each day they are tardy.

## **TITLE 1**

Title 1 is the largest federal aid program for our nation's schools. Ottawa Elementary is a districtwide Title 1 program. This means we have the freedom to target students who are not near the level of others their age and give them additional instruction and support in reading.

## **TRANSPORTATION**

The District provides bus transportation for all students living 1.5 miles or more from the school. While students are on the bus, they are under the supervision of the bus driver. In most cases, bus discipline



problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems will be investigated and handled by the building principal.

### **TRUANCY**

Student attendance is critical to the learning process. Truancy is therefore a serious issue and will be dealt with in a serious manner by the school and district.

Students who miss more than 1 % but less than 5% of the prior 180 regular school days without valid cause (a recognized excuse) are truant. Students who miss 5% or more of the prior 180 regular school days without valid cause are chronic truants. Students who are chronic truants will be offered support services and resources aimed at correcting the truancy issue.

If chronic truancy persists after support services and other resources are made available, the school and district will take further action, including:

- Interventions as determined by the building principal
- Appropriate school discipline
- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney

A student who misses 15 consecutive days of school without valid cause and who cannot be located or, after exhausting all available support services, cannot be compelled to return to school is subject to expulsion from school.

A parent or guardian who knowingly and willfully permits a child to be truant is in violation of State law.

### **UNIFORM GRIEVANCE PROCEDURE**

A student, parent/guardian, employee, or community member should notify any District Complaint Manager if he or she believes that the School Board, its employees, or agents have violated his or her rights guaranteed by the State or federal Constitution, State or federal statute, or Board policy, or have a complaint regarding any one of the following:

1. Title II of the Americans with Disabilities Act
2. Title IX of the Education Amendments of 1972
3. Section 504 of the Rehabilitation Act of 1973
4. Title VI of the Civil Rights Act, 42 U.S.C. §2000d et seq.
5. Equal Employment Opportunities Act (Title VII of the Civil Rights Act), 42 U.S.C. §2000e et seq.
6. Sexual harassment (Illinois Human Rights Act, Title VII of the Civil Rights Act of 1964, and Title IX of the Education Amendments of 1972)
7. Bullying, 105 ILCS 5/27-23.7
8. Misuse of funds received for services to improve educational opportunities for educationally disadvantaged or deprived children
9. Curriculum, instructional materials, and/or programs
10. Victims' Economic Security and Safety Act, 820 ILCS 180
11. Illinois Equal Pay Act of 2003, 820 ILCS 112

12. Provision of services to homeless students
13. Illinois Whistleblower Act, 740 ILCS 174/
14. Misuse of genetic information (Illinois Genetic Information Privacy Act (GIPA), 410 ILCS 513/ and Titles I and II of the Genetic Information Nondiscrimination Act (GINA), 42 U.S.C. §2000ff et seq.
15. Employee Credit Privacy Act, 820 ILCS 70/ The Complaint Manager will first attempt to resolve complaints without resorting to this grievance procedure. If a formal complaint is filed under this procedure, the Complaint Manager will address the complaint promptly and equitably. A student and/or parent/guardian filing a complaint under this procedure may forego any informal suggestions and/or attempts to resolve it and may proceed directly to the grievance procedure. The Complaint Manager will not require a student or parent/guardian complaining of any form of harassment to attempt to resolve allegations directly with the accused (or the accused's parents/guardians); this includes mediation.

### **VISITORS**

Visitors are not permitted in the building without permission from the office. Trespassing is prohibited. Visitors will be issued a visitor badge when they register in the office. Under no circumstances will visitors be allowed to enter classrooms during class hours unless prior approval has been granted by the principal or the Superintendent. Parent visits arranged in advance are welcome. Requests should be made at least one day in advance of the proposed visit. **REQUESTS FOR VISITS BY CHILDREN FROM OTHER SCHOOLS WILL BE DENIED.**

### **MAKING AN APPOINTMENT WITH TEACHER:**

For the safety of the Ottawa Elementary students, we are following the guidelines in the School Code 105 ILCS 5/24-25 and requiring all parents and visitors to register at the office upon entering the building. Visitors will be given a pass and may return the pass and sign out as they leave.

Teachers are professionals and need preparation time at the beginning of each day; they also need planning time at the end of each day. Parents who wish to see their child's teacher should make an appointment. If there is the need to speak with your child's teacher very quickly before school, parents should come to the office and we will page the teacher to meet you.

### **VOLUNTEERS**

Upon entering a building, all OES volunteers and/or visitors must report to the office and present a valid state issued driver's license or ID. This information will be entered into the Raptor database in order to issue a badge that will identify the name of the visitor, as well as the time and date of their visit. The system has the ability to provide alerts on people who may jeopardize the safety of our school. Visitor badges will need to be turned into the office prior to exiting the building in order for guests to be signed out of the system. Volunteers that work with students on a daily basis will be required to submit fingerprints and a background check to the LaSalle County Regional Office of Education. Each volunteer will be responsible for the cost of fingerprinting and background checks. Please check with the building administrator if you have an interest in volunteering on a regular basis.

\*In order to avoid classroom disruptions, we ask that all volunteers remain in the designated volunteer areas. Walking into classrooms unannounced to check on your child is prohibited. Siblings, younger children, or any additional person/volunteer will not be permitted to volunteer in the classrooms or in any other school volunteer capacity.

### **WAIVER OF STUDENT FEES**

The Superintendent will recommend to the School Board a schedule of fees, if any, to be charged students for the use of textbooks, consumable materials, extracurricular activities, and other school student fees. Students must also pay for the loss of or damage to school books or other school-owned materials.

Fees for textbooks, other instructional materials, and driver education are waived for students who meet the eligibility criteria for a fee waiver as described in this policy. In order that no student is denied educational services or academic credit due to the inability of parents/guardians to pay student fees, the Superintendent will recommend to the Board which additional fees, if any, the District will waive for students who meet the eligibility criteria for fee waiver. Students receiving a fee waiver are not exempt from charges for lost and damaged books, locks, materials, supplies, and equipment.

### **WELLNESS POLICY**

Student wellness, including good nutrition and physical activity, shall be promoted in the District's educational program, school-based activities, and meal programs. This policy shall be interpreted consistently with Section 204 of the Child Nutrition and WIC Reauthorization Act of 2004 and the Healthy Hunger-Free Kids Act of 2010 (HHFKA). The Superintendent will ensure:

1. Each school building complies with this policy;
2. The policy is available to the community on an annual basis through copies of or online access to the Board Policy Manual; and
3. The community is informed about the progress of this policy's implementation.

The following is a list of approved snacks that will be allowed for all classroom parties, which includes holiday and birthday. ONLY items on the list will be allowed, so please keep this in mind when purchasing items for your child's special events. Please note that all items must be individually wrapped, factory sealed and have intact nutritional information. (Items in multi-pack containers need not be individually labeled, however, must be sent to school in the original sealed container.)

### **FRUIT/VEGETABLES**

Fruit Cups (applesauce, peaches, mandarin oranges, pears, mixed fruit, etc)

Nature's Bakery Bars (strawberry, raspberry, blueberry)

Cuties/Clementines

Bananas

Apple Slices (bags)

Carrot Sticks (bags)

Celery Sticks (bags)

Bare Apple Chips

Raisins

### **CHIPS**

Cheetos, 1 oz bags

Doritos, all flavors, 1 oz bags

Sunchips, all flavors, 1 oz bags

Fritos, 1 oz bags

Funyuns, ¾ oz bags  
 Smartfood or Skinny Pop Popcorn, 1 oz bags  
 Veggie Straws  
 Pringles Variety Cups  
 Chips, Plain, BBQ, Sour Cream (includes Frito Lay, Kroger, Great Value)

### COOKIES

Keebler Chips Deluxe, 1 oz bags (also includes Great Value brand)  
 Mother's Frosted Animal Crackers  
 Chocolate Chip Cookies, 1 oz bags (Famous Amos, Great Value, Kroger)  
 Oreo Minis, 1 oz bags

### SNACK CAKES

Hostess Cupcakes (includes Great Value Brand, Baker's Treat)  
 Hostess HoHo's  
 Little Debbie Birthday Cakes  
 Little Debbie Fudge Cakes  
 Rice Krispie Treats, assorted flavors up to 1.4 oz (includes Kellogg's, Great Value)  
 Mini Muffins, Blueberry, Choc Chip, Banana (includes Hostess, Enteman's, Baker's Treat)  
 \*\*Please check calorie content per flavor. Some flavors of some brands are over the allotted 200 CAL per serving)

### CRACKERS

Handi Snacks, crackers, breadsticks & pretzels (includes Kraft, Kroger, Dollar Tree, Great Value)  
 Goldfish  
 Ritz Bitz Cheese Crackers (includes Kroger brand)

### MISC

Fruit Roll Up  
 Fruit by the Foot  
 Scooby Doo Fruit Snacks  
 Pudding Cups, all flavors (includes Snack Pack, Kroger, Great Value, Lunch Buddies)  
 Jello Cups, all flavors (includes Snack Pack, Kroger, Great Value, Lunch Buddies)

### BEVERAGES (single serve containers only)

Water  
 100% Fruit Juice Capri Sun  
 100% Fruit Juice Boxes (Minute Maid, Juicy Juice)

Any item not listed above will not be allowed into the schools. For items requiring spoons/straws, they must be supplied along with the treat or the treat will not be served.

### **K-4 Student/Parent Handbook Acknowledgement**

Student Name: \_\_\_\_\_ Grade \_\_\_\_\_

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities, and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the Ottawa Elementary School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve me or my child from being responsible for knowing or complying with school and District rules, policies, and procedures.

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

\_\_\_\_\_  
Date