

C. R. Hanna Elementary School



**Student/Parent Handbook
2011-2012**

MISSION STATEMENT

The mission of C.R. Hanna Elementary School, in cooperation with family, community, and peers, is to provide a safe learning environment that prepares our students for the challenges of a changing world. Through **excellence in education** our students shall become positive, productive, and respectful citizens.

VISION

- **Every child will...**
 - ...achieve at his or her own potential allowing for individual differences.
 - ...read independently on his or her level.
 - ...show progress.
 - ...maintain a high level of school attendance.
 - ...consistently apply study skills.
 - ...believe in himself or herself and his or her ability to make progress.
 - ...develop a sound work ethic.

- **Our school culture will be...**
 - ...respectful.
 - ...honest.
 - ...progressive.
 - ...innovative.
 - ...collaborative.
 - ...filled with a positive attitude.
 - ...an enticing environment.
 - ...a place where safe, healthy relationships are fostered.
 - ...where responsibility is promoted.
 - ...where diversity is celebrated.

- **Every leader will...**
 - ...be an effective communicator.
 - ...model positive attitudes.
 - ...be supportive.
 - ...be flexible, fair, and consistent.
 - ...be open-minded.
 - ...be dedicated.
 - ...set high expectations.
 - ...respect and encourage peers and their ideas.
 - ...be professional.

- **Our instruction will...**
 - ...be current and innovative.
 - ...be challenging with high expectations.
 - ...be relevant and meet the needs of all learners.
 - ...be based on research and state standards.
 - ...be motivating.
 - ...be integrated and collaborative.
 - ...utilize multiple learning styles to engage learners.
 - ...use higher level thinking skills.

STUDENT MISSION STATEMENT

We will achieve our goals with confidence and hard work. We will respect ourselves and others. Through **excellence in education**, we will become better, responsible people.

STUDENT ATTENDANCE AND EXPECTATIONS

THE SCHOOL DAY

The school day at C. R. Hanna Elementary School begins promptly at 8:10 A.M. each morning. Since the students will NOT be allowed into the building before 8:00 A.M., we ask that they not arrive at the school before 7:55 A.M. There is no supervision of students on school property prior to 7:55 A.M.

The school day ends at 2:44 P.M. Students riding the buses will be dismissed at 2:47 P.M. to prepare to board the school buses. All "walkers" will be dismissed at 2:55 P.M. once the buses have cleared the parking lot.

If you are changing the method of student afternoon transportation, we can only accept two forms of communication when making a busing change: 1) a visit from the parent in the office or 2) a hand-written note from the parent. For a variety of safety and staff reasons, it is difficult to process requests using email and phone calls on the day of the requested change. We want to ensure the safe transport of our children at the end of the day; therefore, we can only process changes using the above mentioned forms. It would be helpful to us to make changes to busing at least one day prior to the change.

If you need to send in a hand-written note, please include the date of the change, name of your student, bus number and your request. A helpful hint regarding a handwritten note: please try to use a piece of notebook size paper. We have found post-it notes and note cards sometimes end up at the bottom of the backpack or get lost between pages of books. Please note, if your children normally ride the bus and you request that they walk, they will be dismissed with the walkers at 2:55 P.M..

Parents are reminded that if they are picking their children up after school, it is essential that they be outside on the school grounds waiting for the students prior to the 2:55 P.M. dismissal bell.

As educators, we strive to maximize our instructional learning time with our students. When students are picked up early on a continual basis, it creates an interruption to the learning day not just for your child, but the entire class. We are asking parents to refrain from picking up students prior to the end of the school day.

GUEST/VOLUNTEER SECURITY PROCEDURES

In accordance with State codes, all visitors and volunteers (also known as guests) need to check-in at the office when entering the building during the school day. Visitors are asked to sign-in and sign-out at the front office, and wear a visitor badge while in the school. Any

individual who does not wear proper identification or visitor badge will be asked to return to the front office.

Volunteers are important members of the C.R. Hanna Community and we appreciate all that they do. While in the building, volunteers need to follow security procedures and school rules so as not to distract from the educational process. Volunteers are asked to refrain from disrupting classroom activities by seeking to individually contact their child or teacher while school is in session. When volunteering for a task that requires more than ½ hour in the school or classroom, we ask that younger siblings do not accompany parent volunteers.

During the school day, all building doors remain locked. Parents who pick up children at dismissal are required to wait outside for their children. We thank you for your cooperation in making C.R. Hanna School a safe place for our students. We welcome and encourage parent visitation and involvement. However, we also need to make C.R. Hanna School a safe and productive facility for all staff and students.

SCHOOL CANCELLATIONS/INCLEMENT WEATHER

School cancellations, delayed starts, and early dismissals due to inclement weather will be broadcast on the news by radio stations WKBF (1270), WDLM, WLLR, KRVR, KKZX, WXLP, WOC, KIIK, WGEN, and KLITE. If such closings are known the night before, these stations will be notified by 6:00 A.M. The District will also notify the following television stations of the closing: WHBF-TV (Channel 4), WQAD (Channel 8), KWQC (Channel 6), and KLJB-TV (Channel 18). Notice will also be posted on the District website (<http://orionschools.us>). It is the responsibility of the parent and employees of the school district to listen to these stations or check the link from the District website for notification of school closings. Please do not call the homes of administrators and/or secretaries as this is a busy time for them and they have many phone calls to make.

LATE START/EARLY DISMISSAL

In the event of bad weather (i.e. fog, ice, snow, etc.) it may be necessary to start school late. These can be either one or two hour delays depending on the severity of the weather. In all such cases, the District will try to make these decisions early so that parents can plan accordingly. All morning pre-kindergarten and early childhood classes will be canceled whenever the start of school is delayed.

There are also times when it becomes necessary to dismiss school early due to inclement weather. Every family should have an agreement with a neighbor, friend, or relative (on the same bus route for bus students) that provides a place for your child to go should you not be at home when school is dismissed early. Explain this plan to your child and discuss it with him/her frequently.

ATTENDANCE

In accordance with the Illinois School Code, all elementary aged children are required to attend school. Regular, daily attendance is the responsibility of the parent/guardian and the student. Irregular attendance jeopardizes the student's chances for academic success. Therefore it is in a child's best interest to be in school. Planned absences will be for the amount of time necessary for doctor or dental appointments and vacations. A total of eight (8) school days of planned absence for an entire school year (including vacations and appointments) is the maximum excusable amount. Any planned absence beyond eight (8) days will be considered as being an unexcused absence. Students missing more than 40 minutes of school will NOT be allowed to attend special events, including parties, festivals, family nights, etc. Exceptions will be made for medical appointments and funerals.

NOTIFICATION OF ABSENCE

If your child will not be attending school, a phone call notifying the school of such absence is required before 9:00 A.M. each day of nonattendance. A failure to call the school will result in a school official calling your home or office. If you cannot be reached, the police will be notified to check on your child's safety. If you will be out of town for several days because of a family emergency, please let us know the expected dates of the absence when you call. We will then report your child as "accounted for" for the duration of the absence. We have an answering machine on our phone for this purpose, therefore you may call early in the morning or the night before. If you have contacted the school concerning your child's absence, it is not necessary to send a note excusing the absence when s/he returns to school.

NOTE: These policies are a safeguard against child abduction and are required by law as of July 1, 1986.

A student who has been absent for five days may be required to bring a note from the family physician with the diagnosis of illness. When the illness first occurs, the symptoms should be reported to the C. R. Hanna Elementary Office when calling to report the absence. In order to help us reduce contagious and/or infectious diseases in our schools please honor the following procedures:

1. CHICKEN POX: Return to school seven days after the first vesicle occurs and all remaining pustules are crusted over.
2. PINK EYE: Prescription medicine is required, and the student should not return to school until s/he is free of all symptoms.
3. STREP THROAT: Return to school 24 hours following first dose of medicine and providing the student has been free of a fever for 24 hours.
4. FEVER: If a student has not been taking a prescribed medication, s/he may return to school 24 hours after the student no longer has a fever.
5. RASH: Physician note regarding the origin of the rash.
6. HEAD LICE: Return to school with proof of treatment and nit free. Student must be checked by the nurse prior to returning to the classroom.

Note:

1. **Students who are habitually absent MAY be required, at the principal's discretion, to have a doctor's excuse for each day of absence.**
2. **A student missing more than three consecutive days of physical education class will be required to present a doctor's excuse.**
3. **Students who are too ill to be in school will NOT be allowed to come in for special events (i.e. pictures, parties, presentations, etc.).**

MEDICAL APPOINTMENTS

If at all possible, parents should schedule doctor, dental, orthodontist, or other appointments outside of school time. If appointments such as these must be made during school hours, please try to schedule them so that your child misses a minimum amount of time (i.e. early in the morning or late in the afternoon). Students who are absent for less than 40 minutes will be considered present for a full day. Credit for a half day of attendance will be granted if the student is absent more than 40 minutes, but less than 150 minutes. Students who are absent

more than 150 minutes will be considered absent for the full day. These guidelines are based on requirements set forth by the Illinois Board of Education. When a student is absent for a medical appointment, they are excused only for the time of the appointment and travel. Students may be required to bring a note from the doctor's office showing the actual time of the appointment.

VACATIONS

According to Section 122:26-2a of the *Illinois School Code*, removing a child from school for the purpose of taking a family vacation is **not** a "valid cause" for absence. In accordance with that provision, students who miss school for this reason are subject to the requirements outlined under "ATTENDANCE" of this handbook, and will be considered "unexcused" for any planned absence in excess of eight (8) days. Parents are reminded that time spent out of school **cannot** be replaced by written work alone. Homework will be given in advance at the discretion of the teacher. Parents should submit their request for advanced homework to the teacher in writing. All make-up work must be completed within five (5) school days of the student's return.

EARLY DEPARTURE

If, for some reason, a child must leave school before the end of the regular school day, parents should send a note to the teacher that clearly states what time the child is to be excused and the reason for the absence. Parents, or anyone else, picking up a child **MUST** report to the office and meet the student there. Students will remain in the classroom until the adult arrives. It is important that we know that your child is safely with you or your designee. We will not release any child to leave school with anyone other than a custodial parent at any time during the day unless we have written permission from said parent designating the individual who is to pick up the child. Except in cases of emergency, phone calls will **NOT** be an accepted means of notifying the school of changes in a student's means of transportation to and from school. If you are picking your child up after school instead of having him/her ride the bus, a note to that effect is **required**. Please date all correspondence.

ILLNESS/INJURY AT SCHOOL

When students become ill or are injured at school, they will be sent to the health office. Basic first aid is administered in schools by school personnel (nurses, principals, etc.) for minor injuries such as scrapes, bruises and minor cuts. The nurse will administer first aid for more serious injuries, such as possible fractures, lacerations and severe bruising. Parents or guardians are called when medical attention is required. When a student in Pre-K or kindergarten is sent to the nurse's office and it is determined they are going to be sent home, the student will remain in the nurse's office until a parent, guardian or designee arrives to pick them up. Hospitals cannot administer treatment without the consent of parents or guardians unless the situation is life threatening. Thus, it is important that we have the correct phone number where you can be reached during the day. **The parent/guardian is expected to assume responsibility for the sick or injured child.**

MAKE-UP WORK

An excused absence will allow students to complete any missed work. As a general policy, a student is allowed one day for each day of absence to complete missed assignments. If students are absent for part of a school day, previously assigned work is still due that day. While your child's teacher will encourage or remind him/her to complete all missed assignments, it is primarily the responsibility of the student to arrange for make-up work and tests.

If your child is absent and you would like to pick up his/ her assignments, please contact the C. R. Hanna Office by 9:00 A. M. Requests for assignments after 9:00 A.M. **may** not be honored. These assignments will be available in the office **AFTER SCHOOL** on the day of the request. The school office closes at 4:00. Homework can be sent home with other students upon request. In addition, teachers can request a test be made up on the first day back in school if the student

was notified of the test date prior to the absence. Extended absence for illness and injury of two weeks or more could qualify for homebound tutoring. (A doctor's certification is required.)

BUS ARRIVAL/DEPARTURES

The arrival and departure of the buses at school each day are very hectic times. For your child's safety, the parking lot is closed to through traffic from 7:45 A.M. to 8:15 A.M. and again from 2:30 P.M. to 3:00 P.M. This allows our buses to enter the lot safely. If you are dropping your child off, or picking him/her up, during those times, you are asked to either park across the street, or use the west entrance of the building. Students will be allowed to walk through the building in order to get to their classroom or car.

**Walking between parked buses by adults and students is strictly forbidden.
Please use the crosswalk only.**

For the safety of all students, middle school and high school students will not be allowed in the building before 3:00 p.m.

We ask that the students obey the following rules when arriving at or leaving school:

Morning Bus Unloading Procedures:

1. Students will exit the buses and walk to the closest entrance.
2. Once in the building, students will remove their hats and walk to their classrooms -- staying to the right side of the hallway at all times.
3. Students may talk using "inside voices" only.

Afternoon Bus Loading Procedures:

1. At the Bus Dismissal bell, the students will walk from their classrooms--staying to the right side of the hallway at all times.
2. Students will exit the building near their assigned bus.
3. Once outside, the students will walk to their assigned bus and board.

Note: Students caught running, yelling, or pushing/shoving in the halls will be sent to the Principal's Office.

SAFETY PATROLS

Fifth graders serve as safety patrols at C.R. Hanna. Patrol members are chosen based on their integrity, good behavior, and dependability. Patrol members serve the student body by ensuring a safe arrival and departure of students to and from school. Students are to obey the directions of patrol members. An infraction of the safety rules will be reported to the school office and appropriate disciplinary measures will be taken.

WALKER/PARENT PICKUP DEPARTURES

Students walking home after school or going home by private vehicle must wait until all buses are off the ramp before crossing over to the parking area.

We highly recommend that early childhood, pre-kindergarten, and kindergarten students do not walk to or from school unsupervised.

STUDENT RECORDS

Two types of student records are kept by the administration and staff of C. R. Hanna Elementary School. These are permanent and temporary records, and consist of the following information:

PERMANENT: Identifying information (i.e. name, address, parent names, birth dates, etc.), Academic Transcripts, Attendance Records, Accident Records, Health Records, and Records of Release of Permanent Records.

TEMPORARY: Family Background Information, Intelligence Test Scores, Achievement Test Scores, Psychological Reports, Teacher Anecdotal Records, Discipline Records, and Special Educational Records.

Parents/Guardians may inspect and request a copy of their student's permanent and temporary records. Requests for inspection or copies of records should be made with the records custodian at least two working days prior to the date needed. Requests for copies of a student's permanent or temporary records will be recorded in the student's file. A small charge for copies, not to exceed \$.35 per page, will be charged for the copying of records. This fee will be waived for those unable to afford such costs. Student records will be released to both parents when the parents are divorced.

Access to student records without parental/guardian consent is limited to employees or officials of the school district, State Board of Education personnel, and persons involved in research, statistical reporting, or planning. Access without parental consent will also be allowed pursuant to a court order or subpoena, or in connection with an emergency where the records are needed by law enforcement or medical officials to meet a threat to the health or safety of the student or other persons. All other access to information in student records will require written consent of the student's parents/guardian. Upon promotion from fifth grade, a student's complete file is forwarded to Orion Middle School. Permanent records of those students who transfer out of the District are maintained for 60 years, however temporary records are destroyed after five years.

For emergency purposes it is imperative that all identifying information be kept up-to-date. If ever there are changes in this information, please inform the school immediately.

FERPA NOTICE

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student's educational records within 45 days of the day the District receives a request for access.
2. The right to request the amendment of the student's education records that the parent/guardian or eligible student believes are inaccurate or misleading.
3. 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.
4. 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:
Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, D.C. 20202-4605

TESTING

The Orion School District uses a variety of assessments to measure student progress throughout the school year. Students will be tested using universal screening tools at least three times during the school year. The universal screening tools are nationally normed assessments that compare student progress with students across the nation. Students in grades 3, 4, and 5, are given portions of the Illinois Standards Achievement Test (ISAT) battery each spring. This is a State of Illinois required test that measures student achievement relative to the Illinois Learning Standards.

HOMEWORK

Studies show that there is a direct correlation between homework assignments and academic success.

Homework assignments serve a variety of purposes:

- reinforcement and practice of newly acquired skills;
- provide students with an opportunity to extend learning beyond the classroom environment;
- students can complete unfinished class work;
- teach valuable life skills (i.e., self-discipline, time management, responsibility, independence, etc.);
- give parents an opportunity to monitor student progress and be more directly involved in their child's education.

In order for homework to be a positive force in a child's education, a number of factors must be considered:

- **Homework must be a joint venture on the part of the parents and the school.** It is essential that homework is viewed as a positive learning tool designed to reinforce life skills, responsibility and task commitment.
- The student must have a desirable and monitored environment in which to work. This includes a quiet place that is free from distractions, allows for proper supervision, has a comfortable desk/table, chair and all necessary supplies (pencil, paper, crayons, scissors...), and has proper lighting, temperature and ventilation. Parental assistance during homework completion is conducive to students' academic success.
- Time must be scheduled every day for the purpose of doing some school work. If the student has no assignment for that evening, the time could be used for leisure reading, practicing math facts and spelling words, and academic review.

The homework volume and expectations vary from one grade level to the next. Your child's teacher will be discussing his/her policies and practices during **Backpack Night**.

REPORT CARDS

Report cards for all students will be issued four times during the school year. These will be given to the students one week after the conclusion of each grading period. Please review your child's report card carefully and discuss it with your child. If you have any questions or concerns about its contents, please contact the teacher for clarification. Parents are also reminded to

check their child's academic work, which is included in their weekly folder as a means of monitoring his/her progress.

The following grading scale will be used for grades four and five:

- A = 92-100
- B = 84-91
- C = 76-83
- D = 68-75
- F = 0-67

RETENTION AND PROMOTION

Effective January 1, 1998, the practice of "Social Promotion" is no longer legal in the state of Illinois. Retaining a child can be one of the most difficult decisions in education. The decision to retain a student should be a cooperative venture between parents/guardians, teachers, and administrators. The ultimate determiner should be what is in the best academic interest of the student. This is ascertained only after parties cooperatively analyze all variables. If no consensus is reached at the retention conference (see #3 below), the final decision rests with the building principal.

In all cases where a child is being considered for retention, it is essential that the lines of communication between the school and the parents/guardians be kept open throughout the school year. Along those lines, if the classroom teacher feels that there is a potential for retention, s/he will follow the procedures outlined below.

1. If, at the end of January, the teacher feels that retention is a possibility, s/he will write a letter to the parents/guardians outlining his/her concerns. Included in this letter will be a clear statement of the problem, recommendations for improvement, and a request for a conference to discuss the matter further.
2. At the end of March, if the child has not shown any significant improvement, the teacher will again notify the parents/guardians of his/her concerns.
3. Should the problems continue, a retention conference will be scheduled no later than the first week in May. Present at this conference will be the parents/guardians, the classroom teacher, and (if necessary) the principal. A final decision on retention will be made at that time.

TEXTBOOKS

It is necessary for Orion School District #223 to charge the following textbook/registration fees:

Textbook Rental:	
Early Childhood:	TBA
Grades K-5:	TBA
Assignment Notebook/Student Handbook	
Early Childhood & Kindergarten:	TBA
Grades 1-5:	TBA
Academic Folder (Grades 1-5):	TBA
Science Fee (Grades K-5):	TBA
Testing Fee (Grades K-5):	TBA
Technology Fee (Grades K-5):	TBA

Total Cost Per Student:

Early Childhood:	TBA
Kindergarten:	TBA
Grades 1-5:	TBA

The textbook fees for students whose parents are not able to afford the cost of the fees will be waived. Requests for a waiver of fees MUST be made by the parent/guardian at the time of registration for school. Students are responsible for the loss of or damage to their textbooks, library books and any other school/teacher owned materials which they use. If a text, library book, or any other school/teacher owned material is lost or damaged, the student will be asked to pay for it.

Other fees that are deemed necessary will be established by the Board of Education each spring. However, parents should be aware that occasionally during the school year teachers may request that students contribute funds to support special activities.

SPECIAL EDUCATION SERVICES

The Orion School District offers a variety of services for students (including those aged three to five) with special needs. Students experiencing difficulty achieving success in the classroom due to learning disabilities, behavioral disorders, speech deficiencies, or other social/emotional problems can receive assistance through the special education program. These services can range from consultation with the student and/or parent to instruction in special education classrooms. Appropriate placement is determined jointly by the student, parents, and district personnel who are available for student assistance (i.e., special education teacher, speech therapist, social worker, and psychologist). Additional specialized services are available through the Black Hawk Area Special Education District. Anyone interested in accessing these services should contact the school Office for further information.

SUPPORT SERVICES

In accordance with IDEA 2004, C.R. Hanna provides Response to Intervention (RtI) services to students who struggle in the areas of reading and mathematics. Students are identified through universal screening tools and their progress is monitored throughout the year.

MANDATED CHILD ABUSE REPORTING

All school personnel having reasonable cause to believe a child is abused or neglected, are **mandated** under Public Act 81-1077 to report or cause a report to be made immediately to the Illinois Department of Children and Family Services.

SEX DISCRIMINATION

Title IX of the Education Amendment of 1972, commonly called "Title IX", is designed to eliminate discrimination on the basis of sex or handicap in any education program or activity receiving federal financial assistance. This means that any subtle or explicit discrimination by sex or handicap in admission policies or treatment of students, or in the hiring or promotion of staff, is banned. In addition, Orion School District #223 advises students, parents, employees, and the general public that all vocational opportunities will be offered regardless of a student's race, color, national origin, sex or handicap.

Each District must establish grievance procedures which result from negotiations with the Orion Education Association. The District shall use these grievance procedures for sharing discrimination cases.

The complete grievance procedures with specified time limitations are available in each Principal's Office and the Superintendent's Office. The grievance procedures may be read at any of the preceding offices.

SEXUAL HARASSMENT

Sexual Harassment is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual or sex based nature by anyone, including students, imposed on the basis of sex, that has the purpose or effect of (a) substantially interfering with a student's educational environment; (b) creating an intimidating, hostile, or offensive educational environment; (c) depriving a student of educational aid, benefits, service, or treatment; or (d) making submission to or rejection of such unwelcome conduct the basis for academic decisions affecting the student.

Students who believe they are victims of sexual harassment, or have witnessed sexual harassment, are encouraged to discuss the matter with their teacher or building principal.

SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 is an Act which prohibits discrimination against persons with a handicap in any program receiving Federal financial assistance. The Act defines a person with a handicap as anyone who:

1. has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working);
2. has a record of such an impairment; or
3. is regarded as having such an impairment.

In order to fulfill its obligation under Section 504, the Orion School District recognizes a responsibility to avoid discrimination in policies and practices regarding its personnel and students. No discrimination against any person with a handicap will knowingly be permitted in any of the programs and practices in the school system.

If there are questions, please feel free to contact R.C. Lowe, 504 Coordinator for the School District, at phone number 526-3386.

GENERAL SCHOOL PROCEDURES AND POLICIES

All students, staff and community members have the right to an environment which is safe and promotes education and respect. Each individual is expected to conduct him/herself appropriately at all times. Teachers develop classroom rules and consequences which are posted in the room and discussed with the students.

Students are expected to behave in a manner which reflects favorably upon themselves and their school, show consideration for fellow students, and create a pleasant school environment. Students are expected to take responsibility for behaving properly.

BICYCLES

For their own safety, students riding bicycles to school are encouraged to wear helmets. Bicycles must be parked in the bicycle racks during school hours. Students are to park their bikes in the rack immediately upon their arrival at school and not ride around the school grounds before, during or after school. Also, C.R. Hanna students are asked to not ride or walk their bicycles through Middle School grounds.

TELEPHONE

Students will be permitted to use the phone in the main Office in case of an emergency or by staff member's permission.

Arrangements for after school activities should be made before students come to school. Parents are also reminded that phone calls are not an appropriate way to notify the school of changes to transportation arrangements. For your child's safety, only written notes are accepted for this purpose.

PETS

Parents bringing pets to school for "Show and Tell" must have advance permission from the classroom teacher. Parents are responsible for their pets and their actions while on school property. Pets in need of immunizations should not be brought to school. The transportation of any pet on the bus is prohibited.

PARTIES/CELEBRATIONS

Parents are reminded that parties and birthday celebrations can cause a serious distraction to students. With that in mind, parents are asked to remember the following guidelines when planning for an upcoming party/celebration:

1. Birthday "treats" should be scheduled with the classroom teacher and should be simple (individual cookies, cupcakes, candy bars) so that students can share them without creating a disruption to regular activities. Please do not send gum.
2. Having balloons, flowers, etc. delivered to the school is discouraged due to classroom disruption. All deliveries will be given to students in the Office before they leave for the day.
3. "Surprise" parties for teachers are prohibited.
4. Students bringing party invitations to school must distribute them to either every boy, every girl, or the entire classroom. Parents wishing to invite only selected students to parties are asked to hand out the invitations outside of school (i.e. mail). Parents are also reminded that teachers **cannot** distribute student addresses to parents.

Classroom parties will be limited to Halloween, Winter Break, Valentine's Day, and Spring Break. **Students attending a class party must be in attendance for the entire day of the party.** Per Illinois law, students may miss no more than 40 minutes to be considered in attendance all day. Exceptions will be made for medical appointments and funerals. Procedures for these parties will be outlined at the PTA Room Parent Initial Meeting.

GENERAL SCHOOL RULES

1. Students are to walk in a single file line and stay to the right side of the hallway.
2. No gum, tobacco products, knives, weapons, drugs, alcohol, matches, lighters or laser pointers are permitted on school property.
3. Keep hands and objects to yourself.
4. Students are expected to be courteous at all times. Address staff members as Mr., Miss, Mrs., or Ms. Use "please", "thank you", "you're welcome", etc.
5. Do not damage school property. Parents are responsible for the cost of any vandalism committed by their child.
6. No toys, electronic equipment or other such items are allowed at school. Bus riders who bring approved electronic equipment for the bus to school must keep the items in their backpacks while they are at school. If a student removes the items from his or her backpack while at school, he or she will be sent to the principal's office. Parents will be required to come to the school to retrieve the items. If it occurs a second time, the same consequence will occur, with the additional consequence that the student will no longer be able to use the electronic equipment on the bus. The school is not responsible for lost or damaged items.
7. Cell phones are permitted with the following conditions:
 - a. Cell phones must stay turned off.
 - b. Cell phones must stay in the student's backpack.
 - c. If the cell phone is taken out of the student's backpack at any time, it will be taken to the principal's office to be picked up by the parent.
 - d. The school cannot be held responsible for any loss or damage to cell phones.
8. Unless teacher directed, there is to be no talking while in the hallways. This is true throughout the day.
9. No cheating. Parents of students who are involved in cheating will be notified. Classroom consequences in response to cheating may include the lowering of students' grades. Students involved in cheating may be referred to the office for consideration of additional disciplinary action.
10. No electronic video and recording devices (such as Spy Gear) are allowed.

BULLYING, HARASSMENT/AGGRESSIVE BEHAVIOR

C.R. Hanna Elementary School will endeavor to provide all students with a safe school environment that promotes learning. The use of any form of aggressive behavior that does physical or psychological harm to someone else and/or disrupts the learning environment, and/or encourages students to engage in such conduct is prohibited. C.R. Hanna will seek to prevent such incidents and will investigate and take corrective actions for violations of this policy. Furthermore, retaliation against those who seek remedies under this policy is prohibited and will result in disciplinary action.

Definition and Examples

Bullying is defined as any kind of ongoing and/or severe physical or verbal mistreatment where there may be an imbalance of power. Aggressive behavior or bullying is any behavior that may subject a student to insults, taunts, or challenges whether verbal or physical in nature, which are likely to intimidate and/or provoke a violent or disorderly response from the mistreated students. The main types of aggressive behavior may be but are not limited to:

- Physical:** hitting, kicking, grabbing, spitting, etc.
- Verbal:** name calling, racist remarks, put-downs, extortion, etc.
- Indirect:** spreading rumors, wearing/possessing items depicting or implying hatred or prejudice, exclusion from peer group, taking and hiding/destroying other's school work, and/or possessions, etc.
- Written:** threatening e-mail, notes, and/or graffiti, etc.

Any faculty member, staff member, or student at C.R. Hanna who has witnessed, experienced, or has reliable information that a pupil or staff member has been subjected to "bullying" as defined above shall immediately report such incident(s) to his/her teacher, playground supervisor, or the building principal.

DRESS CODE

We take pride in the appearance of our students. A student's dress reflects the quality of the school. It is the parent's responsibility to see that children are clean and appropriately dressed for school. Students are expected to dress in a neat and healthful manner. Shoes must be worn at all times. The following guidelines should be considered when dressing a child for school:

1. Hats, sun visors, or sunglasses are to be removed upon entering the classroom.
2. Any article of clothing that advertises or advocates the use of drugs, alcohol, or violence is prohibited.
3. No dress that is immoral or immodest will be allowed (this includes holes in the clothing above the knee). Shirts which expose the student's midriff are prohibited.
4. Any clothing or cosmetic that creates a classroom disruption or presents a health or safety hazard is prohibited.
5. Any article of clothing with suggestive or obscene slogans or language is prohibited.
6. Each child is required to have tennis shoes for physical education class. Students without the proper footwear will be required to borrow tennis shoes from the loaner box during physical education class. Borrowed tennis shoes must be returned at the end of physical education class.
7. Heelys (or other Heely style) shoes are strictly prohibited.

Students in violation of this dress code must change the objectionable clothing or they will be sent home.

BOOK BAGS and BACK PACKS

In order to limit the weight of your child's book bag, parents are encouraged to check the bags regularly to make sure that they are carrying only those items that are necessary for school. If

there is no assignment to be completed, there is no need for the student to bring every book home each night. Wheeled book bags are permitted; however, they must be carried while inside the building.

PLAYGROUND/RECESS

Except in extreme weather (a wind chill temperature of less than 10 degrees), we will have ALL students go outside for recesses. Students will not have outside recess if it is raining or otherwise deemed unsafe. We firmly believe that children need this outdoor activity time. Since it is very difficult for us to provide for adequate supervision of those students who do not go outside, we reserve the right to request a medical excuse for children whose parents request that they stay in for more than three consecutive days. Students who stay in from recess for a medical reason may be sent to the office for supervision. As a general rule, if a student is too ill to go out to recess, he or she is too ill to come to school.

Please dress your child appropriately for the weather, keeping in mind he or she will be sent outside for all recesses. Boots, hats and gloves must be worn during inclement weather. Students without boots will be confined to the paved and cleared portions of the playground. Snow pants will be required for any student wishing to play in the snow (i.e. roll on the ground). Upon reentering the building, the students will be asked to remove their boots and put on dry shoes. If you have difficulty providing your child with appropriate clothing, please contact the school. Many times we are able to help provide these items.

Playground Rules

Swings

1. No jumping out of the swings.
2. Do not swing sideways or twirl the swing.
3. One student per swing.
4. Keep a safe distance from students swinging.

Dome Climber

1. No pushing or shoving.
2. No jumping from the top of the climber.

Multi-purpose

1. No pushing or shoving.
2. No jumping from the platforms or bridge.
3. Slide: No climbing up the slide. No sliding down backwards or head first. One student is allowed to slide at a time.
4. No tag on the equipment.

General

1. No roughhousing, kicking, fighting, etc.
2. No throwing wood chips, dirt, rocks, snowballs, etc.
3. No tackle football, gang pile or fighting-type games.
4. Any rough play could result in loss of privileges to play that game.
5. Children on the playground area are not allowed back into the building without the permission of the supervisor.
6. When the whistle blows, the students are expected to line up immediately and enter the building in a quiet and orderly manner.
7. No sliding or playing on the ice.
8. No playing on snow mounds before, during, or after school.

FIELD TRIPS

Parent permission is required for field trips taken outside of the school district.

CAFETERIA

The hot lunch program at C.R. Hanna is governed by state and federal guidelines that require the serving of a balanced and nutritious meal. It is essential for your child's health and well-being that s/he eat something at lunch time. Students who do not eat on a daily basis will be encouraged to do so. Parents of students who regularly eat little or nothing may receive a phone call notifying them of the situation.

The following rules will be observed by ALL students while in the cafeteria:

1. Upon entering the cafeteria, the students will get their lunch and quickly take their seats.
2. Once seated, conversation is permitted with other students at the same table. However, students will not be allowed to talk with (or yell at) students at other tables.
3. Once a student is seated, s/he will remain in that seat unless permission is granted by one of the cafeteria supervisors.
4. When finished eating, the students are expected to clean up their area (on and under the table). All trash should be placed in the proper container.
5. The throwing of or playing with food is considered a severe disruption. The penalty for throwing or playing with food will be an automatic isolation from his/her classmates and s/he will be required to help clean the cafeteria. If the problem persists, the students will be removed from the cafeteria and required to eat in isolation.
6. Parents are asked NOT to send pop to school for their child's lunch. This includes pop included in prepackaged lunches such as "Lunchables."
7. Except for special class activities, please do not send any food/drink to school in glass or metal containers. Parents are reminded that metal containers of drink/pudding/fruit are difficult for students to open. This creates a significant problem for those staff members supervising the lunch period.
8. Parents are not allowed to bring food from a restaurant for students to eat during lunch.
9. All lunch visits must be prearranged by parents. (Parents please consider limiting the number of times you have lunch with your children throughout the year.)
10. School Board Policy No. 7.180 (Closed Campus) reads, "Students are to remain in their assigned buildings and on the school's grounds continuously from the time of reporting to the time of departure for the day." This means that students are required to remain on school grounds during lunch periods.
11. Free and reduced-price school lunches are provided to all public school children whose family incomes are at or below income levels set by the Federal Government. This program is partially funded by the state and federal governments. Check with your school's income eligibility requirements. Applications for both free and reduced-price programs are available to students at their respective school offices.

LUNCH CARDS

Students may deposit money into their lunch accounts daily. Notice will be sent home with students when their accounts have a zero or negative balance. Students whose accounts are in a deficit status will be given two full lunches on "credit." After that they will be given a peanut butter or cheese sandwich, fruit, and milk until such time as additional money has been deposited into their accounts. Notes will be sent home regarding the deficit. All questions relative to the lunch card system should be directed to the Lunch Program Director at 526-8493.

KINDERGARTEN BUDDY PROGRAM

Kindergarten is an exciting time for children as they begin their educational journey at C.R. Hanna. During the majority of the year, students will "buddy up" with classmates to walk throughout the building when an adult helper is unavailable. Teachers will utilize this system when children need to go to the nurse, office or other destinations within the building.

GANGS AND GANG-RELATED ACTIVITIES

The Orion Board of Education affirms its position that schools in District 223 shall provide an orderly place for learning. By this policy, the Board of Education acts to prohibit the existence of gangs on school property or at any activity associated with or under the general guidance of school authorities. Policy 7:190-AP2 reads:

"Students are prohibited from engaging in gang activity. A "gang" is any group of 2 or more persons whose purpose includes the commission of illegal acts.

No student shall engage in any gang activity, including, but not limited to:

1. Wearing, using, distributing, displaying, or selling any clothing, jewelry, emblem, badge, symbol, sign, or any other thing that is evidence of membership or affiliation in any gang,
2. Committing any act or omission, or using any speech, either verbal or non-verbal (such as gestures or handshakes) showing membership or affiliation in a gang, and
3. Using any speech or committing any act or omission in furtherance of any gang or gang activity, including, but not limited to: (a) soliciting others for membership in any gangs, (b) requesting any person to pay for protection or otherwise intimidating or threatening any person, (c) committing any other illegal act or other violation of school district policies, (d) inciting other students to act with physical violence upon any other person.

Students engaging in any gang-related activity will be subject to one or more of the following disciplinary actions:

- Removal from extra-curricular and athletic activities
- Conference with parent(s)/guardian(s)
- Referral to appropriate law enforcement agency
- Suspension of up to 10 days
- Expulsion not to exceed 2 calendar years

WEAPONS ON SCHOOL GROUNDS

A student who uses, possesses, controls, or transfers a weapon, or any object that can reasonably be considered, or looks like, a weapon at a school or school sponsored activity, shall be expelled for at least one calendar year. The expulsion period may, however, be modified by the Superintendent, and the Superintendent's determination may be modified by the Board, on a case-by-case basis. In no case may the expulsion exceed two calendar years. A "weapon" means (1) possession, use, control, or transfer of any gun, rifle, shotgun, a weapon as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code,

(2) any other object if used or attempted or intended to be used, to cause bodily harm, including but not limited to, knives, brass knuckles, billy clubs, or (3) "look alike" of any weapon as defined above. Such items as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.

TRESPASSING REGULATIONS

Pursuant to Article 21-5 of the Illinois Revised Code:

1. No person shall trespass or loiter in any school building or on the grounds thereof.
2. All persons, except those hereinafter described, shall upon entering any school building of Orion School District #223 report immediately to the office of the Principal.
3. The provisions of number 2 shall not be applicable to (1) students enrolled in any such school, (2) students entering any such building for the purpose of enrollment therein, (3) members of the Faculty and Staff and employees of Orion School District #223, (4) persons who have been authorized by school authorities to enter any such building for professional or business purposes, and who remain in the area of the school building or grounds thereof assigned for such school or on the grounds thereof has terminated, shall immediately leave the premises of such school.
4. No person, including those referred to in number 3, may remain in any such school building or on the grounds thereof, after being requested to leave the school premises by a Principal, a Counselor, a Teacher or a person assigned to the duties of a Custodian of any school, or by an assigned Police Officer, or a member of the administrative staff of Orion School District #223.
5. Any person who fails to comply with the provisions of any of the preceding paragraphs shall be in violation of the rules and regulations of the Orion School District 223 Board of Education and Articles 21-5 of the Illinois Revised Code.

POLICE QUESTIONING OF STUDENTS

No student will be questioned by police or other law enforcement officials on school property during school hours on matters unrelated to the school without the consent of the parent or guardian. The school principal has the right to summon police or other law enforcement officials to deal with a student regarding serious, school-related misconduct without prior consent.

DISCIPLINE: CONSEQUENCES

In order to maintain a classroom atmosphere that is conducive to learning, teachers manage student behavior according to the established classroom rules and consequences which have been discussed with students and signed by parents. However, when disruptions become severe, the student may be sent to the office. In such cases, the following actions may be taken:

- Phone call home
- Loss of recess
- Loss of classroom activity
- Lunch detention
- After school detention
- In-school suspension
- Parent conference
- Out-of-school suspension

Please note the school social worker may be involved in disciplinary matters.

DETENTIONS

Requiring students to stay after school can be an effective way of dealing with classroom problems. Staff members who choose for a student to remain after school will notify the parents in advance of the detention. This notification will include the reason for the detention as well as the exact time that the student will be excused. Parents picking their child up after a detention are expected to be at the school at the designated time.

SUSPENSIONS

The Illinois Revised Statute Ch. 122, 10-22/6(a) authorizes the superintendent, principal, assistant principal, or the dean of students to suspend a student guilty of gross disobedience or misconduct from school (and all functions) for a period not to exceed ten school days. The student and/or parent(s)/guardian(s) are due the following procedural protections:

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

Gross disobedience or misconduct of students shall include, but not be limited to inappropriate social behaviors and refusal to serve detentions.

STUDENT SUSPENSION PROCEDURES

1. Suspensions at the elementary level are used only as a last resort and in cases of severe misbehavior. A student who is assigned an in school suspension will be placed in a room where interaction with his/her peers is not possible. The teacher will provide the student with any and all assignments that s/he feels are appropriate and the student will be expected to complete all work during the day. Credit for completed work will be computed as a part of his/her final grade. A zero may be assigned for any work not completed during the suspension. The school will provide a qualified suspension supervisor to monitor student behavior and work.
2. A student who is absent on the day of the assigned suspension will be required to provide a doctor's excuse for the absence and will serve the suspension the first day that s/he is

back in school. Failure to provide a doctor's excuse will result in the absence being recorded as a truancy.

3. The school reserves the right to assign an Out of School Suspension (OSS) for serious incidents and/or repeat offense. For an Out of School Suspension, school work should be made up to allow the student to progress at the same level as the rest of the class, as arranged for by the Administrator/Teachers within a specific time frame. Any make-up work from the suspension, not completed within the set framework, will result in a zero. The student can expect a reduction in daily class participation grades, with courses designed with courses designed with a grading policy on daily participation. (Examples might be, but not limited to: Physical Education, Band, and Chorus.)

EXPULSION

The Board of Education 223 may expel a student for a definite period of time not to exceed 2 calendar years, as determined on a case by case basis for gross disobedience or misconduct. (Ill. Rev. Stat. ch 105/510-22.6d)

The student and/or parent or guardian is due the following procedural protections:

1. Before expulsion, the student and parent(s)/guardian(s) shall be provided written notice of the time, place, and purpose of a hearing by registered or certified mail requesting the appearance of the parent(s)/guardian(s). If requested, the student shall have a hearing, at the time and place designated in the notice, conducted by the Board or a hearing officer appointed by it. If a hearing officer is appointed by the Board, he or she shall report to the Board the evidence presented at the hearing and the Board shall take such final action as it finds appropriate.
2. During the expulsion hearing, the student and his or her parent(s)/ guardian(s) may be represented by counsel, present witnesses and other evidence and cross-examine witnesses. At the expulsion hearing, the Board or hearing officer shall hear evidence of whether the student is guilty of the gross disobedience or misconduct as charged. After presentation of the evidence or receipt of the hearing officer's report, the Board shall decide the issue of guilt, hear evidence on whether expulsion is appropriate, and make its decision.

PARENT INFORMATION

BACKPACK NIGHT AND PARENT/TEACHER CONFERENCES

Backpack Night is held the evening before school starts. Parents and students are encouraged to attend this event, which provides them with opportunities to meet the teachers, find and see their classrooms, put away their school supplies, and learn about classroom expectations and curriculum. It is a great way to ease students' concerns about the first day of school. During Backpack Night, parents can register for Parent/Teacher Conferences which are held during October. All parents are urged to schedule and attend a conference with their children's teachers. Parents are requested to make Parent/Teacher Conferences a scheduling priority, rather than treating those days as extra family vacation time.

VISITORS/GUESTS

Parents and guardians are encouraged to visit classes and meet with teachers. However, we ask that all visitors follow these guidelines:

1. To allow for a positive acclimation and closure within the classroom, no visits will be permitted during the first and last week of the school year.
2. Appointments should be made at least one day in advance.
3. Classroom visits by parents should be limited to one half day. Parents are also reminded that pre-school aged children can cause a classroom disruption and therefore we ask that they not accompany their parents on a classroom visit or field trip.
4. ALL guests are required to check in at the Office upon entering the building. Please refer to the section titled Guest / Volunteer Security Procedures for further information.

If your family has out of town guests who wish to attend school with your child, they may do so with the consent of the teacher. However, we ask that such visits be limited to one day and be arranged in advance. Visitors may NOT ride the bus and are expected to follow all school rules.

LOST AND FOUND

A lost and found box is available in the school office. Anyone missing personal items may want to check the box. Periodically throughout the school year any unclaimed items will be donated to a local charity.

DISTRICT NEWSLETTER

A District-wide newsletter is published several times a year. This newsletter contains information about upcoming events, summaries of Board of Education meetings, hot lunch menus, and articles about the schools. This information and extracurricular forms are often available on the District website: <http://www.orionschools.us/> If you are not receiving the District newsletter, you may request that your name be added to the mailing list by contacting the Superintendent's Office, 526-3388.

PARENT-TEACHER ASSOCIATION

The PTA meets regularly and sponsors several activities for the benefit of our students during the school year. We urge all of our parents to participate in this organization.

EQUAL OPPORTUNITY EMPLOYMENT

As per School Board Policy #5:10, The School District shall provide equal employment opportunities to all persons regardless of their race, color, religion, creed, national origin, sex, age, ancestry, marital status, arrest record, military status or unfavorable military discharge, citizenship status, use of lawful products while not at work, physical or mental handicap or disability if otherwise able to perform the essential functions of the job with reasonable accommodation.

Persons who believe they have not received equal employment opportunities should report their claims to the District Superintendent.

ASBESTOS MANAGEMENT PLAN

An Asbestos Management Plan for C.R. Hanna Elementary School was implemented on July 1, 1989. As required by law, reviews of the plan and building inspections have been conducted every three years since the plan's implementation. Copies of the plan are available for review in the C.R. Hanna Office.

COMPLAINT RESOLUTION

The District Board, Administration, and Staff encourage parents to discuss their children's education with District personnel. If you have specific concerns regarding programs or instruction, discuss them directly with your child's teacher. If the matter continues to be a concern, contact the building principal. Finally, you are welcome to contact the District superintendent or his designee for resolution prior to contacting individual members of the Board of Education. Your support is necessary and required to allow your child to fully benefit from the educational program.

HEALTH INFORMATION

PHYSICAL FORMS

A physical examination is required by the Orion School District #223 upon entrance to Early Childhood, Pre-Kindergarten, Kindergarten, Sixth and Ninth grades. Students entering the District from out of state, irrespective of grade, are required to have a physical examination. All students must have their physical and immunization records submitted no later than October 15th of the school year. All new students who are first-time registrants shall have ten days following registration to comply with the health examination and immunization regulations. State Code and School Board Policy (7:100) states a student not in compliance with these rules and regulations will be excluded from school at the discretion of school authorities until such time that he/she shows evidence of compliance. If a medical reason prevents a student from receiving a required immunization, the student must present an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, registered nurse, or local health department responsible for administering the immunizations. Students objecting to having the required immunizations on constitutional or religious grounds must present an annual written statement of objection with the parent or guardian signature. Students may also present statements from licensed physicians that indicate immunizations may be contra-indicated for health reasons.

The recommended immunization schedule is as follows:

AGE	IMMUNIZATIONS NEEDED
2-4 Months	DTaP (Diphtheria, Tetanus, & Pertussis) IPV (Polio Vaccine) HepB (Hepatitis B: 1 & 2) Hib (Haemophilus influenza, b)
4-6 Months	DTaP
6-8 Months	Tuberculin Skin Test, HepB #3
12 Months	MMR (Measles, Mumps, Rubella) DTaP, IPV, Hib, and Varicella
1 ½ years	DTaP, IPV, Hib
3-4 years	Proof of HepB Series and Blood Lead Assessment/Screen
4-6 years	DTaP, IPV, MMR and Blood Lead Assessment/Screen
9th grade	Proof of Hepatitis B Series DT (Adult Diphtheria-Tetanus) Every ten years thereafter

DENTAL FORMS

All Illinois children in Kindergarten, Second, and Sixth grades will be required to have an oral health examination. Examinations must be performed by a licensed dentist and he/she shall sign the report form. Each child shall present proof of examination by a dentist prior to May 15th of that school year.

VISION FORMS

Illinois State Law requires all children entering kindergarten or enrolling for the first time in public, private, or parochial elementary schools to receive a comprehensive eye exam. Children will be required to have the eye exam performed only by qualified eye doctors-such as optometrists and ophthalmologists. This exam is due by October 15th of the school year.

VISION AND HEARING

Vision and hearing are checked on children in Pre-Kindergarten, New Students, CR Hanna students, students in Drivers Education and in Special Education classes or any teacher/parent referrals. You will be notified by mail if your child fails the vision or hearing test.

ASTHMA POLICY

A student is now able to self administrate his/her prescribed asthma medication if the following criteria are met:

- The parents or guardians of the student provide the school with written authorization for the self-administration and
- The parents or guardians of the student provide to the school the prescription label, which must contain the name of the medication, the prescribed dosage, and the time at or circumstance under which the medication is to be administered.

ILLNESS

A student should be temperature free, without any temperature altering medication, such as Tylenol, for 24 hours before returning to school.

COMMUNICABLE DISEASES

To aid in the health of an ill student and help preserve the health of well students any student with a communicable disease, such as strep throat or pink eye, should be on prescribed medication for 24 hours or until that student is symptom free before returning to school.

VOMITING

When a child vomits at school, that student will be expected to go home.

HEAD LICE

Orion School District has a nit free policy. If nits or lice are detected that student will have to leave school. The student needs to be treated with the appropriate lice-killing product before returning to school. To be readmitted the student will have to be checked by the School Nurse and must be nit and lice free.

MEDICATION

If medication is needed to be administered at school, the proper Medication Form needs to be filled out and signed by a physician and parent. Non prescription drugs also need a Medication Form filled out and signed by the parent.

Both prescription and non prescription drugs will be distributed by the School Nurse or authorized personnel.

MEDICATION PROCEDURES

- Only those medications which are necessary to maintain the child in school and must be given during school hours shall be administered.
- A program for administration of medications to children in Orion School District #223 will be managed by the School Nurse, under direct supervision from the administrator of each building.
- Permission for long-term medication shall be renewed annually. Changes in medication shall have written authorization from the licensed prescriber.
- The parent/guardian will be responsible at the end of the school year to pick up any unused medication which was prescribed for their child. If the parent/guardian does not pick up the medication at the end of the school year the nurse will dispose of any left over medication and document that the medication was discarded.
- Orion School District #223 retains discretion to reject requests for administration of medication.
- The School Nurse will use a schedule to stagger administration time when necessary.
- Parents may come to school to administer medications.
- In extreme emergencies the School Nurse may take a verbal order from the physician by phone to be followed by a written order within a 24 hour period. The parent will be contacted by phone and/or in writing regarding the medication administration.
- In the absence of the School Nurse, the administrator or staff will supervise self administration of medication.