



**WELCOME TO THE DISTRICT 158 EARLY CHILDHOOD
CENTER**

Our handbook is provided to assist you with general information concerning the District 158 Early Childhood Center (D158 ECC).

Mission Statement

The purpose of the District 158 Early Childhood Center is to create an educational experience that will provide the foundation for learning by addressing the unique developmental needs of children through experiences and interactions with materials, peers, and adults.

Enrollment

All students that attend and/or receive services through the District 158 Early Childhood Center have been developmentally screened and/or evaluated and have qualified to attend. District 158 families interested in their child attending the District 158 Early Childhood Center can visit our website at www.huntley158.org/ecc to start the screening process.

Once a child qualifies to attend he/she must be registered with his/her birth certificate, proof of residency, and must have a current physical with an immunization record completed within the last 12 months for entry into school.

Birth Certificate Requirements

Illinois law requires at registration, or within 30 days of registration, a certified copy of the student's county birth certificate to be on file with the district. If the certified copy is not available, then the school must be furnished at a minimum: the student's identity and age, along with an affidavit explaining the inability to furnish the birth certificate. If the person enrolling the student does not comply, the school district must report this fact in writing to the local law enforcement agency and provide written notice to the person enrolling the student that if they haven't complied within 10 days, the situation will be reported to local law enforcement for investigation.

Program Design

The District 158 Early Childhood Center is designed to meet the criteria set by the *Preschool for All Children* Illinois State Grant Program and also meets the needs of students that have qualified for an Individualized Education Program (IEP) under IDEA. The preschool program has classrooms for students that have qualified as at-risk under *Preschool for All Children*, Early Childhood Special Education classes and classes that blend the students identified as at-risk and students with an IEP. Related services such as social work, speech and language, occupational therapy, physical therapy, hearing and vision support, orientation and mobility are available for students who qualify for the service. These services are integrated into the classroom setting whenever possible. Some of these services may be provided by removing the students from the classroom or through out-patient services when appropriate. All program placements are determined by the school team with the parent/guardian and follow the Illinois State Board of Education (ISBE) procedures and requirements. Please visit www.isbe.net for more information. Classroom programs operate 5 days a week for 2.5 hours per day. The school offers two sessions a day. Snacks are provided in all of the preschool classrooms.

Snacks/Food

Snacks are provided by the District 158 ECC program per the *Preschool For All Children* grant. Any snacks from home should be nutritious. Gum is not allowed. When bringing treats for classroom celebrations, please remember that District #158 requires that all treats must be commercially prepared and packaged. The distribution of edible birthday treats is not permitted in schools.

Curriculum

The Creative Curriculum model is implemented and aligned with the Illinois Early Learning and Development Standards. Four developmental areas are addressed: social/emotional, physical, cognitive, and language. These areas of development are most effectively taught when children are engaged in activities with their peers, adults, and in natural environments.

Assessment

Preschool has adopted the Teaching Strategies Gold Assessment system. All children are monitored for progress in social/emotional, physical, language, cognitive, literacy and mathematical skills. Progress is reported to parents three times per year. Additional assessments may be used to monitor progress.

Home/School Communication

What you can expect:

- Parent /Teacher Conferences are conducted twice a year in the Fall and Spring
- Report cards three times per year
- Classroom Newsletters and calendars
- Notification for upcoming D158 Early Childhood Center events.
- Parents may communicate with staff through email, phone calls, or notes. Please allow time for the staff to respond, as all communication will be done during work hours and non-student attendance times, as to not interfere with direct instruction.
- Parent Education Days are held 7 days during each school year. There is no student attendance on these days. See the district calendar for specific dates and see below for more information.
- Please visit our website at <https://huntley158.org/ecc/> and find us on Facebook at District 158 Early Childhood Center

Parent Education Days

A school and family partnership is integral to the success of our students. Each school year, 7 days are utilized for our parent education days per the *Preschool For All Children* grant we receive from ISBE. On these days there is no school attendance for ECC students, instead we offer educational workshops for families to explore topics with the ECC staff to enhance the development of our students. Families are able to bring their children with them, child care is provided. On these days we also provide an activity to encourage families to engage with other families and ECC staff in a variety of locations throughout the community. The parent education days are voluntary.

Volunteers

In School District 158, we are fortunate to have extensive community and parental involvement. Throughout the year, there are many opportunities to volunteer in the schools. In an effort to sustain a safe and orderly school environment and because our students need and deserve the full attention of our volunteers, we have established volunteer guidelines whereby no younger siblings will be allowed to accompany a volunteer during school hours. We hope that everyone understands that this is in the best interest of our students as we continue to strive for their academic excellence.

Visitors

The safety and security of your children is our number one concern. In an effort to maintain a safe, disruption free educational environment for District 158 students, we are asking all visitors to use the same procedures when entering the building. The School District expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event.

- All visits to classrooms must be pre arranged with the teacher.
- Conferences will be held outside school hours or during the teacher's conference/preparation period.
- Upon entering the building please report directly to the office.
- A school official will inquire as to the nature of your visit.
- A school official will ask you to sign in.
- You will be issued a visitor pass that should be worn visibly. All staff members have been instructed to stop and question anyone without an office-issued pass.
- At the conclusion of your scheduled visit, please stop in the office, sign-out and turn in your visitor's pass.

Parent Notifications and Permissions

There will be times throughout the year when parents are asked to give permission for activities or indicate attendance at such activities as field trips, family activities, and parent education sessions. Parents are respectfully asked to indicate participation at the time responses are due.

We do not want to disappoint parents and children when late responses are received and arrangements for activities have been made and cannot be changed.

Absences and Attendance

If your child is to be absent because of illness, you are required to call the school absentee line by the beginning of the school day and report the absence each day. If your child is absent and we do not receive a call, we will call you at home or your place of employment to verify the absence. The purpose of this procedure is to determine if your child has arrived safely at school. School policy requires a written excuse from a doctor for any student who is absent from school due to illness for three or more consecutive days to excuse the absence.

Attendance is crucial for students to succeed and receive the full benefits of the early childhood program prior to entering kindergarten. We will closely monitor all absences and hope for the cooperation of parents in improving school attendance.

The attendance-monitoring program is divided into three (3) levels of absenteeism:

Level 1: 15 Full Days Absent

- At this level, a letter will be sent to the parents notifying them of the dates of the absences and inquire if there is anything the school can do to assist in getting your student to school.
- We will also ask that if the absence will be prolonged, i.e., hospital, illness, etc., the school should be notified or a doctor's note provided if an illness causes an absence for 3 or more consecutive days.
- This is not a punitive letter, but one of concern on our part.

Level 2: 20 Full Days Absent

- A second letter will be sent once again advising parents of the days missed and how a continued pattern of absenteeism may affect their child's education.
- If there is an absenteeism pattern, a conference with the school administration will be required. If there is not an absenteeism pattern, the conference will be waived and only the letter sent.
 - If absences to date are found to be unexcused a meeting may be scheduled to discuss their child's absenteeism and the impact on their child's education and provide any necessary support.

Level 3: 25 Full Days Absent

- A registered letter will be sent to the parents notifying them of the days the student has been absent. This letter will advise the parents that they must schedule a meeting with school

administration to discuss their child's absenteeism and the impact on their child's education and provide any necessary support.

Excused Absence

An excused absence is defined as an absence due to sickness or an emergency in a family in accordance with the State Law. Acceptable absences include:

1. Personal illness
2. Mental or Behavioral Health Days
Students may utilize up to 5 mental/behavioral health days. After the use of the 2nd day, the student may be referred to the appropriate school support personnel.
3. Death in the immediate family
4. Family emergency*
5. Religious holiday observance
6. Quarantine per County Health Department
7. Court appearance
8. School sponsored activity

* "Needed at home" is not a sufficient excuse. The note from the parent must indicate the reason for the emergency requiring the student to miss school.

Unexcused Absence

Examples of absences that cannot be excused include but are not limited to:

1. Errands which could be scheduled when a student is not required to be in school.
2. Oversleeping
3. Car trouble or missing bus ride.

Prearranged Student Absences

For planned absences, such as family vacations during the school year, parents should notify the teacher and office in writing in advance.

Tardiness - It is very important that children arrive at school on time. The educational process is disrupted for all concerned when this occurs. When tardy to school, a student must report to the office with a parent/guardian to be signed in before attending class. A parent/guardian must wait with the child until he/she can be brought to class.

Excused tardies are appointments with an orthodontist, dentist, doctor, eye doctor, etc. Unexcused tardies include oversleeping or missing the bus.

Absence and Participation in After School Activities

A student must be present at school a minimum of 1.5 hours to be eligible for participation in after school co-curricular activities such as athletics, concerts, presentations, plays, trips, etc. If a student goes home ill during the day, that student becomes ineligible for participation in any school co-curricular activities that day.

Health and Safety

Health Services

The health program is designed primarily to maintain health and prevent serious injury or illness. A Nurse is employed by the District in each school to be on duty when children are present during the regular school day. When students visit the nurse they will be escorted by an adult. If the nurse is not there or the Health Office is closed, the student should be escorted to the main office.

Accident and Illness Procedure

When a student becomes ill at school, he/she may visit the Health Office. The Registered Nurse will assess the seriousness of the illness or injury and administer first aid. If warranted the parents are notified. Possible outcomes, after being assessed by the nurse, may be that the child may return to class, be picked up by the parent or guardian, or sent to the hospital via EMS. If the child has a fever of 100 degrees or greater, the student **MUST** be picked up from school. Other situations where a student must be picked up from school include, but are not limited to: vomiting, diarrhea, open lesions, lethargy, serious head injuries, undiagnosed persistent or disruptive cough, eye drainage or redness, undiagnosed or new rashes and serious limb injuries. These situations will be given a “nurse home” attendance code. Parents/guardians will be notified to pick up the child immediately, emergency contacts will be called if parents/guardians cannot be reached. Parents are required to sign their child out in the office before leaving the building. Parents will be called to come to school to assist if children are incontinent and need assistance in cleaning themselves.

If an accident or illness merits being excused from school and/or physical activity/gross motor time, a doctor’s note is required that specifies when he/she may return to normal activity. The school nurse will not be able to write a note to excuse the student from gross motor time. A physician's release to return to gross motor time is required whenever a doctor’s note for no gross motor time/physical activity has been given and for concussions.

If a student sustains a concussion, please notify the Health Office. The school will support a student with a concussion working with the student’s physician and by providing a Return-to-Learn protocol. The student will check in with the School Nurse daily to evaluate symptom severity.

Communicable Diseases

Please notify the school office as soon as possible if your child contracts any contagious disease. If such a disease is contracted, the child must be excluded from school. Communicable diseases such as; chicken pox, German measles, impetigo, influenza, measles, mumps, scarlet fever, infectious mononucleosis, norovirus, coronaviruses, and Strep throat are contagious before they reach a stage where they can be recognized and diagnosed. Certain communicable diseases will require a doctor’s release for the student to re-enter school or may require documentation from the health department to re-enter school or school related activities.. Please check with the health office for specifics. As always, please keep your child at home during an illness to decrease the number of students who are exposed to the illness. Students who have been running a fever (100 or greater) should be kept home fever-free for 24 hours before they return to school (unless guidelines from the CDC or IDPH increase this timeframe). Students should also remain at home for 24 hours after vomiting has stopped and the student can tolerate a solid diet. Parents shall also keep students home until diarrhea-free for 24 hours.

Administering Medication to Students

Every attempt should be made to schedule medication administration outside of school hours. However, if under exceptional circumstances a child is required to take prescribed medication during school hours, all medication shall be transported to and from school by a parent or guardian. Students are not to transport or have medications in their possession except for the self-administration of diabetes medication, asthma medication, or epinephrine auto-injectors, as outlined in Sections below.

The R.N., principal and/or their designee will administer the medication in compliance with the following regulations:

1. Prescription Medication:

- An “Administration of Medication Form” (which can be obtained on the website) signed by the parent or guardian.
- An “Administration of Medication Form” (which can be obtained on the website) signed by the medical doctor, renewed annually at the beginning of the school year.
- The original prescription bottle must be brought to school by the parent (children may NOT carry the medication to school).
- The prescription bottle label must contain the child’s name, name of medication, time to be administered, dosage, possible side effects and termination date of administering the medication. Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

2. Non-Prescription Medication:

- An “Administration of Medication Form” (which can be obtained on the website) signed by the parent or guardian.
- An “Administration of Medication Form” (which can be obtained on the website) signed by the medical doctor, renewed annually at the beginning of the school year. Some non-prescription medications may be supplied by the school – please check your school for specifics. (All medication needs to be labeled with the child’s name and brought to school by the parent). Except for diabetes medication, asthma medication and epinephrine auto-injectors maintained by students authorized to self-medicate, all student non-prescription medication must be stored in an appropriate locked cabinet in the Health Office, accessible to authorized personnel only.

3. Self-Administration of Medication

Students are permitted by law to carry and self-administer diabetes medication, asthma inhalers, and epinephrine auto-injectors, where appropriate. The parent or guardian must sign a statement acknowledging that the district is to incur no liability as a result of any injury or claim arising from the self-administration of the medication or use of an epinephrine auto-injector regardless of whether authorization was given by the student’s parent/guardian or by the appropriate medical official, and that the parent/guardian will indemnify and hold harmless the school district and its employees and agents against any such claims.

A. Diabetes Medication

Students may carry and self-administer their own diabetes medication. However, most parents of elementary aged students usually prefer the R.N. to monitor the student’s diabetes.

B. Asthma Medication

Students may carry and self-administer their own asthma inhalers. However, most parents of elementary aged students usually prefer the R.N. to monitor the child's use of the inhaler.

- If the parent would like their child to carry their own inhaler, the parent must provide:
 - Written authorization through the "Request for Self Administration of Asthma Medication" form found on the website.
 - A prescription label with the name of the medication, the prescribed dosage and the time or circumstances under which the medication is to be administered.
- Please provide an Asthma Action Plan (blank form can be obtained from the website) completed by the student's physician and submitted every year at the beginning of the school Year.

C. Epinephrine Auto injectors (Epi-Pens). Students may carry and self-administer an Epi-pen. However, most parents of elementary aged students usually prefer the Epi-Pen to be kept in the Health Office.

- Please submit a Food Allergy Action Plan (blank form can be obtained from the website) completed by the student's physician. A Food Allergy Action Plan needs to be updated by the physician and submitted every year at the beginning of the school year.
- If the parent would like their child to carry and self-administer their Epi-pen, the parent must also provide:
 - Signed written authorization for the self-administration of medication, and written authorization from the student's physician, physician's assistant, or advanced practice registered nurse, which includes the following information:
 - i. The name of the student;
 - ii. The name and purpose of the epinephrine auto-injector;
 - iii. The prescribed dosage;
 - iv. The time or times at which or the special circumstances under which the epi-pen is to be administered;
 - v. The necessity for the medication during the school day;
 - vi. The likely side effects;
 - vii. An emergency number where the physician can be reached.
 - viii. A Food Allergy Action Plan is still required to be submitted.

4. Effective July 1, 2020, students who are diagnosed with epilepsy or a seizure disorder must submit a seizure action plan at the beginning of each school year. This form is available on the District 158 Website.

5. Epinephrine Auto injectors (Epi-Pens), UNDESIGNATED

The Emergency Epinephrine Act, P.A. 97-0361 (the Act) became law in Illinois in 2011, permitting schools to stock a supply of Epinephrine Auto-Injectors, authorizing physicians to provide school districts and non-public schools with a prescription to obtain the Emergency Auto-Injectors from local pharmacists, and giving School Nurses or other trained personnel the authority to provide/administer the epinephrine to any student or staff member whom the nurse believes is having an anaphylactic reaction. Undesignated epi-pens will be available in all the schools during school hours and kept in the nurses' offices. The School Nurse or other trained personnel may administer an undesignated epinephrine auto-injector to any person the nurse believes in good faith is having an anaphylactic reaction. This includes parents, visitors, and guests. The standing order and emergency supply of Auto-Injectors are kept in the office of the School Nurse.

Students with food allergies should also complete the "Food Allergy Action Plan" form, which is available on the district website.

Emergency Information

There are times when a student's illness or injury requires transportation to the hospital. The local rescue squad will transport the student requiring emergency medical treatment to the appropriate medical facility. Every attempt will be made to notify the parent or guardian before transport. In order to contact parents quickly in the event of an emergency, it is required that we have complete and current information in PowerSchool on the following items;

- Your home address and telephone number
- Working status of both parents, including the name of the company, the address and the phone number where you can be reached
- The name and phone number of a neighbor or friend who is willing to attend to your child in an emergency.
- It is the parent's responsibility to notify the Registration Office at the District Office of any changes in the aforementioned items.

Physical Examinations and Immunizations

In accordance with the Illinois Department of Public Health and the Illinois School Code, physical examinations are required for all students entering preschool, kindergarten, sixth grade and ninth grade. Physicals are also required of all transfer students and students participating in interscholastic sports. The physical examinations must include a record of all immunizations that the child has received. All physicals and immunizations must be submitted prior to the first day of school or students will not be allowed to attend school.

Every child who enters preschool, kindergarten, sixth or ninth grade and every child who enters a school, irrespective of grade, must present evidence of immunization as prescribed by the rules and regulations of the Illinois Department of Public Health and the Illinois State Board of Education. Students failing to meet the required legal immunizations, against measles, tetanus, diphtheria, poliomyelitis, varicella, pertussis (whooping cough), meningitis, rubella, mumps, and Hepatitis B, will be excluded from all District schools. There are two exceptions to this State Law:

- Children whose parents or legal guardians object to immunizations on religious grounds must present the IDPH's Certificate of Religious Exemption form to the Superintendent or designee. Upon receipt of the form, the Superintendent or designee shall immediately inform the parent/guardian of exclusion procedures if there is an outbreak of one or more diseases from which the student is not protected.
- If the physical condition of the child is such that any one or more of the immunization agents should not be administered on medical grounds, the examining physician responsible for the performance of the health examinations shall endorse such fact upon the health examination form. (Illinois School Code).

Vision & Hearing

Vision and hearing screening is done as mandated for preschool children. Parents will be notified of the screening days annually. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating an eye exam has been administered within the previous 12 months and that evaluation is on file at the school. Vision and hearing screenings are not an option. If a vision or hearing examination report is not on file at the school for your child, we

are required to conduct the screening.

Safety

Emergency Drills

Emergency drill procedures will be discussed with all children by their classroom teachers. Drills will be held several times throughout the school year. Students must quickly and quietly report to the appropriate location. If a parent would like to opt their student out of participating in the annual lockdown drills they must request this in writing to the school administration annually.

Campus Resources Officers

Huntley Community School District 158 (HCSD158) has established a Campus Resource Officer (CRO) program in partnership with the Algonquin, Huntley and Lake in the Hills Police Departments. As part of an intergovernmental agreement, this partnership helps create “effective and positive school student discipline that (a) is part of HCSD158’s larger effort to address school safety and climate; (b) includes proactive and restorative methods rather than only punitive; and (c) is clear, consistent and equitable.” Each CRO is equipped with a body worn camera (BWC) as provided by law in accordance with Police Department policies. The CRO’s BWC will not record during the school day unless and until the CRO has reason to believe that a crime has been or is in the process of being committed. Further, in the event an CRO is in a hostile situation or perceives that a complaint will be raised, at the CRO’s discretion, the BWC can begin recording.

Safety In the Building:

- In the classroom, unsafe objects and supplies are kept in cabinets and out of reach for young children.
- In the classroom, toys and materials are inspected frequently for broken pieces.
- An adult is always present when children need to walk in the hallway, go to the bathroom, and walk to and from the bus or car rider line.
- All District 158 school employees are required to wear ID badges. Substitutes are required to display a badge or lanyard identifying them. Visitors must sign in and out in the main office and wear a visitors tag.
- Even if a teacher is expecting a parent to visit a classroom, the parent **MUST** still sign in at the main office, obtain a visitor's pass and wait to be directed to the classroom.

Gross Motor Time:

- Our playground is fenced in for the safety of our students.
- There will always be at least a teacher and an assistant with the children on the playground or in the motor room. Frequently two classes will use the playground or motor room at the same time and then there will be additional staff to supervise the children.
- The staff will review the expectations for the playground or motor room with the students prior to their gross motor time and utilize a variety of strategies to assist the students in remaining safe while on the playground or in the motor room.

Daily Schedule

A daily schedule and routine provide a basic consistent structure for each day to meet children's individual needs and enhance the development of each child. A good schedule for children of preschool age offers balance between active and quiet times; large group, small group and individual activities; indoor and outdoor play times; and times for children to choose their own activities as well as times for teacher – directed tasks.

A daily schedule works best when it is also developmentally appropriate, flexible and at times spontaneous to meet individual and group interests. Our preschool schedule includes the following components not necessarily in this sequence in every classroom.

Typical Daily Schedule

- Arrival Routine
 - Whole group or circle time
 - Snack as a whole group or during choice time
 - Choice time includes free play in interest areas, small groups and/or individual assistance, snack may be included
 - Gross motor activities outside on the playground or inside in the multipurpose room/classroom
 - Story time / music / finger plays
 - Arts & craft activities
 - Departure Routine
- *Bathroom times are scheduled as needed for toileting and hand washing.

Social/Emotional Development

The District 158 Early Childhood Center is a proud participant of the Illinois PBIS (*Positive Behavior Interventions and Supports*) Network. Please visit www.pbisillinois.org to learn more. At the D158 Early Childhood Center we use the Pyramid Model <https://www.childrensstitute.net/about-us/blog/what-pyramid-model>

Socialization is an essential part in learning. All young children need to develop a sense of security and safety in the classroom environment as well as respect for themselves and others.

Through positive interactions in a caring atmosphere the following strategies will be utilized:

- Demonstrate / model positive interactions
- State classroom rules frequently, often using pictures to illustrate
- Set limits and consequences
- Give choices whenever possible
- Redirect children to appropriate and positive activities
- Use consistent strategies

If a situation arises in which interaction by an adult is necessary to maintain an ongoing safe/secure environment, some examples of consequences that may occur include but are not limited to:

- Reminder of appropriate behavior
- Use consistent strategies
- Redirection to another activity
- Time away from an activity and/or peers within the classroom

- Removal of a child or children from the classroom for safety reasons (with adult supervision and support)

All strategies are based on individual needs of the child and the learning situation. For students with a Behavioral Intervention Plan, behaviors will be addressed as outlined in their plans.

While the District has suspension and expulsion procedures outlined in Policy 7:200 and 7:210, per Public Act 100-105, the Early Childhood center does not utilize suspension or expulsion measures as behavioral consequences.

Dressing for School

Since we do many activities that can be messy or that require the children to participate on the floor, we suggest the children wear washable “play” clothing. As the weather changes and the children are wearing more clothes, we strongly encourage them to dress and undress themselves. Parents can help by teaching children to put on and remove outer clothing. The more practice children have the better they can accomplish these tasks independently. Please put their name inside their clothing, coats, accessories, and backpacks.

It is best that students wear gym shoes since we do have gross motor time every day either inside or outside, weather permitting.

Toilet Training / Bathroom Procedures

Children attending the District 158 ECC are in various stages of toilet training. If toilet training is being worked on at home we will try to accommodate your child by using the same strategies at school, while also encouraging independence. If needed, will assist your child with a change when pull-ups or diapers are soiled or she/he indicates a need to be changed. Your child’s teacher may provide toilet training suggestions and/or information upon request. All pull-ups, diapers, and wipes will be provided by the parent/guardian. Please be sure that your child attempts to go to the bathroom and has a clean, dry pull-up/diaper before he/she comes to school or gets on the bus.

Property

Students are to respect the property of others including that of students, staff and school. School issued materials, such as textbooks, tablets, lab materials, etc. are on loan to students. Any damage or replacement costs are the student’s responsibility. Student storage areas are for school property and thus are to be used only for the purpose of storing books, notebooks, lunches, coats, etc. These areas are subject to search by school authorities.

Parent Teacher Association (PTA)

The PTA is a partnership. The PTA brings people together to share thoughts and ideas about programs and activities that benefit students and their families. The PTA works with staff to help promote school goals and bring a sense of community to our schools. For further information, please check your school’s web page for the PTA link. Invitations to private parties (birthdays, holidays) should be distributed outside of school. These types of invitations will only be distributed at school if the entire classroom is invited to the private party. Birthday acknowledgements (balloons, flowers, etc.) will not be sent to

classrooms and cannot be sent home on the bus.

Student Placement

Student placement is a function of building administration. Teachers work together with administration to place students in classrooms. Parents will have an opportunity to provide comments or information pertaining to their child's learning needs and session preference each year in the spring for the following year.

Bus Transportation

School bus transportation is an important part of each student's education experience and the Transportation Department will assist in making this experience as pleasant as possible. It is the responsibility of the Transportation Department to design and implement routes and stops according to guidelines set forth by the Illinois State Board of Education and Illinois State Law. Students are required to ride their designated routes and get on and off at their designated stops. Students must be picked-up and dropped-off at the same location Monday through Friday. Transportation needs to keep track of students riding their designated routes in the event of an emergency (i.e. bus collision, lost or missing students). Due to the number of students that are transported in the district and the growth in the district, it is no longer feasible to let students ride home on routes other than their designated routes. In the event of an emergency the parent must call the Transportation Department at (847) 659-3000 to request a change in their child's designated route. Requests for changes will be accepted or denied based on the number of regular bus students riding the bus. Parents will have to send a note with the child to be given to the principal or designee of the change approved by Transportation. Any changes school principals authorize need to go through the Transportation office for reasons previously stated.

Bus Danger Zones

Statistically school bus transportation is the safest means of transportation that a student can take to and from school. A student has a 150 times greater risk of being in an accident to and from school via another vehicle other than a school bus. The area within ten (10) feet in the front, sides and rear of the bus are the most dangerous areas of the bus known as the DANGER ZONE. Precautionary guidelines must be adhered to when students are loading and unloading. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Students need to remain at least 10 feet away from the bus before loading. When unloading, students must exit the bus directly away from the bus, moving directly away from the bus at least 10 feet away from the bus. If a student should drop a personal item directly in front of or alongside of or at the rear of the bus the student should not retrieve that item until first letting the driver know that they have dropped that item. The driver will then decide if it is safe to retrieve the lost item. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

Bus Drivers

School District 158 bus drivers are responsible for the students riding their buses just as teachers are responsible for the students in their classrooms. Students are required to obey the driver at all times. The bus driver is required to report students that violate the bus rules of proper behavior and conduct while riding the bus. Bus drivers are not authorized to approve requests to change routes or make unauthorized stops unless approved through the Transportation office.

Bus Stops

Students need to be at their designated bus stops 5 minutes prior to the scheduled arrival time of the bus.

The private property of those living near the bus stop is to be respected. Bus drivers are required to report any student(s) that are consistently tardy for their bus, as corrective action may be necessary. It is important that the buses maintain a timely schedule. Students need to stand a safe distance on the sidewalk away from the curb and street where sidewalks are provided. In areas where sidewalks are not provided, students need to stay off the road and out of harms way of motorists using the roadway. Students waiting for the bus are not to approach the bus until the bus has come to a complete stop and the driver has opened the door. Students are to get on the bus in single file in an orderly fashion without pushing and shoving. Students are to find a seat immediately. When students need to cross a road before boarding or after exiting the bus they must wait to do so until the driver has signaled them, giving permission to cross. Students should cross the road far enough in front of the bus (approximately 10 feet) so that the driver can see the student and the student can see the driver. Students that need to cross the road should notify the driver before getting off the bus that they would need to cross the road. The student should then exit the bus and proceed to the front of the bus remaining at least 10 feet in front of the bus, remaining on the curb or edge of the roadway, until the bus driver signals the student permission to cross the road. Students when unloading need to immediately step at least 10 feet directly away from the bus and proceed immediately to their destination. At no time should a student while loading or unloading, walk directly alongside of the bus nor should a student cross the road behind the bus. Not following these guidelines is a serious safety offense and the drivers have been directed to submit bus conduct reports of students that do not follow these guidelines.

School Bus Conduct Procedures

Every student has a right to a safe and enjoyable ride to and from school free from intimidation, threat or harassment. Bus drivers are responsible for the lives of all students on their buses and will not be required to transport any individual who is a disciplinary problem. If a student's behavior is not acceptable, the right of riding the bus may be suspended and the student may face further consequences as described in the Elementary Student Handbook. The school discipline system applies to students at the bus stop, on the ride, and throughout the school day. It then becomes the responsibility of the parent to transport the student. Revocation of a student's bus riding privileges is not considered an exclusion, expulsion or suspension from school. Students suspended from the school bus who do not have alternate transportation to school will have the opportunity to make up missed school work for equivalent academic credit. It is the responsibility of the student's parent or guardian to notify the school that the student does not have alternate transportation. School bus riders, while in transit, are the responsibility of school bus personnel. Decisions regarding special education students will take into account related disabilities and IEPs pertaining to transportation. Students at bus stops, bus loading and unloading zones and in route are also subject to the District's Rules and Policies.

Non-Bused Students

In the interest of safety and security of the students, please follow the car rider pick-up/drop-off procedures.

Multi-Tiered Systems of Support (MTSS)

Multi-Tiered Systems of Support (MTSS) is a multi-tier approach for early identification and support of students with learning and behavior needs. The MTSS process begins with high-quality instruction and universal screening of all children. Children with identified needs are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These interventions may be provided by a variety of personnel, including general education teachers, special educators, paraprofessionals, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the dynamics, intensity and duration of interventions

are based on individual student response to instruction. MTSS is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data. The state of Illinois provides districts and schools with a framework for using MTSS to determine a student's eligibility for and entitlement to special education services. Effective, research-based core instruction, interventions, and assessment plays a critical role in this process and data from the core curricula and instruction, as well as interventions, are used in the eligibility determination process. If the intervention plan shows the student demonstrates performance discrepancy as indicated by national, state and local assessments AND does not demonstrate educational progress through those established national, state or local norms, the team will then refer the child to the Individual Problem Solving Team to discuss the process of special education entitlement.

Section 504

Students with disabilities who do not qualify for an individualized education program under the federal Individuals with Disabilities Education Act and the Illinois School Code may qualify for services under Section 504 of the federal Rehabilitation Act of 1973 if the child (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. Parents seeking information about Section 504 rights and services should contact the Assistant Principal at their student's school.

Special Education

The District shall provide a free appropriate public education in the least restrictive environment and any necessary related services to all children with disabilities enrolled in District 158, as required by the Individuals with Disabilities Act (IDEA). Once a student is determined to have a disability under IDEA an Individualized Education Plan will be developed by a team of educators along with parents. District 158 provides a continuum of services to children with Individual Education Plans (IEPs). Every effort is made to educate the student within their home school and classroom environment. The Individualized Education Plan (IEP) team, including parents and educators, meets annually to determine the needs of students and the child's least restrictive environment. Students who move into District 158 with an Individual Education Plan will be provided with the services listed on said Individual Education Plan. All students with Individual Education Plans are afforded the safeguards and rights described in the Educational Rights and Responsibilities: Understanding Special Education in Illinois. Discipline: The school will comply with the Individuals with Disabilities Education Act (IDEA) and the Illinois State Board of Education's Special Education rules when disciplining students with disabilities. Students eligible for special education services or those students receiving services under a Section 504 service plan may have an individualized behavioral intervention plan as provided in District Policy and as required by Illinois law. However, all students must conform to the School handbook policy codes.

Waiver of Student Fees

Waiver of student fees will be granted to those students who qualify. Parents/guardians may apply for waiver of school fees by completing and submitting a District fee waiver form and confirmation of current income. The Board Policy regarding fee waivers and a fee waiver application form will be sent to all parents of enrolled students prior to the start of the school year. These forms are also available by contacting the District Office at 847.659.6158.

Nondiscrimination Policy and Grievance Procedures

Non-Discrimination

No student shall be denied equal educational and extracurricular opportunities on the basis of color, race, national origin, religion, sex, sexual orientation, ancestry, age, physical or mental disability, gender identity, status of being homeless, immigration status, order of protection status, marital or parental status, or pregnancy.

Concerns or complaints related to potential violations of this policy should be directed to:

Nondiscrimination Coordinator:

Dr. Adam Zehr
650 Dr. John Burkey Drive
Algonquin, IL 60102
(847) 659-6158

Complaint Managers:

Dr. Amy MacCrandle	Mr. Mark Altmayer	Ms. Jessica Lombard	Dr. Rocio Del Castillo
650 Dr. John Burkey Dr.			
Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102	Algonquin, IL 60102
(847) 659-6158	(847) 659-6158	(847) 659-6158	(847) 659-6158

Any individual may file a sex equity, sexual harassment, Section 504 disability, or other discrimination complaint by using the Uniform Grievance Procedure described in Board Policy No. 2:260, a copy of which is available in the District Office, on the District website, or by contacting any of the individuals named above.

For concerns or complaints against District 158 or its employees other than a discrimination complaint, parents are encouraged to first contact the appropriate staff member directly. If the problem is not resolved, parents should then contact the Building Principal. If the problem remains unresolved, the parent should then contact the District Office.

DISCLAIMER:

School rules published in this handbook are subject to change to insure continued compliance with federal, state or local regulations. They are subject to review and alteration as necessary for the routine operation of the school.

SMOKING – Cigarettes and Alternative Nicotine Products All District 158 buildings and grounds are smoke-free environments. This includes all after school activities and school related events.

School Address:

District 158 Early Childhood Center
Chesak Elementary, DOOR 4
10910 Reed Road
LITH, IL 60156

Main Office Number: (847) 659-5400

Absentee Line Number: (847) 659-5411

Screening Hotline: (847) 659-6156

Fax Number: (847) 659-5316

To learn more information or to contact staff members of the District 158 Early Childhood Center please visit our website at <https://huntley158.org/ecc/>

Please note: The D158 ECC defaults to the D158 elementary school handbook for items not addressed in this handbook such as but not limited to discipline policies, harassment and bullying, internet/technology, and student records. The elementary school handbook can be located on the homepage for all elementary schools at www.huntley158.org Please refer to the district website regarding Covid-19 guidelines and information that are not addressed in this handbook.