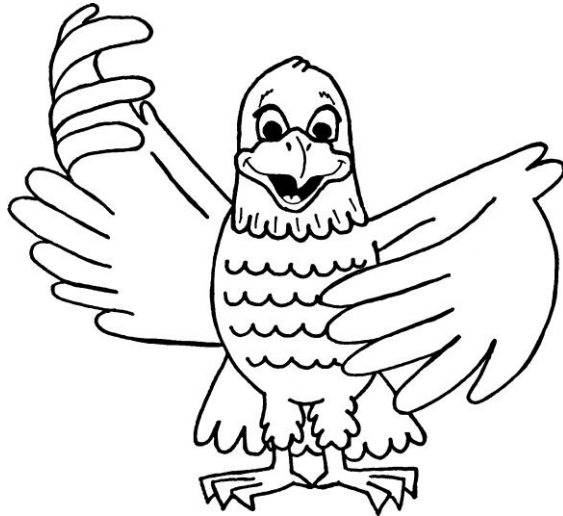


Evergreen



School

2018-2019

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Dear Parents and Students,

Welcome to Evergreen School! The Evergreen staff is committed to providing a quality education to each of our students. We look forward to working with our entire community of learners to make this a successful and productive year.

This handbook has been prepared to provide information concerning school policies and procedures. We ask that all Evergreen students accept the responsibilities listed in this handbook and adhere to the rules presented. We would ask that parents and students take time together to read and discuss the material, and keep this handbook for reference throughout the year. We strive to help our students understand that responsibility must be a large part of their lives. Within reason, we will expect our students to be responsible for their actions; however, it is neither fair nor reasonable to hold a student responsible for something he/she does not know about or does not fully understand.

We look forward to a positive working relationship with each of you. Close cooperation between home and school is essential to promote the best interest of our students. If we can be of assistance at any time during the school year, please call us at (630) 876-7810.

“The greatest gifts you can give your children are the roots of responsibility and the wing of independence.”

-Dennis Waitley

Sincerely,

Laura Pfanenstiel
Principal

Evergreen School Vision Statement

Evergreen School is committed to providing a nurturing community in which students, teachers, and parents respect and support each other. Each individual is challenged to learn and grow in a safe environment.

School Hours

Grades	Starts	Ends
Preschool A.M.	8:30 A.M.	11:05 A.M.
Preschool P.M.	12:20 P.M.	2:55 P.M.
Kindergarten	8:30 A.M.	2:55 P.M.
Grades 1-4	8:30 A.M.	3:05 P.M.



2-Hour Late Schedule – Start of day is two hours later, including bus service. No AM Preschool.

If you are a bus rider, you will arrive at school at approximately 8:15 A.M. If you walk or are brought to school in a car, you should plan on arriving at 8:15 A.M. Adult supervision does not begin until 8:15 A.M. Students are to be dropped off in the designated areas only. In the morning cars are to stay in a single file line and children are to exit cars as soon as the car is in place. Children are to walk on the yellow lines and cross with instructions from the adult supervisor. Safety patrols are on post and help students in the morning and afternoon. Please cooperate and respect the patrollers. The goal of Evergreen is to instill responsibility at all age levels. Saying goodbye at the drop off areas or in front of the building is highly suggested. Encouraging your child to walk independently to the back of the building is advised and will be stressed by all staff members. When the first bell rings, students are to line up in their assigned class lines with voices off. The next bell signals students to enter the building. Morning announcements begin promptly at 8:30 A.M. Students entering after 8:30 A.M. will need a parent to sign him/her in at the office.

At the end of the day, children who ride the bus or day care busses will be dismissed first at 3:05 P.M. Bus #3 will be released at the second bell at 3:07 P.M. Walkers and car-poolers will be dismissed at 3:09 P.M. Specific doors are designated for dismissal for all grades. All students are encouraged to adhere to these designations to enable a safe exiting of the building. The third Wednesday of the month is **Early Dismissal**. Students will be dismissed as follows, Pre-school & Kindergarten (2:00), 1-4 (2:15). For more effective exiting of the building, we ask that parents wait for their child outside. Older brothers and sisters who attend Evergreen should also meet outside. A consistent designated meeting place seems to be most effective. If you are picking your child up in the drop off/pick up area, you must remain in your car, and if weather permits turn off car. If you need to exit your car, you must park in the lot or on the street. Students cannot be picked up in the parking lot if you are not in a permanent spot. **If pick up plans change due to various circumstances, please send a note to the office. Last minute changes are difficult to manage for classroom interruptions need to be kept to a minimum.**

To keep the front door clear for students to exit quickly and to get assistance when needed, we ask parents to wait in front of the school by the Evergreen sign. Thank you in advance.

Attendance Policy and Procedures

*** Attendance at School**

Attendance

Good attendance is an expectation. Illinois law requires that whoever has custody or control of any child between six (by September 1st) and seventeen years of age shall assure that the child attends school in the district in which he or she resides, during the **entire time** school is in session. Illinois law also requires that whoever has custody or control of a child who is enrolled in the school, regardless of the child's age, shall assure that the child attends school during the entire time school is in session.

Please refer to the school calendar in planning vacation trips. Regular attendance in school is very important. **Taking children out of school for vacation is strongly discouraged.** Operational funding for schools is based upon the daily attendance of students.

The Illinois Every Student Succeeds Act (ESSA) plan is including chronic absenteeism as a student success indicator. The chronic absenteeism definition is taken from "Attendance Matters." Chronic absenteeism is defined as 10% or more of excused and unexcused absences in the prior academic year. This definition does exclude medically certified home/hospital instruction and absences pertaining to the death of a family member.

Coming in school late and leaving early are logged as ½ day absences. These add up quickly and should only be done when absolutely necessary.

Student Absences

There are two types of absences: excused and unexcused. Excused absences include: illness, observance of a religious holiday, death in the immediate family, family emergency, situations beyond the control of the student, circumstances that cause reasonable concern to the parent/guardian for the student's safety or health, attending a military honors funeral to sound TAPS¹, or other reason as approved by the principal. All other absences are considered unexcused. Pre-arranged excused absences must be approved by the principal. The school may require documentation explaining the reason for the student's absence.

In the event of any absence, the student's parent or guardian is required to call the school at 1-630-876-7810 before 8:00 a.m. to explain the reason for the absence. If a call has not been made to the school by 10:00 a.m. on the day of a student's absence, a school official will call the home to inquire why the student is not at school. If the parent or guardian cannot be contacted, the student will be required to submit a signed note from the parent or guardian explaining the reason for the absence. Failure to do so shall result in an unexcused absence.

Children who have been absent from school due to an extended illness (beyond one week's duration) must obtain a re-admittance slip from the school office before going to their classroom. This is to protect other students from possible contagions and the contagious student from returning to school too soon.

In order to participate in any school practice, contest or game, performance, etc., on a school day, a student must be in attendance that entire day. This does not apply to field trips or prearranged absences for doctor and dentist appointments. If the absence is due to unusual circumstances, permission to participate may be requested from the Principal.

In the past we had many students upset because they had to go home when they were sick. This made them ineligible for a perfect attendance award. We will not be including this award for this reason stated above. We have many opportunities for students to earn end of the year awards.

* **Communication**

Phone calls to teachers can be made throughout the day. If the teacher is not available, please leave a voice mail and the teacher will respond during a free period.

If you wish to communicate with an Evergreen teacher via e-mail simply address your note to the appropriate teacher by using first initial, last name@bendist25.org. Do not leave urgent messages via e-mail.

Children must go home directly from school either on the bus, in a car driven by a parent/guardian (or an adult specified by the child's parent/guardian), or walk. If arrangements, other than the norm are necessary, a note must be sent to the teacher. The teacher will then send it to the office to be copied.

Please discuss pick up arrangements with your child before arriving at school. Messages cannot be relayed to your child unless it is an emergency. It is imperative that classroom interruptions are kept to a minimum.

* **Progress Reports**

Student report cards are issued three times a year. Parent-Teacher Conferences for all grades take place in November. The purpose of the progress reports is to identify strengths and challenges in your child's educational experience.

* **Homework**

Homework will require more time and effort as student's progress through each grade. The students are expected to use their time and energy wisely, in order to make a reasonable effort to complete all homework assignments. If absent from school, arrangements can be made to have work sent home. Parents should call the school office by 10:00 A.M. and request homework. This gives the teacher enough time to compile the homework. If the child will be back to school soon (after one or two days),

the teacher can help make up any work missed during school time or after school if necessary. Students are responsible for completing homework assignments. If a student fails to complete homework or return homework, a discipline notice (DNF) can be issued.

There are always questions in regards to make up work due to student absence when on vacation. If you will be gone from school for more than one week for a reason other than illness, the principal must be notified in advance. Teachers are not required to supply assignments before students leave on vacation. Students will be required to make up assignments and will be given the assignments the first day he/she returns to school. The student has one day to make up assignments for each day missed.

*** Missed Homework**

Please refer to teachers for grade level expectations. In third and fourth grade a DNF will be issued after the 4th missed assignment.

Truancy, Suspension & Expulsion Procedures

Truancy

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

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

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

- Referral to the truancy officer
- Reporting to officials under the Juvenile Court Act
- Referral to the State's Attorney
- Appropriate school discipline

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

TRUANCY PROCESS DEFINED

Adopted March 1998

The following are general guidelines for implementing truancy interventions. It should be noted that principal discretion may be used to alter the process at any point.

1. More than ten minutes tardy to school equals truancy.
2. With two truanies, the parents are to be contacted by the principal, teacher or middle school team.

3. With five truanancies, a letter from the principal is to be sent to the parent, noting that the truancy situation has been referred to the PST team.
4. With eight truanancies, a meeting is to be held, if it has not already been held, with the parents to explore and establish options to resolve the situation. The superintendent is to be informed of the level of concern and may become involved in the process at this point. (The nature of the involvement may have been outlined at the PST meeting.)
5. With ten truanancies, the Board of Education, in Executive Session, is informed to the situation and may choose to request the presence of the student and their parent for a discussion with the Board on the situation.
6. With anything over fifteen truanancies, and pending the situation, the parents and student are to be referred to the county truancy officer and/or DCFS.

*** Suspension**

The superintendent and the school principals are authorized to suspend from school any students who are guilty of misconduct, such suspension to be for a period not to exceed ten (10) school days. Each suspension shall be reported with the reasons to the Board of Education and to the parents or guardian of the suspended student.

A parent or guardian of a suspended student may request a hearing with the Board of Education or its hearing officer. Prior to the hearing, a conference is recommended with the principal to discuss the suspension and procedure to be followed.

After a review by the Board and its hearing officer, appropriate action concerning the suspension will be taken.

*** Expulsion**

Upon a recommendation by the superintendent, the Board of Education will consider the expulsion of any student whose continued presence at school is a threat to the health and welfare of other students, whose behavior is continuously and incorrigibly disruptive to the school's educational program.

*** New Students**

State of Illinois Public Act 84-1430 requires that schools be furnished with a certified copy of the student's birth certificate within thirty days of the enrollment. Schools will make a copy of the original and return the original to the parent.

All health records including required physicals and documentation of required immunizations must be received within 30 days of enrollment to remain in school.

EVERGREEN SCHOOL'S GOOD CHARACTER STANDARDS

Students are responsible for good behavior and self-control
in the building, on the playground, and on the busses.

BEHAVIOR:	LEVEL
1. Students will follow classroom, bus, lunchroom, and playground rules . . .	1
2. Students will walk safely at all times, in the school building	1
3. At recess, students will line up promptly when signaled to do so by the teacher on duty	1
4. Students will use inside voices when inside the building	1
5. Students will be responsible for cleaning up after themselves	1
6. Students will not wear head cover during school, or at any school events . . .	1
7. Students will return completed homework when due	1
8. Students will keep hands and feet to themselves	2
9. Students will use appropriate language and gestures	2
10. Students will speak and write respectfully to others (no name calling)	2
11. Students will get permission before taking and posting a picture of someone	2
12. Students will not use objects in a way that may cause harm to others	3
13. Stealing, vandalism and cheating are not allowed	3
14. Fighting - real or play - is not allowed	3
15. Students will not threaten or intimidate other students or school personnel (This includes biting and/or spitting.)	3
16. Inappropriate items brought to school (knives, sharp objects)	3

LEVEL ONE CONSEQUENCES:

1st Offense: Student will be given a verbal warning and student will correct behavior at that time.

2nd Offense: A Discipline Notification Form (DNF) will be issued and sent home for parent signature.

Four (4) DNF's will result in a detention before or after school.

LEVEL TWO CONSEQUENCES:

Communication with parents. Detention issued.

Four (4) detentions may result in, student, parent, principal conference, or an in-school or out-of-school suspension.

LEVEL THREE CONSEQUENCES:

Immediate referral to principal. Principal will contact parent. After school detention or, in accordance with School Board Policy, an in- or out-of-school suspension may be instituted.

Health

Health Examinations and Immunizations

Unless the student is homeless or transferring from out-of-state, failure to provide the health examination and required immunizations by October 15, of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunizations.

Student Medication Guidelines

For the safety and welfare of all students, the school district has developed the following board policy 7:270:

Administering Medicines to Students

Students should not take medication during school hours or during school-related activities unless it is necessary for a student's health and well-being. When a student's licensed health care provider and parent/guardian believe that it is necessary for the student to take a medication during school hours or school-related activities, the parent/guardian must request that the school dispense the medication to the child and otherwise follow the District's procedures on dispensing medication.

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

A physician must also complete the form. The medication form must be renewed annually or when there is a change in the prescription. A responsible adult must transport medication to school. Administration of the first dosage of medication must be done at home to observe for side effects. Medication must be brought to school in the original container appropriately labeled by the pharmacy or physician. A safe, locked place is provided for the storage of the medication. If medication is necessary for a food or insect bite allergy, the parent and physician must complete the consent form for emergency treatment and an allergy action plan; parents will provide the appropriate medication.

Nothing in this policy shall prohibit any school employee from providing emergency assistance to students, including administering medication. The Building Principal shall include this policy in the Student Handbook and shall provide a copy to the parents/guardians of students.

Please remember that the primary responsibility for administering medication lies with the parents. Parents may come to school to administer any necessary short term medication to their child. For the safety of all of our students, a student may not carry or self-administer any medications, unless as indicated below.

Self-Administration of Medication

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

The student must demonstrate knowledge of proper use of the inhaler and/or auto-injector, and show responsibility for the care and handling of the medications. All self-administered medications must be labeled with the student's name. Please provide the school with an asthma action plan and/or allergy action plan. Asthma inhalers need only a copy of the prescription or inhaler box with parent signature on the school medicine authorization form to carry an inhaler while in school. The auto-injector still requires a physician and parent/guardian signature. These must also be renewed annually.

School District Supply of Undesignated Epinephrine Auto-Injectors

The Superintendent or designee shall implement Section 22-30(f) of the School Code and maintain a supply of undesignated epinephrine auto-injectors in the name of the District and provide or administer them as necessary according to State law. *Undesignated epinephrine auto-injector* means an epinephrine auto-injector prescribed in the name of the District or one of its schools. A school nurse or trained personnel, as defined in State law, may administer an undesignated epinephrine auto-injector to a person when they, in good faith, believe a person is having an anaphylactic reaction.

This section of the policy is void whenever the Superintendent or designee is, for whatever reason, unable to: (1) obtain for the District a prescription for undesignated epinephrine auto-injectors from a physician or advanced practice nurse licensed to practice medicine in all its branches, or (2) fill the District's prescription for undesignated school epinephrine auto-injectors.

Upon any administration of an undesignated epinephrine auto-injector, the Superintendent or designee(s) must ensure all notifications required by State law and administrative procedures occur.

Upon implementation of this policy, the protections from liability and hold harmless provisions as explained in Section 22-30(c) of the School Code apply.

No one, including without limitation parents/guardians of students, should rely on the District for the availability of an epinephrine auto-injector. This policy does not guarantee the availability of an epinephrine auto-injector; students and their parents/guardians should consult their own physician regarding this medication.

Student Illness

ANTIBIOTIC TREATMENT - If your child is on antibiotics for a communicable disease, such as strep throat, pink eye, etc., keep them home until they have been on the antibiotics for 24 hours. The exception would be for pertussis (whooping cough). If they are going to continue on antibiotic treatment at school, be sure to follow the school's medication policy. Please follow your doctor's orders for antibiotics. Stopping them when the child feels better may cause the child to become sick again. Giving them for the entire time the doctor prescribes will help insure the infection has been treated and no longer communicable.

CHICKEN POX - Students will remain out of school not less than six (6) days after the appearance of the first eruption.

HEAD LICE – Student may return to school after lice treatment has been completed and proof of medication is shown. All nits (eggs) must be removed by parents. The child must also be free of nits and checked by the school nurse or health aide before admittance to class.

MONONUCLEOSIS - Student does not need to be excluded unless fever of 100 degrees is present or if child is not feeling well enough to participate in class. A note from the physician is required for participation in gym classes or other contact sports.

PERTUSSIS (WHOOPIING COUGH) – Students may return to school after completing the full five (5) days of antibiotic treatment. If continuation of antibiotic treatment is necessary at school, please be sure to follow the school's medication guidelines.

RASH - Students with any type of rash, sore or other skin condition should not come to school until the condition has been evaluated and identified by a physician and a written physician release to return to school has been provided to the school health office. The release should include the diagnosis, treatment plan and any information about precautions/restrictions to take at school.

STREP THROAT, IMPETIGO, SCABIES AND CONJUNCTIVITIS (pink eye) – Students may return to school twenty-four hours after treatment has begun, student is 24 hours fever free, and proof of medication is shown.

VIRAL ILLNESS – Students ill with a fever greater than 100 degrees, vomiting and/or diarrhea may not return to school until they are without symptoms for 24 hours without the use of medicine.

After a student has provided a written physician release for a student to return, any open wound or sore must be covered with a dressing taped on all four sides. Students will benefit from being taught to never share personal items when active in the community, at home or school such as clothing, uniforms, sports equipment, towels, skin balms or lotions, razors, water bottles, bar soap, etc. Students should always report any skin lesions to an adult. Following these simple precautions, and good hygiene practices such as effective hand washing, can help prevent the spread of many communicable diseases.

If a student is diagnosed with one of these ailments, please notify the health office as soon as possible. The school district reserves the right to request a physician's note for a student to return to school if the nurse and/or principal feel this procedure is necessary for the protection of the other students or as a guideline for full or limited activities of the ill student.

First Aid

Benjamin School District 25 has a full-time nurse and an LPN employed. Children developing an illness or becoming injured during the school day will be evaluated by a nurse. Parents will be notified to pick up their child if the student is severely ill or injured or appears contagious to others. In addition, the district nurse will be available for consultation as needed.

In the event of an emergency, we will transport a child to the hospital via an ambulance if we are unable to contact parents.

Concussions

Each school board is mandated to adopt a policy regarding student athlete concussions and head injuries that comply with the protocols, policies and by-laws of the Illinois High School Association (IHSA). A concussion is defined as a traumatic brain injury that interferes with normal brain function. A student does not have to lose consciousness to have suffered a concussion.

This policy requires the collaboration of a concussion oversight team to establish a return-to-play protocol and a return-to-learn protocol. Additionally, the team develops and maintains school-specific emergency action plans for athletic activities; requires all coaches to have training every two years; provides information to parents and student

athlete; requires a signed concussion information receipt prior to athlete participation; and, requires athletes to view IHSA's concussion video.

Coaches and/or the oversight team will remove a student from a practice or competition immediately, and/or implement its return-to-learn protocol for a student's return to the classroom if believed to have sustained a concussion, "whether or not the concussion took place while the student was participating in an interscholastic activity."

A concussion is a brain injury and all brain injuries are serious. They are caused by a bump, blow or jolt to the head, or by a blow to another part of the body with the force transmitted to the head. They can range from mild to severe and can disrupt the way the brain normally works. Even though most concussions are mild, all concussions are potentially serious and may result in complications including prolonged brain damage and death if not recognized and managed properly. In other words, even a "ding" or a bump on the head can be serious. You can't see a concussion and most sports concussions occur without loss of consciousness. Signs and symptoms of concussions may show up right after the injury or can take hours or days to fully appear. If your child reports any symptoms of concussion, or if you notice the symptoms or signs of concussion yourself, seek medical attention right away.

Symptoms may include one or more of the following:

- *Headaches
- *Nausea or vomiting
- *Balance problems or dizziness
- *Sensitivity to light or noise
- *Feeling foggy or groggy
- *Change in sleep patterns
- *Don't feel right
- *Sadness
- *More emotional
- *Concentration or memory problems (forgetting game plays)
- *Repeating the same question/comment
- *Pressure in head
- *Neck pain
- *Blurred, double or fuzzy vision
- *Feeling sluggish or slowed down
- *Drowsiness
- *Amnesia
- *Fatigue or low energy
- *Nervousness or anxiety
- *Confusion

Signs observed by teammates, parents and coaches include:

- *Appears dazed
- *Confused about assignment
- *Is unsure of game, score or opponent
- *Answers questions slowly
- *Shows behavior or personality changes
- *Can't recall events after hit
- *Any change in typical behavior or personality
- *Vacant facial expression
- *Forgets plays
- *Moves clumsily or displays incoordination
- *Slurred speech
- *Can't recall events prior to hit
- *Seizures or convulsions
- *Loses consciousness

What can happen if my child keeps on playing with a concussion or returns too soon? Athletes with the signs and symptoms of concussion should be removed from play immediately. Continuing to play with the signs and symptoms of a concussion leaves

the young athlete especially vulnerable to greater injury. There is an increased risk of significant damage from a concussion for a period of time after that concussion occurs, particularly if the athlete suffers another concussion before completely recovering from the first one. This can lead to prolonged recovery or event to severe brain swelling (second impact syndrome) with devastating and even fatal consequences. It is well known that adolescent or teenage athletes will often fail to report symptoms of injuries. Concussions are no different. As a result, education of administrators, coaches, parents and students is the key to student athlete's safety.

If you think your child has suffered a concussion

Any athlete even suspected of suffering a concussion should be removed from the game or practice immediately. No athlete may return to activity after an apparent head injury or concussion, regardless of how mild it seems or how quickly symptoms clear, without medical clearance. Close observation of the athlete should continue for several hours. The Return-to-Play Policy of the IESA and IHSA requires athletes to provide their school with written clearance from either a physician licensed to practice medicine in all its branches or a certified athletic trainer working in conjunction with a physician licensed to practice medicine in all its branched prior to returning to play or practice following a concussion or after being removed from interscholastic contest due to a possible head injury or concussion and not cleared to return to that same contest. In accordance with state law, all schools are required to follow this policy.

You should also inform your child's coach if you think that your child may have a concussion. Remember it's better to miss one game than miss a whole season. And when in doubt, the athlete sits out.

For current and up-to date information on concussions you can go to:
<http://www.cdc.gov/concussioninyouthsports/>

Adapted from the CDC and the 3rd International Conference on Concussion in Sport

Exemption from PE Requirement [K-8]

Students may also be excused from physical education courses based on medical or religious prohibitions. Excusal requests based on medical prohibitions must be in writing and must include a signed statement from a person licensed under the Medical Practices Act corroborating the medical basis for the request. Excusal requests based on religious prohibitions must be in writing and must include a signed statement from a member of the clergy corroborating the religious basis for the request. Excusal requests based on medical or religious prohibitions will be reviewed on an individual basis in accordance with State and Federal law.

Programs

*** English Learners**

The school offers opportunities for resident English Learners to achieve at high levels in academic subjects and to meet the same challenging State standards that all children are expected to meet.

Parents/guardians of English Learners will be informed how they can: (1) be involved in the education of their children, and (2) be active participants in assisting their children to attain English proficiency, achieve at high levels within a well-rounded education, and meet the challenging State academic standards expected of all students.

For questions related to this program or to express input in the school's English Learners program, contact Mrs. Nordengren at 1-630-876-7810 x3304.

*** Character Crew**

1. This program was developed to improve the good character in our school.
2. Character crew members focus on the following:
3. Help out at lunch recess when they can.
4. Help maintain the garden.
5. Help younger students get organized.
6. Help keep order in bathroom.
7. Help in preschool.
8. Help with jobs in the office.
9. Help in the Library.
10. Model and involve students in great character

*** Safety Patrol Program**

The Safety Patrol Program at Evergreen is made up of fourth grade students. These students began studying and training for their jobs at the end of third grade. Students in third grade pair up with fourth grade students to learn the most effective safety measures. We at Evergreen School, encourage all students to listen and follow the directions of the Safety Patrollers. They may ask students to walk and cross at specific corners. Students are not to cross at Fox Court and Evergreen. Students will be asked to walk to the crossing guard at Evergreen and Buffalo Circle. Safety Patrollers do not cross students at any corners. Students who do not follow the rules and do not show respect toward the Safety Patrollers will be reported to the Safety Patrol advisor. Repeated offenders will be sent to the office and your parents will be notified.

*** Erin's Law**

Public schools must provide training for school personnel on child sexual abuse, as well as age-appropriate education for the students in the mandated age range. Schools provide information to parents and guardians on the warning signs of child abuse, along with any needed assistance, referral, or resource information.

Behavior

*** School Behavior**

As an Evergreen Eagle you are expected to adhere to all rules and respect your fellow classmates and all staff members. The following of rules and consequences in the area of bus behavior, playground behavior, and lunchroom behavior can be seen on page 7 - Good Character Standards.

*** Student Appearance**

The students are expected to be groomed and dressed neatly for their age level. Students are not to come to school with shoes on wheels, washable tattoos on their faces, or other items or fads that may be deemed disruptive to the educational process. Apparel with inappropriate words or symbols will not be permitted. Shorts that are deemed inappropriate in length and tank tops that are deemed inappropriate will also not be permitted. If this occurs, parents will be called and students will be asked to remove the distraction. Always have a pair of non-marring soled shoes in your classroom for gym classes. Students must wear snow pants and boots in order to play in the snow during winter months.

HATS/HEAD COVERINGS are not permitted in school. Hats, bandanas, and all types of ear muffs should be removed when entering the building for both boys and girls. Although bandanas are very stylish, they must not be worn at school. Resisting this rule will result in a warning, confiscation, and/or parent contact.

*** Cheating**

Cheating of any kind is not permitted at Evergreen. If you are found to be cheating on a test or assignment, you will meet with the principal. Your parents will be notified and you will receive no credit for the test or assignment. If any further incidences of cheating occur, the above procedure will be followed with the addition of a conference including your parents, your teacher, and the principal.

*** Bullying**

Bullying involves repeated acts of physical, emotional, or social behavior that are intentional, controlling, and hurtful. Bullying can be either direct or indirect. Direct

bullying usually is seen and felt easily. Indirect bullying (deliberate exclusion, name-calling, etc.) is much more difficult to see and often is more difficult to remedy, and should be seen as different from the more "traditional" direct bullying but still is recognized clearly as bullying. If repeated incidences of bullying occur, a conference including your parents, your teacher, and the principal will take place.

*** Hazing**

Soliciting, encouraging, aiding, or engaging in hazing, no matter when or where it occurs, is prohibited. "Hazing" means any intentional, knowing, or reckless act directed against a student for the purpose of being initiated into, affiliating with, holding office or

maintaining membership in any group, organization, club, or athletic team whose members are or include other students.

Range of Actions: *Parent conference, removal from the extracurricular activity, police referral, loss of privileges, OSS for up to 10 days, Board of Education expulsion hearing.*

*** Bus Behavior**

If you ride a bus to school, you must be aware of and follow several rules that will ensure you a safe, enjoyable trip to school. RIDING A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT, and as such, you must cooperate in the following ways:

1. The driver is in full charge of the bus at all times, and of its riders. You must cooperate with and obey the driver always.
2. Unless you arrange a special situation through the office (by parent letter or phone call), you must ride your assigned bus, and get on and off at your assigned stop. Students who are not bus riders will not be permitted to ride a bus home with a friend.
3. Be at your bus stop at least 5 minutes before assigned time.
4. Stay off the road while waiting for the bus, and behave in a safe manner while waiting. Also, stay off private property.
5. DO NOT ACCEPT RIDES FROM STRANGERS!
6. Board the bus in a single line. The front seats are reserved for kindergarten students ONLY! It is the driver's choice to assign seats for all students depending on the riders' behaviors.
7. Use the handrail when stepping on and off the bus.
8. Move quickly to your seat. No one may save seats.
9. Remain in your seat at all times while the bus is in motion.
10. Do not extend your hands, arms, or objects through the bus window.
11. No loud talking, fighting, or unnecessary confusion is allowed.
12. No paper or rubbish is to be thrown on the floor. No eating on the bus.
13. No deliberate damage may be done to the bus, or you will pay for the damage.
14. You may not transport animals or other living creatures on the bus.
15. Keep your feet and other objects out of the aisles. If you leave something on the bus, let the office know immediately.
16. In case of emergency, you are to stay on the bus and follow the driver's instructions.
17. Get off the bus quickly and quietly. Do not crowd or push. Also, do not linger around the bus loading and unloading zones.
18. If you do not choose to follow the above rules, you may expect the following to happen:
 - a. Inappropriate behavior will result in a written referral from the bus driver.
 - b. The Principal will conference with the student(s) and the student(s) will be given the opportunity to explain what happened. Consequences will be handled in accordance with the school discipline policy.
 - c. If an offense is of a serious nature, it may result in an immediate loss of bus privileges for a length of time determined by the Principal after consulting with your parents. It is the discretion of the Principal and Bus Company to revoke bus-riding privileges due to inappropriate behavior.

* **Playground Expectations**

The school playground is a place to enjoy yourself, take part in physical activities, and take a break from classroom work. In order for the playground to be safe and enjoyable for all students, you must obey the following rules:

1. You are responsible for returning all playground equipment to your classroom when you are finished with it. Equipment should be carried (not played with) going in and out of the building.
2. You are to share equipment fairly with your fellow students.
3. For your safety, tackling games of any type are not permitted. Fighting or other types of rough behavior will not be tolerated. Fighting will result in an after school detention.
4. You are to stay on school grounds at all recess times. On rainy/wet days, the "Blacktop Only" recess rules must be followed. Balls can be used for basketball and four square. No tag games on the blacktop before school or during recess times.
5. Continue to be respectful at all times. You must line up promptly when signaled to do so by the supervisor on duty. Once you are in line, no talking is allowed. Continual tardiness when lining up is unacceptable and will result in a loss of recess privileges. You are to enter the building with voices off and walking in a single file.
6. You are expected to behave appropriately on the playground equipment by taking turns and being careful. On the slide, you must climb to the top only using the stairs with your feet forward. Also, no stones from beneath the equipment may be picked up or thrown. In the winter, "the bridge" will be closed due to safety per supervisor request.
7. In case of bad weather the following rules should be followed for indoor recess: You should be seated at your desk or quietly on the floor if playing a group game. Acceptable indoor activities include seat work, coloring, reading, or board games.
8. If you choose not to follow the above rules, you can expect the following to happen:
 - a. You will be given an explanation of what you have done wrong. If a problem is serious enough, you may lose your playground privileges immediately for a time to be determined by the supervisor on duty or the Principal.
 - b. If you break a rule of a less serious nature, consequences will be handled in accordance with the school discipline policy.
9. Students will go out for recess if the temperature is 10 degrees or feels like 10 degrees or above. Be dressed accordingly. Jackets must be on if the temperature is 60 or below.
10. Snowballs and throwing snow are not allowed on the school property. No climbing on snow mounds and playing "King of the Mountain."
11. If snow is present, students need to wear boots and snowpants in order to play on the equipment or field.
12. Going to the restroom should be taken care of during lunch.

*** Indoor Recess**

Students have plenty of activities to take part in during indoor recess. One of the activities might be to play games on computers/iPads depending on the grade level. In order to monitor our students' activities on the computers in grades 3-4 during recess, we will be asking them to access games/websites listed under student resources on our website or access the sites available through Canvas.

*** Hallway Behavior**

At all times, you are to be quiet in the hallways so you don't disturb other classes. Hallways are learning zones.

*** Washroom Behavior**

If you need to go to the washroom, you must ask your teacher and/or take a pass. While in the washroom, you are not to bother other students. Talking is to be kept at a minimum, and writing on or defacing the washrooms is forbidden. Parents will be contacted immediately if you are writing on stalls or walls!

*** Classroom Behavior**

Your teacher will be discussing rules with you that will make your room a good place to learn, and an enjoyable place for all to spend the day. By following class rules and cooperating with your teacher at all times, you earn the right to participate in special activities with your classmates. Breaking class rules may result in not being able to participate in special activities or having to spend time in the office.

*** Special Activity Behavior**

During the year, you will have the opportunity to participate in some special activities such as Hot Lunch, Field Trips, Assemblies, Field Day, etc. During a special activity, you must cooperate with your teacher by listening carefully and following directions. By doing this, you will get the most enjoyment possible out of the activity. Misbehavior at a special activity will result in being removed from the activity and possibly the loss of attendance at future ones.

*** Lunchroom Behavior**

The lunch/recess times are as follows:

11:35-11:55	11:35-11:55	KIND. & 4 th EAT / 1 st OUTSIDE
	11:55-12:15	1 EAT / KIND. & 4 th OUTSIDE
12:20-12:40	12:20-12:40	2 nd EAT / 3 rd OUTSIDE
	12:40-1:00	3 rd EAT/ 2 nd OUTSIDE

For one half of this time you will be in the small gym eating your lunch. For the other half you will be at recess. In case of rainy or cold weather, recess will take place in the classrooms.

Lunch is a time to relax and refresh yourself for the remainder of the school day. In order for lunch to be held in the proper manner, you will be expected to follow these rules:

1. You must file into the lunchroom in an orderly manner. Running is not allowed. You will pick up your drink and straw and go directly to an assigned table.
2. Once you are seated, you must not leave your seat without raising your hand and asking permission from a supervisor.
3. You are to eat your own lunch. Trading food items and sharing will not be allowed (many students have allergies).
4. An appropriate level of noise will be maintained. If the noise level becomes too high a supervisor will call for quiet, and remind students to lower their voices.
5. If the supervisors call for quiet 1 or more times in a lunch, that grade level will risk losing minutes of recess.
6. In order to help the custodians keep our lunchroom as clean as possible, each student is responsible for his/her area. If food is dropped on the floor you must pick it up and/or let a supervisor know.
7. To ensure, as much as possible our students get the nourishment they need, the first five minutes of lunch will be quiet time.
8. Individual students who cannot follow the rules will be noted and the principal will talk with you about lunchroom procedures. If this happens 3 times in a quarter, the students will be required to eat in the office for one week.
9. You will be dismissed by class, leaving in a single file line with your voice off.
10. If you walk home for lunch, a parent must accompany you. You should not return to school until the conclusion of your lunch period. You should tell a lunch supervisor you are back and join your class outside for line-up or in the classroom if recess is over.

Activities

*** Nutritional Snack**

Sometime between 9:30-10:00, without interrupting the flow of normal class work, students in grades 1-4 have a nutritional food break. Our emphasis is on nutritional foods, which restore energy to you by replacing lost energy. Even though many times items are labeled as natural, often there is much sugar or added chemicals in them, which are not good for you. In order to make your preparations for this break as easy

as possible, we are stressing the importance of fruits and vegetables. Whole grain granola and cereal bars that are low in fat and sugars will be deemed appropriate. By eating nutritional snacks, we hope you will learn that food which is good for you can taste good too!

* **Birthday Treats**

In previous years many students celebrated their birthdays by providing food items (cookies, cupcakes) for their classmates. Due to an increase in a variety of food allergies, we will no longer continue the practice of passing out food treats. In order to minimize risking the safety of children, we ask that your child bring in non-edible treats such as stickers, pencils, or a small party favor (cost effective if purchased at the Dollar Store or Oriental Trading Company). May we also suggest donating your child's favorite picture book in his or her name to their classroom.

If birthday invitations are handed out at school, please make sure to invite all the boys in the class, or all the girls in the class or the whole class. We don't want any student to feel left out.

Evergreen students will have their birthdays announce on the PA. Summer birthdays will be celebrated in December (June), January (July), and February (August).

* **Holiday Parties**

The PTA and staff collaborate to provide special activities for Fall Theme Day, Holiday Party (December) and Valentine's Day (February).

The Head Room parent and the teacher will discuss crafts and refreshments. Individual goodie bags will not be allowed or distributed to students. In February, students may attach individual candy to the valentine's card only. (No goodie bags)

* **School Store**

The school store is opened every (Tuesday and Thursday from 8:15-8:30). Many items are available such as; notebooks, pencils, glue, erasers, notebook paper, folders, and pencil grips. Fourth grade students operate the school store.

* **Spirit Day**

Once a month our school holds a Spirit Day. This day is designated for students to wear our school colors of green and white.

* **Lost and Found**

Lost articles can be found in our school entry way. Children may claim them there. At the end of the month the principal will eliminate unclaimed articles by giving them to a recognized public agency.

* **Pets**

Dogs and other pets are not allowed on school property. This is a student safety safeguard.

* **Electronic Devices**

The use of cell phones/electronic communication devices shall be limited to after school hours only, and prohibited while riding on all District provided transportations. Prior to and during the course of the school day, cell phones/electronic devices must be turned to off mode, and out of sight in backpacks. The district is not responsible for lost, stolen, or devices that break.

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

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP) or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Students are allowed to use electronic devices during non-instructional time, which is defined as before and after school. During this time electronic devices can be used following the discretion of the club supervisor or coach the student is with at the time.

The district is not responsible for personal devices that get lost, stolen or broken if brought to school.

* **Computer Lab Rules**

1. No foods, candy, gum or drinks are allowed in the Computer Lab.
2. The equipment in the Computer Lab is very expensive, both to purchase and to repair. Follow your teacher's instructions on computer operations completely. Do not start experimenting or exploring on the machines. Please use only what you have been taught to use, both with hardware and software.
3. Handle the computer with care, do not pound on the mouse and keyboard.
4. The computer desktop is not to be played with. Under no circumstances are application or folder icons to be dragged around the desktop screen or put into other folders. Leave all software folders and files exactly where they are located at all times. Notify your teacher if the desktop is not as it should be.
5. The control panel is set and should not be touched. There is no reason to experiment with and change screen savers, screen settings, sound options, alarm clocks, etc.
6. The lab should always be left as you found it: computer keyboards in front of computer, each mouse on their mouse pad, pad to the right of the keyboard, and chairs pushed in. Equipment should only be turned off when indicated by the teacher.

7. Please clean up your area before leaving. Do not leave garbage, papers with mistakes that are reprinted, etc., lying around.
8. Absolutely no non-school owned programs are to be brought in from home and run on the lab computers.
9. Unsupervised students may not use the lab.
10. Open only those applications pertinent to the class you are using in the lab.
11. If students can not follow all lab rules and show respect for the computer equipment in the lab, they will not be allowed to use the facility.

* **Technology Guidelines**

Students will:

- Use the Internet for appropriate educational research
- Use the Internet for appropriate communication between students, educational faculty, resource staff, and other professionals as needed
- Adhere to all district policies of conduct when using the Internet
- Conduct themselves in a positive manner reflecting the values of the student body, faculty, and the community while using the Internet
- Be aware that school personnel may review files and communications to insure proper use of the Internet
- Keep the computer secure and damage free.
- Use the provided protective book bag style case at all times.

Students will not:

- Cause or contribute to the damage or modification of computer hardware, software, or data
- Access, display, or send written or graphic information which is obscene, inflammatory, derogatory, or offensive
- Plagiarize or violate copyright laws
- Access the work of others without proper permission
- Use the district's computer resources for commercial purposes
- Transmit personal information of others such as name, address, or phone number
- Do not loan out the computer, charger or cords.
- Do not leave the computer in your vehicle.
- Do not leave the computer unattended.
- Do not eat or drink while using the computer or have food or drinks in close proximity to the laptop.
- Do not allow pets near the computer.
- Do not place the computer on the floor or on a sitting area such as a chair or couch.
- Do not leave the computer near table or desk edges.
- Do not stack objects on top of the computer.
- Do not leave the computer outside.

- Do not use the computer near water, such as a pool.
- Do not check the computer as luggage at the airport.
- Back up data and other important files regularly. Benjamin School District 25 will at times perform maintenance on the laptops by imaging. All files not backed up to server storage space or other storage devices will be deleted during this process.

Right to Privacy in the School Setting Act

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

***Policy Notifications**

1. TOBACCO FREE SCHOOLS

Pro-Children Act of 1994

Law July 19, 1995

On July 19, 1995, Governor Edgar signed into law Public Act 89-181. This Act amends Section 10-20 5 B of the School Code which relates to the prohibition of the use of tobacco on school grounds.

The Public Act prohibits, without exception, the use of tobacco on all school property. Tobacco may not be used at any time or any place including, without limitation, grounds outside of school buildings, before or after regular school hours, or on days when school is not in session. The prohibition applies to all school buildings and grounds, and is not limited to buildings and grounds where students are present.

2. GUN FREE SCHOOLS

Improving America's Schools Act

Law October 20, 1994

Any student possessing, selling, distributing, making, receiving the sale or trade of, or using any firearm, knife, or other object which may reasonably be considered a weapon and can include facsimiles of weapons, shall be expelled from school for a period of not less than one year. Actions include parent conference, ISS, OSS, police referral, PPS referral, expulsion hearing.

If a child is found with firearms and drugs or have committed battery against teachers, teacher personnel, administrative personnel or educational support personnel this information will be reported to the Department of State Police no later than 3 days after the occurrence or attack and to the State Board of Education.

3. Sex Offender Registration Act

P.A. 94-994

July 31, 2006

Parents may access information regarding registered sex offenders that is available to the public. The law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR) and to encourage parents to review the available information. The Illinois Sex Offender Registry is available through a link on the Illinois State Police website at <http://www.isp.state.il.us/>.

4. Access to Student Records: Board Policy 7:340

The District shall grant access to student records as follows:

The parent(s) /guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in their permanent school record. Such requests shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 days of the District's receipt of such a request.

Where the parent/s guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send copies of the following to both parents/guardians at either's request, unless the District has actual notice of a court order indicating otherwise.

1. Academic progress reports or records
2. Health reports
3. Notices of parent-teacher conferences
4. School calendar regarding the student
5. Notices about open houses, graduations, and other major school events including student-parent/guardian interaction

5. Aggressive Behavior and Bullying: Board Policy 7:190-AP4

The no-bullying program within District 25 schools aims to accomplish the following goals:

1. To foster a secure, comfortable and positive environment free from threat, harassment and any form of bullying behavior.
2. To take positive, proactive measure to stop bullying from happening.
3. To inform school personnel of their role in developing and fostering the knowledge and attitudes which are necessary to achieve these goals.
4. To make parents and students aware of the District's expectations and to promote an effective team approach to maintaining a bully-free climate.

6. Corporal Punishment: Board Policy 7:190

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

7. Electronic Video and Audio Recordings: Board Policy 7:220-AP

Electronic video and audio recordings will be made on the busses. The viewing of the recordings is limited to individuals having a legitimate educational or administrative purpose.

8. Health, Eye, and Dental Examinations; Immunizations; and Exclusion of Students Board Policy 7:100

Required Health Examinations and Immunizations

A student's parent(s)/guardian(s) shall present proof that the student received a health examination and the immunizations against, and screenings for, preventable communicable diseases, as required by the Illinois Department of Public Health, within one year prior to:

1. Entering kindergarten or the first grade;
2. Entering the sixth and ninth grades; and
3. Enrolling in an Illinois school, regardless of the student's grade (including nursery school, special education, headstart programs operated by elementary or secondary schools, and students transferring into Illinois from out-of-state or out-of-country).

As required by State law:

1. Health examinations must be performed by a physician licensed to practice medicine in all of its branches, an advanced practice nurse who has a written collaborative agreement with a collaborating physician authorizing the advanced practice nurse to perform health examinations, or a physician assistant who has been delegated the performance of health examinations by a supervising physician.
2. A diabetes screening must be included as a required part of each health examination; diabetes testing is not required.
3. Before admission and in conjunction with required physical examinations, parents/guardians of children between the ages of 6 months and 6 years must provide a statement from a physician that their child was "risk-assessed" or screened for lead poisoning.

4. The Department of Public Health will provide all female students entering sixth grade and their parents/guardians information about the link between human papilloma virus (HPV) and cervical cancer and the availability of the HPV vaccine.

Unless the student is homeless or transferring from out-of-state, failure to comply with the above requirements by October 15 of the current school year will result in the student's exclusion from school until the required health forms are presented to the District. New students who register after October 15 of the current school year shall have 30 days following registration to comply with the health examination and immunization regulations. If a medical reason prevents a student from receiving a required immunization by October 15, the student must present, by October 15, an immunization schedule and a statement of the medical reasons causing the delay. The schedule and statement of medical reasons must be signed by the physician, advanced practice nurse, physician assistant, or local health department responsible for administering the immunizations.

Eye Examination

Parents/guardians are encouraged to have their children undergo an eye examination whenever health examinations are required.

Parents/guardians of students entering kindergarten or an Illinois school for the first time shall present proof before October 15 of the current school year that the student received an eye examination within one year prior to entry of kindergarten or the school. A physician licensed to practice medicine in all of its branches or a licensed optometrist must perform the required eye examination.

If a student fails to present proof by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye examination, or (2) that an eye examination will take place within 60 days after October 15. The Superintendent or designee shall ensure that parents/guardians are notified of this eye examination requirement in compliance with the rules of the Department of Public Health. Schools shall not exclude a student from attending school due to failure to obtain an eye examination.

Dental Examination

All children in kindergarten and the second and sixth grades must present proof of having been examined by a licensed dentist before May 15 of the current school year in accordance with rules adopted by the Illinois Department of Public Health.

If a child in the second or sixth grade fails to present proof by May 15, the school may hold the child's report card until the child presents proof: (1) of a completed dental examination, or (2) that a dental examination will take place within 60 days after May 15. The Superintendent or designee shall ensure that parents/guardians are notified of

this dental examination requirement at least 60 days before May 15 of each school year.

Exemptions

In accordance with rules adopted by the Illinois Department of Public Health, a student will be exempted from this policy's requirements for:

1. Religious or medical grounds if the student's parents/guardians present to the Superintendent a signed statement explaining the objection;
2. Health examination or immunization requirements on medical grounds if a physician provides written verification;
3. Eye examination requirement if the student's parents/guardians show an undue burden or lack of access to a physician licensed to practice medicine in all of its branches who provides eye examinations or a licensed optometrist; or
4. Dental examination requirement if the student's parents/guardians show an undue burden or a lack of access to a dentist.

Homeless Child

Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce immunization and health records normally required for enrollment. School Board policy 6:140, *Education of Homeless Children*, governs the enrollment of homeless children.

Education of Homeless Children

Each child of a homeless individual and each homeless youth have equal access to the same free, appropriate public education, as provided to other children and youths, including a public pre-school education. A "homeless child" is defined as provided in the McKinney Homeless Assistance Act and State law. Any homeless child shall be immediately admitted, even if the child or child's parent/guardian is unable to produce records normally required to establish residency. Contact Dr. LeBlanc, Coordinator Student Services and Programs, at (630) 876-7800 X204 for questions and further information.

SCHOOL STUDENT RECORDS NOTIFICATION STATEMENT

Laura Pfanenstiel is the official records custodian of the **Evergreen Elementary School**.

The following information pertains to the rights and obligations of parents, students and the school under the Illinois School Student Records Act (ISSRA) Chapter 122, Paragraph 50-1 et seq. of the Illinois Revised Statutes (1985) and the Rules promulgated there under by the Illinois State Board of Education, which can be found at 23 Illinois Administrative Code 375.

1. The student permanent record consists of basic identifying information, academic transcript, attendance record, accident reports and health record, record of release

of permanent record information, and may also consist of records of awards and participation in school-sponsored activities. No other information will be placed in the student permanent record. The permanent record will be kept for **60*** years after graduation or permanent withdrawal. [ISSRA, Paragraph 50-2(e); 50-4(e)]

2. The student temporary record consists of all information that is of clear relevance to the education of the student but is not required to be in the student permanent record. It may include family background information, intelligence test scores, aptitude test scores, psychological and personality test results, and teacher evaluations.

A record of release of temporary record information must be included in the student temporary record. The temporary record will be reviewed for elimination of out-of-date, inaccurate or unnecessary information every four years or upon a student's change in attendance centers, whichever occurs first. The temporary record will be destroyed entirely within **5**** years after graduation or permanent withdrawal. [ISSRA, Paragraph 50-2(f) and 50-4(f); Rules Section 375.10]

3. Parents or any person specifically designated as a representative by a parent have the right to:
 - a) Inspect and copy all permanent and temporary records within a reasonable time and in no case later than 15 days after the date of receipt of such request by the official records custodian. A student shall have the right to inspect and copy his or her school student permanent record.*** The school charges five cents per page for copies.**** No parent or student shall be denied a copy of school student records due to inability to bear the cost of such copying. (ISSRA, Paragraph 50-5)
 - b) Have present at the option of either the parent or the school a qualified professional, who may be a psychologist, counselor, or other advisor, and who may be an employee of the school or employed by the parent, to interpret the information contained in the student temporary record. If the school requires that a professional be present, the school shall secure and bear any cost of the presence of the professional. If the parent so requests, the school shall secure and bear any cost of the presence of a professional employed by the school. [ISSRA, Paragraph 50-5(b)]
 - c) Challenge the accuracy, relevancy or propriety of any entry in the school student records, exclusive of grades, by requesting a hearing with the school.
 - I. The request for a hearing shall be submitted in writing to the school and shall contain notice of the specific entry or entries to be challenged and the basis of the challenge.
 - II. An informal conference will be held within 15 school days of receipt of the request for a hearing.

- III. If the challenge is not resolved by the informal conference, a formal hearing shall be initiated.
 - IV. Formal hearing: A hearing officer, who is not employed in the attendance center in which the student is enrolled, shall be appointed by the school and shall conduct a hearing within a reasonable time but no later than 15 days after the informal conference, unless an extension of time is agreed upon by the parents and school officials. The hearing officer shall notify the parents and school officials at the time and place of the hearing. Each party shall have the right to present evidence and to call witnesses, the right to cross-examine witnesses, and the right to counsel. A record of the hearing shall be made by tape recording or by a court reporter. The decision of the hearing officer shall be rendered no later than 10 school days after the conclusion of the hearing and shall be transmitted to the parents and the school district. The hearing officer's decision shall be based solely on the evidence presented at the hearing and shall order (a) retention of the challenged contents of the student record; or (b) removal of the challenged contents of the student record, or (c) change, clarification or addition to the challenged contents of the student record. The parties shall have the right to appeal the decision of the hearing officer to the Regional Superintendent of Schools.
 - V. Appeal: Notice of appeal must be presented to the Regional Superintendent of Schools within 20 school days after the decision of the hearing officer. The opposing party shall be notified of the appeal at the same time. Within 10 school days, the school shall forward a transcript of the hearing, a copy of the record entry in question and any other pertinent materials to the Regional Superintendent of Schools. Upon receipt of such documents, the Regional Superintendent of Schools shall examine the documents and record, make findings and issue a decision to the parents and the school district within 20 school days of receipt of the documents. If the subject of the appeal involves the accuracy, relevance or propriety of any entry in special education records, the Regional Superintendent of Schools should seek advice from appropriate special education personnel who were not authors of the entry. The school shall be responsible for implementing the decision of the Regional Superintendent of Schools. Such decision shall be final and may be appealed to the Circuit Court of the county in which the school is located. (ISSRA, Paragraph 50-7; Rules, Section 375.90)
4. No school student records or information contained therein may be released, transferred, disclosed or otherwise disseminated, except as follows:
 - (a) To a parent or student or person specifically designated as a representative by a parent [ISSRA, Paragraph 50-6(a)(1)]
 - (b) To an employee or official of the school or school district or the State Board of Education with a current demonstrable educational or administrative interest in the student, in
 - (c) furtherance of such interest [ISSRA, Paragraph 50-6(a)(2)]
 - (d) To the official records custodian of another school in which the student has enrolled or intends to enroll, provided that the parent receives prior written notice of the nature and substance of the information to be transferred and opportunity to inspect, copy and challenge such information. If the address of the parents is unknown, notice may be served upon the records custodian of the requesting school for transmittal to the parents. Such

service shall be deemed conclusive, and 10 school days after such service, if the parents make no objection, the records may be transferred to the requesting school [ISSRA, Paragraph 50-6(a)(3); Rules Section 375.70 (a)]

- (e) To any person for the purpose of research, statistical reporting or planning, provided that no student or parent can be identified from the information released and the person(s) requesting the use of such information has signed an affidavit agreeing to comply with all rules and statutes regarding school records [ISSRA Paragraph 50-6(a)(4); Rules, Section 375.70(d)(2)]
 - (f) Pursuant to a court order, provided that the parent shall be given prompt written notice upon receipt of such order of the items of the order, the nature and substance of the information proposed to be released in compliance with such order and an opportunity to inspect, copy and challenge the contents of the school student records [ISSRA, Paragraph 50-6(a)(5); Rules, Section 375.70(c)(3)]
 - (g) To any person as specifically required by state or federal law, provided that such person shall provide the school with appropriate identification and a copy of the statute authorizing such access and that the parent receives prior written notice of the nature and substance of the information to be released and an opportunity to inspect, copy and challenge such information. If the release of information relates to more than 25 students such prior notice may be given in a local newspaper of general circulation or other publication directed generally to parents [ISSRA, Paragraph 50-6(a)(6); Rules, Section 375.70(b)]
 - (h) Subject to regulations of the State Board, in connection with an emergency to appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or other persons, provided that the parents are notified as soon as possible of the information released, the date of release, the person, agency or organization receiving the information, and the purpose of the release [ISSRA, Paragraph 40-6(a)(7); Rules, Section 375.60]
 - (i) To any person with the prior specific, dated and written consent of the parent designating the person to whom the records may be released and the designated records or designated portions of the information to be released. The parent has the right to inspect, copy and challenge the records and to limit any such consent to designated records or designated portions of the information contained within the records [ISSRA, Paragraph 50-6(a)(8); Rules, Section 375.70(d)]
5. Parents may insert in their child's school student record a statement of reasonable length setting forth their position in any disputed information contained in that record. The school shall include a copy of such statement in any subsequent dissemination of the information in dispute [ISSRA, Paragraph 50-7(d)]
 6. Parents will be given reasonable prior notice before any school student record is destroyed or information deleted the refrom and an opportunity to copy the record or information proposed to be destroyed or deleted. [ISSRA, Paragraph 50-4(h)]
 7. Except for the student and his parents, no person to whom information is released and no person specifically designated as a representative by a parent may permit any other person

to have access to such information without a prior consent of parent obtained in accordance with ISSRA, Paragraph 50-6(a)(8). [ISSRA, Section 50-6(d)]

8. A record of any release of information shall be maintained for the life of the school student records and shall be available only to the parents and the official records custodian. The record of release shall include the nature and substance of the information released, the name of the person requesting such information, the capacity in which such a request has been made, the purpose of such request, the date of the release, the name and signature of the official records custodian releasing such information, and a copy of any consent to such release. [ISSRA, Paragraph 50-6(c)]
9. All rights and privileges accorded a parent under the ISSRA shall become exclusively those of the student upon his 18th birthday, graduation from secondary school, marriage, or entry into military service, whichever occurs first. Such rights and privileges may also be exercised by the student at any time with respect to the student's permanent school record. [ISSRA, Paragraph 50-2(g)]
10. The following is designated as directory information and may be released to the general public unless the parent requests that any or all such information not be released: Student's name and address, gender, grade level, birth date and place, parent's name and address, academic awards, degrees and honors, information in relation to school-sponsored activities, organizations and athletics, the student's major field of study, and period of attendance in the school. (ISSRA, Paragraph 50-6(e); Rules, Section 375.80)
11. No person may condition the granting or withholding of any right, privilege or benefit, or make as a condition of employment, credit or insurance the securing by any individual of any information from a student's temporary record which such individual may obtain through the exercise of any right secured under the Illinois School Student Records Act. (ISSRA, Paragraph 50-8)
12. Upon graduation or permanent withdrawal of a handicapped student, psychological evaluations, special education files and other information contained in the student temporary record which may be of continued assistance to the student may, after five years, be transferred to the custody of the parent or student if the student has succeeded to the rights of the parents. The school will explain to the student and the parent the future usefulness of psychological evaluations, special education files and other information contained in the student temporary record. [Rules, Section 375.40(d)]
13. (Any policies of the school relating to school student records which are not included in the Act or Rules.)
14. Copies of the Illinois School Student Records Act, 23 Illinois Administrative Code 375 (Student Records), and district or school policies relating to school student records which are not included in the Act or the Rules are available for review in the office of the school records custodian and the district superintendent.

*Schools shall by law maintain such records for not less than 60 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

** Schools by law shall not maintain such records for longer than 5 years after the student has transferred, graduated or otherwise permanently withdrawn from the school.

*** Section 375.20 of the Rules provides that schools may afford students similar rights in regard to their temporary records, as well.

****Section 375.50 of the Rules provides that such cost shall not exceed 35 cents per page.

Continuum of services

Children with disabilities have the right to a free and appropriate public-school education in the least restrictive setting. District 25 can implement various supports and monitor a student's progress when academic and/or behavioral concerns arise prior to determining if special education services are warranted. This process is called Response to Intervention (RtI) and is consistent with state and federal legislation. Students who require further evaluations meet with members of an educational team of specialists to determine the scope of the evaluation. District 25 provides an extensive continuum of special education services for children with a variety of individual needs in cooperation with SASSED (School Association for Special Education in DuPage County). Children are eligible for public school special education services beginning at three years of age.

The district provides free developmental screenings for preschool-aged children in all developmental areas to include speech and language, learning, social interaction, and motor skills. If you have concerns about your child's developmental skills, please call the school to make a screening appointment for your preschooler. Appointments are required so that staff can appropriately address developmental concerns.

If you have questions about special education services, contact your building principal or Debbie LeBlanc, Consultant for Special Education in District 25 at 630-247-2060 for additional information.

Parents Right to Know Qualifications of Educators:

This is to inform you that you have the right to request information regarding the professional qualifications of any teacher that is instructing your child. You may request information regarding the following:

- Whether or not the teacher has met state certification requirements;
- Whether or not the teacher is teaching under emergency or provisional status;
- The bachelor's degree major of the teacher, any other certification or degrees held by the teacher and the subject areas of the certification or degrees; and
- Whether your child is provided services by teacher aides/paraprofessionals and, if so, their qualifications.

You will receive a response to your request for information within 10 school days.

Pest Control Procedures and Herbicide Applications At Benjamin School District 25

In the spring of 1999 the Illinois Legislature passed amendments on the Structural Pest Control Act and the Illinois Pesticide Act that affect how pests are controlled in schools. The legislation affects schools in two ways: 1) All Illinois schools are required to adopt a pest control process called Integrated Pest Management or IPM; and 2) Schools are required to notify staff, students and parents prior to certain types of pest control applications.

Integrated Pest Management emphasizes inspection and communication within the school. The focus of the program is to identify and eliminate conditions in the school that could cause pests to be a problem. Applications of pest control materials are made only when necessary to eliminate a pest problem. Regular spraying is not part of the program, but does involve use of nontoxic control methods such as sticky traps and baits. The methodology does not require notification to anyone requesting to be notified. If it becomes necessary to use any pest control products other than traps or baits, notice will be posted two (2) business days prior to the application. The only exception to the two-day notice would be if there is an immediate threat to health or property. Then notice will be posted as soon as practicable.

We will establish a registry in each school for those who desire to be notified of certain pesticides and/or herbicide applications. Each school has its own registry. If you wish to be placed on the list to receive written notification prior to the applications of any pest control materials subject to the notification requirements, please call the school or schools that your child or children attend, and ask for a copy of the request form from each school. Once you receive the form(s), please complete and return it to the appropriate school.

Evergreen School Calendar 2018-2019

Month	Date	Event
Aug.	10	PTA School Supply Pick-Up (4:00 P.M. – 6:00 P.M.) Administration Office, Door #17
	13	Board of Education Mtg., 7:00 P.M., Admin. Board Rm.
	16	PTA Mtg., 7:00 P.M., Admin. Center
	17	Class List Posted, 1:00-3:00 P.M. (inside Evergreen School)
	20	PTA School Supply Pick-Up (4:00 P.M. – 6:00 P.M.) Administration Office, Door #17
	23	New Student Orientation, 10:00 A.M., Evergreen
	27	Institute Day – No Student Attendance Parent and Student Technology Meeting – 3:30-4:30 P.M.-lg. gym Parent and Student Technology Meeting – 5:30-6:30 P.M.-lg. gym
	28	Institute Day – No Student Attendance Meet & Greet-drop off school supplies & meet your teacher Grades 1-4 2:00-3:00 P.M. Parent and Student Technology Meeting – 3:30-4:30 P.M.-lg. gym Parent and Student Technology Meeting – 5:30-6:30 P.M.-lg. gym
	29	First Day of School, Grades 1-4 Kindergarten Orientation Last Name begins with A-L 9:00-9:45 A.M. Last Name begins with M-Z 10:00-10:45 A.M.
	30	First Day of Kindergarten Preschool Drop School Supplies Off AM Preschool – 9:00-10:00 A.M. PM Preschool – 1:00-2:00 P.M. PTA BOO HOO Breakfast for Kindergarten Parents, 8:15 A.M. – 9:00 A.M., Evergreen Multi-Purpose Rm.
	31	Preschool Screening, (8:30-10:30 A.M. & 12:30-2:30 P.M.) (Call the Evergreen Office to schedule an appt. (630) 876-7810)
Sept.	3	Labor Day – No School
	4	First Day of Preschool
	6	Back-To-School Night (Pre-K, K, 1 st & 2 nd)
	10	Board of Education Mtg., 7:00 P.M., Admin. Board Room
	12	Early Dismissal, Preschool & Kind.(2:00), Grades 1-4 (2:15)
	13	Back-To-School Night (3 rd & 4 th)
	14	Preschool - Grandparent's Day
	19	PTA Treat Day
	20	PTA Meeting, Admin. Service Center Boardroom, 7:00 P.M.
	21	Spirit Day

		PTA Open Gym Night, Evergreen Large Gym, 6:30 – 8:00 P.M.
	24	Health - Third Grade Hearing Health - Fourth Grade - Vision & Hearing
	26	PTA Book Fair Hot Lunch
	27	PTA Book Fair Health - First Grade Hearing
Oct.	2	Picture Day
	3	PTA Treat Day
	4	Health – Third Grade Rescreen Health – Fourth Grade Rescreen
	5	Health – Third Grade Rescreen Health – Fourth Grade Rescreen Mid-Term Reports Go Home
	8	Columbus Day, No School
	9	Board of Education Mtg., 7:00 P.M., Admin. Board Room
	10	Hot Lunch Health – First Grade Rescreen
	11	Health – First Grade Rescreen
	12	Half-day School improvement, 11:40 dismissal- Grades K-4 No A.M. or P.M. Preschool Mid-Term Report Cards Go Home
	17	PTA Treat Day Early Dismissal, Preschool & Kind.(2:00), Grades 1-4 (2:15)
	18	Health - Second Grade Vision & Hearing
	19	Health - Second Grade Vision & Hearing Spirit Day
	21	Foundation Fall Festival, 1:00-4:00 P.M., Benjamin Middle School
	24	PTA Hot Lunch
	26	Fall Theme Day
	29	Health – Second Grade Rescreen
	31	PTA Treat Day Health – Second Grade Rescreen
Nov	1	Health - Kindergarten Vision & Hearing Evening Parent/Teacher Conferences
	2	Health - Kindergarten Vision & Hearing
	6	Evening Parent/Teacher Conferences
	7	PTA Hot Lunch
	8	Evening Parent/Teacher Conferences
	9	Institute Day – No Student Attendance
	12	Veteran's Day – Red, White & Blue Day Health - Kindergarten Re-Screen Board of Education Mtg., 7:00 P.M., Admin. Board Room

	14	Health - Kindergarten Re-Screen PTA Treat Day
	15	PTA Meeting, Admin. Service Center Boardroom, 7:00 P.M.
	16	End of 1 st Trimester Spirit Day
	19-23	Thanksgiving Break – no student attendance
	28	PTA Hot Lunch Health – Preschool Vision & Hearing
	29	Health – Preschool Vision & Hearing
	30	Report Cards Go Home
Dec	5	PTA Treat Day
	7	PTA Holiday Bazaar, 9:00 A.M. – 5:30 P.M.
	8	PTA Holiday Bazaar & Breakfast with Santa 9:00 A.M. -12:00 P.M.
	10	Health – Preschool Re-screen Board of Education Mtg., 6:30 P.M., Admin. Board Room
	11	Health – Preschool Re-screen
	12	PTA Hot Lunch
	13	First and Second Grade Musical, 7:00 P.M.
	14	Spirit Day
	18	Holiday Teacher Luncheon
	21	Holiday Parties (2:00 P.M. – 2:50 P.M.)
	24-31	Winter Break – No School
Jan.	1-4	Winter Break – No School
	9	PTA Treat Day Early Dismissal, Preschool & Kind.(2:00), Grades 1-4 (2:15)
	11	Spirit Day
	14	Board of Education Mtg., 7:00 P.M., Admin. Board Room
	16	PTA Hot Lunch
	17	PTA Meeting, Admin. Service Center Boardroom, 7:00 P.M.
	18	Half-day School improvement, 11:40 dismissal- Grades K-4 No A.M. or P.M. Preschool Preschool Screening, (8:30-10:30 A.M. & 12:30-2:30 P.M.) Call the Evergreen Office to schedule an appt. (630) 876-7810
	21	Martin Luther King Day - No School
	23	PTA Treat Day
	30	PTA Hot Lunch
Feb.	1	Mid-Terms Go Home
	6	PTA Treat Day
	8	Spirit Day
	11	Board of Education Mtg., 7:00 P.M., Admin. Board Room
	13	Early Dismissal, Preschool & Kind.(2:00), Grades 1-4 (2:15) PTA Hot Lunch PTA Candy Bar Bingo (6:00 P.M. – 8:00 P.M.), Evergreen Multi-

		Purpose Rm.
	14	Valentine Parties (2:00 P.M. – 2:50 P.M.)
	15	Preschool – Donuts with Dad Morning Class 10:00-11:05 A.M. Afternoon Class 1:45-2:55 P.M. Preschoolers attend all day. These times are for dads.
	18	President's Day – No School
	20	PTA Treat Day PTA Book Fair
	21	PTA Book Fair Family Science/Tech Night
	27	PTA Hot Lunch
	28	PTA Movie Night, 6:30-9:00 P.M.
March	1	Institute Day – No Student Attendance
	Week of March 4	Second Grade – CoGats
	6	PTA Treat Day
	7	Kindergarten Round-Up, 4:00-7:00 P.M., Kindergarten Room
	8	Spirit Day End of Second Trimester
	11	Board of Education Mtg., 7:00 P.M., Admin. Board Room
	13	Early Dismissal, Preschool & Kind.(2:00), Grades 1-4 (2:15) PTA Hot Lunch Kindergarten Screening, 2:30-5:30 P.M.
	14	PTA Meeting, Admin. Service Center Boardroom, 7:00 P.M.
	15	Half-day School improvement, 11:40 dismissal- Grades K-4 No A.M. or P.M. Preschool
	20	PTA Treat Day
	21	Third & Fourth Grade Musical, 6:30 P.M.
	March 25-29	Spring Break – No School
April	3	PTA Treat Day
	8	Board of Education Mtg., 7:00 P.M., Admin. Board Room
	10	Early Dismissal, Preschool & Kind.(2:00), Grades 1-4 (2:15) PTA Hot Lunch
	12	Spirit Day
	17	PTA Treat Day
	19	Non-Attendance Day
	24	PTA Hot Lunch
May	1	PTA Treat Day
	3	Half-day School improvement, 11:40 dismissal- Grades K-4 No A.M. or P.M. Preschool Preschool Screening, (8:30-10:30 A.M. & 12:30-2:30 P.M.) Call the Evergreen Office to schedule an appt. (630) 876-7810

		Mid-Terms Go Home
	8	Early Dismissal, Preschool & Kind.(2:00), Grades 1-4 (2:15) PTA Hot Lunch
	9	PTA Meeting, Admin. Service Center Boardroom, 7:00 P.M.
	10	Half-day School improvement, 11:40 dismissal- Grades K-4 No A.M. or P.M. Preschool
	13	Board of Education Mtg., 7:00 P.M., Admin. Board Room
	15	PTA Treat Day
	17	Preschool – Muffins with mom Fourth Grade Springfield Trip-Tentative
	22	PTA Hot Lunch PTA Book Fair
	23	Evergreen Spring Showcase, 6:00-7:30 P.M. (includes Artwork by students, Kindergarten Music program, PTA Book Fair & PTA Ice Cream Social
	24	Spirit Day
	27	Memorial Day, No School
	29	PTA Treat Day
June	4	Field Day for all grade levels
	5	Last Day for Preschool/Picnic Field Day for all grade levels, Rain Date
	6	Last Day of School, Grades K-4 Half-day School improvement, 11:40 dismissal- Grades K-4 Awards Assembly, 8:45-9:45 A.M. Report Cards Go Home
	10	Board of Education Mtg., 7:00 P.M., Admin. Board Room
Testing dates may change due to inclement weather. Field dates will be posted at a later date.		

**EVERGREEN ELEMENTARY SCHOOL
FACULTY ROSTER 2018-2019**

LAURA PFANENSTIEL
DEBBIE SCHAEFER
KIM CLARK

PRINCIPAL
SECRETARY
SECRETARY/SUBSTITUTE COORDINATOR

TINA QUEALY

EARLY CHILDHOOD

CECI FRYDRYCH
SUSAN MCGINNIS
ANDREA MALDRE

KINDERGARTEN
KINDERGARTEN
KINDERGARTEN

MERCEDES DRAFTZ
CINDY KUSSWURM
PEGGY RAUSCHER

FIRST GRADE
FIRST GRADE
FIRST GRADE

CHERYL BOUDREAU
SHERI GREENHAGEL
JENNIFER ROSIGNOLO

SECOND GRADE
SECOND GRADE
SECOND GRADE

ANN CLAUDE
LAUREN GIACALONE
ANGELICA STEINKE

THIRD GRADE
THIRD GRADE
THIRD GRADE

DAN BAKER
KIMPHA KEOBORAKOT
CARRIE WILLIAMS

FOURTH GRADE
FOURTH GRADE
FOURTH GRADE

SHARON ABELS
NATALIE FIERCE
RUTH MORGANO
SHERRY DOUGLAS
MATT TYLK
LORI PETERSON
KATHY HANSEN
JOSH KAIRIS
DONNA POPE
ALLISON AGRES

SPECIAL ED.
SPECIAL ED.
MUSIC TEACHER
ART TEACHER
PHYSICAL EDUCATION TEACHER
LMC TEACHER/ENRICHMENT
LMC ASSISTANT
TECHNOLOGY
RESOURCE/INTERVENTIONIST
READING SUPPORT &
INSTRUCTIONAL COACH
INTERVENTIONIST
SPEECH & LANGUAGE TEACHER

JULIE MARTINEZ
MELISSA EVANS

EVERGREEN ELEMENTARY SCHOOL
FACULTY ROSTER 2018-2019

MEGAN DUSING
ELLEN LOCKE
NICOLE COLBURN
TODD HUENECKE
BETTY NORDENGREN
JOANNE PRODOEHL
MARCIA REAVLEY
JIGNASA RAWALJI
ELVA ALLERUZZO
DENISE FLAGG
MICHELLE STEIN
MARIA PARISI
LINDA PIERPOINT
ANNA SARNELLI
LYNN PAVNICA
TERESA JOTAUTAS
BEN NELSON
LISA WEISS

PAT CONLON
TAMMI STANCIK
LORI EDLER
LINDA VOIGHT
CHRISTINE MURPHY
JENNIFER NELSON

DENISE FLAGG
LAURA PAUP
LINDA PIERPOINT
MARIA PARISI

SPEECH & LANGUAGE TEACHER
SOCIAL WORKER
SOCIAL WORKER
PSYCHOLOGIST
EL TEACHER
EL TEACHER
NURSE
LPN
TEACHER ASSISTANT
TEACHER ASSISTANT
TEACHER ASSISTANT
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CROSSING GUARD
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Board of Education

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Vice President
Secretary

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Special Education Consultant

Dr. Debra LeBlanc

Technology Coordinator

Greg Martin

Evergreen School Song

Evergreen is our School
We work hard every day
Evergreen is our School
We learn something new every day
Cause we WORK, STUDY, HELP OTHER PEOPLE
Cause Evergreen is our school.
GREEN, WHITE, GREEN WHITE, GREEN WHITE

Evergreen is our School
We work hard every day
Evergreen is our School
We make the world a better place,
Cause we WORK, STUDY, HELP OTHER PEOPLE
Cause Evergreen is our school.
GREEN, WHITE, GREEN, WHITE, GREEN, WHITE
YEAH!

WE UNDERSTAND THE RULES

We strive to help our students understand that responsibility must be a large part of their lives. Within reason, we will expect our students to be responsible for their actions; however, it is not fair, nor reasonable to hold a student responsible for something he/she does not know about or does not fully understand.

Please indicate that you have read and discussed the information within this handbook with your son(s) or daughter(s), and return this page to his/her classroom teacher before September 7, 2018. If we can be of any help in clarifying any section of the handbook or in answering any other questions you may have, please do not hesitate to call (630) 876-7810.

Laura Pfanenstiel
Principal

PLEASE DETACH AND SEND TO SCHOOL

_____ and I have read and discussed the
(full name of student)

information in the Evergreen Student Handbook.

Signature of Parent/Guardian _____

Signature of Student _____

Classroom Teacher _____