

Parent – Student Handbook 2016-2017

Addendum to the District 100 Handbook



Meehan Elementary School

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Visit our School Website

<http://www.district100.com/Schools/Meehan>

Meehan Elementary School

Michael Yates, Principal

Dear Students and Parents,

Welcome to Meehan Elementary School! The entire faculty and staff of Meehan Elementary School are excited about meeting you and having another great school year.

For those of you new to Meehan School, we know that you will find our school to be a safe and rewarding place to learn. We know that returning students will continue to academically grow and model Meehan Manners.

It is important for everyone to know and display the Meehan Manners: Respect for Self, Respect for Others, Respect for Property.

Together, students, parents, teachers, staff, and administrators provide a solid educational experience at Meehan Elementary School. We know that everyone plays an important role in the education of a child, and we will all work together for the benefit of each and every child.

We know that a child's educational journey does not happen alone. It takes a combined effort of administrators, teachers, staff, students, and parents to complete a safe and beneficial educational journey. Every school year, we ask that everyone read, review, and sign the MES School Compact to demonstrate that together we will achieve great outcomes.

As the principal of Meehan Elementary School, I am very excited to have the opportunity to work with an outstanding staff, and I am looking forward to an exciting start to the school year when I will get a chance to meet each of you.

Sincerely,

Meehan Principal

Together, we will!!!

School Compact

As the principal, I will

- Ensure a safe and orderly learning environment
- Create a welcoming environment for students and families
- Support family involvement
- Model Meehan Manners and expect all staff to model Meehan Manners
- Communicate to students and families the goals of the school
- Reinforce the partnership between families, students, staff, and community
- Provide appropriate learning opportunities for all members of the learning community

As a teacher, I will

- Provide and model a safe learning environment that reflects Meehan Manners
- Plan and teach lessons that meet the individual learning needs of my students
- Regularly monitor the progress of my students and use this information when planning instruction
- Communicate with students and families about learning goals and individual progress
- Notify parents of academic concerns
- Be available for conferences at mutually agreeable times with parents
- Assign homework that is meaningful and directly connected to classroom learning
- Be available by phone (815.547.3546) and by email for parent concerns or questions

As a student, I will

- Work as hard as I can on my school assignments and complete my work on time
- Follow Meehan Manners throughout my day including the classroom, library, bus stop, the bus, bathroom, cafeteria, playground, and hallway
- Ask my teachers questions when I don't understand something
- Take home and return all materials as required by my teacher
- Discuss with my family what I am learning in school

As a parent/guardian, I will

- Provide a quiet study time at home and encourage good study habits
- Talk with my child about his/her school activities and check for homework every day
- Reinforce and support Meehan Manners for behavior and classroom expectations
- Find out how my child is progressing by attending conferences, reviewing school work, and communicating with my child's teacher
- Encourage my child to read by reading to or with him/her
- Keep the school informed of updated emergency contact information. Ensure my child is at school on time or contact the office in the case of absence (Office – 815.547.3546)

Vision Statement

It is our vision to provide an educational program that will encourage students to become life-long learners and problem solvers who have respect for self and community and are able to adapt to an ever-changing society.

Meehan Manners Matter

Respect for Self

Respect for Others

Respect for Property



Meehan School Staff

Principal Mr. Michael Yates
 Assistant Principal Mrs. Kim Brahmstedt
 Secretary Mrs. Karen Vandenbroek
 Secretary Ms. Victoria Pasillas
 Nurse Mrs. Joyce Turnipseed
 Head Custodian Mr. David Fischer

<u>Kindergarten</u>	<u>Fifth Grade</u>	<u>Counselor</u>
Mrs. LaPak	Mrs. Blomgren	Mrs. Flynn
Mrs. Propp	Mrs. Conover	
Mrs. Butler	Mrs. Kaiser	<u>Custodians</u>
Mrs. Wisely	Mrs. McLaughlin	Mr. Butz
	Mrs. Riley	Mr. Shiloh
<u>First Grade</u>		
Mrs. Byers	<u>Cross Category</u>	<u>Library</u>
Mrs. Jamison	Mrs. Lannoye	Miss Garcia
Mrs. Guerrero		
Mrs. Spatz	<u>Multi-Needs</u>	<u>Psychologist</u>
	Mrs. Little	Miss Rockwell
<u>Second Grade</u>		
Mrs. Bahling		<u>Reading Specialist</u>
Mrs. Carmichael	<u>Art</u>	Mrs. Crocker
Mrs. Estrada	Mr. Beard	Mrs. Kufalk
Mrs. Poulter		Mrs. Mitchell
		Ms. Swick
<u>Third Grade</u>	<u>Computer Lab</u>	
Mrs. Bahling	Mrs. Chapman	<u>Resource Teachers</u>
Mrs. Balsley		Mrs. Sundberg
Mrs. Hansen		Ms. Tompkins
Mrs. Smith	<u>Music</u>	Mrs. Purin
	Mr. Meyer	
<u>Fourth Grade</u>		<u>Speech</u>
Mr. Leese		Mrs. Merry
Mrs. Flaherty	<u>P.E.</u>	Mrs. Knodle
Mrs. LePla	Mrs. Frank	
Mrs. Loredo	Mr. Latino	<u>TPI</u>
	Mrs. Reynolds	Miss Kamp



Daily Schedule

7:15 – Office Opens

7:20 – Doors Open to Students

7:30 – First Bell Rings

7:40 – Tardy Bell / Classes Begin

10:30 – 11:15 – Lunch/Recess I

Grades 3, 5

11:15 – 12:00 – Lunch/Recess II

Grades K, 2

12:00 – 12:45 – Lunch/Recess III

Grades 1, 4

2:05 – School Dismissal

3:30 – Office Closed

The following school rules and guidelines are an addendum to the BCUSD100 District Student Handbook. All policies, rules, and procedures found within the BCUSD100 Handbook must be followed. A copy of the BCUSD100 Handbook can be found on the District Website.

Absences & Tardies

Absences:

If your child is going to be out of school for any reason, please notify the school before 8:30 am. **815-547-3546.**

If we do not receive a phone call, then an automated phone call will be sent home.

You will still need to call and notify the school of the reason for the absence.

If your student has excessive absences, or unexcused absences, then your child will be referred to the district truancy officer.

Vacations: In accordance with the District Handbook, taking students out of school for a vacation will be discouraged. Family vacations must be approved by the building principal two weeks in advance in order to be considered excused. Family vacation forms are available in the office. The student will be expected to make up all work missed. Class discussions, lab experiments, and other types of activities are vital to the learning experience and cannot be replicated. Thus your student's grade may suffer due to lack of classroom participation during the vacation. All absences for vacation for which the school does not receive prior notification will be considered unexcused, with denial of make-up privileges.

Tardies: All students are expected to be in their classroom and ready to learn before the tardy bell rings.

Doors open at **7:20**, Tardy Bell Rings at **7:40**. Tardies will not be excused.

It is the parent's responsibility to ensure that the child arrives early enough to school to walk down the hallway, put backpack, coat and other materials in the locker, and enter the classroom before **7:40**.

Students not in their classroom at **7:40** will need to get a Tardy Pass from the main office.

5th Tardy: Office Discipline Referral will be mailed home.

10th Tardy: Office Discipline Referral will be mailed home.

Meeting will take place with administration, guardian, teacher, student.

15th Tardy: Office Discipline Referral will be mailed home.

Meeting will take place with administration, guardian, teacher, student.

Referral will be made to District Truancy Officer.

Additional disciplinary actions may be assigned.

Admissions & Book Fees

New Kindergarten students must be five years old on or before September 1 of the year in which they are enrolling. A physical and dental examination is required when a student enters school for the first time. Immunization records must be complete and up-to-date before registration is complete. This information must be on file in the school office before the student begins their first day of school. A student's age will need to be verified with a certificate of birth and proof of residency is required.

Registration fees for students, K-5, are required. Please see the school district handbook and website for an exact amount of fees. These fees entitle students to use the textbooks required for each subject, workbooks, and assignment notebooks. If a child loses or damages a book or workbook, an additional fee will be charged.

Refunds are made upon the request of the parent or guardian. Refunds will be made according to the length of time remaining in the school year. A request for a refund must be made in writing to the building principal. The request must include the name(s) of the child/ren, grade, and the address where the refund should be sent.

Students are responsible for the textbooks and/or library books loaned to them. There will be charges for any lost or damaged materials. These charges will be billed to the parent.

A school supply list is available in the school office, on the school website, and at local stores. Please make every effort to see that these supplies are available for your child's use at all times. It is very difficult for students to complete their assignments when they don't have the necessary materials. The Meehan supply lists can also be found at various stores in Belvidere and Rockford.

Assignment Notebooks

Assignment notebooks are to be used by students in grades 3-5. These books will be distributed to students on the first day of school. We expect students to use the assignment notebooks to help them keep organized. Assignment books also keep you informed about what is going on at school. Please check them daily.



Birthdays Treats

District 100 has adopted a nutrition and wellness policy. Students may bring **store bought treats** to school to celebrate their birthday. However, we ask that treats follow our nutrition and wellness policy. Please see the list of appropriate nutritional suggestions at the end of the handbook. Providing a birthday treat is optional. **Gum is not an appropriate treat.**

Please know that some students in our building have peanut allergies. If your child is in a “peanut-free” room, you will be notified by the teacher.

In lieu of a treat some parents may wish to purchase a book or game for the classroom and donate the item in their child’s name.

If you choose to send a **store bought treat**, please contact the teacher in order to determine a time that the treat will be distributed. It can also help to avoid having more than one student bring a treat in one day. Parents may drop off treats in the school office.

Please do not send party invitations to school. Often times, it creates disappointment and hurt feelings for those who do not receive an invitation. As careful and discreet as we try to be, students are aware of whom is invited and who isn’t. (Please note that the school cannot provide names, addresses, or phone numbers of other students.)

Please refrain from sending/having delivered flowers, balloons or other celebratory items to the office. **We do not deliver flowers, party balloons, or other such items to the classroom.**

Cell Phones

All cell phones must be kept off, and remain in backpacks in lockers throughout the school day. If a situation occurs in which a student needs to communicate to a parent during the school day, they may ask permission to use the office phone. Dependent on the circumstance, they may be allowed to use their cell phone to communicate with parents, but they must first be granted permission to call home, and they must make the call in the school office. Students are not allowed to check their cell phones during the school day for text messages or other communications.

All immediate communications from parents to students, regarding after school arrangements, lunch money, or other immediate needs, must come through the main office.

You may call the main office, 815-547-3546, and the secretaries will communicate the message to the student.

The school will not be responsible for any electronic items that are lost, damaged, or stolen. Students are not allowed to use cell phones or other electronic devices on the bus to take photos or record other students. Cell phones and other electronic devices should remain off and out of sight while on the bus.

Change of Address

It is very important for emergency and administrative reasons, that every student has an up-to-date address record at the school office. Notify the school immediately if any changes such as change of address, phone, or place of employment have been made since the beginning of the school year. **It is essential that emergency numbers be on file at the school in case of emergency.**

Classroom Environment

The classroom provides the environment where students spend most of their learning time at school. Teachers are responsible for establishing their individual classroom rules and they are also responsible for providing students with appropriate instructions. Students are expected to be responsible, attentive, and cooperative. They must remember that only through their own genuine efforts can they make academic progress. Students have a further responsibility not to interfere with the opportunities of other students to learn.

In case of student suspension, there are several “Due Process” requirements that will be observed. Please refer to the **District Handbook** for more information.



Communications

Meehan Messenger

Meehan’s newsletter, the Meehan Messenger, contains items of interest to students and parents including grade level projects, PBIS information, important dates (Picture Day, Early Release Days, PTO events, etc.) and notes from the nurse. This newsletter is distributed every other Friday.

Computer Lab

Meehan School is very fortunate to have a computer lab. Due to the expense of buying and maintaining this lab, strict rules will be enforced. Any misuse of the equipment will result in the suspension of the privilege to use the lab. If a student damages any software or equipment, the parent will be responsible for paying for it. An Internet agreement will be sent home at the beginning of the year. Each parent is expected to read, sign, and return the agreement after discussing the terms with their child.

Conduct/Student Discipline

The school provides an orderly and friendly environment for learning to take place. Students at all times and in all school settings should conduct themselves as responsible persons in the school community. They should respect the rights and feelings of fellow students, behave in ways which assure safety to both themselves and others, follow all school rules, and cooperate fully with all adult supervisors.

Meehan Manners

- Respect for Self
- Respect for Others
- Respect for Property

Teachers and parents should stress good manners and courtesy as being a necessary ingredient to good safety. Good safety practices are learned. Your help in transmitting these rules could help to prevent accidents and will be appreciated.

Meehan staff has adopted a program called Positive Behavior Intervention Support (PBIS). As part of this program, Meehan School will have the Code of Conduct clearly posted throughout the school. An incentive program will reward students for respecting themselves, others, and property. Any staff member can reward appropriate behavior with “Mustang MVP” coupons. Students will then be part of a weekly and monthly drawing for a special reward. Semester rewards for individual students and classrooms will also be included.

Discipline Referral Forms will be used by staff members to document inappropriate behavior.

Consequences are dependent on the severity of the behavior and grade level of the student.

These consequences range from the following:

- verbal warnings
- recess detention
- in school suspension
- out of school suspension
- expulsion

Discipline is in accordance with the BCUSD100 District Handbook.

Bullying

School should be a safe and positive learning environment for all students. Bullying is defined as a repeated oppression, psychological or physical, of a less powerful person by a more powerful person or group of persons.

This behavior will not be tolerated in school, on the bus, at bus stops, on school playgrounds or while walking to and from school. Parents will be notified by the school of any bullying behavior that their child exhibits. The school will then monitor the behavior of the bully and proper disciplinary action will be taken if continued and repeated acts occur. Students and parents will be given opportunities and resources to remedy bullying behavior. **(Board of Education Policy 7:180)**

Bullying is defined by action(s) that is repetitive, aggressive, and includes an imbalance of power. IL School Code (Section 27-23.7) Defines it as:

Any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students and has the effect of one or more of the following:

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

Meehan Elementary School Meehan Manner Matrix

	Classroom	Hallway	Cafeteria	Recess	P.E.	Bathroom	Library	Computer Lab
Respect For Self	<p>Be prepared for class</p> <p>Give your best effort by paying attention and completing all work on time</p> <p>Be truthful</p> <p>Accept responsibility for your own actions</p>	<p>Get where you are going quickly and quietly</p> <p>Walk, never run</p> <p>Move quickly and quietly through the hallway</p>	<p>Eat your own food</p> <p>Stay in line</p>	<p>Listen to the noon aides at all times</p> <p>Play by the rules</p> <p>Think before you act</p>	<p>Give every activity your best effort</p> <p>Wear appropriate footwear</p> <p>Play by the rules</p>	<p>Maintain proper use of facility</p> <p>Clean up after yourself</p> <p>Wash hands after using the restroom</p>	<p>Return books when they are due</p> <p>Accept responsibility for lost or damaged books</p>	<p>Use your time wisely to complete your activity</p>
Respect For Others	<p>Keep hands, feet and objects to yourself</p> <p>Be kind and helpful</p> <p>Use appropriate language</p>	<p>Keep hands, arms and feet to yourself</p> <p>Be quiet</p> <p>Remain on your side of the hallway</p>	<p>Use quiet voices and appropriate language</p> <p>Wait your turn in line</p> <p>Use your manners by saying please and thank you</p>	<p>Accept differences</p> <p>Line up quietly</p> <p>Wait your turn</p> <p>Keep hands and feet to yourself</p>	<p>Respect others by not harassing, taunting, teasing, mocking or physically injuring others</p> <p>Listen to all adults</p> <p>Treat others as you want to be treated</p>	<p>Flush after each use</p> <p>Respect privacy of others</p> <p>Use quiet voices</p>	<p>Come in quietly</p> <p>Look for books quietly</p> <p>Use your shelf markers</p> <p>Give your attention to the adult who is speaking</p>	<p>Log off appropriately</p> <p>Give your attention to the adult that is speaking</p> <p>Focus on your own assigned task</p>
Respect For Property	<p>Clean up after yourself</p> <p>Recycle paper and throw away trash</p> <p>Return things where they belong</p>	<p>Keep hall areas clean</p> <p>Keep hands off the lockers, walls and displays</p>	<p>Clean up your own eating area</p> <p>Keep your lunch card away from your mouth and in good condition</p>	<p>Keep outdoor equipment in good condition</p> <p>Use the equipment only for its intended purpose</p>	<p>Keep all equipment clean and in good condition</p> <p>Respect the equipment and return it to its proper place</p>	<p>Keep restrooms neat, clean, and dry</p> <p>Use only an appropriate amount of soap and paper towels</p>	<p>Take care of books and magazines</p> <p>Push in your chairs</p> <p>Return your shelf markers</p>	<p>Keep food and drinks out of the computer lab</p> <p>Use a light touch with all computer equipment</p> <p>Print only with adult permission</p>



Dress Code

We would like to review with parents and students some basic guidelines to be aware of concerning school attire. The following rules or guidelines should be followed:

- ◆ Students should **not** wear see through clothing.
- ◆ Shirts should be long enough so that when hands are raised, no skin is visible.
- ◆ Shirts with profanity, inappropriate wording, or inappropriate pictures may **not** be worn to school.
- ◆ Shirts referencing drugs, alcohol, or cigarettes are inappropriate to wear to school.
- ◆ Students are **not** to wear hats in the building.
- ◆ “Heelies” or shoes with wheels may not be worn for P.E. class. The wheels should never be down on school property.
- ◆ Chains are **not** to be worn as part of a student’s attire.
- ◆ Shirts or blouses should cover all underwear straps. Shirts that have spaghetti straps should not be worn to school.
- ◆ **Dress or physical appearance that would distract from learning will not be allowed.**

In general, students should dress in a neat, clean manner that **will not** disrupt the educational process.

Electronic Devices

Students are not allowed to use a cellular telephone, camera, video recording device, personal digital assistant (PDA), or other electronic device in any manner that disrupts the educational environment, or violates the rights of others, including using the device to take photographs on the bus, or in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules.

Unless granted specific teacher permission and building administration permission for instructional purposes, all electronic devices must be left at home. Cell phones must be turned off, placed in backpacks, and placed in lockers at the time that the student enters the building.

The school will not be responsible for any electronic items that are lost, damaged, or stolen. Students are not allowed to use cell phones or other electronic devices on the bus to take photos or record other students. Cell phones and other electronic devices should remain off and out of sight while on the bus.

Homework

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for practice, independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed. One way of accomplishing this would be to review your child's agenda planner with him/her each day. Late homework policies vary at each grade level (grades 3-5) and will be communicated to ALL parents and students.

Lost and Found

All clothing found on the school grounds, regardless of its value, is placed in the lost and found box. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. We encourage you to **mark your child's belongings**, including clothing. By doing so, the owner of the items can be readily found. All items not claimed at the end of the year will be given to the Salvation Army.



Lunch & Breakfast Program

The breakfast program will continue this school year at all Belvidere Elementary Schools. Students will be offered a nutritious breakfast from 7:20 to 7:35 a.m. This is an optional program for interested families.

Students sign up for their lunch choice at the beginning of each day. Each child has an account with the cafeteria. Parents are expected to send in money to keep the account current. Notifications are sent home when the account is getting low.

Outdoor Recess – Students will be going outside for supervised play if weather permits. The temperature must be above 10 degrees. This is based on wind chill factors.

Children going home for lunch - If your child is going to be picked up by his/her parent for lunch, please send a note to the classroom teacher informing her that your child will be leaving for lunch. Parents picking up their child for lunch will need to come into the office to pick up and drop off their child and will need to present a photo id and sign out their child in the office. Please make sure that your note is dated and signed.

Medication



Please refer to the District Handbook for details regarding medicines to be administered at school. Under no circumstances will medication be dispensed by the nurse or by the principal unless the proper district procedures have been followed.

A form will be given to parents at registration that needs to be completed in the event that your child needs to take medication at school. **This form must be completed before medication can be administered.**

Money

Children should not bring money to school unless for specific reasons. Money for lunch and/or milk, book orders, or other special occasions should be sent in an envelope that clearly states the intent and to whom the money should go. **The student's name should also be clearly labeled somewhere on the envelope.** Then if money is lost, we know to whom the money should be returned.

Nutritional Emphasis

District 100 established a Wellness and Nutrition Committee to identify areas that our school district can improve and emphasize the health of our students. A policy has been approved that is in compliance with state regulations. Our district and school newsletters will also highlight activities and healthy ideas for the family and school. No pop or energy drink are allowed during school hours.



Healthy Food and Beverage Options for School

- Raw vegetable sticks/slices with low-fat dressing or yogurt dip
- Fresh & sliced fruit
- Cereal and low-fat milk
- 100% fruit or vegetable juice
- Frozen fruit pops with fruit juice of fruit as the first ingredient
- Dried fruits – raisins, cranberries, apples, apricots
- Single serving applesauce or canned fruit in juice
- Peanut butter with apple wedges or celery sticks
- Fruit smoothies made with fat-free or low-fat milk
- Trail mix or party mix
- Dry roasted peanuts, tree nuts and soy nuts
- Lean meats and reduced fat cheese sandwiches
- Pretzels or reduced fat crackers
- Baked chips with salsa or low-fat dip
- Low-fat muffins, granola bars and cookies (graham crackers, fig bars)
- Mini bagels with whipped light or fat-free cream cheese
- Pasta salad
- Bread sticks with marinara
- Yogurt & fruit parfaits
- Pudding cups
- String cheese, cheese cubes, single-serving cottage cheese
- Pure ice cold water

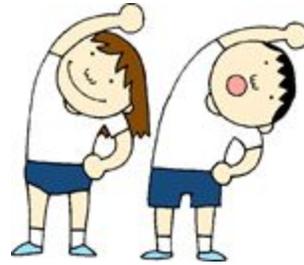
These are only a few suggestions to get you started! **Please know that some students in our building have peanut allergies. If your child is in a “peanut-free” room, you will be notified by the teacher.**

Parent-Teacher Conferences

Parent teacher conferences will be held during the first semester of school. Parents are asked to make a specific appointment with the teachers of their children, regardless of the progress of the child. We will schedule conferences on a first-come-first serve basis. These conference times, if spent wisely, can be very valuable to your child’s overall program. Parent conferences are encouraged and can be arranged at any time during the school year.

Pets

Due to allergies at Meehan School, students are not allowed to bring pets to school. Many of our young students are afraid of animals, so please do not bring them onto school property. **This includes being outside during bus dismissal and arrival.**



Physical Education

Students are required to wear shoes during PE class that tie or Velcro. The following types of footwear are not allowed: pull-on, high platform shoes, boots of any kind, Heelies or hiking boots that looks like tennis shoes. Shoes that lace must be tied for PE class. This is a measure taken to protect their health and safety while participating in physical education classes. If students have class early in the morning, it is strongly advised that they have an extra pair of shoes and socks available at school to change into should their feet get wet from the early morning dew.

If for some reason your child cannot participate in physical education classes, please request this in writing. Any restrictions from PE classes for more than five days will require a doctor's note. **Students requesting to be excused from PE class will also be excluded from recess.**

Reading Emphasis

Reading at least fifteen minutes each night is an expectation that we have for each and every child who attends Meehan. This expectation can be accomplished by students reading silently to themselves, parents or an older child reading to the child, or the parent reading to the child. It is also important that students practice their weekly spelling words and memorize their basic math facts. These areas can be mastered most effectively with the help that students can receive at home. Each grade level will also have a common uninterrupted 90 minute instructional reading block set aside for reading instruction. It is recommended when possible that students are in attendance and that any appointments that cannot be avoided during the school day fall outside of this important instructional time.

Report Cards

Report cards are issued following the completion of each nine-week grading period. The report card is an important message from the school concerning your child's progress, not only in school subjects, but also according to his/her character traits. Please carefully review your child's progress and contact the school if you have any questions. Midway through the grading period, you will be notified of your child's progress on a progress report that is sent home with your child.

District Grading Scale 100-90 = A 89-80 = B 79-70 = C 69-60 = D 59-0 = F

Meehan Honor Roll - Students are eligible for honor roll if they are in grades 3 – 5 and if they meet the following criteria:

- o Students must receive an A or B in Reading, English, Spelling, Math, Social Studies, & Science
- o Students must receive an A, B, or C in Art, Music, & PE

T

ransportation

Please call First Student at (815) 544-9766 with any transportation questions. Please make sure that your child's teacher knows the exact plan for daily after school pickup. Any changes to this plan must be made in writing to the office. Students are not allowed to ride different bus routes with friends.

Students are not allowed to use cell phones or other electronic devices on the bus to take photos or record other students. Cell phones and other electronic devices should remain off and out of sight while on the bus.

V

isitors

All visitors are required to report to the school office to sign in upon entering the building. The entrance doors to the building will be locked after the tardy bell rings. After that time, entrance into the building can be gained by using the front door. Other than normal office visits, all visitors will be asked to provide a photo ID before being issued a visitor's pass. Upon exiting the building, visitors will return their visitor's pass at the main office in exchange for their photo ID. Parents are welcome and encouraged to visit the school. However, Meehan students' friends and relatives from other schools or school districts are not permitted to be in attendance or to visit during the school day.

Weapons Prohibition – District 100

The Belvidere School District has adopted a “zero tolerance” policy with regard to weapons and look-alike weapons on school district property. Possession by students of any weapons or look-alike weapons on school property or on buses is strictly prohibited. Students found in violation of this policy will be disciplined by the building principal. Discipline measures may include counseling, suspension, or expulsion. All incidents of students in possession of dangerous weapons will be reported to the appropriate law enforcement agency.

Please be advised that knives of any kind, including pocket knives, are considered weapons. Please talk with your child/children and advise them that under no circumstances should they bring a knife to school, and that the consequences for not complying with this rule will result in disciplinary action.

The following items are not allowed in school:

Gum or candy, matches, cigarettes, portable music/electronic devices, walkie-talkies, squirt guns, knives, skate boards, roller skates or roller blades, virtual pets, toys of any kind, toy guns, or any item considered to be dangerous or unsafe for students to play with. Cell phones are allowed in school only in the child’s backpack – turned off until after school. Please remember that the school is not responsible for items lost, broken, or stolen.

Look-alike weapons are not allowed in school. We do not allow students to play pretend guns or even draw weapons!

All school rules and policies are in accordance with the BCUSD100 District Handbook.

Please refer to the District Handbook for the complete list of disciplinary policies and procedures.

When and Where Conduct Rules Apply

The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

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