

**SUNSET RIDGE SCHOOL  
FIFTH GRADE FILES  
2011-2012**

## **5<sup>TH</sup> GRADE FILE CONTENTS**

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**REQUIRED GENERAL AND MEDICAL FORMS**

**2011-2012 STUDENT EMERGENCY FORM  
SUNSET RIDGE SCHOOL DISTRICT 29**

STUDENT NAME:

\_\_\_\_\_

2011/12 Grade Level: \_\_\_\_\_

Birthdate: \_\_\_\_\_

Student's Primary Mailing Address:

Home Phone#: \_\_\_\_\_

PARENT INFORMATION:

Mother's Name: \_\_\_\_\_

Mother's Work Phone #:

\_\_\_\_\_

Mother's Cell Phone #:

\_\_\_\_\_

Mother's E-mail address:

\_\_\_\_\_

Father's Name: \_\_\_\_\_

Father's Work Phone #:

\_\_\_\_\_

Father's Cell Phone #:

\_\_\_\_\_

Father's E-mail address:

\_\_\_\_\_

IN CASE OF AN EMERGENCY who should be called first?

\_\_\_\_\_Mother      \_\_\_\_\_Father

Phone number to be called first in case of an emergency:

\_\_\_\_\_

STUDENT MEDICAL INFORMATION:

Food Allergies:

\_\_\_\_Peanut    \_\_\_\_Tree-nut    \_\_\_\_Other

Would you prefer your child eat lunch at the peanut/tree nut free table in the cafeteria?

\_\_\_\_Yes      \_\_\_\_No

Medication Allergies:

Other Allergies:

Pertinent Medical Information:

\_\_\_\_\_  
\_\_\_\_\_

Current Medications Taken Daily:

At Home:

\_\_\_\_\_  
\_\_\_\_\_

At School:

\_\_\_\_\_  
\_\_\_\_\_

Please check this box if you agree to allow health staff to share medical information with school staff, as needed.

**2011-2012 STUDENT EMERGENCY FORM  
SUNSET RIDGE SCHOOL DISTRICT 29**

**STUDENT NAME:**

\_\_\_\_\_

Any additional information you would like to share:

**#1 Emergency Contact Person (other than parent/guardian):**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Phone#:

1) \_\_\_\_\_

2) \_\_\_\_\_

**#2 Emergency Contact Person (other than parent/guardian):**

Name: \_\_\_\_\_

Relationship: \_\_\_\_\_

Contact Phone#:

1) \_\_\_\_\_

2) \_\_\_\_\_

For SCHOOL COMMUNICATION/EMERGENCY NOTIFICATION purposes, please list the PRIMARY phone number and e-mail address you would like entered into these systems:

Primary Phone#:

\_\_\_\_\_

Primary E-mail Address:

\_\_\_\_\_

**PARENTAL/GUARDIAN STATUS:**

\_\_\_ Single \_\_\_ Married \_\_\_ Divorced

\_\_\_ Separated \_\_\_ Widowed

If divorced or separated - Please indicate the custodial arrangements for child(ren) and provide the appropriate school office(s) with a copy of the court ordered custodial agreement: (Circle One)

\_\_\_ Joint \_\_\_ Other

Please explain living and visitation arrangements:

Non-custodial parent/guardian allowed to pick up child(ren)?

\_\_\_ Yes \_\_\_ No

Mailing Address of Non-custodial Parent:

Non-custodial parent/guardian to receive school information? \_\_\_\_\_

\_\_\_ Yes \_\_\_ No

**PLEASE NOTIFY THE APPROPRIATE SCHOOL OFFICE(S) IF THERE ARE CHANGES TO THE INFORMATION INCLUDED ON THIS FORM**

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

\_\_\_\_\_  
Date

# District 29 Medication Authorization

## HEALTH SERVICES

Sunset Ridge School 847-881-9455 Fax 847-446-6388  
Middlefork School 847-881-9503 Fax 847-446-6221

Student Name _____	Grade _____
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Medication Allergies: \_\_\_\_\_ Food Allergies: \_\_\_\_\_ Other Allergies: \_\_\_\_\_

### NON-PRESCRIPTION MEDICATION

Non- prescription medications must be brought to Health Services by a parent/guardian in a manufacturer-labeled container. Authorizations are valid for 1 school year.

Medical provider and parent signature required.

Please authorize medication administration by checking appropriate boxes or filling in *other medication*:

- Ibuprofen 1-2 tablets (200 mg ea.) every 6 hours as needed
- Acetaminophen 1-2 tablets (325 mg ea.) every 4 hours as needed
- Benadryl 1-2 tablets (25 mg. each) for allergy symptoms or allergic reaction
- Other medication* \_\_\_\_\_ Dose \_\_\_\_\_ Frequency \_\_\_\_\_

### PRESCRIPTION MEDICATIONS-Valid for one school year only

#### Inhalers for asthma NEW FOR 2011!

Note- A student may carry a pharmacy labeled inhaler with parent authorization only. Please sign and date at bottom of this page. Name of inhaler medication: \_\_\_\_\_.

#### Medications to manage severe allergic reactions and diabetes

A student may carry an Epipen (epinephrine injection), Benadryl, Insulin and diabetic supplies with medical provider and parent authorization.

Epipen with/without Benadryl: \_\_\_\_\_

Insulin and glucose monitoring: \_\_\_\_\_

We recommend that *all* emergency medications are stored in the Health Office. It is very important that we have a back-up inhaler that is easily accessible. Please review item #4 on the reverse side regarding self-administration.

**Other Prescription Medications:** Must be renewed at the beginning of each school year.

All medications must be brought to Nurse's Office by parent/guardian in a prescription-labeled container.

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Frequency: \_\_\_\_\_ Duration of order: \_\_\_\_\_

Medication: \_\_\_\_\_ Dosage: \_\_\_\_\_

Frequency: \_\_\_\_\_ Duration of order: \_\_\_\_\_

Other medications not taken at school that may impact learning: \_\_\_\_\_

Medical Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

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

Physician Office Stamp

Please see reverse side for Administration of Medication Procedure/Guidelines.

06-11

June 13, 2011

Memo to: 5<sup>th</sup> Grade Parents

From: Linda Curry RN ILCSN

RE: Certificate of Child Health Examination Form

If your child will be participating in a *spring sport* they are required to complete the attached Certificate of Child Health Examination Form which is valid for one year from date of completion and must run through the entirety of the sport.



**STATE OF ILLINOIS  
DEPARTMENT OF HUMAN SERVICES  
CERTIFICATE OF CHILD HEALTH EXAMINATION**

Please Print

<b>Student's Name</b>			<b>Birth Date</b>			<b>Sex</b>	<b>School</b>			<b>Grade Level /ID#</b>			
Last	First		Middle		Month/Day/ Year								

<b>Address</b>				<b>Parent/Guardian</b>				<b>Telephone #</b>				<b>Work</b>				
Street	City			ZIP code							Home					

**IMMUNIZATIONS:** To be completed by health care provider. Note the mo/da/yr for *every* dose administered. The day and month is required if you cannot determine if the vaccine was given *after* the minimum interval or age. **If a specific vaccine is medically contraindicated, a separate written statement must be attached explaining the medical reason for the contraindication.**

VACCINE/DOSE	1			2			3			4			5			6		
	MO	DA	YR	MO	DA	YR	MO	DA	YR	MO	DA	YR	MO	DA	YR	MO	DA	YR
Diphtheria, Tetanus and Pertussis (DTP or DTaP)																		
Diphtheria and Tetanus (Pediatric DT or Td)																		
Inactivated Polio (IPV)																		
Oral Polio (OPV)																		
Haemophilus influenzae type b (Hib)																		
Hepatitis B (HB)																		
Varicella (Chickenpox)																		Comments
Combined Measles, Mumps and Rubella (MMR)																		
Measles (Rubeola)																		
Rubella (3-day measles)																		
Mumps																		
Pneumococcal (not required for school entry)	<input type="checkbox"/> PCV7 <input type="checkbox"/> PPV23			<input type="checkbox"/> PCV7 <input type="checkbox"/> PPV23			<input type="checkbox"/> PCV7 <input type="checkbox"/> PPV23			<input type="checkbox"/> PCV7 <input type="checkbox"/> PPV23			<input type="checkbox"/> PCV7 <input type="checkbox"/> PPV23			<input type="checkbox"/> PCV7 <input type="checkbox"/> PPV23		
Check specific type (PCV7, PPV23)																		
Other (Specify hepatitis A, meningococcal, etc.)																		

**Health care provider (MD, DO, APN, PA, school health professional, health official) verifying above immunization history must sign below.**

<b>Signature</b>	<b>Title</b>	<b>Date</b>
<b>Signature</b> (If adding dates to the above immunization history section, put your initials by date(s) and sign here.)	<b>Title</b>	<b>Date</b>
<b>Signature</b> (If adding dates to the above immunization history section, put your initials by date(s) and sign here.)	<b>Title</b>	<b>Date</b>

**ALTERNATIVE PROOF OF IMMUNITY**

1. **Clinical diagnosis is acceptable if verified by physician.** \*(All measles cases diagnosed on or after July 1, 2002, must be confirmed by laboratory evidence.)

\*MEASLES (Rubeola) MO DA YR MUMPS MO DA YR VARICELLA MO DA YR Physician's Signature

2. **History of varicella (chickenpox) disease is acceptable if verified by health care provider, school health professional or health official.**  
Person signing below is verifying that the parent/guardian's description of varicella disease history is indicative of past infection and is accepting such history as documentation of disease.

Date of Disease	Signature	Title	Date
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3. **Laboratory confirmation (check one)**  Measles  Mumps  Rubella  Hepatitis B  Varicella  
Lab Results Date MO DA YR (Attach copy of lab report, if available.)

**VISION AND HEARING SCREENING DATA**

Pre-school – annually beginning at age 3; School age – during school year at required grade levels															
Date															<b>Code:</b> <b>P = Pass</b> <b>F = Fail</b> <b>U = Unable to test</b> <b>R = Referred</b> <b>G/C = Glasses/Contacts</b>
Age/Grade															
	R	L	R	L	R	L	R	L	R	L	R	L	R	L	
Vision															
Hearing															

Printed by Authority of the State of Illinois  
**(Complete Both Sides)**

<b>Student's Name</b>	<b>Birth Date</b>	<b>Sex</b>	<b>School</b>	<b>Grade Level/ ID #</b>
Last First Middle	Month/Day/ Year			

**HEALTH HISTORY TO BE COMPLETED AND SIGNED BY PARENT/GUARDIAN AND VERIFIED BY HEALTH CARE PROVIDER**

<b>ALLERGIES</b> (Food, drug, insect, other)			<b>MEDICATION</b> (List all prescribed or taken on a regular basis.)		
Diagnosis of asthma? Child wakes during the night coughing	Yes Yes	No No	Indicate Severity	Loss of function of one of paired organs? (eye/ear/kidney/testicle)	Yes No
Birth defects?	Yes	No		Hospitalizations? When? What for?	Yes No
Developmental delay?	Yes	No		Surgery? (List all.) When? What for?	Yes No
Blood disorders? Hemophilia, Sickle Cell, Other? Explain.	Yes	No		Serious injury or illness?	Yes No
Diabetes?	Yes	No		TB skin test positive (past/present)?	Yes* No
Head injury/Concussion/Passed out?	Yes	No		TB disease (past or present)?	Yes* No
Seizures? What are they like?	Yes	No		Tobacco use (type, frequency)?	Yes No
Heart problem/Shortness of breath?	Yes	No		Alcohol/Drug use?	Yes No
Heart murmur/High blood pressure?	Yes	No		Family history of sudden death before age 50? (Cause?)	Yes No
Dizziness or chest pain with exercise?	Yes	No		Dental <input type="checkbox"/> Braces <input type="checkbox"/> Bridge <input type="checkbox"/> Plate <input type="checkbox"/> Other	
Eye/Vision problems? _____ Glasses <input type="checkbox"/> Contacts <input type="checkbox"/> Last exam by eye doctor _____ Other concerns? (crossed eye, drooping lids, squinting, difficulty reading)				Other concerns?	
Ear/Hearing problems?	Yes	No		Information may be shared with appropriate personnel for health and educational purposes.	
Bone/Joint problem/injury/scoliosis?	Yes	No		<b>Parent/Guardian Signature</b>	<b>Date</b>

**Entire section below to be completed by MD/DO/APN/PA (\*INDICATES TESTING MANDATED FOR STATE LICENSED CHILD CARE FACILITIES)**

<b>PHYSICAL EXAMINATION REQUIREMENTS</b>	<b>HEIGHT</b>	<b>WEIGHT</b>	<b>BMI</b>	<b>B/P</b>
<b>DIABETES SCREENING BMI&gt;85% age/sex</b> Yes <input type="checkbox"/> No <input type="checkbox"/> And any two of the following: <b>Family History</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Ethnic Minority</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Signs of Insulin Resistance</b> (hypertension, dyslipidemia, polycystic ovarian syndrome, acanthosis nigricans) Yes <input type="checkbox"/> No <input type="checkbox"/> <b>At Risk</b> Yes <input type="checkbox"/> No <input type="checkbox"/>				
<b>LEAD RISK QUESTIONNAIRE*</b> Required for children age 6 months through 6 years enrolled in licensed or public school operated day care, preschool, nursery school and/or kindergarten. <b>Blood Test Indicated?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> <b>Blood Test Date</b> <b>Blood Test Result</b> (Blood test required in Chicago and other high risk zip codes.)				
<b>TB SKIN TEST</b> Recommended only for children in high-risk groups including children who are immunosuppressed due to HIV infection or other conditions, recent immigrants from high prevalence countries, or those exposed to adults in high-risk categories. See CDC guidelines. <b>Date Read</b> / / <b>Result</b> mm				
<b>LAB TESTS *INDICATES TESTING MANDATED FOR STATE LICENSED CHILD CARE FACILITIES</b>	Date	Results	Date	Results
Hemoglobin * or Hematocrit *				Sickle Cell * (as indicated)
Urinalysis				Other
<b>SYSTEM REVIEW</b>	Normal	Comments/Follow-up/Needs	Normal	Comments/Follow-up/Needs
Skin			Endocrine	
Ears			Gastrointestinal	
Eyes Normal Yes <input type="checkbox"/> No <input type="checkbox"/> Amblyopia Yes <input type="checkbox"/> No <input type="checkbox"/>		Objective screening Yes <input type="checkbox"/> No <input type="checkbox"/> Result _____ Referred to Ophthalmologist/Optometrist Yes <input type="checkbox"/> No <input type="checkbox"/>	Genito-Urinary	LMP
Nose			Neurological	
Throat			Musculoskeletal	
Mouth/Dental			Spinal examination	
Cardiovascular/HTN			Nutritional status	
Respiratory			Mental Health	
<b>NEEDS/MODIFICATIONS</b> required in the school setting			<b>DIETARY</b> Needs/Restrictions	
<b>SPECIAL INSTRUCTIONS/DEVICES</b> e.g. safety glasses, glass eye, chest protector for arrhythmia, pacemaker, prosthetic device, dental bridge, false teeth, athletic support/cup				
<b>MENTAL HEALTH/OTHER</b> Is there anything else the school should know about this student? If you would like to discuss this student's health with school or school health personnel, check title: <input type="checkbox"/> Nurse <input type="checkbox"/> Teacher <input type="checkbox"/> Counselor <input type="checkbox"/> Principal				
<b>EMERGENCY ACTION</b> needed while at school due to child's health condition (e.g., seizures, asthma, insect sting, food, peanut allergy, bleeding problem, diabetes, heart problem)? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe.				
<b>On the basis of the examination on this day, I approve this child's participation in</b> (If No or Modified, please attach explanation.)				
<b>PHYSICAL EDUCATION</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Modified <input type="checkbox"/>		<b>INTERSCHOLASTIC SPORTS</b> (for one year) Yes <input type="checkbox"/> No <input type="checkbox"/> Limited <input type="checkbox"/>		
Physician/Advanced Practice Nurse/Physician Assistant performing examination				
<b>Print Name</b>	<b>Signature</b>			<b>Date</b>
<b>Address</b>	<b>Phone</b>			

(Complete both sides)

## **District 29 Sunset Ridge and Middlefork School** **ADMINISTRATION OF MEDICATION TO STUDENTS**

Parents/guardians have the primary responsibility for the administration of medication to their children. The administration of medication to students during regular school hours and during school related activities is discouraged unless necessary for the critical health and well being of the student. The administration of medication to students is subject to guidelines established by the Superintendent or designee, in keeping with state agency recommendations (e.g., Illinois Department of Professional Regulation, Illinois Department of Public Health, and Illinois State Board of Education).

### **PROCEDURES/GUIDELINES:**

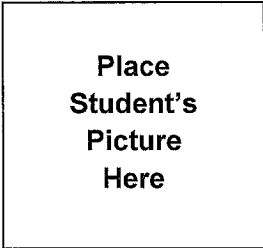
1. **Medication Authorization Form** - School personnel shall not administer to any student, nor shall any student possess or consume *any prescription or non-prescription medication* unless the student's parent has provided the school with a completed Medication Authorization form. The school nurse reviews the written authorization and may consult with the parent/guardian, licensed prescriber or pharmacist for additional information as necessary. Authorization and any subsequent changes include:
  - A. Physician, advanced practice registered nurse, physician's assistant, dentist, or podiatrist-licensed prescriber's written prescription
  - B. Student's name, medication name, dosage and date of order
  - C. Administration instructions (route, time or intervals, duration of prescription)
  - D. Reason/intended effects and possible side effects
  - E. Parent/guardian written permission.
2. **Appropriate Containers** - Medication and refills are to be provided in containers, which are:
  - A. Prescription labeled by a pharmacy or licensed prescriber displaying Rx number, student name, medication, dosage, and directions for administration, date and refill schedule and pharmacist name.
  - B. Manufacturer labeled, **unopened** non-prescription over-the-counter medication.
3. **Administration of Medication** will be by Certificated School Nurse, Registered Nurse, or school administrator. Other school personnel may also volunteer to assist in medication administration and may be given instructions by the nurse. If no volunteer is available, the parent/guardian must make arrangements for administration. The school nurse or administration retains the discretion to deny requests for administration of medication.
4. **Self-Administration** - A student may self-administer medication at school and activities if so ordered by his/her medical provider. Daily documentation will be provided as below (#6) for such health office supervised self-administration. For "as needed" medications such as those taken by students with asthma or allergies, the physician may also order that the student carry the medication on his or her person for his/her own discretionary use according to medical instructions, however no daily documentation will be possible in this case. Students may carry prescription labeled inhalers with parent written permission only. Self-administration privileges may be withdrawn if a student exhibits behavior indicating lack of responsibility toward self or others with regards to medication. Parent signature on this form acknowledges that "the school district is to incur no liability, except for willful and wanton conduct, as a result of any injury arising from the self-administration of medication by the pupil and that the parents/guardians 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 the self-administration of medication by the pupil." (Reference IL PA92-0402)
5. **Stock Medications** - Acetaminophen, Ibuprofen and generic Benadryl are kept in stock at school as a courtesy to students in case of an emergency. In an emergency, a one-time dose may be given with phoned parent permission. A Medication Authorization Form will then be sent home for completion and no further doses will be provided without the completed form on file.
6. **Storage and Record Keeping** - Medication will be stored in a locked cabinet. Medication requiring refrigeration will be stored in a secure area. Each dose will be recorded in the student's individual health record. In the event a dose is not administered, the reason shall be entered in the record. Parents may be notified if indicated and it shall be entered in the record. To assist in safe monitoring of side effects and/or intended effects of the treatment with medication, faculty and staff may be informed regarding the medication plan. For long-term medication, written feedback may be provided at appropriate intervals or as requested by the licensed prescriber and/or parent/guardian.
7. **Documentation, Changes, Renewals, and Other Responsibilities** - To facilitate required documentation, medical orders, changes in medical orders, and parent permissions may be faxed to Health Services. It is the responsibility of the parent/guardian to be sure that all medication orders and permissions are brought to school, refills provided when needed, and to inform the nurse of any significant changes in the student's health. Medication remaining at the end of the school year must be released to a parent/guardian or it will be discarded. **Every prescription and over-the-counter medication order must be renewed each school year.**

# Food Allergy Action Plan

Name: \_\_\_\_\_ D.O.B.: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Allergy to: \_\_\_\_\_

Weight: \_\_\_\_\_ lbs. Asthma:  Yes (higher risk for a severe reaction)  No



Extremely reactive to the following foods: \_\_\_\_\_

**THEREFORE:**

- If checked, give epinephrine immediately for ANY symptoms if the allergen was *likely* eaten.
- If checked, give epinephrine immediately if the allergen was *definitely* eaten, even if no symptoms are noted.

**Any SEVERE SYMPTOMS after suspected or known ingestion:**

One or more of the following:

LUNG: Short of breath, wheeze, repetitive cough  
HEART: Pale, blue, faint, weak pulse, dizzy, confused  
THROAT: Tight, hoarse, trouble breathing/swallowing  
MOUTH: Obstructive swelling (tongue and/or lips)  
SKIN: Many hives over body

Or combination of symptoms from different body areas:

SKIN: Hives, itchy rashes, swelling (e.g., eyes, lips)  
GUT: Vomiting, crampy pain



**1. INJECT EPINEPHRINE IMMEDIATELY**

2. Call 911
3. Begin monitoring (see box below)
4. Give additional medications: \*
  - Antihistamine
  - Inhaler (bronchodilator) if asthma

\*Antihistamines & inhalers/bronchodilators are not to be depended upon to treat a severe reaction (anaphylaxis). USE EPINEPHRINE.

**MILD SYMPTOMS ONLY:**

MOUTH: Itchy mouth  
SKIN: A few hives around mouth/face, mild itch  
GUT: Mild nausea/discomfort



**1. GIVE ANTIHISTAMINE**

2. Stay with student; alert healthcare professionals and parent
3. If symptoms progress (see above), USE EPINEPHRINE
4. Begin monitoring (see box below)

**Medications/Doses**

Epinephrine (brand and dose): \_\_\_\_\_  
Antihistamine (brand and dose): \_\_\_\_\_  
Other (e.g., inhaler-bronchodilator if asthmatic): \_\_\_\_\_

**Monitoring**

**Stay with student; alert healthcare professionals and parent.** Tell rescue squad epinephrine was given; request an ambulance with epinephrine. Note time when epinephrine was administered. A second dose of epinephrine can be given 5 minutes or more after the first if symptoms persist or recur. For a severe reaction, consider keeping student lying on back with legs raised. Treat student even if parents cannot be reached. See back/attached for auto-injection technique.

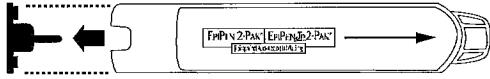
Parent/Guardian Signature \_\_\_\_\_ Date \_\_\_\_\_ Physician/Healthcare Provider Signature \_\_\_\_\_ Date \_\_\_\_\_

TURN FORM OVER

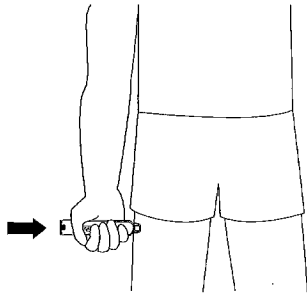
Form provided courtesy of FAAN ([www.foodallergy.org](http://www.foodallergy.org)) 7/2010

**EPIPEN Auto-Injector and EPIPEN Jr Auto-Injector Directions**

- First, remove the EPIPEN Auto-Injector from the plastic carrying case
- Pull off the blue safety release cap



- Hold orange tip near outer thigh (always apply to thigh)



- Swing and firmly push orange tip against outer thigh. Hold on thigh for approximately 10 seconds. Remove the EPIPEN Auto-Injector and massage the area for 10 more seconds



DEY™ and the Dey logo, EpiPen®, EpiPen 2-Pak®, and EpiPen Jr 2-Pak® are registered trademarks of Dey Pharma, L.P.

**Twinject® 0.3 mg and Twinject® 0.15 mg Directions**



Remove caps labeled "1" and "2."

Place rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.



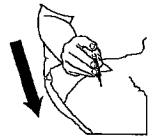
**SECOND DOSE ADMINISTRATION:** If symptoms don't improve after 10 minutes, administer second dose:

Unscrew rounded tip. Pull syringe from barrel by holding blue collar at needle base.

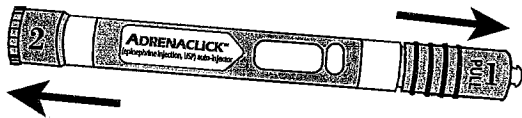


Slide yellow collar off plunger.

Put needle into thigh through skin, push plunger down all the way, and remove.



**Adrenaclick™ 0.3 mg and Adrenaclick™ 0.15 mg Directions**



Remove GREY caps labeled "1" and "2."



Place RED rounded tip against outer thigh, press down hard until needle penetrates. Hold for 10 seconds, then remove.

A food allergy response kit should contain at least two doses of epinephrine, other medications as noted by the student's physician, and a copy of this Food Allergy Action Plan.

A kit must accompany the student if he/she is off school grounds (i.e., field trip).

**Contacts**

Call 911 (Rescue squad: ( ) - ) Doctor: \_\_\_\_\_  
 Parent/Guardian: \_\_\_\_\_

Phone: ( ) - \_\_\_\_\_  
 Phone: ( ) - \_\_\_\_\_

**Other Emergency Contacts**

Name/Relationship: \_\_\_\_\_  
 Name/Relationship: \_\_\_\_\_

Phone: ( ) - \_\_\_\_\_  
 Phone: ( ) - \_\_\_\_\_

**Sunset Ridge School District 29**

**525 Sunset Ridge Road•Northfield, Illinois 60093•847.881-9400•Fax: 847.446.6388**

**STUDENT AGREEMENT TO CARRY INHALER**

1. Student has demonstrated the correct use of inhaler to the health care provider and school health personnel.
2. Student agrees to **never** share the inhaler with another person.
3. Student agrees that if there is not marked improvement after two puffs, he/she will notify a teacher or other responsible adult who will seek further medical intervention as outlined in the student's Asthma Management Plan.

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

I give permission for my child \_\_\_\_\_ to carry the inhaler described below. I understand that he/she must follow the rules listed above. I will notify the school of changes in medication or my child's condition.

**NAME OF MEDICATION**

**DOSE**

**FREQUENCY OF USE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Parent/Guardian Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PARENT PERSPECTIVE**

**Date:** \_\_\_\_\_

**Student:** \_\_\_\_\_ **Grade:** \_\_\_\_\_ **Teacher/Advisor:** \_\_\_\_\_

**Parent(s)** \_\_\_\_\_

Many of your child's personal interests and talents may not be immediately obvious to his or her teachers. Sharing the following types of information can be very useful in helping teachers understand and meet the unique needs of each individual student. Thank you for taking the time to respond to those items you feel would prove useful to your child's teachers. (Use back of page or additional paper if you need more space.)

Preferred creative, learning or discovery activities: \_\_\_\_\_

\_\_\_\_\_

Special hobbies: \_\_\_\_\_

Special talents or achievements (such as in music, art, drama, sports, etc.): \_\_\_\_\_

\_\_\_\_\_

Recent books your child has read (or enjoyed listening to): \_\_\_\_\_

\_\_\_\_\_

Other favorite books: \_\_\_\_\_

If your child enjoys writing, what type of writing does he/she choose to do independently?

\_\_\_\_\_

Past travel or other enriching experiences outside of school: \_\_\_\_\_

\_\_\_\_\_

Areas of academic strength: \_\_\_\_\_

Academic areas in which you would like to see your child show increased growth this year:

\_\_\_\_\_

Long term goals for personal growth (academic or other): \_\_\_\_\_

\_\_\_\_\_

Any physical, social or emotional characteristics you feel may need special awareness, support or understanding: \_\_\_\_\_

\_\_\_\_\_



# SUNSET RIDGE SCHOOL DISTRICT 29

525 Sunset Ridge Road • Northfield, Illinois • 60093

847 881 9400 • Fax: 847 446 6388 • [www.sunsetridge29.net](http://www.sunsetridge29.net)

*Cultivating a learning community that engages the hearts and minds of students, one child at a time*

## **DENIAL OF CONSENT**

### **TO PUBLISH PHOTOGRAPHS AND/OR VIDEOS OF A STUDENT OR SAMPLE OF STUDENTS' SCHOOL WORK**

Summer 2011

Dear District 29 Parents,

We are very proud of our students and their accomplishments, and we enjoy highlighting their work and activities. The purpose of this letter and form is to inform you of this practice and to give you an opportunity to deny permission to have your child's image or his or her work made public. At the end of this letter you will find our **DENIAL OF CONSENT** form. In the past, we asked all parents to complete and sign a similar Consent and Release form indicating whether or not they gave consent. **We are changing this practice and are now asking only those parents who DO NOT want this information posted or made available to the media to complete and sign this DENIAL OF CONSENT form.**

We hope you will consider allowing us to promote your child and his or her accomplishments, but we understand that you may not be comfortable doing so. If you wish to deny consent for some or all of the permissions described in this letter, please complete the remainder of this DENIAL OF CONSENT form and return it to the school office.

There are various ways in which photographs and videos of students and/or their work may be made public: on District hosted websites (such as but not limited to <[www.sunsetridge29.net](http://www.sunsetridge29.net)>, Pod29, Sunset Ridge Google Docs, etc.); in District publications (such as parent newsletters, the Board Newsletter, etc.); in the media (including print, electronic, and broadcast media); and in classroom multimedia presentations, DVDs, or videos which may be distributed to District parents (such as the Middlefork School video, and the Eighth Grade Graduation Video). Examples might include photographs and/or videos of school activities showing students engaged in a science project, student newscast, sporting event, musical or theatrical performance, or other activity. Student work, such as artwork, poetry, writing, or podcasts might also be displayed.

It should be noted that at various times all students may be asked to post work, videos, or photos on sections of the District's website which have restricted access. This DENIAL OF CONSENT **only** applies to the posting of work, videos, or photos to which the public may have access.

If a student's photographs, videos or work are used:

- He/she is only identified by first name or by first name and last initial
- Personal information such as phone number, address, etc. will not be published directly in connection with the photographs, videos or work (though such information may be available by other means such as directory listings).
- Documents will not include information that indicates the precise physical location of a student at a given time other than attendance at a particular school, presence in a particular classroom, or participation in a school activity
- Please note that students' full names may be used in the password protected sections of the website. Only District 29 parents who have registered for our website have access to these sections.

Because the majority of Middlefork and Sunset Ridge parents routinely give consent, we have decided to reverse the process and ask only those who **do not grant permission** to complete and return the DENIAL OF CONSENT form. **If the school does not receive a DENIAL OF CONSENT form, you will be deemed to have granted permission.**

Those who submit forms will receive an acknowledgement of receipt. There is no deadline to submit a form, but please understand that you will be deemed to have granted permission until your form has been acknowledged. Parents may change their mind and elect to submit a new DENIAL OF CONSENT form at any time. They may also withdraw a previously submitted denial by notifying the district of their decision in writing. A new DENIAL OF CONSENT form will be required each school year.

By not submitting a DENIAL OF CONSENT form, you grant the District permission to post photographs and/or videos of your children or samples of their work on the District hosted websites. Parents acknowledge that these pictures may distinctly identify their children. They further acknowledge that photos and students' first names may appear on District videos and publications as well as print, electronic, and broadcast media. Those who do not submit a DENIAL OF CONSENT form agree to release Sunset Ridge District 29 and its employees, officials, and agents from liability of any claims, including without limitation, claims for libel, defamation, invasion of privacy, misappropriation of right of privacy, and any other infringement or misappropriation of any other proprietary rights arising out of or relating to the exercise of rights granted.

Sincerely,

Linda J. Vieth, Ed.D.  
Superintendent of Schools

---

Please check the blanks below to indicate which permissions you deny and then sign and date as indicated.

**Work Samples on District's Publicly Accessed Website/s**

\_\_\_\_\_ Sunset Ridge District 29 **does not have** my permission to post samples of my son/daughter's schoolwork on its websites which may be accessed by the public.

**Photographs and/or Videos on District's Publicly Accessed Website/s**

\_\_\_\_\_ Sunset Ridge District 29 **does not have** my permission to post photographs and/or videos of my son/daughter involved in a school activity on its publicly accessed website/s. This includes images printed in parent letters and District publications which are posted on the website/s.

**Distribution of Videos (such as the Middlefork School video) and/or Other Multimedia Presentations to District Families**

\_\_\_\_\_ Sunset Ridge District 29 **does not have** my permission to distribute copies of videos and/or other multimedia presentations to District families, which may contain images of my son/daughter.

**Photographs, Videos and/or Student Work in Print, Electronic or Broadcast Media**

\_\_\_\_\_ Sunset Ridge District 29 **does not have** permission to allow photographs and videos to be taken of my son/daughter and to allow those photographs, videos and/or my child's work samples to be published by media sources where school business and activities are published.

\_\_\_\_\_  
Print Name of Student

\_\_\_\_\_  
Print Name of Parent(s)/Guardian(s)

\_\_\_\_\_  
Signature of Parent(s)/Guardian(s)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Grade Level

# **SUNSET RIDGE SCHOOL DISTRICT 29 TECHNOLOGY SYSTEM ACCESS AND ACCEPTABLE USE PROCEDURES (AUP) FOR STUDENTS**

The purpose of the Sunset Ridge School District 29 Technology System is to advance and promote educational opportunities, innovation and excellence and provide students access to a worldwide array of academic resources consistent with the goals of our District. These resources are being provided to enrich educational activities as well as improve communications between the District and community.

The District 29 Technology System consists of but is not limited to network servers, services and systems, email, computers, tablets, and/or mobile devices, software and other applications, web-based resources, hardware, printers, scanners, Promethean boards and other digital, video and handheld devices not yet adopted or implemented. It is required that all network systems and resources be used for school-related activities only in a responsible, efficient, ethical and legal manner. The rules and conditions of this AUP apply to all above stated District technology resources wherever and whenever they are being accessed, as well as personal devices being used in the school environment.

The District 29 Technology System was established to comprise part of the school curriculum, and is intended by the Board of Education to function in support of the curriculum and of students' mastery of the curriculum. The System does not constitute a public forum. The District reserves and retains the right to regulate the content of and links to the System. The District also has the right to and does monitor use of its System. **Except as provided by federal and state statutes protecting the confidentiality of students' education records, no user of the System has an expectation of privacy in connection with such use.**

With respect to any of its computers, tablets, mobile or handheld devices with Internet access, the District will use technology protection measures in compliance with the Children's Internet Protection Act (CIPA) to protect minors and all users against access through such computers to visual depictions that are obscene, constitute child pornography or are otherwise harmful to minors.

The Board of Education further recognizes that the effective operation of the System depends upon the existence and enforcement of guidelines rules for the efficient, ethical and legal use of its resources. The Administration will adopt and enforce rules that limit the acceptable and ethical use of the System to educational purposes. Such rules shall be distributed to District employees, students and other members of the District 29 community who are afforded access to the system.

Violation of the AUP Rules shall be subject to consequences including but not limited to loss of system access privileges and referral to law enforcement authorities or other legal action as deemed appropriate.

The rules shall, among other points, address:

1. Expectations for responsible use of the District Technology System as well as personal devices used in the educational environment;
2. Measures designed to restrict access by minors to inappropriate matter on the Internet and Web;
3. The safety and security of minors when using electronic mail, group chats, and other forms of digital communication resources and devices;

4. Unauthorized access, including "hacking" and other unlawful activities by minors and other users online;
5. Unauthorized disclosure, use, and dissemination of personal identification information regarding minors or other persons;
6. Consequences for violation of rules.

## **STUDENT AUP**

### **Rules of District 29 Technology System**

All users of the District Technology System must comply with the District AUP Rules as amended from time to time. Students are expected to abide by the technology rules set forth in this document. They are responsible for their actions and activities involving the District 29 Technology System and personal devices used in the school environment.

The District provides access to the Technology System as a privilege. The Superintendent and/or School Principal with consult from necessary parties will make all decisions regarding whether or not a user has violated the rules and/or its related regulations and may deny, revoke, or suspend access at any time.

**Students should have no expectation of privacy in their use of the system.** The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message or file sent, received, or stored on the Technology System. The District has the right to and does monitor use of the system by students, including students' access of the Internet, as part of system maintenance and to determine whether the use is consistent with federal and state laws and District policies and rules.

#### **A. Students Will:**

1. Be responsible for the proper care, storage, transport and utilization of District technology resources. Students will be held accountable for lost or damaged equipment even if the loss or damage was accidental and/or due to careless use.
2. Follow all rules concerning copyright and cite resources appropriately.
3. Use software and applications in accordance with the District licensing agreements.
4. Be polite and considerate in all forms of electronic communication.
5. Keep all passwords, electronic accounts and personal information about themselves and others private, including email, home addresses, phone numbers and photos.
6. Report any knowledge of inappropriate use, security risk or illegal activity on District 29 technology resources to a teacher, administrator or other District technology employee.
7. Respect privacy and the work of others when using shared District technology resources.
8. Keep all personal electronic or cellular devices turned off and secured in a locker during school hours unless special permission has been granted by their teacher, the Director of Technology or school administrator. These items include but are not limited to:
  - a. Cell phones
  - b. Tablets
  - c. Pagers
  - d. Mp3 players
  - e. Cameras/video recorders
  - f. All other recording devices

## **B. Students will NOT:**

1. Engage in activities that are not related to District educational purposes or which are disruptive to classroom instruction.
2. Knowingly conduct any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any US or state regulation.
3. Communicate in a way that could be perceived as bullying, intimidating, harassing or threatening.
  - a. No use of the system to bully or intimidate other individuals.
  - b. No use of vulgarities, obscenities or any other inappropriate language.
  - c. No targeting an individual or group of individuals because of sex, color, race, religion, disability, national origin, or sexual orientation.
  - d. No participating in activities that support hate, racism or sexism.
4. Engage in unauthorized downloading or transferring of any software or applications regardless of whether they are copyrighted or de-licensed (including documents, images, audio and video clips, etc.).
5. Use personal devices during school hours without permission.
6. Use the network for commercial or private advertising.
7. Waste technology resources, such as paper, toner, file space, and bandwidth.
8. Attempt to hack or gain unauthorized access to files, resources or entities.
9. Intentionally invade the privacy of individuals, by the unauthorized disclosure, dissemination or use of information about anyone that is of a personal nature.
10. Use another student's or other user's account or password.
11. Access or modify other people's files when using shared devices.
12. Post or modify material and resources authored or created by another without his/her consent.
13. Post anonymous messages (unless it is part of an academic activity that is approved by an instructor or administrator).
14. Use the network while access privileges are suspended or revoked.
15. Attempt to destroy, modify, overload, or otherwise abuse any District owned technology system and/or resources in any way.

## **C. Careless Use of District Technology Resources**

All students will be instructed on the proper care and use of District technology resources at the beginning of the year and frequently throughout the year. They will be held accountable for damage or loss even if accidental or due to carelessness. This includes damage or loss as the result of improper storage, transport and utilization.

## **D. Vandalism**

Vandalism or attempted vandalism to the District 29 Technology System, services and/or resources, is prohibited and will result in discipline and/or potential legal action as set forth in Section I of these AUP Rules. Vandalism is any malicious attempt to harm or destroy property or data of the District Technology System and its users. This includes but is not limited to:

1. Intentionally damaging District technology equipment;
2. Downloading, uploading or creating computer viruses;
3. Intentionally overloading computer storage and bandwidth capacity;
4. Attempting illegal access to or modification of information held in restricted sites ("hacking");

5. Unauthorized removal of technology equipment and resources belonging to teachers, students or the District from the district buildings.

#### **E. Discipline Regarding Off Site Abuse Of Technology**

The District may discipline a student whose off-site use of school or personal devices causes or can reasonably be expected to cause a substantial disruption of the school environment, regardless of the activity or disruptor's use of the System. This includes but is not limited to off-site activities such as electronic communication, social networking, and web site posting.

#### **F. Web Site Publishing**

1. All content on any web site created by a student using the District 29 Technology System, including links to sites outside the District pages, must receive approval by the classroom teacher or an administrator. All contents of a web site created by a student using the system, must conform to the AUP Rules.
2. Copies of videos, photos and student projects may not be posted on any public web site without proper authorization and consent.

#### **G. Personal Devices**

At times students may be granted permission to use their personal devices, such as, but not limited to laptops, smart-phones, mp3 players, tablets, etc., in school for academic purposes. Under these circumstances, devices will receive the same type of filtered Internet access as the Sunset Ridge District 29 technology system resources. The use of personal devices in the school environment requires approval of the Administration and the Director of Technology. The school reserves the right to restrict access for any guest/personal devices for any reason. Students may not access the Internet or engage in any other communication using personal devices during school hours unless such access is by means of approved Internet access provided by the District.

#### **H. Disclaimer/Indemnification**

1. The District makes no warranties of any kind whether expressed or implied for the system. The District is not responsible for any damages incurred, including the loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The District is not responsible for the accuracy or quality of information obtained through the system.
2. The District is not responsible for any user's intentional or unintentional access of material on the Internet that may be obscene, indecent, or of an inappropriate nature. The District will make every attempt to filter, monitor and prevent access to such sites.
3. The user and his or her parents or guardian agree to indemnify the Sunset Ridge School District 29 for any losses, costs or damages, including reasonable attorney fees, incurred by the District relating to, or arising out of, any breach of the Student AUP Rules and Agreement including such incurred through copyright violation.

#### **I. Consequences for Violations**

Failure to comply with the AUP Rules and any administrative regulations and rules governing the use of the District Technology System, will result in disciplinary action by staff, administration, and/or the Board of Education. Consequences may include but are not limited to the actions listed below.

1. Minimum disciplinary action will include a reprimand by teacher or administrator.

2. Additional actions as deemed appropriate will include:
  - a. Parent notification
  - b. Parent conference
  - c. Loss of access to specific technology/and or designated area for an undetermined amount of time
  - d. Restoration/restitution
  - e. Confiscation and forfeiture of inappropriate item(s)
  
3. Multiple infractions, vandalism or egregious misuse may result in:
  - a. Extended or permanent loss of privileges
  - b. Confiscation and forfeiture of inappropriate item(s)
  - c. Restoration/restitution
  - d. Administrative and/or Board of Education Action, including possible suspension and expulsion
  - e. Legal action
  - f. Notification to law enforcement

**Sunset Ridge School District 29  
Grades K-8 AUP Agreement**

Please complete this form and return it to your child's teacher by **Friday, September 2, 2011**.

I agree to use all school technology resources correctly and responsibly. This includes computers, tablets, mobile or handheld devices and associated equipment, as well as personal devices used in the school environment. I agree to follow all AUP Rules.

**I promise to:**

1. Use the school's equipment carefully and responsibly.
2. Use appropriate language in all communication.
3. Work only on the projects and activities that are school related and approved by my teacher.
4. Keep personal information about myself and others private.
5. Keep my passwords secure, only use my files and folders, and not compromise content created by others.
6. Tell my teacher if I read or see something on the computer, tablet, mobile or handheld device that is inappropriate.
7. Never bully, ridicule or harass others. I will not view, send, post or display inappropriate or hurtful messages, pictures or videos.
8. Never damage or tamper with the school computer system or equipment belonging to other people.
9. Obey copyright rules.
10. Never attempt to hack, bypass, destroy, modify or overload any school technology resources, security systems or filtering systems in any way.

I understand that if I break any of these promises, I can lose the privilege to use technology resources. I may have to pay for damages and possibly face additional consequences.

\*\*\*\*\*

**Parent and Child Acknowledgement and Signatures**

Please complete this form and return it to your child's teacher by **Friday, September 2, 2011**.

*I have read and discussed the AUP Rules and Agreement with my child.*

Parent/Guardian Name (Print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I will follow all AUP Rules for technology and will keep the above promises.*

Student Name (Sign or Print): \_\_\_\_\_

Teacher: \_\_\_\_\_ Date: \_\_\_\_\_ Grade: \_\_\_\_\_

**A.M. RECREATION PROGRAM**  
**(AVAILABLE TO 4<sup>th</sup> and 5<sup>th</sup> GRADERS)**

Dear 4<sup>th</sup> /5<sup>th</sup> Grade Parents and Students,

On behalf of the Sunset Ridge Physical Education department and the PTO, we welcome you back to school. This year we are pleased to offer an expanded recreational program commonly known as A.M. REC. The following times have been designated for this program.

Monday Morning	4 <sup>th</sup> Grade:	7:50-8:20 a.m. - Gym Activities I
	5 <sup>th</sup> Grade:	7:50-8:18 a.m. – Gym Activities I
Tuesday Morning	4 <sup>th</sup> Grade:	7:50-8:20 a.m. - Gym Activities II
	5 <sup>th</sup> Grade:	7:50-8:18 a.m. – Gym Activities II
Friday Morning	4 <sup>th</sup> Grade:	7:50-8:20 a.m. – Gym Activities III
	5 <sup>th</sup> Grade:	7:50-8:18 a.m. – Gym Activities III

The above program will begin Tuesday, August 30, 2011. All 4<sup>th</sup> /5<sup>th</sup> grade children are welcome to attend any or all of these sessions. Attendance is optional for any of the above programs. The children will be admitted to A.M. REC through the gym entrance. The above program is arranged in a recreational format. Children will be involved in team sports as well as individual sports. Cooperation, not competition, will be stressed.

Yours in fitness,

Steve Timko

**PERMISSION SLIP TO PARTICIPATE IN A.M. REC**  
**(RETURN PERMISSION SLIP TO MR. TIMKO)**

By signing and returning this slip, your son/daughter will be able to attend all A.M. REC sessions for the 2011-2012 school year.

Parent's signature \_\_\_\_\_

Child's name \_\_\_\_\_

**A.M. Climbing Program  
(Available to 4<sup>th</sup> and 5<sup>th</sup> Graders)**

Dear 4<sup>th</sup>/5<sup>th</sup> Grade Parents and Students

On behalf of the Sunset Ridge District 29 Physical Education Department and PTO, we welcome you back to school. This year we are pleased to offer an adventure education program commonly known as A.M. Climbing. The following times have been designated for this program.

Monday Morning: 4<sup>th</sup> Grade: 7:55-8:25 a.m. – Climbing Activities  
5<sup>th</sup> Grade: 7:55-8:18 a.m. – Climbing Activities

Tuesday Morning: 4<sup>th</sup> Grade: 7:55-8:25 a.m. – Climbing Activities  
5<sup>th</sup> Grade: 7:55-8:18 a.m. – Climbing Activities

Thursday Morning: 4<sup>th</sup> Grade: 7:55-8:25 a.m. – Gym Activities  
5<sup>th</sup> Grade: 7:55-8:18 a.m. – Gym Activities

The above program will begin on Tuesday, August 30, 2011. All 4<sup>th</sup>/5<sup>th</sup> grade children are welcome to attend any or all of these sessions. Attendance is optional for any of the above programs. The children will be admitted to A.M. Climbing through the Physical Education/Gym entrance. The above program is arranged in a very flexible and child-centered environment. Children will be involved with all of the climbing equipment in both gyms. Cooperation and team building will be stressed in these sessions.

Yours in climbing,

Lisa Mattera

---

**Permission Slip to Participate in A.M. Climbing  
(Return slip to Mrs. Mattera)**

By signing and returning this slip, your son/daughter will be able to attend all A.M. Climbing sessions for the 2011-12 school year.

---

(Parent's signature)

---

(Child's name)

## **OTHER INFORMATION**



# SUNSET RIDGE SCHOOL

525 Sunset Ridge Road • Northfield, Illinois • 60093

847 881 9400 • Fax: 847 446 6388 • [www.sunsetridge29.net](http://www.sunsetridge29.net)

*Cultivating a learning community that engages the hearts and minds of students, one child at a time*

August 2011 – **REVISED 8/22/2011**

Dear Sunset Ridge School Families,

*Welcome!* I join the entire Sunset Ridge School staff in preparing to open our doors to the 2011-2012 school year. Learning is a lifelong process. Finding ways to inspire young minds to ask questions, research ideas, and work collaboratively with others forms the foundation of the learning opportunities we provide to every SRS student. We appreciate your work as parents in partnering with us in this process. Please contact us any time you have questions or ideas to share with us.

We welcome Andrew Toniolo, Music Teacher, Sheila Lusk, 5<sup>th</sup> grade Student Services teacher, Ryan Noha, 7<sup>th</sup> grade Teaching Assistant, and Brendan Igoe, 8<sup>th</sup> grade Teaching Assistant to our staff. We also welcome the new families joining us this year. It is great to have all of you join the SRS learning community.

Keeping communication lines open helps everyone stay informed and involved. We work to be as “green” as possible with communications. Throughout the year, most communications will be sent on-line. I will post information updates on the Sunset Ridge School website every week. Click on “*Sunset Ridge School News*”. I am going to maintain a blog (“Dr. Carey’s Blog”) for anyone who wants to share ideas around an educational topic. You can also click on our district calendar to see what is happening on a daily basis. Here are ways you can reach me:

Voice Mail/Phone – 847-881-9472

E-mail: [careys@sunsetridge29.org](mailto:careys@sunsetridge29.org)

We worked on our Sunset Ridge School web pages this summer. By the end of August, we will post our updated **SRS Handbook** and information about our **Code of Conduct** that includes Students’ Rights, Behavior Expectations, Dress Code, and Levels of Behavior. Our four expectations are: *Be Respectful, Be Responsible, Be Safe, and Be Honest*. We appreciate your work as your children’s primary educators. You set the foundation that helps your child value the importance of learning with others.

## **SETTING THE STAGE FOR A SUCCESSFUL YEAR**

**FIRST DAY SPECIAL SCHEDULE – Monday, August 29<sup>th</sup>:** The first day of school follows a different schedule. **EVERYONE** comes at **8:18 a.m.** and dismisses at **10:30 a.m.** If you have children at Middlefork, your older child can wait for you here until you have your younger child/ren in hand.

**TRAFFIC NOTE/STUDENT SAFETY:** Student safety continues to be a priority for us. The safety of every student is a part of our daily work. Please help us by walking or carpooling, whenever possible, and if you do drive, use the traffic patterns posted on our website. Traffic flows easier when everyone uses the routes in place. If you are waiting for an extended time for a child, please park in a space so that we don’t have cars creating a logjam along the driving routes.

**SCHEDULES AND CLASS LISTS:** Back to school information, including homeroom/advisory lists for students will be posted on August 15<sup>th</sup>. If you have difficulty accessing homeroom or advisory lists, please contact Mrs. Mimi Wittert, Sunset Ridge School Secretary. Teachers in grades 4, 5, and 6 will review grade level schedules with their students. Individual 7<sup>th</sup> and 8<sup>th</sup> grade student departmental schedules will be mailed home by mid-August.

**EXECUTIVE FUNCTION KITS:** All Sunset Ridge students will work throughout the year on organizational skills as part of our work with them. Executive Function binders are set up annually to help students come prepared for classes. We want to help them learn ways to organize and prioritize their work and schedules. This skill will serve them well as they travel through the grades here and when they move onto high school. If you did not order an Executive Function kit, you can organize your own kit by referring to the Executive Function list posted on-line.

**CURRICULUM NIGHT MEETINGS:**

The fall Curriculum Nights are scheduled for parents to learn more about the curriculum. Teachers will share information about curriculum units, special projects, homework, and be available to answer questions. Later in the spring, we also host an Evening with the Eagles Open House for parents, students, and community members.

September 1<sup>st</sup> (7:00-8:30 p.m.) Grades 4-5

September 8<sup>th</sup> (7:00-8:30 p.m.) Grades 6, 7 & 8

**TECH NOTES:** We are going to check laptops, laptop cases, and chargers once a quarter this year. All items are thoroughly inventoried and cleaned annually. Quarterly checks will be done to make sure students' computers, chargers, and laptop cases are all in order. Fees will be assessed for any damages done to the laptop or cases or for any lost chargers. If a student has a problem with his/her laptop, he/she should report it to our Tech Department as soon as possible. Repairs will be done and if the repair requires an extended period of time, a loaner computer will be issued.

**LAPTOP MEETINGS (Grades 7 & 8):** We scheduled two times for **parents and students** to come in and sign out a laptop and learn about the laptop "take-home initiative" and to receive our Acceptable Use Procedures. Everyone must sign a page indicating receipt of the AUP. Students in grades 7 & 8 have the option to take home their laptops. To do that, parents and students must complete an annual form and pay a users' fee to use the laptop at home. If you cannot make your assigned night, please contact me to set up a date/time to review the guidelines and sign forms.

Monday, August 29<sup>th</sup> – 7:00-8:30 p.m. – **ALL** grade 7 families any **NEW** families in grade 8

Tuesday, August 30<sup>th</sup> – 7:00-7:45 p.m. – Returning grade 8 families

**SUNSET RIDGE REGULAR SCHOOL HOURS (beginning Tuesday, August 30<sup>th</sup>):**

Through teacher contract negotiations completed this summer, **there is a change to the start and end time for grade 5.** Here is a complete roster for start and end times for all students.

**8:18 a.m. Bell rings for Grades 5, 6, 7, 8 to enter the building**

**8:24 a.m. Academic Schedule Begins for Grades 5, 6, 7, 8 (dismissal is 3:30 p.m.)**

**8:35 a.m. Grade 4 enters the building**

**8:40 a.m. Homeroom/Academic Schedule Begins for Grade 4 (dismissal is 3:20 p.m.)**

It is important to be on time for the start of the school day. **If your child is repeatedly tardy, we will contact you to work on a plan to have your child on time for school which might include having your child come in early to make up work.** Whenever possible, we ask that you schedule appointments outside the regular school hours. To report an absence, tardy or an early dismissal, we ask you to please use the school's Attendance Line: 847-881-9400 ext. 6. Please call BEFORE 9 a.m. If you do not call the Attendance Line, it delays important daily attendance reporting for the whole school. Using the Attendance Line helps us to have **one staff member** coordinate the daily absences. For an early dismissal, parents/guardians must come into the School Office to pick up your child.

We open the doors five minutes before the start time. If weather is inclement (i.e. raining, heavy winds, and/or wind chill below 10 degrees), we will open the doors 10 minutes before start time and have students wait in designated areas. Unless arrangements have been made, all students should be out of the building by 3:40 p.m.

**LUNCH/RECESS SCHEDULES:**

11:25-12:07	Grade 6
11:56-12:38	Grades 7/8 (Mondays/Wednesdays/Fridays)
11:46-12:28	Grades 7/8 (Tuesdays/Thursdays)
12:32-12:52	7/8 ADVISORY (Tuesdays/Thursdays)
12:30-1:12	Grade 4
12:35-1:17	Grade 5

Students in grades 7 & 8 may opt to use their recess time for studying. The Learning Center will be open to them during recess on Mondays through Thursdays. On Fridays, the Science Lab will be open during recess for students in grades 7 & 8 to do work.

**STUDENT SAFETY – Pick Up/Drop Off**

**ARRIVAL AND DISMISSAL – SAFETY FIRST! – See parking lot diagram posted on-line for traffic routes! If you have any questions about our procedures, please contact Mr. Bryan Albro, Administrator for Special Programs or me.**

**4<sup>th</sup> Grade**

Please plan your arrival in the morning to drop off your child between 8:25 a.m. and 8:35 a.m. The 4<sup>th</sup> grade entrance is on the north side of the building nearest to the playground area (DOOR NUMBER 7). (Information regarding AM Recreational programs will be sent home with your child). The after school dismissal pick up location is the same. The afternoon pick up time is 3:20 p.m. Unless you are waiting for a 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> or 8<sup>th</sup> grader, please leave the parking lot to avoid additional traffic congestion during the later after school pick up times for the 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> graders.

**5<sup>th</sup> & 6<sup>th</sup> Grade**

Please plan your arrival in the morning to drop off your child between 8:08 a.m. and 8:18 a.m. The 5<sup>th</sup> and 6<sup>th</sup> grade entrance is on the north side of the building nearest to the playground area (DOOR NUMBER 7). The after school dismissal pick up location is the same. The afternoon pick up time is 3:30 p.m.

**7<sup>th</sup> and 8<sup>th</sup> Grades**

Please plan your arrival in the morning to drop off your child between 8:08 a.m. and 8:18 a.m. The 7<sup>th</sup> and 8<sup>th</sup> grade entrance is on the south side of the building nearest to the Junior High bike rack area (DOOR NUMBER 20). The afternoon pick up time is 3:30 p.m.

**COMMUNICATION LINES**

**DROP-OFF CUBBIES:** We have a set of cubbies in the main lobby organized by grade level that parents can use to drop off any items a student may have forgotten at home. This helps minimize interruptions to the academic schedule.

**NEW FAMILIES TO OUR DISTRICT:** If you are new to Sunset Ridge School District 29, please let us know if you have any questions or if you would like to tour the school. I am happy to set up time to meet with you to help answer any questions you might have. On September 27<sup>th</sup>, our PTO will have an ice cream social “welcome” for our new families. (More information will come your way).

**GRADE 6 FAMILIES:** Your child is invited to meet his/her teacher and receive some information about the 6<sup>th</sup> grade program. They will also receive lockers and learn their locker combinations. **Students should come to school on Friday, August 26<sup>th</sup> at 10:30-11:45 a.m.**

**SECOND CUP OF COFFEE/TEA:** Second Cup of Coffee/Tea provides time for us to share ideas. We meet in the Cafeteria. Here is a schedule of this year's "coffees":

- ❖ Friday, September 16<sup>th</sup> – 9:00 a.m. – **All Grades** – “*Questions & Answers*”
- ❖ Tuesday, September 21<sup>st</sup> – 7:00 p.m. – **Grade 7** – Grading Portal, Haven Program, and Social-Emotional Learning
- ❖ Monday, September 26<sup>th</sup> – 7:00 p.m. – **Grade 8** – Haven Program & Graduation Year
- ❖ **Friday, October 21<sup>st</sup>** – 9:00 a.m. – **Grades 4 & 5** – “*Executive Function Skills – How To Help Your Child Learn Organizational Strategies*”
- ❖ **Thursday, January 19<sup>th</sup>** – 7:00 p.m. – **Grade 8** – “*Graduation Updates – Academics, Ceremony, Dress, End of Year Trip, etc.*”
- ❖ Thursday, February 16<sup>th</sup> – 9:00 a.m. – **Grade 6** – “*Starting the Process to Prepare for Junior High*”
- ❖ Friday, April 13<sup>th</sup> – 9:00 a.m. – **Grade 7** – “*Graduation Year – Student Leadership, Academics, Special Programs/Activities*”

**SAVE THE DATES:**

August 26<sup>th</sup> 10:30-11:45 a.m. – Gr. 6 Students meet teachers to cover gr. 6 information

August 29<sup>th</sup> **8:18-10:30 a.m. FIRST DAY OF SCHOOL**  
7:00-8:00 p.m. – All Gr. 7 and NEW parents/students in Gr. 8 (Learning Center)  
*Review Laptop Take-Home Initiative*

August 30<sup>th</sup> **REGULAR SCHOOL SCHEDULE STARTS**  
7:00-7:30 p.m. – Returning Grade 8 Parents/Students (Learning Center)  
*Review Laptop Take-Home Initiative*

**NOTE to 7/8 Parents:** If your night does not work, please contact Dr. Carey to set up a time for you and your child to meet to review the guidelines for our laptop program.

September 1<sup>st</sup> 7:00-8:30 p.m. – Grades 4 & 5 Curriculum Night  
*Meet Teachers . . . Review Academics, Special Programs, Curriculum Units, etc.*

**September 5<sup>th</sup> NO SCHOOL – LABOR DAY**

September 8<sup>th</sup> 7:00-8:30 p.m. – Grades 6, 7, 8 Curriculum Night  
*Meet Teachers . . . Review Academics, Special Programs, Curriculum Units, etc.*

September 9<sup>th</sup> Last day for students in Grades 5-8 to sign up for Principal Advisory Council (PAC)

September 13<sup>th</sup> 7:00 p.m. School Board Meeting – Learning Center (LC)

September 15<sup>th</sup> 7:00 p.m. Open House at Middlefork

September 16<sup>th</sup> 9:00 a.m. “Second Cup of Coffee” – All Grades – Cafeteria

September 21<sup>st</sup> 7:00 p.m. Gr. 7 Transition Mtg. – *Grading Portal, Social-Emotional Learning, etc.-LC*

September 26<sup>th</sup> 7:00 p.m. Gr. 8 Transition Mtg. – *Information about this special year! - LC*

I am excited to begin a new school year with all of you. Let's get started!

Sincerely,  
Shelley Carey, Ed.D.  
Principal



## SUNSET RIDGE SCHOOL CODE OF CONDUCT

*District 29 Mission Statement: To cultivate a learning community that engages the hearts and minds of students, one child at a time.*

The goal of the Sunset Ridge School District 29 Code of Conduct is to promote ethical behavior and good citizenship as the foundation of an effective learning community. In practice, this means providing a learning environment that encourages students, staff, and parents to be courteous to others, responsible for their actions, active participants in the learning process, and respectful to all members of our community. The Code of Conduct consists of Student Rights and Behavior Expectations. In addition, the Sunset Ridge Staff works together in teaching the expectations, recognizing positive behaviors, and setting consequences when actions are inappropriate for a learning community.

### Students' Rights

#### **Responsibility**

Students have the right to:

- ❖ an orderly educational environment
- ❖ take ownership and be an active participant of their learning

#### **Respect**

Students have the right to:

- ❖ learn in an educational environment where people and property are respected
- ❖ be treated with courtesy and respect
- ❖ share thoughts and ideas appropriately

#### **Safety**

Students have the right to:

- ❖ feel emotionally safe
- ❖ be physically safe and learn in an environment free from harmful behaviors and influences
- ❖ learn in a secure environment where building access is monitored and safety procedures are in place

#### **Honesty**

Students have the right to:

- ❖ learn in an educational environment that fosters an atmosphere of honor, integrity, and trust

## **Behavior Expectations for Students, Staff, and Parents**

The Behavior Expectations are based upon the values of Responsibility, Respect, Safety, and Honesty. These are formally taught and modeled through the District's social-emotional learning and character education programs, as well as informally addressed throughout the school day in all classrooms. Within the framework of these core concepts, the Behavior Expectations delineate behavioral expectations and examples. All children attending Sunset Ridge School and all groups and/or agencies using the school facility are expected to comply with the Behavior Expectations. Poor choices will result in appropriate and consistent consequences. These consequences have been developed to help students learn from their experiences in a meaningful manner and make better choices in the future.

A team of Sunset Ridge School District 29 staff and administrators developed the Behavior Expectations with input from parents, students, and other staff members. It is expected that all members of the school community will make themselves familiar with and support these rules. Ongoing professional dialogue to support student learning in the social-emotional domain will continue in order to maintain a strong and safe learning community.

Parents and students are asked to acknowledge their commitment in writing on the Behavior Expectations Acknowledgement form.

### **RESPONSIBILITY**

*Responsibility is about being accountable for one's actions. Students are expected to accept responsibility for their behavior and the consequences received. Responsibility promotes citizenship and ethical behavior.*

#### **ACCEPTING RULES**

Instructions and directions from school personnel will be followed in a timely, respectful manner.

Food, gum, snacks, and drinks are only allowed in the classrooms when approved by the teacher.

Technology and school tools are to be used wisely and appropriately in accordance with the AUP.

#### **TAKING OWNERSHIP FOR ONE'S LEARNING**

Students are to arrive at school and to each class on time. Tardiness compromises the learning environment. If tardy, a pass is required.

All necessary materials, including completed homework, should be brought to each class.

Attention and appropriate participation are expected.

Students are expected to self-advocate by making appointments with teachers when help, support, or clarification is needed.

Students are expected to obtain proper forms for planned extended absences and communicate with all their teachers regarding the absence and homework expectations. Makeup work must be turned in according to the schedule provided by each teacher.

### **RESPECT**

*Respect is showing high regard for authority, other people, self, and property. Respect is treating others with the understanding that all people have value as human beings.*

## **RESPECT FOR THE LEARNING ENVIRONMENT**

Cell phones and other electronic devices must be turned off, and all personal possessions must be stored in a locker throughout the school day, unless personal items are part of a planned activity.

The school grounds, hallways, and classrooms should be clutter-free, with each person cleaning up after himself or herself.

Rules for each class and all common areas, both inside and outside of school, will be followed. This includes behavior during assemblies, field trips, sporting events, and co-curricular activities.

Students are expected to remain attentive and on task to maximize learning and avoid distracting others.

Students must not engage in public and/or inappropriate physical affection.

Students must dress appropriately at school and at all school related/sponsored functions. Student dress and appearance must conform to the SRS Dress Code.

Students must obtain a staff member's permission to make an audio or video recording while on school grounds and during school-sponsored events.

## **RESPECT FOR OTHERS**

Student interactions with fellow students, staff, and community members must reflect courtesy and civility.

Students must use appropriate language.

Students must keep hands, feet, and objects to themselves.

Party invitations may not be distributed at school and the exterior of lockers may not be decorated. Birthday celebrations may only occur in homeroom/advisory with advance notification.

Students must have permission to use one another's possessions or to go into another student's locker or desk. All forms of stealing are unacceptable.

Harassment on the basis of race, national origin, ethnicity, religion, gender, sexual orientation, age, or disability is not allowed. Bullying, threats, intimidation (either physical, verbal, nonverbal, or via electronic devices) will not be tolerated.

Cyber bullying or use of the Internet to intimidate or harass others is not allowed. (See AUP)

Fighting will not be tolerated.

## **RESPECT FOR PROPERTY**

Students are expected to treat school property and the property of others with care.

Students are expected to maintain lockers properly, and 6<sup>th</sup>, 7<sup>th</sup>, and 8<sup>th</sup> grade students are expected to keep them locked.

Students are expected to return borrowed materials on time and in the same condition in which they were borrowed.

## **SAFETY**

*Safety is maintaining a physically and emotionally safe environment in our schools and is one of the highest priorities of the District. Students, parents, and staff all play an important role in ensuring the safety of everyone.*

Students are expected to follow safety instructions of teachers, staff, crossing guards, and bus drivers. This includes, but is not limited to: bike traffic on bike paths and walking bikes in congested areas; carrying skateboards, roller blades, & scooters on school property; using designated crossing areas and pedestrian paths adjacent to school property; proper use of playground equipment; playing fairly and safely; and, keeping snow on the ground.

Students may leave the building during school hours only with a parent or guardian unless other arrangements have been made in writing before dismissal.

Students attending evening activities, such as dances, are expected to remain at school for the entirety of the activity unless other arrangements have been communicated to the school.

Students may not open outside doors to allow any visitor, parent, other student, delivery person, etc. into the building at any time. All visitors must sign in at the office.

Students are not allowed to provoke, dare, or encourage others to partake in unsafe activities or behaviors.

Students are expected to behave in a manner that does not interfere with the health and wellbeing of other students.

Hallway and stairwell courtesy are expected; walk on the right side, do not stand in groups, and be considerate of others by not running, shoving, or pushing.

Students are expected to report unsafe conditions/behaviors to an adult immediately.

Students are expected to report to an adult any student who appears to be in emotional distress (e.g., appears upset, crying, etc.) or physical distress (e.g., is injured, has difficulty breathing, or is having an allergic reaction, etc.).

Student involvement in gangs or gang-related activities, including the display of gang symbols and paraphernalia, is not allowed.

Students must not use, possess, distribute, or sell drugs, alcohol, tobacco, or drug-related paraphernalia. All required prescription or OTC medications should be registered with the school nurse.

Items that are harmful or resemble harmful objects are not allowed at school. Prohibited items include, but are not limited to weapons, look-alike weapons, lighters, and explosive/flammable materials.

### HONESTY

*Honesty is characterized by beliefs and actions supporting an atmosphere that fosters honor, integrity, and truthful behaviors.*

Students are expected to tell the truth in its entirety at all times. It is expected that students will not fabricate information or intentionally mislead by omission or silence.

Students are expected to admit ownership for all actions, intentional or accidental.

Students are expected to allow others the opportunity to tell the truth as they know or witnessed it.

Students are expected to use their own identity when operating electronic devices and programs.

Students must not copy or allow others to copy their class work, assignments, tests, and quizzes. The representation of others' work as their own is considered plagiarism and will not be tolerated.

Students must not discuss quiz or exam questions or answers with or near anyone who has not taken that exam.

## SRS ENTRANCE/DISMISSAL TIMES

<b>8:18 a.m.</b>	Grades 5,6,7,8 Enter the Building
<b>8:24 a.m.</b>	Grades 5,6,7,8 Classes Begin
<b>8:35 a.m.</b>	Grade 4 Enters the Building
<b>8:40 a.m.</b>	Grade 4 Classes Begin
<b>3:20 p.m.</b>	Grade 4 Dismissal
<b>3:30 p.m.</b>	Grades 5,6,7,8 Dismissal

## SRS LUNCH/RECESS SCHEDULES

### **GRADE 6**

11:25-11:40(11:50)	Grade 6 in Cafeteria
11:40-12:07(12:06)	Grade 6 Recess

### **GRADES 7/8**

### **M/W/F**

11:56-12:10 (12:20)	Grade 7 Cafeteria
12:10-12:38	Grade 7 Recess
11:56-12:18	Grade 8 Recess
12:18-12:38	Grade 8 Cafeteria

**Learning Center Open (M-TH); Sci Lab (F) – Recess Study Hall**

### **GRADES 7/8**

### **T/Th**

11:46-12:00 (12:24)	Grade 8 Cafeteria (Art Rm open for Gr. 8)
12:00-12:24	Grade 8 Recess
11:46-12:04	Grade 7 Recess
12:04-12:24	Grade 7 Cafeteria

**Learning Center Open (M-Th); SCI Lab (F) – Recess Study Hall**

### **GRADE 4**

12:30-12:45 (12:55)	Grade 4 Cafeteria
12:45-1:12 (1:11)	Grade 4 Recess

### **GRADE 5**

12:35-12:50 (1:00)	Grade 5 Cafeteria
12:50-1:17 (1:16)	Grade 5 Recess

### **PLAN FOR INDOOR RECESS DAYS**

- Grade 6 – LC (or Sci Lab)
- Grade 8 – LC and Science Lab
- Grade 7 – LC and Science Lab
- Grade 4 – Large Gym/Cafeteria
- Grade 5 – Large Gym/Cafeteria

\* Games' Bins will be stored in the Cafeteria

## **PHYSICAL EDUCATION UNIFORMS**

### **NOTICE TO 4TH GRADE:**

P.E. Uniform: Reversible T-Shirt, white socks and gym shoes.

### **NOTICE TO 5th-8th GRADE:**

P.E. Uniform: Reversible T-shirt, shorts, white socks and gym shoes.

**Reversible T-Shirts and shorts may be purchased at Soccer and More on Happ Road in Northfield.**



## Kit Component Listing

### Sunset Ridge School

525 Sunset Ridge Rd  
Northfield, IL 60093

Description: 5th Grade

Account #: 20339

Kit Number: 2033905ALL

Item In Kit	Quantity	Brand Name	Item Description
<input type="checkbox"/>	5 DZ	Dixon	Pencils, #2, Oriole, Sharpened, Latex Free, Dz.
<input type="checkbox"/>	4 Ea	Elmer's	Glue Stick, Wash, All Purp, Acid Free, White, .21oz.
<input type="checkbox"/>	1 EA	Stationers	Ruler, 12", Plastic, Inch & Cm, Center Holes, Asst
<input type="checkbox"/>	1 PR	Fiskars	Scissors, 'For Kids', 5", Pointed Tip, Asst.
<input type="checkbox"/>	1 Bx	Scotties	Facial Tissue, 'Scotties', Hypo-Allergenic, 200 Ct.
<input type="checkbox"/>	1 ST	Crayola	Markers, Washable, Classic Colors, Fine Tip, 8/Set
<input type="checkbox"/>	1 ST	Crayola	Markers, Washable, Classic Colors, Wide Tip, 8/Set
<input type="checkbox"/>	1 BX	Crayola	Crayons, Hinged Top, 48/Box
<input type="checkbox"/>	1 PK	Staples	Highlighters, Chisel Tip, Yw/Bl/Gn/Pk/Or/Pur, 6/pk
<input type="checkbox"/>	1 Ea	T.I.	Calculator, TI30X IIS, Scientific, 54 Func, 2 Line
<input type="checkbox"/>	2 Ea	Staples	Stick On Notes, 3" x 3", Yellow, 100 Sht/Pad
<input type="checkbox"/>	3 EA	Bic	Pen, Round Stic, Medium Pt., Black
<input type="checkbox"/>	1 EA	Staples	Pencil Box, Plastic, 8.25" x 5.25" x 2", Asst.
<input type="checkbox"/>	2 EA	Staples	Composition Book, Marble Cover, Black, Wide, 100 Ct
<input type="checkbox"/>	2 Pk	Staples	Filler Paper, Wide Rule, 10.5" x 8", 120/Pk
<input type="checkbox"/>	1 Pk	Eagle	Playing Cards, 3.5" x 2.5", Plastic coated
<input type="checkbox"/>	1 Bx	SchoolKidz	Storage Bags, Economy Zip, Sandwich, 50 Ct.
<input type="checkbox"/>	1 Ea	Clorox	ORM-D-Wipes, Disinfect, Bleach-free, Scent, 35 Ct
<input type="checkbox"/>	1 Ea	Bonus Items	Bonus Items