


# 2026 - 2027

## FAMILY HANDBOOK

Vernon L. Barkstall Elementary School

2201 Hallbeck Drive, Champaign, IL 61822

Phone: (217) 373-5580

Office Email: barkstalloffice@u4sd.org

Barkstall Website: https://barkstall.champaignschools.org

**(Revised 8/10/2026)**

Champaign 4 UNIT SCHOOL DISTRICT

Dear Barkstall Families:

This handbook has been prepared to familiarize you with the procedures of Barkstall Elementary School. Please review the information with your family. We have found that throughout the year, it serves as a good reference when questions arise.

The staff and I are excited about working with you. We know that when we work together, we will have a successful year. We invite you to get involved in your student's education, you can do this through scheduling visits to your student's classroom, volunteer work, eating lunch with your student, and attending the many programs that are offered throughout the year.

Our PTA is an important part of our school, offering many programs and activities for our children, families, and staff. They support Barkstall by helping in classrooms, contributing food, organizing the newsletter, or volunteering during special events. It is another way for you to become involved in our school. Please consider joining and supporting our PTA organization. When questions occur throughout the year, feel free to contact the school at 373-5580 or barkstalloffice@u4sd.org.

Sincerely,

Esther Ferguson

Principal

# TABLE OF CONTENTS

## ABSENCES


Excused p. 6
Unexcused p. 6
Unexcused Absence over 15 days p. 6
Children with good attendance p. 6
Notifying school of absences p. 7
Tardy to school p. 7


## ARRIVAL/DISMISSAL


Arrival p. 7
Dismissal p. 7
Late Arrival or Early Out p. 8
Communication with School p. 8
Concerns p. 8
Conferences p. 8
Emergency Contact Information p. 8
Non-Custodial p. 9
Emails/Phone Calls Required p. 9
School/District Websites p. 9


## GUIDELINES & POLICIES


Birthday Parties/Treats
Candy/Gum p. 9
Cellphones p. 10
Elementary Level p. 10
- Change of Clothes p. 10
- Dress Code p. 10
- Emergency Closings p. 11
- Instructional Fees p. 12
- Lost and Found p. 12
- Parking p. 12
- Recess p. 12
- Records p. 12
- Student Code of Conduct p. 12
- Technology p. 12
- Tobacco Use p. 12
- Toys p. 13
- Visits p. 13

## MEDICATIONS AND HEALTH


Medical Policy p. 13
Asthma Inhalers/Nebulizers p. 13
Medication at School p. 14
Illness & Communicable Diseases p. 14
Exemption from PE/Recess p. 15
Medical Emergencies p. 15
Vision & Hearing p. 15
Kindergarten & New Student Requirements p. 16


## TRANSPORTATION


General Information p. 16
Bus Rider p. 17
Bus Expectations p. 17
Car Rider p. 18
Walker & Bike Rider p. 18


## BREAKFAST AND LUNCH PROGRAM


Breakfast p. 18
Lunch p. 18
Cafeteria Guidelines p. 19
Food Allergies p. 19
Fee Waivers p. 19


## PROGRAMS AND ACTIVITIES


Field Trips p. 19
Kids Plus Program p. 19
Mentor Program p. 20
Parent Volunteers p. 20
PBIS p. 20
PTA p. 22
RtI p. 22
Student Safety Patrol p. 23


## SCHEDULE AND STAFFING


Regular Schedule p. 24
Early-out Schedule p. 24
Staffing List p. 25

**If you have questions about any of the information in this handbook, please call the school office at 217-373-5580.**

**Following Barkstall School rules and procedures will ensure a successful year for all students.**

To ensure that you know the expectations for Barkstall students, ***Please read and review the rules and procedures in this handbook with your child(ren)***.

# Mission Statement:

Barkstall is a vibrant place where students, teachers, families, and community come together to nurture student success through integrated Arts Education. Our goal is to prepare each student to become a responsible contributor to our diverse and changing society.

To this end we are committed to:

- **Promote** student learning and academic achievement
- **Enhance** social skills, physical development, and emotional well-being
- **Encourage** critical thinking and problem solving
- **Stimulate** creativity

# Vision Statement:

The vision of Barkstall School is to inspire a love of learning in an innovative, cooperative climate, which empowers all students to be competent, productive, and caring citizens.

# Student Learning Focused Statement:

All students will be able to decode fluently to support comprehension.
"Today a leader. Tomorrow a reader."

## ABSENCES

- **We cannot overly stress <u>THE IMPORTANCE OF REGULAR SCHOOL ATTENDANCE.</u>**
- **A student who is absent without a valid cause for a school day or a portion of a day is defined by Illinois as <u>truant.</u>**

**Excused** absences include:

- Illness of a student
- Medical and dental appointments
- Death of a relative
- Religious holidays
- Family Emergency
- ISBE approved mental health day (no more than 5 total)

**Excused Absence** – Will require:

- Daily call or email (barkstalloffice@u4sd.org) to school by parent/guardian
- Verification of absences after 3 consecutive days

**Unexcused** absences may include but not limited to:

- Absences with no parent/guardian notification to the school office
- Non-school related athletics and activities such as:
  - -Vacations
  - -Shopping or non-health related appointments
  - -Watching siblings at home
  - -Running family errands

**Unexcused Absences of 15 consecutive days or more- Will require:**

● Any student absence of 15 consecutive days or more may result in the student being withdrawn.

● Upon return to the District, the parent/guardian must re-enroll the student and comply with all registration requirements and school choice process.

● Families with a prior arranged Extended Unexcused Absence may petition the attendance review committee via email at u4ARC@u4sd.org to avoid being withdrawn. The request must be made at least 30 days prior to the first day of absence. Extended Unexcused Absence requests will be granted/denied on a case by case basis.

**Children with good attendance usually perform better in school.**

- Have your child attend every day unless they have measurable signs of illness in the past 24 hours, such as:
  - Temperature over 100 degrees
  - Vomiting
  - Diarrhea
- Be cautious about giving permission for your child to leave school during the day.

• Try to plan family trips and necessary medical appointments around days when school is not in session.

### Notifying the School of Absences/Tardies:

• **Call the school office prior to 8:20 a.m.** We do have an "Answering Machine" so you can leave a message anytime. You can also send an email to barkstalloffice@u4sd.org.

• Please leave your child's name, teacher's name and the reason for absence or tardiness. If you notify the teacher, please also let the office know as well—sometimes teachers do not pass along the information about student's absences.

• If you would like to have your child's work sent home, please contact the office and make arrangements ahead of time.

• **If the school has not been notified**, Illinois State law requires that Barkstall personnel contact parents by 10:00 a.m. Without verification, your child's absence will be **unexcused**.

### Tardy to School:

Arriving at school on time is essential to the school running efficiently and being able to educate their students effectively. Students must arrive before 8:40 a.m. <u>If your child is going to be late, please call us prior to 8:20 a.m</u>**. A parent/guardian must bring and sign in the student into the school if they are late**.

- When your child is tardy due to an appointment, <u>please ask the dental/doctor office for a written excuse</u> and submit the note from the appointment to excuse the tardy.
- Examples of unexcused tardies are: oversleeping, running late, non-medical/dental appointments, caught by a train or traffic jam.

## ARRIVAL AND DISMISSAL

### Arrival:

Barkstall students should arrive between 8:20-8:40 a.m. **Students dropped off before 8:20a.m.will remain outside and unsupervised.**

• **<u>Students arriving at 8:40 a.m. or later must enter the office and sign in with a parent/guardian</u>**.

• Upon arrival, students are expected to go to the cafeteria for breakfast or to their designated assigned area and wait quietly until 8:30 a.m. (when students enter the classrooms).

• **Students not in the classroom by 8:40 a.m. will be considered tardy.** Please plan your arrival time accordingly so that students will be in their classroom by 8:40 a.m.

### Dismissal:

**School dismisses at 3:30 p.m**

• If you are picking up your child, please pick them up promptly at 3:30 p.m. and no later than 3:45 p.m.

• **<u>Please wait outside for your child at dismissal time due to school safety procedures.</u>** If you need to speak with someone at the end of the day, please wait until all have exited and you are united with your child to enter the building.

**No students will be allowed to be dismissed from school between the hours of 3:00 - 3:30 p.m. unless due to an emergency or prior arrangements have been made.**

### Late Arrival or Early Check-Out:

If your child will be arriving late or leaving early, please do the following:

• If arriving late, please call us prior to 8:20 a.m.

**A parent must enter through Door 1 and go directly to the office.**

• **A parent must sign in the student in the office for a late arrival**. If arriving late due to Dr/Dentist appt., **please make arrangements to get an "excuse" slip or "script" from the doctor/dentist's office**.
• If your child needs to leave early for an appointment, please inform the classroom teacher and the office **in advance.**
• The office will contact the child's teacher for dismissal. Your child will come down to the office where the parent must sign the child out. **Parents must remain in the office during this process.**
• **Students will not be allowed to be dismissed between the hours of 3:00 - 3:30 p.m. unless due to an emergency or prior arrangements have been made.**

## COMMUNICATION WITH THE SCHOOL

**If you need to contact Barkstall, you can call 217-373-5580 or email the office at barkstalloffice@u4sd.org**

### Concerns:

If you should ever have a concern with regard to Barkstall Elementary School, you are invited to express yourself by following these procedures.

1. Talk to the staff member(s) who are involved. When your child tells you something about school that you feel needs to be addressed, contact the appropriate staff person in a respectful manner. No staff member will conduct a conference with a parent who is not respectful.

2. If the staff member is unavailable or a satisfactory solution was not achieved in the conference, the parent has the right and the responsibility to talk to the building principal. The building principal will investigate the complaint and handle it within the guidelines of Unit #4.

### Conferences:

Family-Teacher conferences will be held twice a year, October and March. Information will be sent home with exact dates and time schedules. However, if you have questions or concerns, please contact the classroom teacher in a timely manner.

### Emergency Contact Information:

Probably one of the most important forms you will fill out each year is the online registration, which includes emergency information. Please be sure to provide correct, current, and complete information. **If any of the information changes throughout the year, it is very important that you notify the school office.**

### Non-Custodial Parents:

Barkstall Staff will be happy to provide newsletters, report cards, progress reports, etc., to non-custodial parents. It is the responsibility of the non-custodial parent to request such information from the classroom teacher. Non-custodial parents may visit the classroom and have family teacher conferences about their child. However, Barkstall School will not allow a non-custodial parent to remove the child from the school premises unless we have written authorization from the custodial parent. (By listing the non-custodial parent on the emergency form, you give us the authorization to release the child to that parent in case of an emergency when we cannot reach the custodial parent.)
Parents who are separated, but not legally divorced, are advised that the school finds itself in a difficult

position when determining who should be allowed to remove the child from the school premises. **Unless there is assigned custody or other court papers indicating that one parent cannot have access to their child, the school can release the child to either parent.**

### Email/Phone Calls Required:

The school requires email/phone calls for:
1. Each day child will be absent
2. Late arrival/Early Pick-Up
3. Change of Transportation

### School Website/Unit 4 Websites:

We encourage you to explore Barkstall and Unit 4's website for valuable and useful information such as the district calendar, lunch menu, staff contact information, weekly messages, etc.

**Barkstall Website:** https://barkstall.champaignschools.org/

**Unit 4 Website:** www.champaignschools.org

## GUIDELINES AND POLICIES

### Birthday Parties/Treats at School:

A child may furnish birthday treats for his/her classmates according to the following:

- **Please reach out to your child's teacher prior to the date-of to make arrangements to bring in birthday treats.** The teacher will advise the parent as to the best time for the room party and alert the parent to any type of diet variance and food allergies a student may have.

If an arrangement is not made prior, teachers will have the discretion whether or not to distribute the birthday treats.

Treats should be sent in with either your student or dropped off in the Main Office.

· One treat is furnished for each child in the classroom.

· **All items must be store bought**. No homemade food items are allowed due to allergies/dietary restrictions.

**NOTE:** Invitations for home birthday parties lead to hurt feelings for students who are not invited. **ALL students need to be invited if having birthday parties with classmates and we would prefer that invitations NOT be handed out at school.**

### Candy/Gum:

Students may bring candy to school to celebrate a birthday, a class party, or as a lunch dessert. Students are not allowed to eat candy in the hallway. **Gum is not allowed** unless given by a teacher for testing.

### Cell Phones:

Student Code of Conduct, Section Electronic Devices Guidelines:

#### ELEMENTARY LEVEL

1. Cell phones may be brought to school, **but must be OFF and left in the student's backpack during the entire school day**. This includes recess, lunch, field trips, the bus and in front circle drive.
2. OFF means "powered off" and not in "vibrate" or "silent" mode. Forgetting to turn off the cell

phone is not an excuse.

3. No Cell Phones in School Zone (Hallbeck Drive and front circle drive).

**Any offense**: Phone confiscated and parent contact.

Severe violations or continued violations of policy may result in additional consequences for other conduct, i.e. disobedience, tardiness, cheating, bullying, harassment, etc.

**Barsktall does not assume any responsibility for loss, damage, or theft of cell phones.**

*This also includes Smart Watches and other comparable devices.*

## Change of Clothes:

Barkstall does not have any extra clothes for students to change into. If your student does not have a change of clothes in their book bag/cubby, parents/guardians are expected to bring a change of clothes to school.

Each student should have a complete change of clothes kept in the classroom that includes 2 of the following: underwear, socks, pants, and top. They are to be sent in a plastic bag clearly labeled with your child's name.

## Dress Code:

**BARKSTALL DRESS CODE**

(does not include clothing designated for religious reasons)

A student shares with his or her parents the right to dress according to personal preference except where such dress is dangerous to the student's health and safety of others, or is distracting or indecent to the extent that it interferes with the learning and teaching process.

Grooming and neatness is also the primary responsibility of students and their parents. Schools may prescribe standards of grooming and dress for participation in extracurricular activities.

Each school may develop recommended guidelines that are consistent with these statements.
They may prohibit students from wearing clothing or attire that, in the opinion of school authority, is contrary to acceptable health and safety standards, or may disrupt the education process or learning atmosphere.

**Students' dress will conform to the following**:

1. Hats, head coverings, coats, and gloves are not to be worn in school. Students must remove their head coverings upon entering the building unless head apparel is part of a student's customary religious attire. Jackets can be worn in classrooms but hoods must remain down.

2. Students will wear closed-toe shoes and must have a back on the shoe. Rain boots and snow boots can be worn into the building but must be changed for P.E. and indoor recess. Students who wear crocs must bring a change of shoes for P.E. - otherwise they will not be allowed to participate due to safety concerns. Bedroom/house slippers may not be worn.

3. Students' clothing will cover undergarments and bare midriffs. Students may not wear clothing that exposes undergarments or inappropriately exposes the body. A jacket or cover up must be worn with spaghetti straps.

4. Spandex clothing or pajama-like clothing will not be worn at school or school events.

5. Garments or jewelry depicting alcohol, tobacco, or other drugs will not be worn at school.

6. Garments or jewelry with messages or symbols that include obscenity, derogatory language, sexual innuendo, gang affiliation, or occult reference will not be worn at school.

7. Pants must be worn at the waist so that undergarments and midriff skin are not visible.

8. Dresses, skirts and shorts should be no shorter than a student's fingertips when a student is standing and their hands are hanging at their sides.

**Note:**

If a student cannot comply with the standardized dress code because of religious beliefs or physical characteristics, the parent/guardian must provide a written explanation to the principal for possible relief from certain aspects of this dress code.

## Emergency School Closing:

In case of severe winter weather or other emergencies, the Superintendent may cancel school. A message will be sent out by the school district by school messenger indicating whether school will be closed or an e-learning day will be issued.

In the event of an **emergency dismissal**, please make your student and teacher aware of any change in normal dismissal schedule. Some days the Superintendent may "reduce yellow bus service" but school will still be in session. Buses still run in town for REDUCED Bus Service. If you bring your student to school on days that bus service has been reduced, the bus will **NOT** take the student home if their stop did not have bus service in the morning.

## Instructional Fees:

All Unit # 4 students are charged a $130.00 registration fee for instructional materials. Fees may be waived or reduced if you qualify by completing a fee waiver form. https://www.nlappscloud.com/District.aspx?host=u4sdcep.nlappscloud.com&apply=1&api=f964b8c222c643f0985d1be79f6e0d8c&sdid=1960 (Application opens July 1, 2026 for upcoming school year). Contact Barkstall office for more information.

## Lost and Found:

Please clearly label your children's clothing, gym shoes, boots, hats, etc. An area for lost and found articles is located outside of the main office. When an article is lost, immediately check the lost and found area. At the end of each quarter, clothing left in the "Lost and Found" will be donated to a local agency. Items of sentimental or monetary value should be left at home for safe keeping.

## Parking:

When parking for events, please park in the staff parking lot, street, circle drive or blacktop.
Please ***DO NOT*** **park on grass or on the left side of the circle drive.**

## Recess:

Recess is scheduled daily for all students. There is a fifteen minute recess after students finish eating lunch. In addition, all students in grades K-5 will have an additional fifteen minutes of recess each day. We do not go

outside if it is raining, heavy snow is falling, if unsafe conditions such as ice or excessive water on the playground, if the 'feels like' wind chill temperature is 20 degrees or below, or if the 'feels like' heat/humidity index is over 94 degrees.

Students who have been ill must have a note from their parents requesting they not go outside. **If students are to stay inside more than 3 days, a doctor's note is required.**

### Records:

Unit #4 will not share a student's records with an outside agency or school district without signed permission from the parent or legal guardian. Permanent and temporary records are maintained for each child and are kept in the school office. Parents may make an appointment with the building principal to inspect the records of their child.

### Student Code of Conduct:

The Champaign Unit #4 Student Code of Conduct Handbook will be loaded onto student chromebooks. Parents are asked to read and discuss this information with their students so that everyone is familiar with the rights and responsibilities of students and the consequences of violations.

### Technology:

All students are provided with 1:1 chromebooks. Depending on the grade-level, students are expected to charge their device each night. Students are responsible for their individual computers and should never share their log-in information. Students are expected to only be on websites that are allowed by the teacher. Students are responsible for taking care of their computers. Any lost or damaged computer will be reported immediately to the office and students may be charged fees assigned to their individual student account.

### Tobacco Use:

Illinois law prohibits the use of tobacco or electronic cigarettes on school property by school personnel, students, or any other person. There may be no use of tobacco on school grounds at any time. This includes but is not limited to all events or activities or other use of school property that the school board or school officials authorize or permit on school property, including, without limitation, all interscholastic or extracurricular athletic, academic or other events sponsored by the school board or in which pupils or the district participate.

### Toys at School:

Your child should not bring toys to school, including: electronic toys, games and devices, stuffed animals, trading cards, or any other items that do not pertain to the educational process. These items will be confiscated and held in the office until a parent or guardian comes in person to claim them. The only exception to this rule is a teacher-sponsored classroom reward or end-of-year school-wide ABC countdown. If an item is lost or stolen, Barkstall is not responsible for replacing the item.

### Visits:

We welcome your visits to our school and hope you will be an active participant at Barkstall. All visitors must conduct themselves in a respectful manner. However, we do ask that you observe the following courtesies:

1. **ALL** visitors MUST enter through the front door. An **entry system** is in place for security purposes. A button placed at the circle drive main entrance must be pressed to be admitted to the building. When office personnel answer, please identify yourself and the purpose of your visit. The door will be unlocked electronically upon entry. **You must come to the office and check in**.

2. **ALL** parents and visitors must FIRST report to the office to sign-in. If you are going anywhere in the building you must wear a **VISITOR'S PASS**. This is a State law and is required of **ALL** visitors.

3. Before visiting your child's classroom, please call or email the teacher to arrange a good time to visit. If possible, give a 24 hour notice. Should prior notice or arrangements not be made, the visitor may be denied access to the teacher's classroom.

4. If you want to drop off an item for your student, items must be left in the office and the office will be responsible for getting the item to your student.

**5.** The classroom visit should not be used as a conference time. If you wish to discuss something with the teacher, **make an appointment to meet with the teacher.**

6. **Parents are asked not to walk their children to the classrooms** at the beginning of the day as this causes extra distractions for teachers. Exceptions may be the first few days of kindergarten.

**7. Please wait outside for your child at dismissal time**. Hallways become congested at the end of the day, and it is less confusing if only students and staff are in the building. If you need to speak with someone at the end of the day, please wait until all have exited and you are united with your child, and then you may stop by the office to meet with Barkstall staff.

## MEDICATION AND HEALTH

### Medication Policy:

Based on District Policy (School Board Policy 7:270) students should not take medication during school hours or during school related activities unless it is necessary for a student's health and well-being. District personnel will not dispense short term medication, such as antibiotics, cough syrups, or other over the counter medication. Please talk to your child's doctor to request that the long-term antibiotics be prescribed to reduce the medication to one or two doses a day. You can administer it to your child before he/she leaves for school and after he/she arrives in the afternoon. If you have any questions in regards to administering medication at school, please contact the school nurse.

### Asthma Inhalers and Nebulizers:

Children who have asthma are permitted to carry their inhalers on their person or keep the inhaler in their classroom and self-administer their medication under these conditions: 1. The medication must pertain to the student's asthma and have an individual prescription label. 2. The medication must be prescribed by a physician, physician assistant, or advanced practice registered nurse having authority to prescribe such medication. 3. Completion of a Champaign Schools Permit for Self-Administration of Asthma Medication is required. This form is available in the school office. It requires the parent's/guardian's signature authorizing the child to self-administer the asthma medication as directed by the physician. The form must also contain the name and purpose of the medication, the prescribed dosage, and the circumstances under which the medication is to be administered. Students may not carry their inhalers at school until the Permit for Self-Administration of Asthma Medication Form is completed. 4. All permission for self-administration of asthma medication must be renewed annually. 5. If your student is unable to carry his/her own inhaler, the Medication Administration Form will need completed, requiring the signature of a physician. 6. Nebulizers: Students may take nebulizer treatments at school providing that the proper permit is on file. If your student requires nebulizer treatment, please provide your own nebulizer, medication, face mask, and tubing.

### Medication at School:

**Students on permanent medication who require medication during the school day must follow these guidelines:**

1. Medication administration requires a written order from a licensed prescriber and the written consent of the parent/guardian. The form is available in the school office. Consent must be renewed every school year or when medication or dosage changes.
2. Medication should be brought to school in an original pharmacy labeled container.
3. Medication that is a controlled substance should be transported to school by an adult.
4. If medication requires splitting, or cutting, this must be done by the parent/guardian.
5. No more than a 30 day supply of medication should be stored at school
6. The parent/guardian is responsible for maintaining the supply of medication at school.
7. At the end of the school year, or at the end of the treatment, the parent/guardian is responsible for removing any unused medication.

## Illness and Communicable Disease:

**Your child must remain at home if they display signs or symptoms of illness. For illness guidelines and return to school criteria as it relates to COVID-19, please see the District Operations/Safety Guidelines.**

The school follows the guidelines set forth by the Illinois Department of Public Health regarding exclusion from school due to communicable diseases. Below is a listing of some of the most common diseases and their exclusion policy. For other disease information or questions, please contact your school administrator, school nurse or the Champaign-Urbana Department of Public Health.

| Communicable Disease | Exclusion Policy |
|---|---|
| **Strep Throat** | May return to school 24 hours **after** treatment begins, provided fever is absent |
| **Pink Eye** | May return to school 24 hours **after** treatment begins or is examined by a physician and approved for readmission |
| **Ring Worm** | May return to school 24 hours **after** treatment begins and the lesion begins to shrink, unless the lesion can be covered; no exclusion needed if lesion can be covered |
| **Chicken Pox** | Exclude from school for not **less than five days** after the eruption of the last vesicles or until the vesicles become dry |
| **Mononucleosis** | No restrictions unless student has a fever of 100° F or greater or is not well enough to participate |
| **Scabies** | May return to school the day **after** the first scabicide treatment |
| **Impetigo** | May return to school 24 hours **after** treatment begins |

### Exemption from PE and Recess:

Students are expected to go outside for class recess, lunch recess, and P.E. when classes go outside. If the student has been ill and the parent makes a request to the teacher for the student to be exempt from P.E. and/or recess, approval may be granted by the teacher for up to three days. Requests for a longer period must be made in writing by the child's physician and submitted to the school office.

### Medical Emergencies at School:

Champaign Unit 4 staff will follow Illinois Department of Public Health recommendations and guidelines regarding communicable diseases. Emergency Medical Services will be activated (911 call) any time that Unit 4 staff believe emergency, professional, medical attention and/or treatment is needed for the life or wellbeing of a student.

Students who present with the following symptoms will be sent home:

A. Temperature over 100
B. Vomiting
C. Persistent diarrhea
D. Sore throat
E. Unidentified rash
F. Frequent cough
G. Marked swelling or discoloration of a limb or appendage
H. Self report of significant discomfort or pain that does not go away

## Vision and Hearing Screenings:

**ATTENTION: PARENTS OR GUARDIANS OF CHILDREN OF INCOMING KINDERGARTEN STUDENTS!**

A Law in Illinois Requires that Your Child Receive a Complete Eye Examination by an Optometrist.

Proof of Required Eye Exam (completed vision exam form) must be submitted to the school and/or date of appointment given to the school your child will be attending by October 15th. Failure to comply with the law may result in you not receiving your child's report card.

***You may contact Faith Shelby-White, Hearing-Vision Screener, at 373-7312 ext. 237.**

### VISION-HEARING SCREENING NOTIFICATION

Vision screenings will be done as mandated in the Illinois School Code for the following students: **preschool, kindergarten**, **2nd, 8th**, **all special education students K-12**, and new students entering the district for the first time. The teacher and/or parent may also request a screening for students they have concerns about who are not in the vision mandated grades. Vision screening is not a substitute for a complete eye examination by an optometrist. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the

school. Vision screening is not an option. If a vision exam form is not on file at the school, your child (in the mandated grade/group) will be screened.

***Kindergartner's entering school for the first time and any student regardless of grade entering the district from another state or country must now have a complete vision examination done by an optometrist according to Illinois Law. Proof of the exam must be given to the school office no later than October 15th. If an appointment has been scheduled for later than that date, the parent must call the office informing them of the appointment date and time. Schools can hold student report cards for failure to comply.

Hearing Screenings will be performed on all **preschool, kindergarten, 1st, 2nd, 3rd grade students, special education students K-12** and new students to the district. The teacher and/or parent may also request a screening for students who are not in the hearing mandated grades if there have been prior concerns.

### Kindergarten and New Student Requirements:

All incoming kindergarten students must have:

-an updated physical and shots by September 1, 2026. Failure to provide documentation will result in the student being excluded from school.

-Dental exam is due by May 15, 2027 and a vision screening by October 15, 2026. Failure to provide documentation will result in the student's report card being withheld.

-Birth certificate on file.

New students must provide documentation within 30 days of enrollment of the following: physical, shot records, dental and screening. Failure to provide documentation for the physical and shot records will result in the student being excluded from school. Failure to provide documentation for dental and vision will result in the student's report card being withheld.

## TRANSPORTATION

### General Information:

If there is a change in your student's after-school arrangements, please send a note/email to the office at barkstalloffice@u4sd.org or call 217-373-5580. **No transportation changes will be made after 3:00 p.m. for regular school hours.**

### Bus Rider Information:

Students are expected to be prompt in reporting to their bus stop and should arrive ten minutes prior to the scheduled bus arrival time. It helps to leave home at the same time every day. Students should line up in an orderly manner and wait for the bus to come to a complete stop. We ask that they stay away from people's property and off the lawns. Parents are responsible for their children until the scheduled bus pick-up time and may want to arrange for supervision when possible.

If your child's bus will be late for pick-up or drop-off, transportation will send out a message via the 'My Ride K-12' app. https://myridek12.tylerapp.com/

**If you are requesting a change of transportation, you must call Barkstall at 217-373-5580. Change of transportation can take up to 5 days.**

**Students can only ride their assigned bus**.
Any other questions or concerns about transportation need to be directed to transportation by calling 217-351-3993.

**Student Behavior Bus Expectations**:

- **Follow the directions of the driver**, **do not distract the driver**, **wait until the bus is stopped** to get the driver's attention.
- **Maintain a safe, seated position at all times** by keeping feet and arms out of the aisle. Remember to keep your hands and objects inside the bus.
- **Keep voices at a low level**. Speaking with indoor voices allows the driver to concentrate on the road.
- **No eating or drinking** on the bus. This will reduce the risk of choking or attracting bugs.
- **Respect each person's individual space**. No throwing objects or intentionally trying to touch another student, no running or horseplay.
- **Keep track of personal belongings**. The school district is not responsible for items lost on the bus.

Parents are asked to discuss these expectations with your children. Bus conduct rules are also listed in the Student Conduct Code Handbook. These rules of conduct are to be followed both at the bus stop and on the bus. Students who fail to follow the rules may lose their bus riding privileges, thus making parents responsible for transportation. Parents will receive notice and a call from the office whenever bus privileges are suspended.

**Car Rider Information:**

- Morning drop-off and Afternoon Pick-up is located in the Drop-off/Pick-up lane next to the parking lot from 8:20 – 8:40 and 3:30 – 3:45.

- When Dropping-Off and Picking-Up your student, **he/she may only exit and enter the *passenger-side* of the car**. **Adults must remain in the cars. Do not get out of the car**.

**Morning Drop-Off:** 8:20 – 8:40 a.m. Please have your children's backpacks and belongings collected and with them so they are able to quickly exit the car.

**Afternoon Pick-Up:** Parents need to display "Barkstall Car Sign" on the front dash with your student's name and grade level (see last page).

***NO Parking in the School Lot to pick up students at Dismissal.***

Afternoon Pick-Up is at 3:30 p.m. After 3:45 p.m. your student will be brought into the office to wait for you. You will need to sign them out. If you are running late to pick up your student, please call the office. If you are late more than 5 times, we will require that you look into alternative pick-up or after school arrangements for them.

The Circle Drive is used for bus arrival and dismissal. As a result, there will be **no parking in the**

**circle drive from 8:00 am – 8:40 am and 3:00 pm – 3:45 pm**.

### Walker and Bike Information:

Parents are asked to teach and stress the following expectations with their child:

1. Walk/ride on the sidewalk when one is available
2. Do not walk/ride on other people's lawns.
3. Cross only at the corners.
4. Walk/ride directly to and from school and do not stop to play.
5. Notify the school as soon as possible if your child does not arrive home at the expected time.

Barkstall's bike rack is located on the playground. We strongly recommend that students wear a bike helmet and lock their bike to the bike rack.

## BREAKFAST AND LUNCH PROGRAM

### Breakfast:

Breakfast is offered daily and is served from 8:20 - 8:45 a.m. in the cafeteria.-**An exception to the 8:45a.m. rule is late arrival school buses. Breakfast fees for the 2026-2027 school year have been waived.**

### Lunch:

Lunch is served daily and times vary by grade-level. There are different food options available for students with food allergies. Students have 20 minutes to eat lunch. Students can bring in their own lunch. Pizza is served each Friday. Lunch fees for the 2026-2027 school year have been waived. Having food delivered to the school for your student is discouraged. If the food is not delivered during the student's lunch time, the student will be given lunch provided by the school. If the food is delivered outside the student's lunch time, the student will save the food for after school. Students who bring their lunch from home and want milk, we encourage students to take a fruit, vegetable, and milk to be a completely reimbursable lunch.

### Cafeteria Guidelines:

During breakfast and lunch periods, students are expected to:

- Observe appropriate dining manners at the table.
- Leave the table and surrounding area clean.
- Place trash in the proper receptacles.
- Never "cut" in lunch lines.
- Talk in reasonable tones.
- Follow the Barkstall Expectations, which have been established for appropriate behavior.

### Food Allergies:

Due to students with food allergies, an allergen awareness table is available in the lunchroom for students with food allergies. Please notify the office if your student needs to sit at this table.

## PROGRAMS AND ACTIVITIES

### Field Trips:

There are times when your student's class will take a field trip away from school. **A signed parent permission slip will be required for all students to leave school property any time**. A phone call will not be accepted. Students might be charged a fee for certain field trips; however, we do not exclude students if the fee cannot be paid. Students are expected to behave appropriately and be respectful at field trips. If a discipline incident occurs at a field trip, the student could be excluded from any upcoming field trips or require a parent/guardian to attend.

All Chaperones must successfully complete a background screening prior to serving as a field trip chaperone in our schools. To ensure this is finalized in a timely manner, the following forms must be completed or reviewed two weeks before the field trip departure date.
1. Background Check Disclosure
2. Authorization for Consumer Reports form
3. BHR Screen form
4. Summary of Rights

**Kids Plus:**
Families may apply for students to participate in our Kids Plus Child Care Program. You may choose before-school care, after-school care, or both programs. There is a fee structure for the program. Contact the Program Coordinator at 217-351-3719 for more enrollment information.
https://www.champaignschools.org/page/kids-plus

7:00 a.m. - 8:20 a.m. Before-School Child Care Program
3:30 p.m. - 6:00 p.m. After-School Child Care Program

**Mentoring Program:**
The CU One-to One Mentoring Program pairs selected students (grades 3-5) with community volunteers. Students are referred by a Barkstall staff member. All mentors participate in a one-hour training session prior to working with a student. Mentors spend about one half-hour to one hour a week during the school day with their selected student.
https://www.champaignschools.org/page/getting-involved#Volunteering

**Parent Volunteers:**
All parent volunteers who will spend more than three hours in the school as a volunteer MUST complete the volunteer application process. The safety of our students and our buildings is of the utmost importance to all of us and this process is one simple step in helping to insure that safety. For more information visit the website.
https://www.champaignschools.org/page/getting-involved#Volunteering

**Positive Behavior Intervention and Supports (PBIS):**
PBIS is a proactive system approach practiced in our school environment. They are designed for all students and are based on sound research utilizing effective teaching practices. Both foster positive teaching and learning environments in all classrooms and enable school staff to focus on academics because we realize the power of the social environment intertwines with the success of academic curriculum. Our three expectations are: Be Safe, Be Respectful, and Be Ready. Social skills are reinforced daily with recognition and relationship building. Student successes are enthusiastically recognized and celebrated.

**Barkstall Elementary School Expectations**

| | Be Safe | Be Respectful | Be Ready |
|---|---|---|---|
| **Classrooms and Specials** | ▪ Push in chairs<br>▪ Keep hands, feet, and objects to yourself<br>▪ Walk | ▪ Listen while others speak<br>▪ Follow directions<br>▪ Use kind words and polite actions ▪ Raise your hand to speak or get up ▪ Use quiet | ▪ Think before you act – use self-control ▪ Always do your best<br>▪ Arrive quietly on time and ready to learn |

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| | | voices | |
| **Hallways** | ▪ Walk<br>▪ Keep hands, feet, and objects to yourself | ▪ Keep hallways clean<br>▪ Turn voices off | ▪ Face forward<br>▪ Stay with your class |
| **Playground** | ▪ Use equipment properly<br>▪ Play by the rules<br>▪ Keep hands and feet to yourself | ▪ Cooperate (include others, share equipment and take turns)<br>▪ Use kind words<br>▪ Show good sportsmanship<br>▪ Protect the environment | ▪ Line up when the whistle blows<br>▪ Listen to adults<br>▪ Follow directions<br>▪ Return equipment to assigned area ▪ Solve small problems peacefully<br>▪ Report big problems to an adult |
| **Restroom** | ▪ Open the door slowly<br>▪ Walk<br>▪ Keep hands and feet to yourself | ▪ Wash your hands with soap and water<br>▪ Keep the bathrooms clean<br>▪ Use quiet voices<br>▪ Be considerate of others' privacy | ▪ Use time effectively<br>▪ Report problems to an adult |
| **Cafeteria** | ▪ Stay seated<br>▪ Raise your hand for assistance ▪ Walk<br>▪ Keep hands, feet, and objects to yourself | ▪ Use good table manners<br>▪ Use quiet voices<br>▪ Keep your eating area clean<br>▪ Throw away all trash | ▪ Sit quietly to be dismissed<br>▪ All food stays in the cafeteria<br>▪ Wait in line patiently<br>▪ Take all needed items |
| **Assembly** | ▪ Walk to your assigned area<br>▪ Keep walkways clear<br>▪ Keep hands and feet to yourself | ▪ Sit on your bottom on the risers ▪ Be a good neighbor<br>▪ Be silent while others speak | ▪ Stay with your class<br>▪ Wait patiently<br>▪ Follow your teacher's directions |

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|---|---|---|---|
| | | ▪ Sit with legs crossed and hands in lap on the floor<br>▪ Clap politely | |

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| **Buses** | ▪ Stay in your seat<br>▪ Walk to the bus<br>▪ Sit facing front of bus with feet on the floor<br>▪ Get on and off the bus carefully ▪ Never go with or talk to strangers<br>▪ Keep hands, feet, and objects to yourself | ▪ Walk directly to your seat<br>▪ Use quiet voices<br>▪ Use kind words and polite actions ▪ Follow directions<br>▪ Keep the bus clean | ▪ Listen for your bus to be called<br>▪ Look for your bus stop<br>▪ Take all your belongings with you when you exit |
| **Before/ After School** | ▪ Keep hands, feet, and objects to yourself<br>▪ Stay in your assigned area until invited into your classroom | ▪ Use kind words and polite actions ▪ Follow directions<br>▪ Use quiet voices | ▪ Line up with your classmates<br>▪ Wait in line patiently<br>▪ Arrive on time<br>▪ Solve small problems peacefully<br>▪ Report big problems to an adult<br>▪ Sit in your assigned area |

## PTA:

Barkstall's PTA is a parent-led group that works closely with staff and administration to develop programs and provide resources to support our students and staff. The PTA holds general meetings every other month in the evening.

PTA General Meetings:

- Receive regular updates and progress reports from Administration
- Provide input and feedback on PTA programs and events
- Get information on state and district initiatives
- Meet and socialize with other Barkstall families
- Sign up for volunteer opportunities

Here is a sample of PTA events, fundraisers and volunteer opportunities:

- Back to School Picnic
- Special Friends Lunch
- Family Movie and Skate Nights
- Staff Appreciation Week
- Helping Hands
- Spirit Wear
- Scholastic Book Fairs
- Restaurant Nights
- International Night

Families can sign up for the Barkstall Blast weekly email newsletter to keep updated on important Barkstall news. You can also follow on Facebook under "Barkstall Elementary PTA."

## Response to Intervention (RtI):

### Overview of RtI

RtI, or Response to Intervention, is a process used to determine if students are responding to classroom instruction and progressing as expected. When students struggle, they receive additional instructional support by matching instruction to individual needs. Each level of support, also known as a tier, provides instruction with increased intensity. Supports are matched to student needs. RtI focuses on the early prevention of academic difficulty and/or behavior by screening all students and then using data to determine which students need additional support. As students receive targeted support they are monitored to see if they are responding to the intervention. This is how RtI got its name!

**RtI Tiers of Support**

The RtI process typically has 3 Tiers. Each tier provides differing levels of support.




**Tier 1**:All students receive high quality curriculum and instruction in the general education classroom. Teachers differentiate the curriculum to meet student needs.

**Tier 2**: Provided to students needing more support than they are receiving in Tier 1. In Tier 2 students are provided additional instruction, usually in small groups, using research-based interventions focused on targeted skills. Progress is monitored weekly or twice monthly.

**Tier 3**: Students who do not adequately respond to interventions in Tier 2 are provided additional intensive supports. Progress is monitored weekly.

**Essential Components of RtI**

 High quality, research based instruction and behavioral support in the classroom.
 Universal screening of academics and behavior to determine which students need targeted support.
 Students identified through screening receive additional instruction designed to meet their needs.
 Multiple tiers of increasingly intensive support which can mean more time, smaller groups and/or more instruction focused on the specific areas in which the student is having difficulty.
 Use of a problem-solving model, using data to inform decision making.
 Continuous monitoring of student progress during interventions.

**What If My Child Doesn't Respond to Intervention?**

Individual students who continue to struggle even after multiple interventions have been put in place, may be brought to the RtI Team. This team typically includes the Principal or Assistant Principal, psychologist, social worker, classroom teacher, reading teacher and special education teacher.

If your child is brought to this team, you will be notified and invited to attend. Parent involvement is valued and highly encouraged!

The purpose of this meeting is to partner with a student's family to:

- Identify strengths
- Review supports provided
- Discuss how student has responded to intervention

• Develop a plan of action
• Determine next meeting

**Ways Families can Support the RtI Process**

✔ Make reading an everyday habit at home
✔ Communicate with your child's teacher
✔ Monitor and assist with homework assignments
✔ Help your child study for tests
✔ Review screening data with your child's teacher during parent/teacher conferences
✔ Celebrate your child's success

**Safety Patrol:**
Fifth grade students will have the opportunity to serve on the Student Safety Patrol. More information will be given out by the assistant principal at the beginning of the school year.

## SCHEDULES AND STAFFING

| DAILY SCHEDULE 8:40 - 3:30 | |
|---|---|
| 8:20 a.m. | Students may enter the building. Breakfast starts. |
| 8:30 a.m. | First Bell Students may enter classrooms. |
| 8:40 a.m. | Tardy Bell Students must be in seats; classes begin. Breakfast ends. |
| 11:00 AM | Lunch Kindergarten |
| 11:25 a.m. | Lunch 1st Grade |
| 11:45 a.m. | Lunch 2nd Grade |
| 12:05 p.m. | Lunch 3rd Grade |
| 12:25 p.m. | Lunch 5th Grade |
| 12:45 p.m. | Lunch 4th Grade |
| 3:30 p.m. | Dismissal |
| 3:45 p.m. | Building cleared of all students except those involved in extracurricular activities |

| **BARKSTALL ELEMENTARY SCHOOL STAFF**<br>**2026-2027** | |
|---|---|
| Kindergarten | Jenny Kim, Dana Lapari, Ryleigh Davis |
| Grade 1 | Teri Ellis, Terri-Lynn Milinkovic, Renee Waibel |
| Grade 2 | Kendra Brauer, Candace Brooks, Aime Gable |
| Grade 3 | Michael Burrus, Elizabeth Lampkin, Katelyn Reardon |
| Grade 4 | Meagan Lynn, Melanie Meaker, Hallie Robb |
| Grade 5 | Madison Blackburn, Todd VanSteenhuyse, Valerie Prescott |
| Visual Art Specialist | Grant Thomas |
| Music Specialist | Meagan Tipton |
| MLL | Katey Edmonds, Jayna Caroline Morgan, Jami Tanner, Heather Winters |
| Enrichment Specialist | Kristine Scheu |
| Instructional Coach | Kerrylynne Humphrey |
| Interventionist | Ashley Daly, Stacie Guido, Madeline Stark |
| Physical Development (PE) | Morgan Downs |
| Speech Pathologist | Kip Hopper |
| Special Education Teachers | John Anderson, David Bertsche-Nell, Teresa Davis, Jess Glazier, Carrie Hopkins, Caitlin Jenkins |
| Psychologist | Kevin Farrell |
| Social Worker | Sophia Behrensmeyer & Gloretha Brown |
| Nurse | Celine Guide |
| Mentoring Coordinator (BA/KW) | Kristen Morris |
| Media Specialist | Katherine Krusell Skibar |
| Library Clerk | Pamela Hinz |
| Teacher Assistant - Kindergarten | Aisha Chiaramonte, Karen Fortado |
| Teacher Assistant | Yolanda Harrington, Taylor Smith, Alexis Sims, Lori Craddock, Deb Mata, Nelchael Amang, Tymeeiah Motley, Shawn Derby, Cyndi Ortiz-Taylor, Erika Ozier, Guy Moyo, Kaneshia King, Mark Freedman |

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|---|---|
| Head Custodian | Johnathan Skibar |
| Custodians | Miguel Ibarra, Jorge Perez |
| Attendance Secretary | Cassandra Roberts |
| Office Manager | Ellen Pohlmann |
| Assistant Principal | Caroline Martin |
| Principal | Esther Ferguson |