



MANZANITA SCHOOL PARENT-STUDENT HANDBOOK (530)225-0050

****School webpage***

<http://manzanita.reddingschools.net>

****School Hours***

Student attendance:

(K) 7:40 a.m. – 1:45 p.m.

*District Wide Early Release Every Wednesday 12:50

Office hours: 7:00 a.m. – 4:00 p.m.

****Absences***

If your child is absent call the school office 225-0050

****Student drop-off***

Students may not arrive to school prior to 7:25 as there is no student supervision

****Parent volunteers & all visitors***

All visitors must check in through the office before going to the classroom or attend a field trip and put on a visitor tag.

GENERAL SCHOOL INFORMATION

SCHOOL HOURS

<u>GRADE</u>	<u>START</u>	<u>END</u>
Kindergarten/TK	7:40 a.m.	1:44 p.m.
Grades 1-5	7:40 a.m.	1:45 p.m.

Every Wednesday (except the first and last week of school) is a District Wide Early release. Students are released one hour earlier.

PICKING UP STUDENTS AFTER SCHOOL:

Parents should pick up their students *immediately* upon dismissal.

GETTING TO AND FROM SCHOOL

WALKERS: Students who walk to school are instructed to go directly from home to school in the morning and, when school is out, directly from school to home. Students are to obey safety precautions -- walk on the left shoulder of the street facing traffic and use crosswalks.

BICYCLISTS: Students may ride bicycles to school *with written parent permission*. This is for student safety. Helmets must be worn per state law. Bicycles should be locked in the school bike rack (on the upper black top) -- the school assumes no responsibility for loss or damage to bicycles. *We strongly recommend* that only students in grades 4-5 be allowed to ride to school.

BUS RIDERS: Most students travel to school on school district busses. Bus schedules are posted at school and in the *Record Searchlight* newspaper the week before school starts. If you have a question about a bus stop or other transportation questions, please call **646-3000**. Students who need to get off at a different bus stop *need written parental permission*. *Notes need to be brought to the school office and a bus pass will be provided for the bus driver*. Without the school approved bus pass, the driver will take the student to the assigned bus stop. Students misbehaving on the bus will receive a bus citation and may be suspended from the bus. Due to safety issues, students are not permitted to cross Placer Street or Eureka Way.

BEFORE AND AFTER SCHOOL:

The law states that the school as well as the parent shares in the responsibility for a student's conduct to and from school. The same good behavior which is expected from students at school is expected from them as they travel back and forth to campus.

***Students may not arrive at school earlier than 7:25 a.m. when school supervision begins.**

***Students may not leave the school grounds during the regular school day unless they are signed out at the office by an authorized adult.**

NOTIFICATION REQUIREMENTS: Students must bring a note to go home with another student, ride a different bus, or to get off at another bus stop. The office must verify the note. Notify the office of any changes in your child's usual routine coming to or leaving school.

SCHOOL SUPERVISION:

The playground is supervised from 7:25 a.m. -1:45 p.m. on regular days, (12:45 on Wednesdays) but it is off limits when not supervised. Students are not to enter buildings until school starts, unless given staff permission. Manzanita is a "closed" campus until 6:00 pm unless students are enrolled in the after school program.

EMERGENCY GUIDELINES

On very rare occasions, school may be closed due to snow or an emergency. Please listen to the local radio and TV stations for information about school closures. If school is closed, all after school programs or events will be canceled. We will make every effort to contact all parents if students must be sent home. It is also important that you set up an emergency procedure for your child and discuss backup plans for what-ifs and worst case scenarios. Should an emergency occur, it is important to have a plan in place for the safety of your child.

SCHOOL SAFETY

**Do not drop your student off at school prior to 7:25 as supervisors are not on duty.

Our staff has utmost concern for your student's safety, and we hope to build these good habits in all Manzanita School students. Please review these habits at home with your student:

- Start for school early enough to be on time without rushing.
- Go directly to school or home.
- Remain on the school grounds the entire school day.
- Refuse to leave school with any person until the teacher or the school office know about it.
- Parents may view Manzanita's Safety Plan in the office.
 - **Make sure the school has current email and phone numbers so you will receive any alerts the school may send out.**

ABSENCES

California public schools report only positive attendance to the state. That is, students will be counted present if they are physically present in school that day.

"Excused" or "unexcused" absences will not be an issue for purposes; only a student's physical presence will be considered Average Daily Attendance (ADA funding) reporting. We are still to track unexcused absences and trancies for state reporting School Attendance Review Board (SARB) purposes. **It will be important for you to write a note or contact the school at if your child is home ill.** Voice mail is available for your convenience before 7:15 a.m. and after 3:30 p.m. to report attendance.



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REMEMBER:

CALL THE OFFICE IF YOUR CHILD IS ABSENT 225-0050

Regular attendance is important in order for your student to succeed. Poor attendance and tardiness are the main reasons for poor performance. Excessive absences and/or tardies may result in letters to parents reminding them of their legal obligations. (Education Code Section 48260) Picking your child up from school prior to the dismissal time is also considered "tardy".

Long Absences/Independent Study/Home Teaching

Contact the school office and your student's teacher if an absence is likely to be more than a few days. This will keep your student up-to-date with his/her studies.

Parents – if you plan to take your children out of school for more than five days, please contact the teacher about an *Independent Study Agreement*. If your child completes all work agreed upon in the contract, the absences are considered excused and the school district receives apportionment from the state.

A *home teacher* may be provided for students who are unable to attend school for a lengthy period of time in accordance with regulations of the California Department of Education. Please call the school if you believe you will need these services.

Withdrawal/ Transferring a STUDENT

When a family moves, the school must be notified as to the date of leaving. This allows us to prepare a final report card for the day of leaving. Students who leave near the end of the school year should leave a mailing address so we can send the report card. Most schools in the United

States require immunization records to enroll students, and we will make a copy of your student's records for you if you stop by the school before you move.

FIELD TRIPS

Field trips are an important and well-liked part of the educational program and are generally under the supervision of the classroom teacher. Busses are used for trips. Permission slips will be sent home for parents to sign. Students without a signed field trip permission slip **will not** be allowed to participate. We welcome parent volunteers to go along on our field trips. To be a chaperone for a school field trip/event you must have your fingerprints cleared. The form is available in the school office.

SCHOOL SPIRIT

Manzanita School's mascot is the American Bald Eagle and school colors are purple and white. *Each Friday* is set aside for showing school pride and spirit by wearing school colors. Manzanita T-shirts may be ordered from the Manzanita Parent Boosters.

SCHOOL PROPERTY

The school will supply all books, paper and other necessary school needs at no cost to the child. In return, children will be required to give particular care too books, desks, and all other school property. We require students and their parents to reimburse for any lost textbooks, library books, or school materials.

PERSONAL ITEMS AT SCHOOL

Items such as radios, toys, balls, pets, collections, etc., should *not* be brought to school unless prior permission has been granted by the teacher or school office. We cannot be responsible for any such items, even if they are given to the staff for safekeeping.

SCHOOL OPERATIONS

At Manzanita School, we strive to operate the school as efficiently as we can while still taking into consideration individual problems and special circumstances. You can help us, in our serving some 550+ students and their parents, by such things as:

- **Utilizing the MONDAY WEEKLY FOLDERS** -- All school notes will be sent home on the first day of each week (usually a Monday) in a folder.
- **Reading** all school correspondence sent to you.
- Visit the school webpage <http://manzanita.reddingschools.net> For information about dates/times of events, announcements, updates and other important information.
- **Making** an appointment with the staff member(s) you wish to see. We are glad to meet with you -- and, like other professionals, we have important daily obligations which require preplanning. Please call for an appointment first.
- **Checking in at the school office before entering a classroom.** You need to check in through the office, sign the visitor book and obtain a visitor pass. This avoids interrupting a class and assures the level of campus security your student deserves.
- **Sending in** all absences notes, permission slips, and lunch money promptly. Call school office to report absences.
- **Encouraging** your student to follow school rules and stay an active part of Manzanita School's growing student body.
- **Using the available day care** (after school recreation program). Please see the back of this handbook for information on the after school program.
- **Lost and Found** – put your child's name on backpacks, jackets, lunch boxes, and any other items they bring to school. The lost and found is located in the back of the cafeteria.

REPORTS OF STUDENT PROGRESS

PARENT/TEACHER CONFERENCES: In grades K-5, there is one parent/teacher conference scheduled per school year. Additional parent/teacher conferences are scheduled when needed on an individual basis.

REPORT CARDS: In grades K-5, report cards are issued three times a year; at end of each trimester.

PARENTAL MONITORING: Perhaps highest on the list in effectiveness is parental involvement in student progress. This consists of each family's own level of monitoring of skill growth, measured by watching homework patterns and actively rewarding students when they master a new concept or reach a new level of educational growth.

POLICIES, RULES AND REGULATIONS

HOMEWORK POLICY

Regular homework which extends student learning is an integral part of our academic program. Homework assignments vary according to grade level and are designed to challenge students by teaching them to apply skills and concepts they have learned in their classrooms. Homework assignments are reviewed by the teachers, who then provide feedback to the students. These assignments encourage students to think about concepts they are learning and to communicate these thoughts to their parents. Reading should be done for a minimum of 20 minutes nightly.

DISTRICT POLICY, REGULATIONS AND PHILOSOPHY ON HOMEWORK

The Redding School District governing board believes that homework serves many important purposes. The administration and certificated staff shall design homework plans and assignments so that through their homework students can reinforce academic skills taught in school and learn how to conduct research effectively, develop ideas creatively and become life-long learners.

The Board believes that homework is the responsibility of the student. It is the student's job to develop regular study habits and to do most assignments independently. The Board encourages teachers at all grade levels to use the parent/guardian as a contributing resource and to structure homework assignments so as to involve the parent/guardian without diminishing the student's sense of responsibility. When assigning homework which involves interaction with parents/guardians, teachers should include instructions which show how parents/guardians can best help their children. To be effective, homework assignments should not place an undue burden on students and families. Homework should reinforce classroom learning objectives and be related to individual student needs and abilities.

Purple Folders will be sent home each Monday containing important notices and your student's homework for the week. Please help your child be responsible for returning this folder each Friday.

TEACHER'S RESPONSIBILITIES

- Assign homework based on the ability and needs of the student.
- Give assignments during class, making sure materials and objectives have been fully explained and understood.
- Acknowledge homework and give appropriate/prompt feedback.
- Do not use homework as punishment.

STUDENT'S RESPONSIBILITIES

- Know homework assignment before leaving school.
- Ask for work missed due to absence.
- Take homework assignment home. Complete and return homework and materials on time.

PARENT'S RESPONSIBILITIES

- Assist with their child's success by providing an appropriate environment (quiet time and study area including proper lighting) for home study.
- Contact teachers if assignments seem to be causing problems for your child.
- Insist that your child completes homework on a regular basis.
- Encourage the proper use and care of homework materials.

District Suggestions on time spent on Homework per week:

	<u>Average Per Week</u>	<u>Activities (as appropriate)</u>
Kindergarten	50 minutes	Story Listening, Alphabet (sounds and letters). Numbers, Address, Colors, Telephone number
Grade 1	100 minutes	Story listening, Vocabulary Building, Handwriting Practice, Reading, Math, Social Studies, and Science.
Grade 2	100 minutes	Vocabulary Building, Reading, Math, Spelling, Social Studies, Science, Handwriting Practice.
Grade 3	150 minutes	Reading, Math, Spelling, Expressive Writing, Social Studies, Science, Penmanship.
Grade 4	200 minutes	Reading, Math, Spelling, Expressive Writing, Research, Social Studies, Science, penmanship, Projects.
Grade 5	250 minutes	Reading, Math, Spelling, Expressive Writing, Research, Social Studies, Science, penmanship, Projects.

DRESS CODE

New fashions have raised some concerns at Manzanita in regards to student safety. The following are clarifications on the dress code. Please help us keep your child safe. Any clothing or hair fashion that causes undue disruption to the process of learning are prohibited.

- Baggy pants are allowed but must stay up at the waist without a belt. Underwear cannot be visible at the waist. Pants may not have holes in private areas. Pant legs cannot hang on the ground because it is easy to trip. Overall straps should be buttoned over both shoulders.
- Any clothing so large as to create a safety concern may not be worn.
- Clothing can not be see through, strapless or off the shoulder. No bare midriffs or plunging necklines. Tank tops must have 1" wide shoulder straps and arm holes may not hang down and expose chest area. Underwear should not be visible.
- Shorts are permitted but must have a 3" inseam. Cut off shorts must be hemmed.
- Hats are allowed outside only.
- Bandanas are not to be worn at school.
- Belts are not to be hanging down beyond the waist of pants.
- Chains are not permitted at school at any time and are not to be attached to clothing or wallets.
- Any attire that has references to gangs, drugs, tobacco, alcohol, sex or racial slurs will not be allowed.
- Attire must provide for safe physical activities during the day.
- Make-up is not to be worn or brought to school.
- Students are not to come with writing or ink on their hands or faces or to write on themselves during the school day.



Jewelry may be worn but must not be a concern for safety, disrupt learning, or be gang oriented.

- Shoes must provide for safe play during recess and P.E.
- Sandals must have a strap and closed toe sandals are recommended.

INFORMATION CENTER/LIBRARY

Manzanita School is continuously improving and enhancing its library. The school has an *Information Specialist* whose key role is to get literature into the hands of the students. She accomplishes this by book circulation, story time, up-dated book purchases, and computer research use. All grades are scheduled regularly into the library. It is important that students return library books to avoid lost book charges. Parents may check out additional books. The library is open before and after school for book check out until 3:00. Students may also use the computers in the library. If you would like to assist at our Information Center, please contact the school.

FOOD SERVICES

A nutritious hot breakfast and lunch, planned by a dietitian, is served daily. Menus are sent home each month. Milk may be purchased individually for those bringing lunches from home.

LUNCH LOANS are **not available**. If a student forgets his/her lunch money, the student will be permitted to call parents at home or at work to bring the lunch money. If this is not successful, a cheese sandwich and milk will be provided. To apply for free or reduced priced meals; please complete an application (one application per household).

SNACKS -- Students may bring a nutritious snack to eat during the morning recess. Fruit, cereal, veggies, and granola bars are suggested. Parents, please monitor your child's snack closely.

LUNCHES FROM HOME -- Students may bring their own lunch to school. We encourage parents to make sure the lunch is nutritional and easy to handle.

PAYING IN ADVANCE is the easiest system, if you follow these steps:

- Pay online @ myschoolbucks.com (you can pay with credit/debit cards)
- Check or Cash - You or your student should bring the payment to the cafeteria in morning before 7:40 a.m.

Medication

If a student needs medication at school, we must follow the California Education Code (49423), which requires that parents fill out a *School Medication* Authorization form and obtain your Physicians signature. These forms are available in the office. All medication must be in the original prescription container and it must remain in the office locked up. Medication must be brought in by the parent and checked in with the Health Clerk. Do not send medication with students. **Absolutely no over-the-counter medication will be dispensed without a written prescription from your doctor. Students may not possess over the counter medicines.** This also means

that teachers cannot dispense medication for poison oak, or minor cuts and scrapes -- all we can do is wash the area and apply a bandage.

First aid, defined as the immediate, temporary care given in case of accident or sudden illness, will be given when necessary. It will be given by anyone qualified. In cases requiring the services of a doctor, every reasonable attempt will be made to contact the parent or responsible guardian before the student is taken to the hospital. For this reason, **we ask that you immediately inform us of changes in address or phone numbers in your family.**

Food Allergies

If your child has a food allergy, you are require to complete a "Medical statement to

request special meals and /or accommodations” and have your family physician sign it. This form is available in the school office.

The school office has forms called *Certificate for School Entry* that must be filled out, signed by a doctor, and then returned to school.



Kindergarten Registration

Students 5 years old on or before September 1st of the current school may be enrolled in Kindergarten. Students who will be five (5) years old from September 2nd to December 1st of the current school year may be enrolled in Transitional Kindergarten. To enroll your student into Kindergarten you need these documents: **birth certificate, proof of immunization (for polio, DPT, MMR, Hep B, Hib and Varicella), and proof of address.**

Children entering Kindergarten must complete a Oral Health Assessment

Oral Health Assessment needs to be completed by a licensed dental health professional.

When Do Children and Teens Need Vaccinations?

Age	HepB Hepatitis B	DTaP/Tdap Diphtheria, tetanus, pertussis (whooping cough)	Hib Haemophilus influenzae (type b)	IPV Polio	PCV Pneumococcal conjugate	First Grade Physical	Varicella Chickenpox	HepA Hepatitis A	HPV Human papillomavirus	MCV4 Meningococcal conjugate	Influenza Flu	
Birth	✓					First Grade Physical						
2 months	✓ (1-2 mos)	✓	✓	✓	✓							
4 months	✓	✓	✓	✓	✓							
6 months	✓	✓	✓	✓	✓							
12 months							California State law requires that all first graders have a complete physical examination.					
15 months	✓ (6-18 mos)	✓ (15-18 mos)	✓ (12-15 mos)	✓ (6-18 mos)	✓ (12-15 mos)					✓ (2 doses given 6 mos apart at age 12-23 mos)		
18 months												
19-23 months		Catch-up	Catch-up	Catch-up	Catch-up							
4-6 years		✓		✓								
7-10 years	Catch-up	Catch-up										
11-12 years		✓ Tdap		Catch-up				Catch-up	✓✓✓	✓		
13-15 years										Catch-up		
16-18 years		Catch-up (Tdap)							Catch-up	✓		

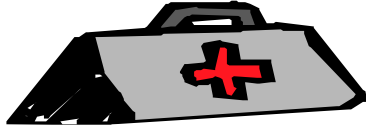
Please note: Cases of pertussis (whooping cough) have increased in children, teens, and adults in the last few years. Tragically, some infants too young to be fully protected by vaccination have died. Ask your doctor or nurse if your children have received all the pertussis shots needed for his or her age. Also, if you haven't had your pertussis shot, you need to get one.

If your child's vaccinations are overdue or missing, get your child vaccinated as soon as possible. If your child has not completed a series of vaccinations or time has passed, she will need only the remainder of the vaccinations in the series to start over.

*These are general guidelines for children. Check with your doctor for more information. November 2011.

HEALTH SERVICES

The Redding School District nurse does required state testing. Mandated health screenings are conducted as follows: K -- hearing, vision, dental; 1st grade -- color vision, dental; 2nd grade -- hearing, dental; 3rd grade -- vision, dental; 4th grade -- none; 5th grade -- hearing, dental. New students are fully assessed as necessary and other screenings occur per request of teachers or parents. If a deficiency is discovered, a note will be sent home.



CONTROL OF DISEASES

You can help to maintain a high standard for health in our school if you will observe the following rules:

<u>Disease</u>	<u>Maximum Incubation Period</u>	<u>Exclusion</u>
Chicken Pox	21 days	7 days until all crusts are gone
German Measles	21 days	7 days until all crusts are gone
Mumps	26 days	10 days or until all swelling is gone
Red Measles	14 days	7 days
Whooping Cough	21 days	3 weeks or until paroxysms are over
Conjunctivitis (Pink Eye)	Until eyes are clear	Until eyes are clear
Impetigo and Ringworm	Child may attend school if sores are kept covered and under a doctor's treatment	
Head Lice	Child must be excluded from school until treatment is complete and he/she is free of live head lice.	
Common Cold	Child should remain at home until most of the sneezing and coughing is over and the fever is subsided. Please make sure he/she has tissue or handkerchief when he/she returns.	

STUDENT DISCIPLINE

Student discipline is part of the learning process, and it builds cooperative bonds among students, staff, and parents. Misbehavior will be corrected as a means to instruct students and ensure an orderly campus. Teachers are expected to handle every day, minor problems with student misbehavior, and the principal and the assistant principal will intervene and support teachers in cases of extensive or ongoing misbehavior. Parents and students will be fully informed partners in the disciplinary process. Consequences for student misbehavior will be fair and uniform.

DEFINITIONS

Misbehavior is student behavior which is contrary to any class, school, district, or state rule or regulation, or which is contrary to the best interests of the instructional setting of the school.

Everyday, minor problems are the infractions common to a student's developmental age which are short of clear violations which lead to administrative suspension.

Principal and assistant principal will intervene means that they will assist in dispute resolution and enforce discipline in accordance with applicable rules and laws.

PROGRESSIVE DISCIPLINE

Except in extreme cases, progressive (step-by-step) discipline will be followed, in which teachers establish a discipline plan and inform students and parents about it. An office referral and record-keeping system ensures that discipline is accurately enforced.

STUDENT MISBEHAVIOR & SUSPENSION

Certain misbehaviors are cause for suspension from school. Below are summarized the main misbehaviors which **may** result in a student being suspended from school and/or another school.

- Disrupting school activities or otherwise willfully defying the valid authority of supervisors, teachers, or school officials.
- Causing, attempting to cause, or threatening to cause physical harm to another person.
- Causing or attempting to cause damage to school property or private property.
- Stealing or attempting to steal school property or private property.
- Possessing or using tobacco or alcohol.
- Sexual harassment:** Board Policy and Administrative Regulations (BP 5145.7, AR 5145.7) Committing an obscene act or engaging in habitual profanity or vulgarity. Unwelcome sexual advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature.

Below are summarized the main misbehaviors which **shall** result in a student being suspended from school, or being placed at another school, or being expelled from the schools of the district:

- Unlawfully offering, arranging, or negotiating to sell any controlled substance.
- Having unlawful possession of or unlawfully offering, arranging, or negotiating to sell any drug paraphernalia.
- Possessing, selling, or furnishing a firearm, knife, explosive, or other dangerous object.
- Unlawfully possessing, using, selling, or otherwise furnishing or having been under the influence of any controlled substance.
- Committing robbery or extortion.

INSTRUCTIONAL SUPPORT SERVICES

Students with special needs will be provided assistance in identified areas. Qualified personnel in the school district and the county provide such services in the following areas: district psychologist, language/speech/hearing specialist, resource specialist, special day class teacher, nurse, bilingual individualized learning teacher, and school improvement program. The principal, teacher, and parents work together through conferencing as part of the referral process to these services. Descriptions of each service are as follows:

DISTRICT PSYCHOLOGIST

The School Psychologist provides assessment of referred students in order to determine placement in special programs, including speech, resource specialist program, and special day class. Serves as a member of the Student Study Team, and the Individualized Education Plan (IEP) Team and supervises and monitors the implementation of all special education programs. The psychologist also provides parent and teacher consultation and leads social skills groups.

LANGUAGE/SPEECH/HEARING SPECIALIST

The SLP provides a regularly scheduled program for children with identified speech and hearing problems and serves as a resource for classroom teachers and as a member of the IEP Team when appropriate.

RESOURCE SPECIALIST TEACHER

The RST serves as a member of the school Student Study Team in order to provide appropriate assistance and services for students. Provides on a regular basis, in-class and pull-out programs for learning handicapped students. He/she maintains communication with parents and classroom teachers in order to provide a coordinated curriculum and serves as a member of the IEP Team for identified students.

GIFTED AND TALENTED EDUCATION TEACHER

The Gifted and Talented Education (GATE) program is a program to support the provision of rigorous learning opportunities for students who are identified as gifted and talented. The school is currently using curriculum embedded, differentiated instruction within the general education classrooms. GATE students are invited to participate in the Odyssey of the Mind program.

MANZANITA PARENT BOOSTERS

Manzanita School has a strong and active ***Boosters organization*** which links with the staff at announced monthly meetings to plan and support school activities. Look for a form coming home at the beginning of the school year in which you can let us know the ways you can help the Boosters. Check the school website for a link to the Parent Boosters webpage!

PARENT AND COMMUNITY VOLUNTEERS

The major goal of the *parent and community volunteer program* is to assist school in providing the best possible education for each student. Parents give valuable help in Manzanita School's instructional and social activities. We have many parents who visit classes, providing such valuable help as: working individually with students, assisting the teacher, organizing supplies/activities, giving special presentations, and working on special projects in the office. Please call us if you wish to join in this

rewarding experience. The services of volunteers are utilized in schools and district offices to accomplish the following objectives:

- to support teachers and other personnel by performing some non-instructional tasks
- to provide teachers with more time to work with students
- to enrich the curriculum and children's learning opportunities
- to provide individual attention to those children who need more one-on-one assistance than the classroom teacher is able to provide
- to promote a school-home-community partnership for quality education

MANZANITA AFTER SCHOOL DAY CARE INFORMATION

Manzanita Elementary School offers after-school child care. This is a quality child enrichment program with limited space. Enrollment packets are available on the Manzanita webpage <http://manzanita.reddingschools.net> or in the Manzanita School office.

- Weekly themes and curriculum plans which are posted in the classroom.
- Art & Craft projects which are open-ended to encourage creativity.
- Homework time which may include free reading or writing choices.
- Snack times that encourage the participation of the children in preparation and clean-up.
- Outdoor play and sports games to enhance physical fitness and coordination.
- Indoor games, puzzles, and building materials which increase cognitive and social skills.