



Superintendent: Dr. Patricia Wernet

Tate Woods Elementary  
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This handbook reflects Board policy as of the date of printing. Updated policies may modify some of the information and such changes will be effective as of the date of Board adoption.

### Vision Statement

Lisle Community School district #202 believes that we must provide an educational environment which grants each student access to the highest quality and richest variety of integrated educational experiences, within our means. This environment will be created with the assistance of student’s family, local businesses, educational agencies, and community and support groups. Our goal is continuous, measurable improvement, and excellence in the education of our students.

### Mission Statement

To promote excellence in the Lisle Community Unit School District #202 schools by providing challenging, comprehensive, and viable educational programs for all students, that will lead to the attainment of knowledge, competencies and skills, which, upon completion, will enable our students to be successful life-long learners, and productive members of society.

### Beliefs

- *Student focus:* The success of our educational system is measured by the success of our students.
- *Excellence:* We are committed to approaches and practices which maximize the educational impact for students.
- *Continuous Improvement:* Continuous school improvement is necessary to improve student achievement.
- *Accountability:* We focus on results and balancing the needs and interest of students and all stakeholders.
- *Teamwork:* We work together to achieve District goals
- *Service:* We believe educators should be responsive to students, parents, and the community.
- *Fiscal Responsibility:* Resources must be provided and managed in a fiscally responsible manner.

The information provided in this handbook will help to familiarize you with the many programs and procedures found in District 202's elementary schools. Please take time to acquaint yourself with each section of this booklet.

Attending school is a great and important adventure for your child. Hence, like so many other important successful adventures there are procedures, rules, sign posts, and suggestions to follow. We are truly partners in education and together we will have an excellent year.

This handbook is designed to give you important information regarding our schools. **Part I** refers to both Tate Woods and Schiesher Schools. **Part II** is specific to Tate Woods School. **Part III** is specific to Schiesher School.

## Part I

### Tate Woods and Schiesher Schools

#### PHILOSOPHY

It is the philosophy of this school community- student, staff, and parents that we strive for excellence in our programs and in our work. Excellence is not static. It is not a thing that one can hold on to; instead, it is an attitude and a continual process that brings out the best each individual has to offer.

Our philosophy is:

- Striving for excellence in programming
- Creating an environment conducive to learning
- Encouraging the development of positive self-esteem
- Respecting and valuing the worth, talents, and differences of each individual
- Developing and maintaining a positive attitude
- Encouraging the search for solutions to problems
- Fostering intellectual questioning and thought

- Setting realistic goals to encourage continual growth
- Working to accomplish goals that may be difficult
- Cheering our successes and praising the teamwork of all
- Learning through mistakes
- Encouraging a desire for learning
- Fostering a willingness to participate and get involved in the varied activities of a school community
- Encouraging cooperative problem-solving and compromise
- Instilling pride in the community in which we all participate
- Communicating and sharing with others.

In our goal for excellence and the creation of a quality educational program, we feel all will benefit-the individual student and the Lisle community at large.

#### ABSENCE FROM SCHOOL

Regular school attendance is necessary in order to take full advantage of the educational opportunities available. Good attendance is extremely important for your child's educational program. We request that you seriously consider this when planning vacations so that the children are attending school each day.

When your child is absent from school, please phone the school office by 8:45 A.M where your child is enrolled (Tate Woods at 493-8099 and Schiesher at 493-8199.) You must report the absence and the reason for the absence. If for some reason you are unable to call in, please follow up with a note given to your child's teacher when your child returns to school.

The principal must approve all requests for early dismissal from school. A written request signed by the parent is required. All students leaving the school grounds before the 3:15 P.M. dismissal time are required to be picked up in the Office; whereupon, we will require that the individual picking up the child sign an early dismissal form.

Please note that your child must be in school for a minimum of 5 clock hours (300 minutes) to be credited for a full day of attendance. A half day's credit will be given to any student at school 2.5 clock hours (150 minutes) or more. Any student at school less than 2.5 clock hours will be considered absent for the day.

### ANIMALS

Pets are not allowed in school. Animals may be brought into the classroom for educational purposes only and with the permission of the building principal. Such animals are to be kept in the classroom for the time necessary for their study only. Animals brought into the classroom must be adequately housed and cared for. Only the teachers, or students designated by the teacher shall be permitted to handle such animals. Animals in the classroom shall be treated in a humane manner at all times. If animals are to be kept in the classroom on days when classes are not in session, arrangements shall be made for their care.

### ACADEMICALLY TALENTED PROGRAM

An Academically Talented Program is available for students in grades two through five who qualify. In addition to enrichment opportunities threaded throughout the core curriculum, Schiesher School provides the Academically Talented Program, an accelerated curricular program beginning in the third grade, for qualified students. Students are accelerated in the areas of math and reading by one year. Learning is also extended through Project Challenge, a pull-out program that provides opportunities for analytical and divergent thinking by students. More information is available on the districts website under curriculum.

### ASBESTOS

Many asbestos containing materials have been removed from Schiesher and Tate Woods Schools. A specific listing of any remaining asbestos containing materials is cited in the Management Plan, which is on file in the school offices and is available for inspection.

### BIRTHDAYS

With teacher approval, if a student would like to celebrate his/her birthday during the school day, a simple **pre-packaged** treat may be given to each member of his/her class. As schools move towards more healthy food choices, healthy snacks, small tokens like a pencil, or even a book donated to the library in your child's honor are also greatly appreciated.

### PARTY INVITATIONS

Children's party invitations are to be distributed outside the school and not in the classroom.

### BUS TRANSPORTATION

Bus transportation is provided for children who are living at least one and one-half miles from school. It is also provided to students who are living in designated hazardous areas. The junior high bus is available before school for students who go to Schiesher and are in Chorus. Schiesher also provides an activity bus for after school Band students. District 202 has adopted an Assertive Discipline Plan for bus riders.

Students who are bused should arrive at their designated bus stop no earlier than five (5) minutes prior to the scheduled pick-up time. Students should organize themselves in a line to accommodate easy access onto the bus. Students may be suspended from bus transportation if the bus rules are not followed.

While on route to or from school, students are considered in school. Appropriate conduct is in order. Drivers are considered part of the school staff, and students are expected to be respectful to them. Students are video taped while riding the bus.

Students who are bus riders must ride the bus to and from school unless the parents notify the principal of a change. Only with the principal's permission will a bus rider be allowed to take a different bus. **Walkers are NOT allowed to ride the bus to and from school.**

Students are not to take it upon themselves to walk home or leave with someone else.

**Bus Rules:**

- Follow the directions of the bus driver at all times
- Stay in your seat at all times
- Keep hands, feet, and objects to yourself
- No loud talking, improper language, or teasing others
- No eating, drinking, or gum chewing at any time

**Consequences:**

- Warning
- Student moved to an assigned seat by the driver
- Conference with the bus driver: name and incident documented by the driver
- Bus driver reports students to school principal, conference with principal
- Principal informs parents and bus privileges could be suspended. Parents will be responsible for their child's transportation to and from school during the bus suspension.

School Board Policy Manual #710.08 states the following:

“Gross disobedience or misconduct providing just cause for suspension or denial of the privilege of riding on the school bus shall include:

- Possession or use of drugs, alcohol, or tobacco on the bus
- Willful injury or threat of injury to a bus driver or to another rider
- Repeated use of profanity in the presence of the bus driver or other riders
- Possession of a dangerous or potentially dangerous weapon
- Repeated willful disobedience of directives by the bus driver
- Such other behavior as the administration deems to threaten the safe operation of the bus and/or its occupants.”

**DISCIPLINE**

Teachers and staff shall maintain discipline in the schools. In all matters relating to discipline in the schools they stand in the relation of parents and guardians to the students. This relationship shall extend to all activities connected with the school program and may be exercised at any time for the safety and supervision of the students in the absence of their parents and guardian (The School Code).

The purpose of school discipline is to provide for the safe and orderly conduct of an educational program. School discipline prohibits behavior that will endanger or threaten to endanger the safety of others, behavior that will result in damaging or destroying property, defacing property, or behavior that impedes the orderly conduct of the school program. Good discipline is an important goal, both for the student's own development and for an optimum learning situation in school. Good discipline can best be developed through cooperation and communication between parents and the school.

We expect all of our students to behave in a respectful and courteous manner while at school and while going to and from school.

**STUDENT CODE OF CONDUCT AND RESPONSIBILITIES**

Students and their parents are responsible for replacing or paying for lost or damaged equipment, school-owned books, buildings, or any other school property.

The following materials are prohibited on school buses, in school buildings, on school grounds or at school-related activities at any time:

- Use, possession or distribution of smoking materials
- Consumption, possession or distribution of alcoholic beverages
- Use, possession or distribution of drugs
- Use, possession or distribution of explosives, firearms or other dangerous weapons or instruments

Given reasonable grounds, school officials may search and seize suspicious materials brought onto buses or school property. Desks and lockers are public property, and school authorities may make reasonable regulations regarding their use. School officials may inspect desks and lockers when there is reasonable cause to believe that the contents threaten the safety, health, or welfare of students, or include stolen property or contraband.

The district shall notify the parents of the action taken and may notify juvenile authorities. In cases of suspension or expulsion, the District shall follow the procedure required by State law and as detailed in the School Board Policy Manual #715.04 and #715.05.

The special education student will adhere to the regular student discipline policy unless the behavior is a result of the special need as stated on the Individualized Education Plan. A hearing may be held to determine if the misconduct is attributable to the special need. Students with special needs will be given all the procedural protection required by all as detailed in the School Board Policy Manual #715.07.

#### EXCLUSION FROM CLASS

A teacher may temporarily exclude a student from a class for disruptive behavior. The teacher must hold a conference away from the class concerning the reasons for such behavior. Students will be afforded their full rights as provided by law. Classroom disturbances will be handled according to the articles of the negotiated agreement between the Lisle School District 202 and the Lisle Education Association.

Continued disruptive behavior may lead to suspension or expulsion as detailed in the School Board Policy Manual #715.04 and #715.05. Students with special needs will be given all the procedural protection required by law as detailed in the School Board Policy Manual #715.04 and #715.05.

#### SUSPENSION/EXPULSION FROM SCHOOL

Suspension is the temporary removal from school by the administration for a period not to exceed ten (10) school days. The student is under the supervision of his/her parents and is not allowed at any school function or activity.

Expulsion is the removal by School Board action for a period longer than ten (10) school days.

Disruptive behavior to the educational program, to an individual student, or to a staff member of the school is grounds for a possible suspension or expulsion from school. The Student Code of Conduct and Responsibilities and School Rules as stated in this handbook must be followed at all times.

#### DUE PROCESS

In the operation of the school, every effort should be made to secure understanding and acceptance of decisions that are made in good faith. At times, there may be legitimate differences of opinion between student and staff member. The student should know that he and/or his parents have a right to state their case to the person with whom the disagreement lies. The student may also have the right to speak to some other person in authority. Procedures as detailed in School Board Policy Manual #715.03, #715.04, #715.05, #715.07, and #715.08 will be followed throughout the due process.

#### CORPORAL PUNISHMENT

The Board of Education does not permit corporal punishment.

#### DISTRICT POLICY ON BULLYING

Bullying is defined as using any form or type of aggressive behavior that does physical or psychological harm to some one else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes the use of violence, force, noise, coercion,

threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct. Conduct constituting bullying will not be tolerated. “Bullying” is conduct which subjects a student to insults, taunts, or challenges, whether verbal or physical in nature, which is likely to intimidate and/or provoke a violent or disorderly response from the student being treated in this manner.

### ELECTRONIC DEVICES

Electronic devices include, but are not limited to, pagers, cellular telephones, and camera devices. Although students may have such devices in their possession, the devices are to be turned off and kept out of sight upon their entrance into the school building. Use of these devices during the school day is not allowed unless such use is preauthorized by school personnel.

If a student has any such devices in his/her possession, the devices should be kept in a secure place. If such electronic devices are used without proper authorization or displayed by a student, the student will be requested to put the device away in an appropriate manner. Any violations of such reasonable requests will result in the student’s being subject to disciplinary measures.

Please understand that the school assumes no responsibility or liability for personal electronic devices brought to the school by students.

### FIELD TRIPS

Field trips serve as an opportunity for students to experience activities outside the classroom that are linked to things they have recently learned within the classroom. Information will be sent home prior to the planned trip. The permission slips, giving parents’ consent, must be signed and returned to the teacher before the pupils will be permitted to go. Your child will not be allowed to participate in an after-school activity or go on a field trip without your written

permission. Please have your child return all permission forms promptly.

Parents/family members may be asked to help supervise the children. Any parent/family member participating must review and sign the Fieldtrip Guidelines for Volunteers form in order to participate. Parents transporting their own children on a field trip using their personal vehicles are doing so at their own risk. The school district is not able to provide insurance coverage for this purpose.

### FIELD TRIP GUIDELINES FOR VOLUNTEERS

Field trips are a means of reinforcing, extending, and enriching our academic program. It is important that volunteers know and understand the guidelines and expectations of accompanying students on school sponsored field trips. Please review the items below and talk with a teacher or the principal if you have any questions.

1. **Safety** – Safety is our first priority.
2. **Accountability for students** – The volunteer is responsible for knowing the whereabouts of each child they are assigned at all times.
3. **Buddy System** – To ensure adult supervision in the event of an emergency, two deep supervision must be in place at all times. This means that at least two adults must be together with their student groups, at all times. Observance of the *buddy system* will ensure that a child is never alone. This is for the child’s and adult’s protection.
4. **Siblings and others** – Siblings, friends, and other relatives are not allowed to accompany students on the field trip.
5. **Confidentiality** – Volunteers must keep student information confidential.
6. **Tobacco** – Use of tobacco products while on a fieldtrip is prohibited.
7. **Cell Phones** – Use of cell phones while supervising students is prohibited unless responding to an emergency.
8. **Student Discipline** – Volunteers should balance their authority with common sense and courtesy. Physical

disciplinary action is not allowed. Volunteers should report any behavior problems to a school representative.

9. **Extra Privileges for Students** – Volunteers should not provide any treats, souvenirs, or food items to students during the field trip.
10. **Volunteer Privileges** – Failure to comply with field trip guidelines could result in denial of volunteer privileges.

### FREE AND REDUCED LUNCH / BOOK FEES

Applications for free and reduced lunch as well as book fees can be obtained from the school offices.

### FIRE, DISASTER, LOCKDOWN AND BUS EVACUATION DRILLS

Fire, disaster, lockdown and bus evacuation drills are practiced throughout the year at irregular intervals. Students are instructed to move quickly and quietly to their designated areas and follow outlined procedures, which are posted in each classroom. Talking is not permitted.

### HEALTH SERVICES

#### PHYSICAL, DENTAL, VISION EXAMINATIONS AND IMMUNIZATIONS

In accordance with Section 27.8-1 of the Illinois School Code, “a physical examination is required of all pupils within the calendar year prior to entrance in Kindergarten, 6th, and 9th grades and upon entrance into public, private, or parochial school, regardless of age or grade if that pupil has not previously been examined in accordance with Illinois state law”. This examination must be signed by a physician licensed to practice medicine in all of its branches, advanced practice nurse, or a physician assistant. All portions of the examination form must be completed, including the student’s health history signed and dated by the parent/guardian, and complete dates of immunizations (month, day, year), signed by a health professional verifying the dates. Immunizations must be in compliance with

Illinois Department of Public Health regulations; this includes measles, mumps, rubella, diphtheria, pertussis, tetanus, polio, varicella, and the Hepatitis series. If any immunization is contraindicated, we must have a physician’s statement noting the reason. Parents/guardians objecting on religious grounds must submit in writing their objection with each of the kindergarten, 6th and 9th grade physicals. This requirement applies to students who have either been residents of Lisle 202 or have moved into District 202 from another Illinois school district. Students registering from out of state are allowed 30 days to meet this requirement. **If these requirements are not met by October 15th of the school year, the student will be excluded until proof is provided by a physician or parent/guardian.**

All children in kindergarten, 2nd and 6th grades must have an oral health examination. Oral examinations that are valid for this requirement must be done between November 15th of the previous year and May 15th of the current school year (18 month time span). **Each child needs to present proof of having been examined by a dentist before May 15th of the designated school year or the school may hold the child’s final report card.**

All children enrolling in kindergarten in a public, private or parochial school and any student enrolling for the first time in a public, private or parochial school in the State of Illinois shall have an eye examination. Each child shall present proof of having been examined by a physician licensed to practice medicine in all of its branches or a licensed optometrist within the previous year before October 15th of the school year. An eye examination shall at a minimum include history, visual acuity, subjective refraction to best visual acuity near and far, internal and external examination, and a glaucoma evaluation, as well as any other tests or observations that in the professional judgment of the doctor are necessary. **If the child fails to present proof by October 15th, the school may hold the child’s report card until one of the following occurs: the child presents proof of a completed eye examination, presents proof that an eye examination will take place within the next 60 days after October**

15, or presents a waiver stating an undue burden or a lack of access to a physician or optometrist.

Parents should be advised that the vision screening done at school does not serve as a substitute for an examination performed by a licensed physician.

If your child needs a modified physical education program, or if it is necessary for your child to take medication at school, special forms must be completed by a licensed physician. Please obtain the proper forms from the school office, nursing office or off this website. These forms must be updated annually.

WHEN TO KEEP YOUR CHILD HOME

If your child has vomited during the night, has a fever, a suspicious-looking rash or teary eyes, please keep him/her home from school. If the child is absent from school, he/she may return when his/her temperature has been normal for 24 hours.

Good health and good attendance give each child a head start toward habits of good nutrition, proper rest, dental and personal hygiene and exercise.

VISION AND HEARING SCREENINGS

All students are screened for vision and hearing annually as well as upon the request of a parent or a teacher. If a child does not pass the screening, an appropriate medical referral is mailed to the parent.

HEALTH POLICIES

If your child has a special health problem, please notify the teacher and the school Health Office. This would include chronic asthma, food allergies, bee sting allergies, etc. Should your child be taking daily medication at home, please notify the Health Office so any side effects that may occur will be recognized more easily and proper steps can be taken toward treatment.

MEDICATION

When a child requires daily or regular medication, the responsibility for administering such medication relies solely upon the parents. The Lisle Public Schools desire to cooperate with parents in the medical treatment necessary for each child's physical well-being and advise that only medications which are essential for the child to remain in school be administered by the proper school officials. A permission form is to be properly completed and signed by the physician and parent. Any change in prescription or dosage should be reported immediately and a new permission form must be obtained. The parent provides the medication. The medication must be in the original prescription container, and clearly marked with the child's name, doctor's name, name of medication and directions for administering such medication. All medication is to be kept in the Nurse's Office. This includes sore throat lozenges and cough drops.

STUDENT ACCIDENTS

In the event of an accident at school, the following procedures will be followed:

- The school will try to contact the parents immediately. Parents need to provide correct home and business phone numbers, including cellular or pager numbers if appropriate.
- If the parent cannot be reached, the emergency contact provided by the parent will be called. Please be certain that we have at least two emergency numbers to call in case we cannot reach either parent. Please do not give a person's name and number who tends to be gone during the same hours you are away. Please keep these numbers up to date when people move or change jobs.
- The adult assuming responsibility for that child must sign out any child leaving school during school hours at the office.
- In the event of a serious accident or injury, the school will contact the paramedics. The paramedics will make a decision whether the child needs to be transported to the hospital. Depending upon the injury of the child and the decision of the paramedics, the child may be transported to a state-designated

trauma center (Edward Hospital), the nearest hospital, or the hospital of the parent's choice. The nurse will accompany the student or designee until the parent is contacted and arrives at the hospital.

- Any parent objecting to medical treatment in an emergency should instruct the school in writing on the procedure to follow.

### CONTAGIOUS DISEASES

We ask parents to notify the school office as soon as possible if the student develops a contagious illness. Without a doctor's certificate, the following rules established by the Illinois Department of Public Health will be observed for the child's admission to school:

- Chicken Pox- the child is no longer contagious after the sixth day after the onset of pox and all pox scabbed.
- Conjunctivitis- the child is excluded from school until antibiotic (Pink Eye) treatment has been maintained for at least 24 hours.
- Impetigo- the child may be in school if treated by physician but must remain at home for the first 24 hours of using the prescribed ointments. The student must have a note from the physician.
- Scarlet Fever- the child may return to school after being on medication for 24 hours (medication continued for 10 days).
- Strep Throat- the child may return to school after being on medication for 24 hours.

### DOCTOR NOTES

If a child is to be out of gym and/or recess for more than 3 days a note will need to be provided by your doctor.

### HEAD LICE

Head lice are a nuisance, not a health hazard. Adult lice are gray, about 1/16 inch long, and would be seen close to the scalp. Nits are the lice eggs and appear as tiny white or beige globules that adhere to the hair

shaft. It is transmitted directly by contact with an infected person. They do not jump from one person to another, they crawl. They are indirectly transmitted by contact with personal items such as combs, brushes, hats and clothing. They can be transmitted as long as lice are alive and until all eggs have been destroyed.

Once a child is determined to have lice, he or she is excluded from school until all nits are removed. Parents will be asked to assist the school by providing names of children their child has been in close contact with- baseball teams, birthday parties, sleep-overs, soccer teams, etc. Each of these children will also be checked as well as brothers and sisters in other schools.

Treatment consists of shampooing with prescribed shampoo, picking the nits from the hair shaft, and cleaning the environment. Additional information is available through the school. A pupil who has been absent for this reason can only be readmitted to school through the Health Office after being checked by the School Nurse.

### HOME AND SCHOOL ORGANIZATION

Our parent and school group is the Lisle Elementary Home and School Organization (LEHSO). The LEHSO works cooperatively to promote the welfare of the students in school. The LEHSO is actively involved in the school in a variety of ways. Parents volunteer their time and energy to support school programs. The LEHSO also works to raise funds through such service-oriented functions as book fairs, clothing sale, etc. Through the many programs offered, LEHSO is able to create broader and richer experiences for students. It is a good opportunity to get involved in the school and its happenings.

The main difference between LEHSO and PTA is that all money LEHSO raises goes for our schools and our scholarships at Lisle Senior High School, as opposed to donating to a national organization and national scholarship program. Membership in the HSO costs \$7.00 per family per year.

## HOMEWORK

Homework refers to an academically related assignment given to students by classroom teachers that will be prepared during a period of supervised study in class or outside of the regular classroom. Homework which is properly designed, carefully planned and geared to the development of the individual student, is an important aspect of the educational program in the District. Consequently, it requires cooperation and understanding between home and school.

Homework reflects the District's commitment to quality education. More specifically, homework enables parents to observe what the student is doing in school; reinforces students' newly acquired information; creates and further stimulates student interest in a particular area of study; helps students complete missed class work; and provides an opportunity outside of the classroom for students to practice self-discipline and cultivate good study habits.

Teachers, students and parents share in the responsibility of homework assignments. Teachers are responsible to make meaningful assignments with clearly stated directions and with consideration given to the grade and ability level as well as individual differences of students. Students are responsible for attentive listening, following teacher directions, using time efficiently and completing assignments when due. Parents are responsible for providing the physical and emotional climate necessary for the development of productive study habits. Supervision and positive encouragement are essential to successful completion of homework assignments. Recommended daily average minutes per grade for homework:

- 1<sup>st</sup> 1-15 minutes
- 2<sup>nd</sup> 15-30 minutes
- 3<sup>rd</sup> 15-30 minutes
- 4<sup>th</sup> 30-60 minutes
- 5<sup>th</sup> 30-60 minutes

## MAKE UP WORK

Students who are absent will be required to make up assignments missed in class. It is the student's responsibility to get all make-up work from the teacher immediately upon returning to school. Make-up work should be returned to the teacher within one week except in extreme cases of prolonged absence.

If your child is absent from school, but feels well enough to do some work at home, you may call the school office to request homework. The request must be called in before 11:30 A.M. Homework must be picked up after school - not before 3:15 P.M. - in the office.

## LEARNING RESOURCE CENTER

The Learning Resource Center (LRC) provides many opportunities for student learning through media materials available including books, computers, and numerous software materials. All children are given the privilege of checking out materials from our LRC.

Books are charged for one week only and may be renewed if they are not on a reserve slip. The child and parents are responsible to pay for damaged and lost books.

## LUNCH PROCEDURES

A hot lunch program is available offering a nutritious, varied menu. Students have twenty (20) minutes to eat their lunch and have twenty (20) minutes on the playground under the adult supervision of Lunchroom/Playground Supervisors. If it is raining or otherwise bad weather, students are supervised in their classrooms. Tate Woods has flexibility in which students are able to use the gym on bad weather days when available. The school policy is when the temperature or wind chill index is below zero degrees Fahrenheit, students will remain inside the school.

Parents must remember that students are outside for twenty (20) minutes daily for recess. Students must come to school with

appropriate clothing, including hats, mittens and boots during the winter season.

Children may go home for lunch if their parents wish them to do so. It is necessary that the teacher be informed in writing if the child is to go home for lunch each day or on certain days.

Students may purchase a hot lunch at school, which includes milk, or they may bring a lunch from home and purchase milk at school.

### LOST AND FOUND

Lost articles should be brought to the Office. Small valuable articles will be kept in the Office and articles such as clothing will be placed in the Lost and Found area located near the Commons. Articles, which are not claimed in a reasonable amount of time or by the end of the school year, will be given to a charitable organization.

### PHYSICAL EDUCATION

Physical Education (PE) meets three times a week for a one-half hour period with the physical education instructor. The required clothing is gym shoes and shorts or slacks.

A parent request in writing for exclusion from PE is valid for two consecutive days. A physician's note is required beyond this time. If a student needs a modified physical education program, a form can be obtained through the Nurses Office to be completed by the student's physician.

### REPORT CARDS

Report cards are issued at the end of each trimester. Parent-Teacher conferences are held at the end of the first grading period. The child's progress will be reviewed at this time. Kindergarten report cards are distributed twice a year, at the end of the first semester and at the end of the school term, second semester.

It is at this time that any concerns or questions parents may have can be addressed. We feel the Parent-Teacher conference is a private matter and should not occur in the hallway, during an Open House or other related activity, or at the classroom doorway when a teacher is supposed to be attending to classroom responsibilities. Any specific questions relating to your child will be better addressed within the confines of a conference. Conferences should be scheduled as necessary throughout the school year either at the request of the parent or the teacher.

End of 1<sup>st</sup> Trimester - November 13, 2009

End of 2<sup>nd</sup> Trimester - February 24, 2009

End of 3<sup>rd</sup> Trimester - June 2, 2009

### STUDENT SEX EQUITY, SEX DISCRIMINATION AND SEXUAL HARRASSMENT / INTIMIDATION SUMMARY POLICY STATEMENT

The Board of Education's detailed policy regarding sex equity, sex discrimination, sexual harassment and sexual intimidation is maintained in the Board Policy Manual. A copy of the policy in full is available at the Administrative Office and all schools. We encourage all students and parents to familiarize themselves with this policy.

### STATEMENT OF POLICY

Lisle Community Unit School District 202 does not discriminate on the basis of sex in the provision of programs, activities, series, or benefits, and guarantees both sexes equal access to educational and extracurricular programs and activities. No student shall be subjected to sexual discrimination, harassment, intimidation, or bias by any District employee, by other students, or by the effect of any school policy or practice.

**Sex Bias** means the attribution of behaviors, abilities, interests, values and/or roles to a person or group of persons on the basis of sex.

**Sexual Harassment** means (1) unwelcome sexual advances, (2) sexual advances to students by staff, whether welcome or unwelcome, (3) requests for sexual favors and or, (4) other verbal or physical conduct of a sexual nature.

**Sexual Intimidation** means any behavior, verbal or nonverbal, which has the effect of subjecting members of either sex to humiliation, embarrassment or discomfort because of their gender.

### GRIEVANCE PROCEDURE

The Board of Education's detailed grievance procedure is contained in the Board Policy Manual. A copy of the detailed grievance procedure is available at the Administrative Office and all schools. Students filing a sexual harassment complaint must do so in writing to the School District's Title IX Coordinator, the assistant principal at Lisle Senior High School. Students may seek assistance in writing the complaint from a teacher, counselor or building administrator. All written statements should be submitted to the Title IX Coordinator within thirty (30) days following the incident.

### DISCIPLINARY ACTION

Disciplinary action, up to and including expulsion, may be taken with respect to any student of the District who is found to have committed or participated in an act or acts of sexual harassment or intimidation against another student.

### CONFIDENTIALITY

The rights to confidentiality, both of the complainant and the accused, will be respected consistent with the School District's legal obligations and with the necessity to investigate allegations of misconduct and to take corrective action when this conduct occurred.

## SCHOOL SAFETY POLICY

The Superintendent and Building Principal shall manage a process for schools to notify the parents /guardians during school registration that information about sex offenders is available to the public as provided in the Sex Offender Community Notification Law. This notification must occur during school registration and at other times as the Superintendent and Building Principal determines advisable.

### SMOKING

Illinois law prohibits the use of tobacco on school grounds at any time. Failure to adhere to this policy may result in legal action.

### STUDENT RECORDS

Every effort is made to ensure the right of parents and students as provided under the Illinois School Student Records Act, Chapter 122, Par. 50 - 1 et seq. of the Illinois Revised Statutes (1985) and Rules promulgated thereunder by the Illinois State Board of Education which can be found in 23 Illinois Administrative Code 375.

Student records, classified as either permanent or temporary, are maintained to ensure a continuous educational program for each student. Parents are granted access to all official records pertaining to their children and may inspect student records after making a formal application in writing to the building principal. Student records will be made available to parents or eligible students within fifteen days from the time a written request is received. The school may charge a cost not to exceed 25 cents per page.

### SCHOOL RULES

#### CLASSROOMS

Cooperation, courtesy and mutual respect are important ingredients for carrying out an educational program. For a teacher to be able to work with a group of children, it is important that the children pay

attention and obey the rules of the classroom, which the teacher reviews with the class at the beginning of the school year.

- Appropriate behavior, courtesy and mutual respect are expected.
- Gum is not permitted in school.
- Knives or other sharp objects are not permitted at school.
- Firecrackers, caps and other explosives are not to be brought to school or used on school property.

#### HALLWAYS, WASHROOMS AND LUNCHROOM

Children are to walk quietly in the hallways rather than run. Shoes are to be worn at all times. Safety is important. Students are not to disturb other classes with noisy behavior.

Washrooms are not play areas. Children are to use facilities, wash their hands, and return to class quickly.

The lunchroom is a place where students eat their lunches in a relaxed atmosphere. This does not imply loud talking, screaming, playing around or boisterous behavior in the lunch area. Lunch tables should be left clear of food or clutter. Food is not to be thrown. Walking is expected at all times, not running.

#### PLAYGROUND

After recess students will eat lunch. Teachers may request that a child return to class during lunch or recess by issuing the child a pass, which the child must give to the lunchroom/playground supervisor. Students are to remain outside for the recess unless they require the nurse's attention due to an injury. Students will only re-enter the building with the permission of the playground supervisor.

- Physical fighting or roughhousing is not allowed on the school property.
- Profanity is not allowed anywhere school-related, the playground, the classroom, the buses, etc.
- During icy weather, sliding is not permitted.

- Snowballs are not to be thrown anywhere on the school grounds.
- Playground games involving direct contact will only be allowed with the permission of the playground supervisors. Tackle football, chicken fighting, etc. are not allowed on school grounds.
- Skateboards, roller skates, league (hard) baseballs and Frisbees are not allowed at school.
- Students are not to bring playground equipment to school. The school provides such equipment.

#### GOALS

- To provide each child with as much basic skill development as his/her potential allows - and to encourage parents to realize that the chances of a child coming close to achieving his/her potential is maximized when parents are actively involved in their child's education
- To provide an environment that encourages and expects a mutual respect and consideration for one's classmates
- To provide an environment that reinforces positive attitudes and values, and that develops effective study habits

#### STUDENT APPEARANCE

*Students are expected to dress in a manner that promotes a serious, professional, learning environment. Students will be requested to modify, remove, or cover anything worn that creates a health or safety hazard for any/all students. We request that parents guide the student to dress in this manner.*

To that end, clothing must cover the student from the point of each shoulder to the midpoint of each thigh, including both the front and back. The neckline of a garment must be appropriate for a school or business setting. Students must cover at least the bottom of the foot with footwear that protects the foot and does no harm to others or school property.

Examples of inappropriate items or displays of clothing may include but are NOT limited to:

1. blouses/shirts that reveal midriff
2. strapless tops, tops with thin “spaghetti straps” and tank tops
3. underwear
4. gang identifiers
5. alcohol, drug, tobacco references, endorsements, etc.
6. sun glasses (unless required by a doctor for school)
7. spiked and/or dangerous jewelry (handcuffs, chains, etc)
8. inappropriate message (profane, sexual, racist, etc.) on clothing
9. clothing with low necklines or revealing holes.
10. head coverings (unless for religious or medical reasons)
11. coats (must be removed while inside the building)

Classroom teachers will appropriately notify a student that his/her dress does not meet the standards of the dress code. The student will be given the opportunity if possible, to modify his/her appearance at school. If dress cannot or will not be modified, the student will be excluded from class until the student’s appearance is appropriate. The student will report to the Principal.

Should the student choose not to exercise the opportunity to modify his/her dress so it is appropriate, the exclusion from class due to refusal to modify inappropriate appearance will be unexcused. Continued violations of the dress code will be treated as disobedience/insubordination to the classroom teacher, or the Administration.

### SPECIAL EDUCATION SERVICES

Lisle Special Education services include Learning Disabilities, Resource Programs, Developmental Learning Programs, OT/PT, Speech and Early Childhood. There also are services provided for visual impairments, hearing, orthopedic and severely profound.

Parent/guardian, teacher/student or other professional personnel can refer any student up to 21 years of age for a comprehensive case study

if he/she exhibits problems that appear to interfere with his/her educational performances. Please contact the principal or your school for details or the Director of Student Services. (630-493-8005)

Children experiencing learning difficulties are referred to our Pupil Personnel Services team by their parents or teachers and are then screened. The screening test information is reviewed with the child’s teacher, parents and principal.

### SPEECH THERAPY

Good speech has always been, and still is, an aim of the classroom teacher. However, speech therapy classes offer additional aid to the child who is having some difficulty with articulation, fluency, voice, language, or English as a second language. In September, a speech/language screening is given to new students in the district, and to those who received speech therapy the previous years. If speech/language services are indicated, instruction will be given according to an individualized educational plan. Throughout the school term the speech therapist welcomes conferences with parents and teachers concerning a child’s speech problem and progress.

### TARDINESS

We believe that punctuality should be stressed at home. Children must not be tardy when reporting to school. Students arriving to their classroom after 8:45 A.M., will be marked tardy. Classroom teachers and the principal will follow up on habitual tardiness.

### VACATIONS

Good attendance is extremely important for your child’s educational program. We request that you seriously consider this when planning your vacations so that your children are attending school each day.

Occasionally, students will leave for vacation during the school term. Parent requests for the class assignments prior to the vacation occurring will be honored for a one-week period of assignments.

Teachers should be notified in advance of the vacation. Upon the student's return to school, those completed assignments should be turned in to the teacher. Other missing class work will be given to the student upon his/her return to school.

### VISITORS AND PARENTS

The school has the responsibility to maintain a learning environment free from outside distractions.

All visitors, including parents, are required to register in the office upon entering the building. Visitors must wear a nametag the entire time they are in the building. Please do not go directly to your child's classroom. All children being picked up before dismissal time are to be met at the Office and signed out. Please give the office prior notice if a relative other than the immediate parent is picking up a child.

Parents are asked not to interrupt teachers' classroom instruction during the school day. If communication is needed please call and leave a message on the teacher's voice mail. The teacher will return your call at a more appropriate time. Children living outside the district or who are not of school age are not permitted to visit classes.

Items forgotten at home by students should be dropped off at the office during the day. Please do not interrupt the educational environment by taking items to the classroom yourself; the office will see that your child receives them.

Parents are encouraged to visit classrooms. Visits should be arranged in advance with the teacher. Younger children tend to be disruptive; please use discretion in bringing them.

## WEATHER

### TORNADO WARNINGS

Tornadoes are prevalent in the Midwest during fall and spring. Students are instructed in procedures and several drills are held throughout the year. When conditions are favorable for tornadoes, a Tornado Watch is issued, alerting school personnel to be ready to take emergency action.

When the Tornado Warning bells sound, indicating a tornado has been sighted in the nearby area, school personnel will implement emergency procedures immediately. School buses will NOT run and students will NOT be dismissed if the Tornado Warning is in effect at dismissal time. If parents wish to pick up their children at this time, they may do so by checking in the Office and signing their children out. Teachers will be instructed to release only those students to their parents. Upon the conditions changing from a Tornado Warning to an All-Clear condition, school will resume normal procedures. The staff is concerned with the students' safety. Therefore, parents are requested to adhere to the following guidelines in the event of an extreme emergency:

- Keep school telephone lines open for emergency calls.
- Keep cars out of the school area to keep the streets open for emergency vehicles.

### EMERGENCY CLOSING OF SCHOOLS

In the event of severe inclement weather or mechanical breakdown, school may be closed or the starting time delayed. Such conditions may also necessitate an early dismissal. Parents should instruct their children where they are to stay when school is closed, or if an extreme emergency requires school to be dismissed early. Parents are encouraged to make prior arrangements with friends/neighbors in the event that an emergency arises while they are not at home.

The District voice mail system is equipped to dispense emergency closing information; therefore, calls to the district are not necessary.

School closing announcements will also be available on the district web site ([www.lisle202.org](http://www.lisle202.org)) and through local radio and television stations.

## PART II- TATE WOODS

Tate Woods Elementary School houses first and second grade programs in addition to an at-risk preschool and an early childhood program for students with special needs. Speech, social services and medical care are available to students by certified staff.

A major focus is reading and the development of basic reading skills such as phonemic awareness, phonics, vocabulary development, decoding, and beginning comprehension. Writing skills and spelling are also begun. The math program develops the concepts of numeration, addition and subtraction operations, and corresponding problem-solving activities. Science, health, and social studies are taught through individual units of study.

A certified art teacher provides art classes for sixty minutes of instruction per week. A certified music teacher teaches music classes. Music appreciation, songs and activities with musical instruments are taught. Each class receives sixty minutes of music instruction per week.

A certified physical education instructor teaches physical education. Each class receives ninety minutes of physical education per week. Classroom teachers plan and teach physical and movement education twice per week.

### ASSEMBLIES

Assemblies are arranged for grades one and two. The assemblies support the education objectives of the District and serve to bring students and faculty together as a family. Assemblies are presented to recognize special days, events, student recognition as well as to enhance and promote the philosophy of our school community.

## AUTOMOBILE TRANSPORTATION

We request that parents allow their children to use the bus transportation provided for students. If a parent must transport their child to and from school, the following procedure should be followed:

- Children are to be dropped off and picked up in the parking lot on the south side of Middleton Avenue across the street from the school. See the arrival and dismissal times below.
- The students must cross the street with the crossing guard.
- Parents arriving at any times other than the official arrival and dismissal times should park in the parking lot and check in at the school office.
- Do not park in the bus zones.
- For the safety of the children do not allow them to cross the street by themselves.

## STUDENT ARRIVAL AND DISMISSAL

The hours of attendance for the school term are:

**Grades One and Two** **8:45 A.M.-3:15 P.M.**

- First bell rings at 8:40 A.M.
- Second (or tardy) bell rings at 8:45 A.M.
- **Walkers and Car Riders** are dismissed at 3:05 P.M.
- **Bus Riders** are dismissed at 3:15 P.M.

### ARRIVAL

Students are dismissed from the buses no earlier than 8:40 A.M. There is no line up and students are supervised. First grade students enter the school through the west front door. Second grade students enter through the east front door.

Parents who choose to drive their children to school, or those few students who walk to school, should arrive no sooner than 8:40 A.M. Drivers, please follow the procedure listed above under Automobile Transportation.

### DISMISSAL

Students who walk home or are picked by car are dismissed at 3:05 P.M. They leave the school one class at a time and assisted as they enter their cars or begin their walk home.

Parents who choose to pick their children up from school should arrive by 3:05 P.M. Please follow the procedure listed under Automobile Transportation.

Students who ride a bus home from school will be released at 3:15 P.M. They immediately board buses and begin their travels home.

Parents who choose to pick their children up from school before 3:05 P.M. must sign in at the school office.

### BICYCLE USE

Students attending Tate Woods School are not permitted to ride bicycles to and from school.

### BRINGING THINGS TO SCHOOL

The only time students should bring toys, games, or sports equipment to school is when their teacher instructs them to do so. The student will assume responsibility for any items brought to school.

Items specifically not to be brought to school include electronic games, large radios, cameras, tape recorders, roller blades or other equipment. Sports equipments should also be left at home. Students should request desired sports equipment to be used at recess time from the Lunchroom/Playground Supervisors.

The above-mentioned student belongings can be lost or broken at school. The school is not liable for these damages. We would appreciate your help in keeping toys and equipment at home.

### DISCIPLINARY NOTICES

A disciplinary notice may be used by the principal, teacher, or lunchroom/playground supervisors for misconduct at, within, or around the school.

The Disciplinary Notice notifies the parent of the child's misbehavior. The individual initiating the notice signs the Disciplinary Notice. A brief summary of the misconduct is noted. The principal and the child also sign the Disciplinary Notice. The child must bring the Disciplinary Notice home for a parent to sign. The notice is returned to school where it is kept on file throughout the year. Should the notice not be returned the following morning to the Principal, the parent will be called at home or at work.

Upon a child receiving three (3) Disciplinary Notices a conference will be scheduled with the parent(s), teacher(s), principal, and/or the student. Suspension from school for up to ten days may result.

## PART III-SCHIESHER SCHOOL

Welcome to Schiesher School! We are proud of our students, our programs and our parents. With the combined efforts of students, parents and teachers your child will benefit from his/her experiences at Schiesher. Our school goals reflect this cooperation between students, parents and teachers.

Here at Schiesher we hold high expectations for success and achievement for all our children. The research is clear, when we expect the best; we are more likely to get it. This is especially true of students. When we set high expectations and reward good behavior we are much more likely to see students doing good things for themselves and for others.

We believe in encouraging consistently good behavior by rewarding positive student behaviors. Our effort is to "catch'em being good." In this way, we hope to help children become positive, self confident

people who will become credits to their families, school and community.

Schiesher School Creed:

### WE BELIEVE

*We are the students of Schiesher. We are success bound. We are exceptional not because we say it but because we work hard at it. We will not falter in the face of any obstacle placed before us. We are dedicated, committed, and focused. We respect ourselves, and doing so respect all people. We have a future for which we are accountable. We believe in ourselves, each other, and Schiesher, because we believe.*

### SCHIESHER TEACHERS BELIEVE

- A. *People learn best when...  
they are in a stimulating, positive, exciting, creative and “safe”  
environment where they are actively involved in meaningful learning.*
- B. *My role as a teacher is to...  
create lifelong learners who are motivated, problem solvers, and thinkers  
and have the skills to be successful in life to the best of their abilities.*
- C. *The goal of education should be...  
to equip children with the skills necessary to be responsible and productive  
citizens of society.*

This supplement to the elementary handbook is designed to share with you information about Schiesher School. I hope you will find the information helpful in understanding building programs and procedures.

### GENERAL PROGRAM

Schiesher Elementary School houses kindergarten, third, fourth and fifth grade programs.

In grades three through five, students continue to work on the reading skills of vocabulary development, phonics, basic and more advanced levels of comprehension, such as inferential reading. Writing skills increase to paragraph development, story, and report writing. Math skills review concepts of numeration, such as place value, addition and subtraction operations, and move on to the study of multiplication and division facts and those corresponding operations. An extensive study of geometry and fractions is completed and an introduction to decimals is begun. An involved study of communities, states and regions, Illinois and United States history is completed at the Intermediate level. Health and Science study include hands-on curriculum with lab work.

Students in grades 3-5 receive music classes taught by a certified music teacher for one-half hour twice weekly. Music appreciation, songs and activities with musical instruments are taught. At grades four and five, optional instruction in-group singing (Chorus), is offered before school. At grade five, optional instruction in instrumental music is offered with an accompanying Band program.

A certified physical education instructor teaches physical education for students in grades 3-5 for a period of one-half hour three times weekly.

A certified art instructor teaches Art for one hour weekly. Art activities include projects interrelated with units of study as well as activities focusing on design and composition.

Students are also assigned to the Learning Resource Center (LRC) for computer, library skills, and book checkout for one hour weekly. Each classroom in grades 3, 4 and 5 is also scheduled an additional computer lab for the integration of the curriculum.

### DAILY SCHEDULE

- 8:35 A.M. Buses unload at the circle drive and students immediately enter building. All walkers line up at the West Entrance and enter at 8:35 A.M.

8:45 A.M. Beginning of School for A.M. Kindergarten and Grades 3-5

11:15 A.M. A.M. Kindergarten Dismissal

LUNCH PERIODS:

	<u>Eating</u>	<u>Recess</u>
Grade 3	11:30-11:50	11:50-12:10
Grade 4	12:00-12:20	12:20-12:40
Grade 5	12:30-12:50	12:50-1:10

12:45 P.M. Beginning of P.M. Kindergarten- Enter at West Entrance.

3:10 P.M. Dismissal of walkers and car riders (Grades 3, 4, 5, and P.M. Kindergarten)

3:15 P.M. Dismissal of students who ride buses in grades 3, 4, 5, and P.M. Kindergarten

	<u>A.M. Classes</u>	<u>P.M. Classes</u>
Kindergarten	8:45-11:15 A.M.	12:45-3:15 P.M.

AUTOMOBILE TRANSPORTATION

We encourage parents to let their children walk or take the bus to and from Schiesher as much as possible. If a parent transports their child to and from school, the following procedures should be followed:

- Pull into the parking lot across the street from Schiesher, park, let the children out of the car safely, and allow them to cross Kingston with the crossing guard. Please use caution when driving through the lot as students will be present.
- The back parking lot of the school is for employees only. This is not to be used as a drop-off area for students.
- Please use the Kingston parking lot for long-term parking when visiting the school.

- The circle drive area is for school buses ONLY. Do not park in this area.
- If you are picking up your child at the end of the school day, please park in the Kingston parking lot and wait there for your child. Children will be helped across the street by the crossing guard.

BAND

The band program is open to all students in the fifth grade. The program includes small class instruction and full band rehearsal for all woodwinds, brass and percussion instruments. Instruments are introduced to the students at the beginning of the year. At an evening meeting with parents and students, the instruments are demonstrated and the Band Program is explained. The placing of a student on an instrument is done through a conference with the band director, parent and student. Each band student will receive a small-group lesson once a week during the school day. Lesson schedules are rotated so as not to impact the students' same instructional period.

An after-school full band rehearsal is operated during the second semester at the High School. Bus transportation is provided for all Band students to the High School from Schiesher for the 3:10 P.M. Tuesday band rehearsal. An activity bus leaves the High School at 4:10 to return Band students to their homes.

BICYCLES

Non-bused students (walkers) may ride their bicycles to and from school only if parents send a note to the office giving their permission.

We do not recommend bused students riding their bikes because they must cross hazardous streets. Traffic around the area of the school is heavy.

Children riding their bikes to school must walk the bikes on school grounds. Bicycles are to be parked in the rack provided upon arrival at school and left there until dismissal time. They should be locked in the rack. The school does not provide any locks or supervision.

## BRINGING THINGS TO SCHOOL

The only time students should bring toys, games or sports equipment to school is when their teacher instructs them to do so. The student will assume responsibility for any items brought to school.

Items specifically NOT to be brought to school include electronic games, large radios, cameras, tape recorders, roller skates or other equipment. Sports equipment should also be left at home. Students may request desired sports equipment to be used at recess time from the Lunchroom/Playground Supervisors.

The above-mentioned student belongings can be lost or broken at school. The school is not liable for these damages. We would appreciate you help in keeping toys and equipment at home.

## BUS RULES

Bus rules for Schiesher School are listed in the front section of this handbook. Failure to comply with these rules may result in the following.

- A student may be suspended from any bus by a school administrator for an offense, which is deemed serious.
- Upon receipt of the third conduct notice a student's bus privileges are automatically suspended for three days.
- Upon the receipt of the fourth conduct slip, a student's bus privileges will be suspended for five days.
- Receipt of a fifth conduct notice will result in ten days more suspension of bus riding privileges.

We do not recommend any bused student walk to or from school because of congested traffic on Lisle streets.

## CHARACTER COUNTS!

Schiesher is a Character Counts school and recognizes and encourages the following "pillars" of character: trustworthiness, respect, responsibility, fairness, caring and citizenship. Staff and other

students recognize students who display the qualities of good character/citizenship in an exemplary fashion. Such qualities include consideration and concern for the rights of others, conscientious efforts to follow the rules of the school community, and true efforts at making the classroom and the school an environment in which all can learn.

## CHORUS

Any fourth or fifth grader is eligible to join the Schiesher Chorus. The chorus meets before school hours from 7:50 to 8:35 A.M. Early-bird busing is provided for Chorus students who qualify for busing. Fourth graders meet on Monday and Wednesday mornings and fifth graders meet on Tuesday and Friday mornings. Several programs are presented during the year.

## LOCKERS

Lockers are assigned to students. They are the property of the school and should be kept clean and in useable condition. Locks are not to be used on the lockers. Nothing that is hazardous or potentially dangerous should be stored in lockers. Teachers and the principal have the right to inspect lockers at any time without advance notification.

## REPORT CARD

GRADING SCALE:

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	Below 59%

For Science/Health, Art, Gym, Music, Learner Characteristics and Writing/English for grades 3 and 4, the following will be used:

S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

## STUDENT ARRIVAL AND DISMISSAL

Children are NOT to arrive at school before 8:30 A.M., every day. There is no supervision before that time. Parents are asked to check their child's departure time to assist us in that matter. During inclement weather, it is advised that children arrive no sooner than 8:35 A.M. Students who are bus riders should proceed to the building immediately upon arrival.

Dismissal is at 3:15 P.M. Please insist that your child report home immediately after school. It is necessary to impress upon your child the importance of you, as parent, knowing the whereabouts of your child.

Children sometimes get confused as to how they are to get home. The confusion results in a child not having a way to get home because the child mistakenly waited for the parent instead of taking the bus home. Please instruct your child about any changes in the routine. We also ask that you send a note to the teacher with those instructions in writing. Children who are confused about what they are to do at the end of the day become nervous, uneasy and unable to concentrate on classroom tasks.

## STUDENT PROGRESS REPORTS

Student progress is reported to parents at regular intervals throughout the school year. Besides issuing report cards at the end of each grading period, teachers may notify parents of student progress at any time within the 12 week interval. The most frequent time for teachers to notify parents about student progress is at the midpoint of the grading period. At that time progress reports will be sent to the parents of those students who are earning below average grades. Upon receipt of this report, parents may request a conference, either by telephone or in person.

## SCHOOL-WIDE DISCIPLINARY NOTICES

The principal, teachers, lunchroom/playground supervisors and bus drivers will issue notice of misbehavior for infractions of school-wide rules. The notice informs a parent of the child's misbehavior. The individual initiating the form signs the notice. A brief summary of the misconduct is noted. The child also signs the notice. The child must bring the notice home for a parent to sign. The notice is then returned to school where it is kept on file throughout the year. Should the notice not be returned the following morning to the Office, the parent will be called at home or work. Disciplinary action ranging from a warning to suspension from school for up to ten days, and even expulsion, may result from a student's misconduct.