

TATE WOODS & SCHIESHER SCHOOLS

HANDBOOK ADDENDUM

2018-2019

TATE WOODS ELEMENTARY SCHOOL

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SCHIESHER ELEMENTARY SCHOOL

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PART 1 – GENERAL INFORMATION

The following information applies to all students in the elementary grades.

Academic Integrity Policy

CROSS REF.: 2:240 (Board Policy Development), 5:230 (Maintain Student Discipline) 6:110 (Programs for Students At Risk of Academic Failure and/or Dropping Out of School and Graduation Incentives Program), 7:70 (Attendance and Truancy), 7:130 (Student Rights and Responsibilities), 7:140 (Search and Seizure), 7:150 (Agency and Police Interviews), 7:160 (Student Appearance), 7:170 (Vandalism), 7:180 (Preventing Bullying, Intimidation, and Harassment), 7:200 (Suspension Procedures), 7:210 (Expulsion Procedures), 7:220 (Bus Conduct), 7:230 (Misconduct by Students with Disabilities), 7:240 (Conduct Code for Participants in Extracurricular Activities), 7:270 (Administering Medicines to Students), 7:310 (Restrictions on Publications and Written or Electronic Material), 8:30 (Visitors to and Conduct on School Property)

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.

Definition of Cheating/Dishonesty (7:190)

Cheating occurs when a student obtains, or assists others in obtaining, credit for work that is not his/her own. Examples of cheating include but are not limited to the following:

- Copying from another student's test or helping another student during a test
- Providing other students with information regarding a test
- Submitting another's work as one's own
- Stealing copies of tests or answer keys
- Copying another student's homework, test, quiz, project, book report, assignment, or take home test
- Allowing another student to copy the work in above
- Plagiarizing or presenting material taken from another source without appropriate documentation
- Changing answers on a test, assignment, project, etc. after grading
- Altering any educational records of the school electronically
- Using electronic devices to access information in a manner not specified by the teacher

“Cooperative Learning” is a recognized instructional practice. When this practice is acceptable to the teacher for a project or assignment, the teacher will clearly explain this to the students. If not clearly delineated as approved, the copying of homework, papers, tests, quizzes, reports, etc. will be treated as cheating.

Academically Talented Program

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. Learning is also extended through Project Challenge, a pull-out program that provides opportunities for analytical and divergent thinking by students.

Assemblies

Assemblies support the education objectives of the District and serve to bring students and faculty together. Assemblies are presented to recognize special days, events, student recognition as well as to enhance and promote the philosophy of our school community.

All rules pertaining to student conduct apply. Students must remain seated except when participation is warranted and must refrain from throwing objects and pushing other students. Courtesy and attention to all speakers and performers are expected.

Attendance Procedures

To report an absence, please call before 8:00 a.m.:

Tate Woods Attendance Line
Schiesher Attendance Line

630-493-8099
630-493-8199

Early Dismissal (7:90)

The principal has the right to review all requests for early dismissal from school. A written request signed by the parent/guardian 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.

Birthdays

With teacher approval, if a student would like to celebrate his/her birthday during the school day, small tokens like a pencil, bookmarks, etc. are appropriate. Another great option is to donate a book to the library in your child’s honor. **Please note that food items are not permitted at school for birthday celebrations.**

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 without permission from the teacher or principal include electronic devices, PDA’s, cameras, roller blades, skateboards, laser pointers, 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, stolen, or broken at school. The school is not liable for these damages. We would appreciate your help in keeping toys and equipment at home.

Parents are discouraged from allowing students to bring any money to school that is not needed for a specific purpose. Prepayment on a student’s lunch service account will help eliminate the need to bring money to school. Sending money to school with your child places extra responsibility on him/her. To help your child and us, please be sure to:

- Include a note inside or mark the outside of the envelope stating the reason for the money.
- Place the teacher’s name and the child’s name on the outside of the envelope.

Bullying

The following consequences are in response to **District Handbook** item **6.40 - Prevention of and Response to Bullying, Intimidation, and Harassment**.

Bullying Consequences for Pre-k - Second Grade Students

- **1st Offense** will result in a verbal warning and discussion with students and Principal. The parent will be called and the school Social Worker will be included in the discussion in order to create a plan to support the bully in learning alternative strategies.
- **2nd Offense** will result in loss of a school privilege (recess, lunch with friends, bus privileges, other).
- **3rd Offense** will result in an in-school suspension and parent meeting in order to build a plan of support for the individual child.

Bullying Consequences For Third - Fifth Grade Students

- **1st Offense** will result in a verbal warning and discussion with students and Principal during his/her lunch and recess period. The parent will be called and the school Social Worker will be included in the discussion in order to create a plan to support the bully in learning alternative strategies.
- **2nd Offense** will result in loss of school privileges (recess, lunch with friends, bus privileges, other), a plan to make restitution, and a conference with parent.
- **3rd Offense** will result in an in-school suspension, loss of school privileges, an awareness-raising consequence (create presentation, write letter, read book about bullying).

Bus Transportation

4:110 (Transportation) CROSS REF.: 4:170 (Safety), 5:100 (Staff Development), 5:120 (Ethics and Conduct), 5:280 (Educational Support Personnel - Duties and Qualifications), 6:140 (Education of Homeless Children), 6:240 (Field Trips and Recreational Class Trips), 7:190 (Student Discipline), 7:220 (Bus Conduct)

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 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 that ride the bus are not to take it upon themselves to walk home or leave with someone else.

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.

Bus Conduct

Bus problems will not be tolerated. While in route to or from school, students are considered in school and are expected to follow all school rules while on the bus. Appropriate conduct and adherence to all Board policies and administrative directives is in order. Drivers are considered part of the school staff, and students are expected to be respectful to them. Buses that carry District 202 students are equipped with video cameras and recording devices. It is our intention that videotaping may be used to provide safe and secure transportation of our students.

Possible Consequences:

Along with the consequences listed below under "School Wide Discipline Policy", failure to comply with bus rules may result in the following:

- Warning
- Student moved to another assigned seat by the driver
- Bus driver reports students to building administration for a conference
- A student may be suspended from any bus for a period deemed appropriate by a school administrator for an offense, which is deemed serious. Parents/guardians will be responsible for their child's transportation to and from school during the bus suspension.
- 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 an additional ten days suspension of bus riding privileges.

Child Advocacy Program

ERIN'S LAW "Erin's Law" requires that all public schools in the state to implement a prevention-oriented child sexual abuse and assault awareness program. Students in pre-kindergarten through fifth grade are required to participate in educational programs that teach children about appropriate and inappropriate touch. Parents and guardians who do not want their child to participate in these educational programs need to submit a written objection to the building administrator prior to the educational lesson. Parents or guardians may examine the instructional materials to be used for the lesson. Lessons are provided annually to all students in pre-kindergarten through fifth grade.

Code of Conduct (7:190)

The Board of Education for the Lisle Public Schools is aware of its responsibility to provide a quality education for the students of the district. The Board also realizes its responsibility to maintain order and discipline to produce an educational climate conducive to learning. The Board is also aware that communication of a conduct policy is essential. Thus the Code of Conduct has been adopted as Board policy and is directed to parents/guardians and students. The Code of Conduct applies to student behavior at school, on school buses and at all school activities. Any violation or problem that occurs on school buses or at school activities will be handled as if it occurred in the school building. Furthermore, conduct that occurs away from school may subject a student to discipline if there is an appropriate nexus between the conduct and the school program.

The district shall notify the parents of disciplinary action taken and may notify juvenile authorities.

The special education student is expected to adhere to the regular student discipline policy. In the event of misconduct by a special education student, a hearing may be held to determine if the misconduct is attributable to the special need and if so, what the appropriate response shall be.

Crisis Intervention

Each District 202 building has a Crisis Team and a Crisis Plan. Please inquire at the building if you have questions.

Early Dismissal (7:90)

Early dismissals are scheduled throughout the school year (please review calendar for these dates).

Tate Woods's students follow the schedule below during early dismissal days:

- **11:45am Early Dismissal:** 11:35 car pick up and 11:45 bus riders depart

Schiesher students follow the schedule below during early dismissal days:

- **11:45am Early Dismissal:** all students dismiss at 11:45

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/guardians' 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 attending a field trip must be checked in to our Raptor system prior to the field trip. They will be issued a print-out picture I.D. and a lanyard. 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 or E-cigarettes while on a fieldtrip is prohibited.
7. **Cell phones** – Talking or texting on 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 will report any behavior concerns 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 in the future.

Harassment/Sexual Harassment

The following consequences are in response to the **District Handbook** item **6.45 - Sexual Harassment & Teen Dating Violence Prohibited**.

First Offense Describe and Respond: school personnel meet with the student to specifically describe the behavior in a clear and direct manner. During the conference school personnel is responsible to describe the impact of the behavior on others, remind the student of the behavioral expectations and explain why the behavior is unacceptable and inappropriate. Electronic or verbal parent contact is made, behavior is described on discipline referral, completion of self-reflection activity is completed, a social learning activity may also take place along with any restorative activity that is appropriate.

Second Offense Confront and Prohibit: school personnel will meet with student to describe the impact of the behavior on others, remind the student of the behavioral expectations and explain why the behavior is unacceptable and/or inappropriate. School personnel will inform the student that the behavior is prohibited from being repeated again. Parent contact is required with a face-to-face meeting, completion of a self-reflection activity is required, a social learning activity is required, completion of a restorative activity is required, a letter from school personnel to the parent is sent with formal documentation of the summary of the face-to-face meeting.

Third Offense Report and Refer: The third offense is for a student who has demonstrated a persistent and chronic pattern of bullying behavior. The student will receive an in-school suspension. School personnel are required to meet with the student and describe the impact of the behavior on others, remind the student of the behavioral expectations, and explain why the behavior is unacceptable and/or inappropriate. Furthermore, school personnel are required to prohibit the child from repeating the behavior, contact the parents to set up a face-to-face meeting in order to develop and implement a formal intervention plan.

Social learning activities may include the student writing a letter of apology, prepare an oral presentation to give to peers about what the effects of bullying are to children, or perform five acts of kindness.

Health Services (7.10)

CROSS REF.: 6:30 (Organization of Instruction), 6:140 (Education of Homeless Children), 6:180 (Extended Instructional Programs), 7:50 (School Admissions and Student Transfers To and From Non-District Schools)

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.

Student Accidents

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

- The school will try to contact the parents/guardians immediately. Parents/guardians 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/guardian will be called. Please be certain that we have at least two emergency numbers to call in case we cannot reach either parent/guardian. 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 PE and/or recess for more than 3 days a note will need to be provided by your doctor.

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/guardians 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. The LEHSO meets the first Wednesday of each month at Schiesher. Check the yearly calendar for specific dates and times. All are welcome!

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/guardians 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:

Grade Level	Homework Time (Minutes)
Kindergarten	1-10
1 st	1-15
2 nd	15-30
3 rd	15-30
4 th	30-60
5 th	30-60

The ranges of time for homework completion above give a general expectation of time spent on homework by elementary level students. Students may require additional time for homework completion or may complete homework more quickly depending on ability levels, content expertise, interest levels and/or other factors.

Make Up Work

If a student's absence is excused or if a student is suspended from school, he/she will be permitted to make up all missed work, including homework and tests without penalty. Students who are unexcused from school will not be allowed to make up missed work. 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.

In situations of prolonged absence (at least 5 school days), if your child 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.

Library Resource Center

The Library Resource Center (LRC) provides opportunities for self-directed student learning through print and digital materials accessed through various technologies. All students have the right to check out materials from the LRC as needed throughout the school day.

Books are circulated for one week and may be renewed. Families are responsible for the replacement cost of lost or damaged items.

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.

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/guardians must remember that students are outside for twenty (25) 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/guardians 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. Additionally, parents/guardians are required to stop at the office and sign the student out of school for this time period.

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

Parent-Teacher Conferences

Parent-Teacher conferences are held during the month of November. However, parents should feel free to contact teachers at any time for conferences if they have concerns about a student's progress. Conferences should be arranged directly with the teacher. These will generally be held before or after school.

Physical Education

Physical Education (PE) meets three times a week for a one-half hour period with the physical education instructor for grades 3 - 5. Teacher directed physical activity is held for two additional days of the week. Kindergarten classes meet for PE one time per week for one-half hour period. Gym Shoes are required for participation in PE.

A parent/guardian 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.

Parents are advised that the wearing of jewelry, on the playground and in Physical Education class, may pose a safety hazard. Parents are responsible for determining whether jewelry worn by their child will be hazardous to their child or other children during physical activities.

Professional Learning Communities

PLC's are an integral part of the learning process for both students and staff at Tate Woods and Schiesher. Formal PLC time is provided weekly for each team. Professional growth for all employees is supported through Professional Learning Communities. PLCs at the elementary level are supported with no early release needed for students.

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/guardians 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 1st Trimester – November 9, 2018

End of 2nd Trimester – February 22, 2019

End of 3rd Trimester – May 23, 2019

Response to Intervention

Response to Intervention is an approach utilizing multiple tiers to help struggling learners. In addition to the core curriculum, students receive research-based intervention from qualified staff to meet specific needs. Student progress is monitored closely during the intervention to determine the level of progress and the need for further intervention.

Room Parties

Every school year, the students have the opportunity to take part in room parties. These parties will be held during the regular school day and will be in observance of special times of the year. Room parents are designated to coordinate the room parties. Room parents are organized through the LEHSO. **Party volunteers must be signed up and have their government issued I.D. scanned into our Raptor system 5 days prior to the party.** This will allow school personnel print identification of all volunteers prior to the day of the party and allow for an efficient check in procedure for all of our guests.

Younger and older siblings of students may not attend room parties. Room parents may check in no sooner than 20 minutes prior to the party and use Door #13 at Schiesher and door #1 at Tate Woods.

Please note that no food items are permitted at school for room parties.

School Pictures

Students in each elementary school will have their picture taken at school in the fall of the year for the student files. You will be given the opportunity to purchase a picture package. Information about school pictures is sent home from each school office.

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.

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.

Playground/Recess

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 and sledding are not permitted.
- Snowballs are not to be thrown anywhere on the school grounds.
- Playground games involving direct contact will not be allowed. Students are not to bring playground-type equipment to school. The school provides such equipment.

Special Education Services

Accommodating Individuals with Disabilities

CROSS REF.: [8:70](#) (Accommodating Individuals with Disabilities) [2:260](#) (Uniform Grievance Procedure), [4:150](#) (Facility Management and Building Programs)

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/guardians or teachers and are then screened. The screening test information is reviewed with the child's teacher, parents/guardians and principal.

Special Education students will be disciplined according to federal and state law guidelines. It is also very important that the nurse's office or main office be notified immediately of any changes in the information on the student's registration / emergency card. This information includes home and work numbers for each parent/guardian and emergency contacts.

Identification, assessment, and provision of special education services to eligible children not enrolled in the District. For specific information, see District 202 Policy manual, (6:120, 6:120-AO, downloadable form IASB website or www.lisle202.org).

Behavior interventions guidelines, policies and procedures: District-developed guidelines may be Spec. Ed. Coop developed. For specific information, see District 202 Policy Manual, (7:230, 7:230-AP).

Speech Therapy

Speech therapy classes offer additional aid to the child who is having some difficulty with articulation, fluency, voice, language, or social skills. In September, a speech/language screening is given 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/guardians and teachers concerning a child's speech problem and progress.

Tardiness (7:70)

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.

Title I Services

Title I Reading and Math is a federally funded program that provides services to students who are identified as not achieving at their grade level for reading or math as designated by the state performance standards and the school improvement criteria. Students eligible for reading and math services will meet for additional reading or math instruction and have their progress monitored on a weekly basis.

Use of Electronic Devices

The use of electronic devices and other technology at school is a privilege, not a right. Students are prohibited from using electronic devices, except as provided herein. An electronic device includes, but is not limited to, the following: cell phone, smart phone, audio or video recording device, personal digital assistant (PDA), iPod®, iPad®, laptop computer, tablet computer or other similar electronic device. Pocket pagers and other paging devices are not allowed on school property at any time, except with the express permission of the building principal.

During instructional time, which includes class periods and passing periods, electronic devices must be kept powered-off and out-of-sight unless: (a) permission is granted by an administrator, teacher or school staff member; (b) use of the device is provided in a student's individualized education program (IEP); or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

Electronic devices may never be used in any manner that disrupts the educational environment, violates student conduct rules or violates the rights of others. This includes, but is not limited to, the following: (1) using the device to take photographs in locker rooms or bathrooms; (2) cheating; and (3) creating, sending, sharing, viewing, receiving, or possessing an indecent visual depiction or dissemination of private sexual images (i.e., sexting).

The school and school district are not responsible for the loss, theft or damage to any electronic device brought to school.

Students in violation of this procedure are subject to disciplinary consequences as determined by building administration.

School officials may conduct an investigation or require a student to cooperate in an investigation if there is specific information about activity on the student's account on a social networking website that violates a school disciplinary rule or policy. In the course of an investigation, the student may be required to share the content that is reported in order to allow school officials to make a factual determination. Reference Board Policy 7:190.

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/guardian 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.

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/guardians 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/guardians. 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/guardians 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.

PART II- TATE WOODS

Tate Woods Elementary School houses pre-kindergarten, first and second grade programs.

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 sixty minutes a week.

A certified school librarian manages the LRC program at each school; including volunteers, support staff, equipment, and resources. The LRC is the center of the physical building and the educational program; supporting information literacy skills and student-directed learning in a collaborative environment fostering creativity and communication. Research shows student use of an LRC increases academic achievement.

Tate Woods Arrival & Dismissal – Grades One & Two

The hours of attendance for the school term are 8:45 A.M. – 3:15 P.M.

Time	Daily Schedule Event
8:40 A.M.	First bell rings
8:45 A.M.	Second (or tardy) bell rings
3:05 P.M.	Walkers and car riders are dismissed
3:15 P.M.	Bus riders are dismissed

Arrival

Students are dismissed from the buses no earlier than 8:40 A.M. Walkers and car riders 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/guardians 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 are assisted as they enter their cars or begin their walk home.

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

Automobile Transportation

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

- Children are to be dropped off in the parking lot on the south side of Middleton Avenue across the street from the school. See the arrival and dismissal times below.
- Children are to be picked up in the lane in front of the school beginning at 3:05 daily. Drivers and passengers should remain in their cars and students should enter on the passenger side.
- The students must cross the street with the crossing guard.
- Parents/guardians 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.

Bicycle Use

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

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/guardian 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/guardian will be called at home or at work.

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

PART III-SCHIESHER SCHOOL

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

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

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 and for kindergarteners one-half hour one time per week.

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 equipped with a class set of Chromebooks for the integration of technology into the curriculum.

Schiesher Daily Schedule

Time	Daily Schedule Event
8:33 A.M.	Buses unload at the circle drive and students enter the building when the 8:33 A.M. bell rings. All walkers enter using the west entrance and enter at 8:33 A.M (door 11).
8:45 A.M.	Beginning of school for all students
11:15 A.M.	Half-day kindergarten dismissal

Lunch Period – Grade Level	Eating	Recess
Kindergarten	11:15-11:40	11:40-12:10
Grade 3	12:00-12:20	12:20-12:40
Grade 4	12:25-12:45	12:45-1:05
Grade 5	12:50-1:10	1:10-1:30

Time	Daily Schedule Event
3:15 P.M.	Dismissal of all students

Half-Day Students School Day

Kindergarten 8:45-11:15 A.M.

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/guardians 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. As teachers do not have time to check emails while instructing students, 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.

Automobile Transportation

We encourage parents/guardians 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, along the sidewalk and allow them to cross Kingston with the crossing guard. Please use caution when driving through the lot as students will be present. Children must be escorted in the parking lot if let out of the car in a parking space.
- From 8:25 – 8:45 A.M. and 3:10 – 3:30 P.M. there will be no vehicle access to the parking lot on the north side of the school.
- The back parking lot of the school is for employees only. This is not to be used as a drop-off area for students and therefore is closed. If students are late to school they must enter through door 1 and report to the office to sign in prior to going to class.
- 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 or drop off 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 escorted across the street by the crossing guard. Children may not walk in the parking lot without an adult escort.
- Handicap parking is available in all three Schiesher Elementary parking lots.

In the morning if a parent needs to come into the building we ask that you arrive prior to 8:30 or after 8:45 and park in the interior parking lot closest to door 1. The same applies if a parent/guardian needs to come into the building after school, please use the interior parking lot and plan to arrive earlier than 3:15 or after 3:30.

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/guardian 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 goes from November through May at Lisle Senior High School. Bus transportation is provided for all band students to the high school from Schiesher for the 3:30 P.M. Tuesday band rehearsal. An activity bus leaves the high school at 4:30 to return band students to their homes.

Bicycles

Non-bused students (walkers) may ride their bicycles to and from school.

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. It is recommended that all bikes are locked to the bike rack. The school does not provide any locks or supervision. Students are not permitted at the bike racks during the school day. Students riding bikes to school are strongly advised to wear a helmet.

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. Students are to enter through door 11.

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 may be stored in lockers. Teachers and school administration have the right to inspect lockers at any time without advance notification. Technology devices are to be turned off and kept in the locker.

Lunch Procedures

Lunchroom supervisors do not assign seating because we believe lunch time is for language and social development, and children should be able to choose their seating.

Lunchroom

- Payment of lunches – If a student's lunch balance is over \$5.00 they will only be allowed a cheese sandwich for lunch until the balance is paid off.
- Students enter the lunchroom either in the hot lunch line or cold lunch line.
- Supervisors will hand out extra napkins, straws, or sporks when a student raises their hand.
- When students are finished eating they raise their hands and the supervisor will signal to them granting permission to throw away their garbage. No students are allowed to roam the lunchroom without a supervisor's permission.
- Students may eat only their own food. There is no trading or sharing.
- Students raise their hand if help is needed.
- Use positive, helpful words and appropriate language.
- Speak at volume 1 or 2.
- Eat with appropriate table manners.
- When the bell has rung students must remain in their seats at volume 0. They are dismissed by teacher or by table and must remain at volume 0.

- Lunchroom supervisors will use a whistle, clapping signals, or a raised volume 0 signal to gain the attention of students. Students are to bring their volume to 0 as soon as the signal is given. Students should also raise a volume 0 hand signal.
- Students who need numerous reminders may be assigned a seat at the discretion of the lunchroom supervisor.
- Students may earn extra recess by keeping the noise volume on green as controlled by the stop light signals.
- All students are responsible for cleaning their area prior to leaving for recess.
- Messes are expected. Students must raise their hand to let a supervisor know a clean-up is needed right away to keep the lunchroom clean and safe.

Recess Guidelines

- Follow the directions of the recess supervisors.
- Inform the supervisors if someone is hurt, has a problem, or needs help.
- Attempt a peace talk on your own to solve conflicts.
- Use playground equipment correctly.
- Include others in games and activities.
- Play fairly, safely, and show good sportsmanship.
- Bullying, pushing, hitting, name calling, profanity, or any other disruptive behavior is not allowed. Kindness and fair play is expected from all students.
- Equipment is available for use.
- Equipment usage is determined by weather conditions – example no balls if the pavement is wet.
- Supervisors have the right to stop any athletic games other activities if the students are not showing proper sportsmanship.
- Students are expected to think about this question: Is what I am doing kind, safe and responsible?
- When the bell rings, students must line up in the circle drive according to their homeroom.

Weather Conditions

RED FLAG

- Rain – *indoor recess
- Zero and below (wind chill) – *indoor recess

*Indoor recess - each lunchroom supervisor is responsible for a classroom. The children play indoor games in their rooms or do school work if they choose.

GREEN FLAG

All the children are outside and signs will display what the children are able to use.

Snow – Field access will be available only to those students with snow boots, snow pants, gloves, jacket and hat.

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/guardians 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.

Report Card

Grading Scale:

Grade	Percentage
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:

Report Card Mark	Description
S	Satisfactory Progress
D	Developing
N	Need for Improvement