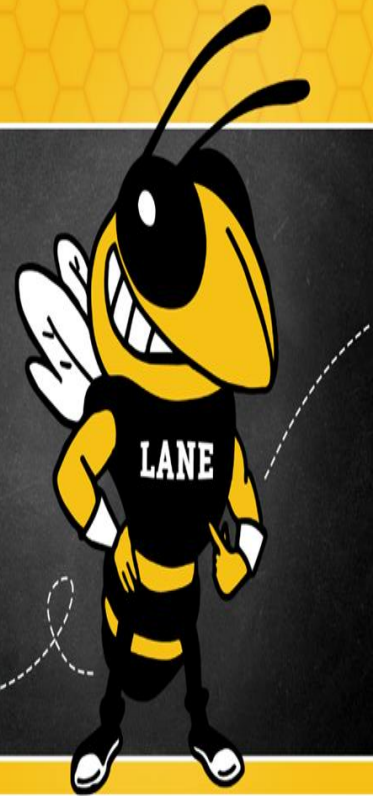


Constance Lane

ELEMENTARY SCHOOL



Parent – Student Handbook

2020-2021

“Be Respectful, Be Responsible, Be Safe”

Stay Informed

Stay Up to Date!

Follow us on Facebook Constance Lane Elementary School

Or

On Instagram lane_205_yellow_jackets

School Hours and Attendance

School Hours

Building opens to students 7:05 am

Breakfast 7:05-7:30 am

First Bell and announcements 7:30 am

Tardy Bell 7:35 am

1st grade lunch 10:30-10:50
recess

10:50-11:10
2nd grade recess 10:30-10:50
lunch

10:50-11:10
3rd grade lunch
11:10-11:30
recess
11:30-11:50

4th grade recess 11:10-11:30
lunch

11:30-11:50
Kindergarten lunch 11:50-12:10
recess

12:10-12:30
5th grade recess 11:50-12:10

Attendance

- Notify the office of your student's absence. For students missing 2 or more days, please allow staff 24 hours to prepare and collect assignments.
- Students must be in attendance during the school day to participate in after-school functions.
- Per district policy, absences of 3 consecutive days or longer, as well as a total of 5 absences during any trimester, will need a doctor's note submitted upon return to school. Absences will be marked unexcused unless a doctor's note is submitted. Please refer to the RPS205 Student/Parent Handbook for additional information regarding excused v. unexcused absences.

Health and Safety

Nurse Hours - 7:30-2:10

- Health exams and dental requirements, medication, illnesses, and contagious disease policies are all referenced in the RPS205 Parent/Student Handbook.

Medication

- Only the school nurse can dispense medication.
- A doctor must provide written orders to have prescription medicine given at school. Students are not allowed to have cough drops or any other medication at school unless it is stored in the nurse's office and is accompanied by a note from a physician.

Illnesses

- Illness includes severe pain that limits activity, a temperature over 100 degrees, vomiting, diarrhea, or a constant cough.
- Students should not return to school until they are free from illness for 24 hours.

Classroom Snack Guidelines

- All treats brought to share with classmates must be store bought.
- Only store-bought, nut free items are permitted.
- Snacks need to arrive at school prior to 10:00 as they will be served during lunch.

Emergencies and School Evacuations

- Emergency drills are practiced throughout the year for both evacuations and shelter-in-place.
- In the event of an extended evacuation, students are taken to Beyer School, Patriot's Gateway Center, or Jane Adams Community Room

Arrival and Dismissal

Questions regarding **late buses** or other transportation issues should be communicated directly with RPS205 Transportation:
815-966-3700

After-School Program

- Registration forms are required.
- If student does not start at the beginning of the year, it can take up to two weeks before transportation can be set up.

Student Planners

- Use your student's planner to indicate changes in how your student will be getting home.
- If you have communicated the transportation method through the planner - you do not need to call the office.
- Any **EMERGENCY** change *must be called into the office by 1:30* the day of the change.

Drop Off and Pick Up

- All students will enter through Door A.
- Cars will follow the parking lot directions to pull along the curb for drop off and pick up.
- Give Mrs. Fricks the name of your student. Students will be called out in the order of the cars.
- Cars will pick up at Door C.
- Stay in line and pull up as far as the pick up area goes as room allows.
- Remain in your car. If you or your child needs assistance, park and walk up.

Attendance

Attendance

- School opens at 7:05 am. Please do not send students earlier than this or drop students off earlier than 7:05 am. There will not be staff here to supervise until 7:05.
- Breakfast will be served until 7:35. Students who want to eat breakfast are to eat as soon as they arrive at school to ensure they have enough time to eat.
- **If your child is truly sick, he or she should stay home. Missing school for any other reason can become a bad habit.**
- A parent is to contact the school prior to 8:30 am if your child will be absent or arriving late. Automated phone calls go out at 9:00 am.
- Attendance is monitored closely by the district's Truancy Counselors. The Truancy Counselor will contact families of students who have five or more absences. It is our intent to work with families to improve attendance.
- Remind your child that attending school is his or her job and they need to "go to work" every day!

Dismissal Time

- Students will not be dismissed prior to 2:00 without written or phone notice by a parent.
- Students will not be dismissed with anyone other than a parent or emergency contact without notice from a parent.
- Transportation changes will only be accepted before 1:15. By 1:20, secretaries will be calling classrooms with changes and will not be available to answer the phone.
- Students will also not be able to be picked up between 1:30 and 2:00 without prior arrangements made with the school.

Attendance

Emergency School Closings

- School closings will be announced on the radio and local tv stations.
- Automated calls will also be made by the district to the number we have on file for you. If your number changes, be sure to let us know.

Visiting and/or Volunteering

Visiting

- Visitors must enter through the main entrance (Door A) and check in at the main office.
- Visitors must have a Driver's License or ID to be scanned before visiting. This includes school performances.
- All visitors are required to wear a visitor badge.
- Prior to leaving school, visitors should check out at the office.

Volunteering

- If you will be interacting or assisting students, you must be approved as an RPS205 volunteer.
- Volunteer forms are available in the main office, the rps205.com website, or from Mrs. Fricks.
- Volunteer approval can take up to a week. Please plan ahead if you know will be coming in or going on a field trip.
- Field trip chaperones are required to ride the bus.
- When completing the volunteer forms, please complete and sign all four pages.

Mrs. Fricks provides support to families in many ways. She also has numerous ways to get involved, including a PTO!

To contact her-
Call 815-966-3380
Email anita.fricks@rps205.com

Classroom Observations- are conducted only with the approval of the principal. Visits are limited to 30 minutes. During this time, phones must be turned off and parents can only speak to their child. Teachers will not be able to conference during this time, but we would be happy to set up a conference time for you if needed.

Expectations and Discipline

At Constance Lane Elementary School, all members of our school community are entitled to learn and work in a safe, secure, and orderly environment. We utilize Connected School and Positive Behavior Supports.

Positive Behavioral Interventions and Support

At school, students are expected to

- Be Respectful
- Be Responsible
- Be Safe

Student Code of Conduct

- The Student Code of Conduct outlines and explains the rights and responsibilities of students, parents, teachers, bus drivers, and other school personnel.
- Lane School follows the progressive discipline model as outlined by the Student Code of Conduct.
- You have received a full copy of the Student Code of Conduct. It is also available at rps205.com under the “Resources for Students” drop down.

Prohibited Items

- Toys, including but not limited to, cards, balls, fidget spinners, and electronics are to be left at home.
- Items seen as a distraction will be confiscated.
- Electronics, including cell phones, are to be turned in to the teacher at the beginning of the day to be locked in a safe locker.
- Cell phones that are observed to be out of a backpack and/or in a student’s hand will be confiscated and only returned to a parent per school board policy.
- School personnel will not be responsible for any valuable items brought to school.

Expectations and Discipline

Prohibited Items Continued

- Per district policy - **items not allowed** at school include, but is not limited to, toy guns, toy weapons, items that appear to be weapons, sharp objects, brass knuckles, destructive devices.

Transportation - Bus Behavior

- Bus transportation is a privilege. Students must obey bus safety rules
 - ◆ Remain seated - bottom to bottom, back to back
 - ◆ Use only kind words. Do not use inappropriate or mean language or gestures
 - ◆ Do not play with or destroy bus equipment.
 - ◆ Only get on and off the bus at your assigned stop unless the Principal has authorized otherwise.
 - ◆ Keep hands and feet to yourself - no hitting, kicking, or horseplay.

Recess Guidelines

- Respect nature - do not climb on or hang from trees, pick up or swing sticks, or play in standing water.
- Take turns - allow others to have turns on and with equipment
- Play safely - keep hands and feet to yourself. Tackling and play fighting are not allowed.
- Include everyone - allow all students wanting to play to participate.

Expectations and Discipline

Dress Code

- Clothing must adequately cover the body and all under clothing (underwear and bras)
- Head coverings must be removed upon entering the building, including hats and hoods.
- Pants are to be worn at the waist and with a belt if needed.
- Pajamas and slippers are unacceptable attire.
- Clothing must not have inappropriate words, sayings, or graphics.
- Shorts are to be at least mid-thigh.
- Shirts should be worn under basketball jerseys.
- Shoes with high heels or wheels are not allowed.
- Closed-toe shoes are recommended for recess and PE.
- Any student wearing clothing deemed inappropriate by the principal will be asked to change and parents may be contacted.

Academics

Curriculum

- Students take the MAP test in the fall, winter, and spring to determine instructional readiness levels for both reading and math. The results are used from these tests to guide lesson plans and instruction. At Lane, our expectation is for every student to exceed his or her projected learning goals as measured by MAP for both reading and math.

Homework

- Homework includes unfinished daily work and additional practice.
- Requirements include reading nightly, practicing math facts, and practice on previously taught material.
- Homework Guidelines:
 - ◆ Kindergarten - 10-15 minutes nightly
 - ◆ 1st Grade - 15-20 minutes nightly
 - ◆ 2nd Grade - 20-25 minutes nightly
 - ◆ 3rd Grade - 25-30 minutes nightly
 - ◆ 4th Grade - 30-35 minutes nightly
 - ◆ 5th Grade - 35-40 minutes nightly
- Learning happens through the dynamic between students, parents, and the school. At no point should parents do the homework for the child.
- If you have homework concerns, please contact your child's teacher.

Academics

Grading

- Scale for the report card and class assignments:
 - ◆ 4 - Exceeds the standard or expectation
 - ◆ 3 - Meets the standard or expectation
 - ◆ 2 - Does not meet the standard or expectation yet
 - ◆ 1 - Warning - Significantly below the standard or expectation
- Report cards are mailed home at the end of each trimester. Please make sure we have your current address on file at all times.

Conferences

- Conferences are held 2 times each year and are student-led so bring your child with you.
- Students will share the learning goals they have set for themselves as well as plans to meet the goals and/or progress towards the goal.
- Conference dates -
 - ◆ October 6th and 8th - 2:30-5:30
 - ◆ February 9th and 11th - 2:30-5:30

Academics

Student Agendas

- Students are issued an agenda at the beginning of the year.
- The agenda will be used to communicate between the teacher and the parent.
- It is important that the agenda is checked and signed by the parent daily.
- The agenda can be used to communicate transportation changes.

Important Information

Birthday Treats

- We love birthday treats and celebrate monthly. Students receive a small treat and a birthday book.
- You may send in store-bought, peanut free treats (mini cupcakes, cookies, etc.) for your child's birthday as long as there is one for each student in the class.
- Do not send in birthday cakes.
- Treats need to be brought to the office prior to 10:00 am. Birthday treats are served during lunch time.
- Instructional time is not interrupted for birthday celebrations. Balloons, gifts, and parent visits will not be allowed or accepted.

District 205 Consumable Fees

- The district fee is \$75.00 per student. This includes all instructional supplies, materials, and workbooks. The following items are NOT included: personal school supplies and field trips.
- Families that qualify for a fee waiver do not have to pay the fee.

Making Payments to School

- The preferred method of payment is electronic payment. See next page for more details.
- Any payment made at school should be made by a parent/guardian in the office.
- Payments can be made by phone or in the office from 7:00 am-4:00 pm.

Telephone Messages

- The school office is very busy throughout the day. Unless an emergency situation occurs, teachers and students will not be called to the telephone during instructional time. Teachers will be notified of your call and will return calls within 24 hours during the school week.

Important Information

Student: _____

Teacher: _____ ID# _____

Student: _____

Teacher: _____ ID# _____

Student: _____

Teacher: _____ ID# _____

Student: _____

Teacher: _____ ID# _____

Electronic Payment Website: <https://il-rockford.intouchrecepting.com/>

→ Home Access Center log-in _____

→ Home Access Center password _____

AM Bus Route _____

PM Bus Route _____

Questions regarding late buses or other transportation issues should be communicated directly with RPS205 Transportation: 815-966-3783

Student Address/Phone Changes: Notify the office with changes in your phone number or address. A "Change of Address Form" will need to be completed for transportation changes when address change occurs.

Important Information

Concealed Carry Law

- Weapons of any kind are not allowed on school property.
- The Concealed Carry Law does not apply to any school property of District #205.
- If you have the legal right to carry a concealed weapon, it cannot be on school property including but not limited to school events, activities, and field trips.

Constance Lane Elementary School
620 Gregory Street
Rockford, IL 61104

Phone: 815-966-3380 Fax: 815-921-0326

Office Hours : 7:00 am-4:00 pm

School Hours : 7:30 am -2:00 pm

Mrs. Aimee Kasper (Principal) Mr. Jesse Starr (Dean)
Mrs. Sherri Polhamus (Office) Mrs. Cindy Johnson (Office)