

Welcome to the website for Wayne Thomas School, 2939 Summit Ave., Highland Park, Illinois.

Our school is a wonderful place for young children to grow and learn, and I am proud to be part of this nurturing school community.

Wayne Thomas focuses on the social, emotional and academic development of the students. Our school serves about 370 children from kindergarten through fifth grade. Students are encouraged to be self-motivated, responsible, curious, open-minded and hard working.

The Wayne Thomas staff consists of more than 50 dedicated, highly qualified, committed and caring professionals. The staff is devoted to creating a climate that meets the needs of all children and helps them to become successful and responsible lifelong learners.

Students and staff strive each day to follow the tenets put forth in our school's character pledge:

We make good decisions.

We treat people as we want to be treated.

We appreciate differences.

We are kind and honest.

We follow the rules.

Character counts at Wayne Thomas!

Our PTA is an integral component of the school. Through countless volunteer hours, the parent membership helps support a variety of programs and activities, including Cultural Arts Programs, holiday parties and various after school activities. These enrichment activities have a significant positive impact on the educational experiences of our children, and we greatly appreciate our PTA's efforts.

This website holds much of the information you will need to get to know Wayne Thomas and all that makes this a special place to learn. If you would like more information about Wayne Thomas School, you may reach me via email at [mdeely@nssd112.org](mailto:mdeely@nssd112.org), or phone 224.765.3900. I look forward to getting to know your children and you.

Sincerely,  
Maureen Deely  
Principal

### **Preamble**

This handbook is not intended to create a contractual relationship with the student; rather, it is provided to the students and their families to acquaint them with the rules, regulations, procedures and other relevant information necessary for the orderly functioning of our school. It has been structured to help promote student progress as well as an interest of modeling appropriate school government. In addition, this handbook provides for the psychological and physical safety of the students through appropriate rules and regulations. Additionally, the principal may establish certain written rules and regulations not inconsistent with those established by the Board of Education and Superintendent of Schools.

When breaches of school disciplinary rules and regulations occur, it is the responsibility of involved teachers and administrators to work with the students, his/her parents, and other support personnel to help the student correct his/her behavior. All disciplinary actions shall be directed toward protecting the welfare of school community as well as helping the student develop self-discipline. When determining the response for a specific breach of discipline, school personnel will consider the nature of the act, the student's previous history, his/her age and maturation, any mitigating circumstances, and the affect of his/her behavior on the welfare of the school community. Disciplinary responses may include but are not limited to the actions described in this handbook.

The jurisdiction of the school for student conduct includes, but is not limited to, the following: the transportation of students to and from school, whether by bus, or other vehicle, or walking; traveling to or from a school field trip, activity or event; the presence and actions of students on the school campus during the school day, before or after school hours, and at before- and after-school activities; and the school-sanctioned activities that occur on school grounds. It should be noted that membership or participation in a

school-sanctioned activity is a privilege and not a property right.

## **Responsibilities & Expectations**

### **STUDENT RESPONSIBILITIES:**

**As a student at Wayne Thomas, it is my responsibility to:**

- ~ Respect and listen to all administrators, teachers, aides, bus drivers, custodians, school nurse, secretaries, other students, substitute teachers and volunteer helpers. This means that I need to:
  - a. try to understand others - EVERYONE IS DIFFERENT
  - b. care about and help those who need it
  - c. be patient with others and respect their feelings
  - d. speak kindly to and about others
- ~ Be on time and ready to work.
- ~ Be quiet when and where other people are working.
- ~ Be quiet in the hallways.
- ~ Respect the property of my friends, teachers, and my school.
- ~ Remember to say “please”, “thank you”, and “excuse me” to everyone.
- ~ Complete assignments on time.
- ~ Put forth my best effort.
- ~ Use my time productively.
- ~ Take good physical care of myself.

### **STUDENT EXPECTATIONS**

**As a result of accepting my responsibilities as a Wayne Thomas student, I can expect to:**

- ~ Learn.
- ~ Express myself.
- ~ Have the chance to be the best that I can be.
- ~ Work without being disturbed.
- ~ Feel safe in the classroom, lunchroom, hallways, on the buses, school grounds, and walking to and from school.

### **TEACHER RESPONSIBILITIES**

**As a teacher at Wayne Thomas, it is my responsibility to:**

- ~ Carry out the Mission Statement of Wayne Thomas School.
- ~ Have respect for children’s thoughts and feelings.
- ~ Be kind, caring, and understanding.
- ~ Be consistent and fair in dealing with behavior and problems.
- ~ Be willing to help any child who asks for help.
- ~ Give directions clearly.
- ~ Help students develop self-motivation, good study skills and listening habits.
- ~ Provide a classroom that is conducive to learning.
- ~ Help children express anger or frustration in appropriate ways.
- ~ Communicate with parents to develop ways we can work together to enhance learning.

### **TEACHER EXPECTATIONS**

**As a result of accepting my responsibilities as a Wayne Thomas teacher, I can expect to:**

- ~ Have the respect of the children and have children give others the same respect.
- ~ Have parental support in working toward the expected behavior of our children.
- ~ Have an environment that is conducive to teaching and learning.
- ~ Have children complete daily assignments.
- ~ Have minimal unnecessary interruptions while working in classroom groups.
- ~ Have students arrive on time and be ready to work.

## **PARENT RESPONSIBILITIES**

**As a parent at Wayne Thomas, it is my responsibility to:**

- ~ Support the school and its expectations for the behavior of my children.
- ~ Remember that my children learn by the example I set.
- ~ Communicate concerns directly to the teacher by note, telephone, or conference.
- ~ See that my children attend school on time.
- ~ Provide a quiet study place for my children to do their work.
- ~ See that my children complete their daily homework assignments.
- ~ See that my children have adequate school supplies year-round.
- ~ Attend scheduled conferences, or if a conflict arises, notify teachers in advance.
- ~ Send my child to school rested, well nourished, and free from any unnecessary anxiety.

## **PARENTAL EXPECTATIONS**

**As a result of accepting my responsibilities as a parent of a student at Wayne Thomas, I can expect:**

- ~ My child will be provided a safe environment conducive to learning.
- ~ My child will be encouraged to learn to use his/her time well.
- ~ My child's teacher will communicate effectively with me.
- ~ My child's rights will be respected by others.

## **Rules & Policies**

### ***ATTENDANCE***

Attendance is vital to the success of students and students are expected to attend school on a daily basis. Please help the school instill this important value by arranging doctor appointments, vacations, and lessons outside of school hours so that interruptions to valuable instruction time can be kept to a minimum. Students who are absent during the day may not participate in after-school or evening programs.

The policy regarding school attendance is clearly defined by the Illinois School Code. The responsibility for regular school attendance belongs to the parents. County regulations require the school to report students with excessive absences (approximately 18 days or more).

### **ARRIVAL PROCEDURES**

Your child should not arrive at school before 8:30 A.M., because there is no adult supervision until that time. This guideline is strictly enforced for the protection of all children. In case of inclement weather, children will be allowed to wait inside their entry door. See attached map for specific locations of class line up.

No child may leave school grounds during school hours without written permission from a parent. If a child must leave early, please send a note to inform the teacher and the office. Students are not permitted to leave the building unless accompanied by an adult. All students leaving the school early must be signed out in the school office. Your child will meet you in the office.

### ***BEHAVIOR EXPECTATIONS***

Wayne Thomas is recognized by the State of Illinois as an Emerging PBIS school.

#### **Wayne Thomas PBIS Behavior Expectations**

#### **RESPECT SELF – RESPECT OTHERS –ALWAYS LEARNING AND RESPONSIBLE CHOICES**

PBIS creates a culture The goal is to promote a positive learning community in a consistent manner by:

- Teaching clearly defined school-wide expectations
- Teaching responsible decision-making
- Teaching ownership of choices

#### **What is PBIS?**

PBIS (Positive Behavioral Interventions and Supports) is a systems approach to preventing and responding to classroom and school discipline problems. PBIS develops school-wide systems that support staff to teach and promote positive, appropriate behavior in all students. This process focuses on improving the positive behavior of all students. Emphasis is directed toward developing and maintaining safe learning environments where teachers can teach and students can learn.

To learn more about PBIS please visit: [www.pbisillinois.org](http://www.pbisillinois.org).

#### **Check in and Check Out**

Tier 2 intervention that builds upon a school's tier 1 system by providing some students a higher frequency of scheduled positive feedback from adults regarding the school-wide behavior expectations.

#### **Stop, Walk and Talk**

##### **1. Stop**

Students have been taught the school-wide "stop signal" (verbal and physical action) for problem behavior.

##### **2. Walk**

Sometimes, even when students tell others to "stop", problem behavior will continue. When this happens, students are taught "walk away" from the problem behavior. Students encourage one another when they use the appropriate response.

##### **3. Talk:**

Students are taught that even when they use "stop" and "walk away" from the problem, sometimes students will continue to behave inappropriately toward them. When that happens, students should "talk" to an adult.

#### **CONSEQUENCES**

We teach students how to make good choices and help them learn from their mistakes. We also expect that students will exemplify the pillars of CHARACTER COUNTS! cm. Logical and realistic consequences are used when a student does not follow one of the expectations. For example, if a student runs in the hallway, he/she is asked to go back and walk.

Inappropriate behaviors will be handled on the spot in the classroom, hallways, lunchroom, playground and other general areas of the school. The adult in charge will give the student a verbal warning, and the student may be given a "time out" to think about what happened. The student and the adult will discuss the expectation that was not met, as well as appropriate alternative behaviors. Depending on the situation, the student may fill out a "Think About It" sheet. The completed "Think About It" sheet will be sent home for a parent signature and is to be returned to the classroom teacher. The Office Discipline Referral (ODR) form will be filled out when deemed appropriate. The ODR will be sent home for a parent signature and is returned to the office.

### ***BICYCLE/SKATEBOARD SAFETY***

A child's bicycle is great fun and a fine mode of transportation but accidents can spoil your child's ride. It

is up to your child to stay safe while enjoying biking. Make sure your child's bike is safe. That means that it should be in good mechanical shape. Make sure the brakes stop evenly, the gears don't slip and that the reflectors on the rear fender and pedals are visible from 300 feet. A safety flag mounted on the rear frame is a good idea. Remind students to ride right by keeping eyes on the sidewalk and two hands on the handle bars. Make sure that there is no loose clothing or untied shoelaces that may get caught in the wheels. Encourage students to use common sense, courtesy and caution. Students should obey traffic signals, use hand signals, and if riding in the street, ride with the traffic. Dismount bikes to cross busy streets or while on school premises. Turn carefully, watch for pedestrians, and be careful when coming out of driveways - yours or our school's!

In April, 1998, it was decided that students will be permitted to ride bicycles to school with parents' permission, regardless of grade level. Our concern is for your child's safety. Therefore, it is suggested that your children follow a safe route to school and that you practice the route with them before they attempt it alone. Make sure your children are following the recommended rules of the road for bicycle riders.

When at school, your child should park his/her bike in the bike racks and lock the bike with a good lock. The school and district cannot assume any responsibility for lost or stolen property.

**STUDENTS ARE REQUIRED TO WALK THEIR BIKES ON SCHOOL PROPERTY.  
BICYCLE HELMETS MUST BE WORN.  
SKATEBOARDS AND ROLLER BLADES ARE PROHIBITED.  
STUDENTS CAN RIDE SCOOTERS. THE SCOOTER NEEDS TO BE FOLDED UP ON SCHOOL  
PROPERTY.**

### ***BULLYING***

Bullying is the violation of a person's right to feel physically and emotionally safe. Incidents of physical assault or verbal abuse (threats, unusually cruel name-calling) are not acceptable at school and are prohibited.

Wayne Thomas adopted PBIS Bullying Prevention: Stop, Walk and Talk.  
Stop, Walk and Talk

#### 1. Stop

Students have been taught the school-wide "stop signal" (verbal and physical action) for problem behavior.

#### 2. Walk

Sometimes, even when students tell others to "stop", problem behavior will continue. When this happens, students are taught "walk away" from the problem behavior.

Students encourage one another when they use the appropriate response.

#### 3. Talk:

Students are taught that even when they use "stop" and "walk away" from the problem, sometimes students will continue to behave inappropriately toward them. When that happens, students should "talk" to an adult.

### ***BUS TRANSPORTATION***

The district provides free transportation for all students in the district who reside at a distance of 1.5 miles or more from their assigned schools or those who reside within 1.5 miles from their assigned schools where walking to school or to a pickup point or bus stop would constitute a serious hazard as determined by the Illinois Department of Transportation. Students ineligible for free transportation may be assessed a fee and allowed to ride the bus on a space available basis.

At one time or another all Wayne Thomas students will ride a school bus. All parents and students should follow the following procedures.

1. Be at your stop 5 minutes early. Stay back until the bus comes to a stop. Stay off of people's lawns and be considerate of others. When you board the bus move to a seat and remain there until you are to get off. Do not kneel or stand in the seat and keep the aisles clear of arms, legs and backpacks. Do not throw anything out of the bus window. No food or drinks are allowed on the bus.
2. When exiting the bus, stay in your seat until the bus comes to a complete stop and exit single file. Do not go after anything that falls under or in front of the bus. Wait for the driver to signal you to cross the street and cross in front of the bus to the other side of the street. The driver will keep the safety arm out until you are across the street.
3. The driver is in charge and is to be shown respect and courtesy at all times. Be alert for special instructions and keep hands and arms inside the bus at all times. Loud or unnecessary noise is not appropriate and will not be tolerated.
4. Your bus driver will give you specific directions for boarding and getting off the bus. Follow those instructions faithfully each day. Our goal is to have an accident free experience. Also keep in mind that riding the bus is a privilege you do not want to lose.
5. The school is very concerned with safety and behavior on school buses. When discipline problems occur, the safety of all passengers is jeopardized. At the beginning of each school year, safety rules are reviewed and bus evacuations drills are held. Should problems occur, the following procedures will be used:
  - A. The bus driver will try to correct student behavior that is not appropriate. It is the students' responsibility to accept the driver as the one in charge.
  - B. For a second offense, contact will be made with the principal and a letter will be sent to the parents.
  - C. A third offense will bring with it a suspension of riding privilege for up to five days and telephone conference with parents.
  - D. A fourth violation will require a further suspension of riding privileges and a conference with all interested parties.
  - E. The principal reserves the right to suspend riding privileges immediately, should the student behavior warrant it.
6. It may be necessary in some situations, or on particular routes, to add rules or change procedure. The bus driver will have the authority to make such changes for the safety of the children.
7. Students can ride only their assigned bus. Permission for non-riders to ride the bus to a friend's home cannot be given. Students may get on and off buses only at their designated bus stop.
8. For precautionary measures, students participate in bus evacuation drills.

#### ***COMPUTER NETWORK AND INTERNET ACCESS AND USE***

Teacher and student access to the District 112 Network and/or Internet is consistent with and beneficial to the educational mission of the district. The services provided by the network/Internet are intended to support curriculum, instruction, and open educational inquiry and research. The Board of Education as well as the Wayne Thomas staff has a duty to ensure that the manner in which the Network/Internet is used does not conflict with the basic educational mission of the school. A copy of the Appropriate Use Plan (AUP) must be on file before students may use a computer with Internet access. This is in accordance with School Board policy #6:235. If you have not signed, and wish to do so, please call the school office and a AUP authorization form will be sent to you. You will be required to read it with your children and every student and parent will need to sign authorizations agreeing to abide by the rules and regulations of the policy. Both child and parent must sign these forms before a child will have access to the Network/Internet.

#### ***COMMUNICATION***

Wayne Thomas encourages communication between parent and teacher. Every staff member has a district email account. Please refer to the Staff Directory in this website for email addresses and phone extensions. The Wayne Thomas Buzz Book also has extension information.

#### ***CURRICULUM NIGHT***

Wayne Thomas schedules its Curriculum Night early in the school year. The purpose is for parents to meet their children's teachers, learn about the curriculum and how each classroom operates. No individual parent/teacher conferences can be held at this time.

### ***DRESS REQUIREMENTS***

Students are expected to dress in a manner that does not disrupt the educational environment of North Shore School District No. 112 or interfere with the maintenance of a positive teaching/learning environment, or compromise reasonable standards of health, safety and decency. Please refer to the School Board Policy located in the front office for specific dress requirements.

### ***EMERGENCY SCHOOL CLOSINGS***

See the section under ABOUT on the Wayne Thomas website.

### ***EXTRA CURRICULAR ACTIVITIES***

Wayne Thomas School offers a variety of extra-curricular activities. These activities vary from year to year based upon adult advisors, which are required for each activity. Advisors will notify students of available activities throughout the school year. Additionally, Wayne Thomas School hosts several Brownie, Girl Scout, Cub Scout and Boy Scout troops. Adult advisors furnish the organizational and general information to the Wayne Thomas families throughout the year.

### ***EXTREME HEAT CONDITIONS***

The faculty of Wayne Thomas School is encouraged to be flexible in their daily schedules should extraordinarily high temperatures interfere with the daily education of our students. It is recommended that teachers use any or all of the following ideas:

- Increased use of fans in the classroom.
- Increased use of the library and computer lab (the only air-conditioned area) whenever possible.
- Movement of certain classes to rooms where temperatures may be slightly lower.
- Increase use of the outdoors, provided the open-air environment is preferable to the inside of the classroom.
- Increased use of water bottles.

The principal, in consultation with the nurse, will monitor the weather conditions appropriately notifying teachers if any extraordinary measures need to be taken.

### ***FEES***

District 112 charges parents a general school fee. The fee is sent out with registration material. These fees cover the cost of textbooks and educational materials.

### ***FIELD TRIPS***

Teachers schedule field trips to extend the curriculum beyond the walls of the classroom. Written permission is required for each trip and a small fee may be required to cover the cost of the trip.

### ***FIRE/DISASTER DRILLS***

Regularly scheduled fire and disaster drills at suitable intervals are required by law. The teacher in each classroom will give students instructions and a practice before each drill. Wayne Thomas School has a site specific disaster plan that is part of the District 112 Disaster Plan.

### ***HARASSMENT***

Verbal, visual, or physical conduct that degrades, intimidates, shows hostility or aversion toward an individual because of his/her race, religion, gender, disability, national origin, or age is prohibited. Any conduct that affects tangible benefits of education or that unreasonably interferes with a student's educational environment will not be tolerated. Threats of violence are taken seriously and will result in consequences for the student making the threat. Sexual harassment of any kind is prohibited. Please see School Board Policy #7:20 R.

### ***HEALTH AND SAFETY***

You should keep your child home from school when these symptoms are present:

1. Fever of 100.0 degrees or higher
2. Nausea or vomiting

3. Skin rash or sores
4. Reddened, swollen or watery eyes, and/or conjunctivitis
5. Red or swollen joints
6. Diarrhea
7. Excessive coughing or sneezing
8. Sore throat
9. Headache or earache.

Wayne Thomas employs a registered nurse whose responsibility it is to provide emergency assistance for sick or injured students. If your child has a fever, s/he should be kept home until the temperature has been normal for 24 hours without Tylenol or Motrin. Children on antibiotic therapy for any infection must have completed a 24 hour course of medication before returning to school. A child sent home at noon with a fever should not return to school the following day. Children should remain home if they have vomited or experienced nausea during the night.

Students are sent home from school if they have symptoms of a cold or any other contagious disease, have a temperature of 100.0 degrees and above, have vomited, or have had an accident requiring a doctor's attention. It is the parents' responsibility for picking up their ill child or arranging transportation as quickly as possible. Please make sure that the nurse has emergency contact numbers on file.

#### **ACCIDENTS AND INJURIES**

Every effort is made to prevent accidents. If an accident occurs, first aid is given and the family is contacted. Parents are required to complete emergency information forms at the time of registration. It is the parents' responsibility to make sure that up-to-date emergency information is always on file in the school office. This includes telephone numbers of two relatives, friends, or neighbors in the event that a parent cannot be contacted.

#### **STUDENT ACCIDENT INSURANCE**

District 112 will insure each student for injuries sustained during school hours or during school sponsored activities. It is the District's policy that all student incidents/accidents must be reported to the school nurse. Some of the incidents may be of a more serious nature that would require additional medical services beyond those provided by the school nurse. Parents who incur additional medical costs associated with their child's injury that occurred during school hours or during a school sponsored activity should contact the school nurse in order to complete the appropriate claim form.

#### **VISION SCREENING**

Vision screening will be completed during the month of September, as mandated, for children in the following grades/circumstances:

- Preschool, Kindergarten, Second Grade, Eighth Grade, Special Education, Teacher Referrals, Transfer Students

Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and that evaluation is on file at the school. This notice is not a permission to test and is not required to be returned. Vision screening is NOT an option. If a vision examination report is not on file at the school for your child, your child in the mandated age/grade/group will be screened.

If your child wears glasses and is in one of the grades/groups to be tested, please make sure your child wears his/her glasses to school on the day of testing. Vision screening is not performed on students wearing glasses.

#### **HEALTH EXAMINATIONS AND IMMUNIZATIONS**

All children entering kindergarten or fifth grade and students newly enrolled in District



112 are required by law to have a complete health examination by a licensed physician before they begin school. Immunizations for communicable diseases are required by the state and are strictly enforced.

### **CONTAGIOUS DISEASES**

All contagious diseases must be reported to the nurse AS SOON AS POSSIBLE. We are required to report to Lake County Health Department certain communicable diseases. To remain in compliance with this mandate, we ask that you call the school if your child has any of the following:

Strep infections  
Chicken Pox  
Conjunctivitis (“pink eye”)  
Encephalitis  
Fifths Disease  
Head Lice  
Scabies  
Tuberculosis  
Measles or German Measles  
Mumps  
Food-borne illnesses (salmonella, camphylobacter)  
Pin Worms  
Any type of Hepatitis

### **MEDICATION POLICY**

Medication should ordinarily be administered in the home. However, at certain times, medication must be given during the school day so a child can attend class on a regular basis. We are not allowed to dispense any medication, either prescription or over the counter to students other than through procedures which are outlined below. (Sections 10.22 and 10.23 of the Illinois School Code and the School Board policy #7:270 and 7:270R.)

- 1) Written permission from the parent or guardian must be on file at school to permit the child to receive medication during school hours. Over-the-counter medication, i.e. Tylenol, cough medicine, cough drops, must be in the original container with the child’s name and directions, and must be accompanied by written doctor’s or dentist’s orders. Please do not give your child any medicines (including cough drops, nose drops, aspirin, antibiotics, etc.) to keep in school. This is for the safety of your child as well as other students.
- 2) A written order from the physician must also be on file at school detailing medication dosage, method and reason for administration, and date to discontinue. All appropriate forms are available in the school office and have been distributed to area physicians. Phoned and faxed permission (both required) from the physician are acceptable.
- 3) All prescription medication must be furnished by the parent in a container properly LABELED BY A PHARMACY OR A PHYSICIAN. Such medication should be brought to school by the parent or guardian. Students should not have medication in their possession.

PLEASE LABEL ALL MEDICATION WITH THE FOLLOWING:

Child's name  
Prescription Number  
Medication Name/Dose  
Administration Route  
Date/Refill  
Physician's Name  
Pharmacy Address/Phone Number

4) Students are responsible for reporting to the office at the proper time to receive their medication.

5) The consumption of medication is supervised by the school nurse. When it is not possible for the school nurse to dispense medications, medications will be administered by authorized personnel only after receiving careful instructions from the school nurse. The school nurse will alert school personnel and parents, if necessary, about a need for observation of the child, the potential benefits and possible reaction to the medication.

6) The School District reserves the right to reject any request for administration of medicine in the schools.

### ***HOMEWORK***

Homework is a necessary part of each student's educational program and varies according to teacher and grade level. Homework is assigned to serve the following purposes:

- \* To develop and strengthen academic skills and promote mastery
- \* To help students develop good study habits
- \* To promote growth in responsibility

We strongly encourage you to spend time with your child on a daily basis in some sort of learning activity: reading, learning games, story writing, or math facts. This time will reinforce good study skills and habits to your child.

### **REQUEST FOR HOMEWORK ASSIGNMENTS**

When a student will be out of school two (2) days or more for reason of personal illness or other excused reasons, parents may request homework assignments by calling 224.765.3900. Requests made by 12:00 noon will be available for parent pick-up after 3:30 P.M. Homework assignments will be placed on the homework cart located just inside the front doors of school.

### **HOMEWORK POLICY/PROCEDURES FOR VACATIONS**

The only excused absences are those caused by illness or family emergencies. The school cannot endorse a child be taken on a vacation when school is in session. It is critical for students to take part in the classroom activities. No amount of paperwork can substitute for a child's presence during class discussions or meaningful, hands-on experiences. We recognize that some vacations are unavoidable. We ask parents to recognize that the classroom is a dynamic situation and to predict how much new information will be covered is impossible. Classroom teachers will not be providing specific class work prior to a vacation, nor will tests be administered early. Instead your child will be given a list of appropriate academically related activities to complete, if you so desire. Once your child returns to school, he/she will be given all make-up work.

### ***LOST AND FOUND***

All lost articles will be hung on the Lost & Found clothesline which is in front of the office. Personal items will be kept in the office. If items are not claimed within 2 months, they will be donated to charity. Please have your child check the clothesline often. We encourage parents to label clothing, lunch and book bags for quick return. Please do not allow your children to bring large amounts of money, valuable trading cards, electronic games, or other valuable items to school. The school or district cannot assume responsibility for loss, damage, or theft of personal property.

### ***LUNCH PROGRAM***

Students must bring a lunch from home. Milk must be purchased through the district's business office. Included in your registration information is information and forms that have to be completed and returned to the district's business office. The Wayne Thomas office cannot provide students with free milk and drinks cannot be purchased on a daily basis. You are welcome to send a drink with your child but please be sure that the container is non breakable. Pop is not an appropriate lunch time drink at school. However, parents may take their children home for lunch, provided children are signed out in the office.

Free or reduced price lunches are available to those who qualify under Federal guidelines. A form must be filed for each student who qualifies. Please call the school office for more information

Wayne Thomas has been recognized as a model school for our environmental awareness. Reusable lunch bags, sandwich and snack containers are encouraged. Glass bottles may not be used in lunches.

The following conduct is expected in the lunchroom:

1. Students will enter in an orderly fashion. Students need to walk in the lunchroom.
2. Students are to use polite language and must follow the directions of the lunch supervisors.
3. Students will remain seated at all times.
4. Students will not leave tables without permission from a supervisor.
5. Students will talk in a normal voice while in the lunchroom.
6. Students are expected to leave their eating area clean. This includes the table, seat and floor.
7. Students are expected to keep hands, feet and negative comments to themselves.
8. Students are expected to eat their own lunches. Lunch trading/sharing is not allowed.
9. If your child has a food allergy, please alert the nurse before the first full day of school.
10. No lunch food is to be eaten outside of the lunchroom.

Education and planning are key essentials to establishing and maintaining a safe school environment for all students. With this in mind, we would like to make you aware of the fact that we have eight students at Wayne Thomas who have a life-threatening peanut or tree nut allergy.

In an effort to allow these students to fully participate in all class activities, we ask that you help us assure their safety at Wayne Thomas School. We have designated classrooms and certain areas in the building as a "nut-free" environment. There is also a table in the lunchroom that is designated "nut-free". It is located in the front of the seating area, and is clearly marked. There is also a "nut" table. Students who bring peanut butter or loose nuts are required to eat at the "nut" table. We will be strictly enforcing our no-sharing policy for food during both snack and lunchtime.

### ***PESTICIDE MANAGEMENT PLAN***

The district has adopted an Integrated Pest Management Program for structural pest control practice at school buildings. The district will provide written notification of pesticide application at least two business days before application of the pesticide. For more detailed information, please contact the Director of Building and Grounds.

### ***PHYSICAL EDUCATION***

All students receive physical education instruction daily. Additionally, students have daily recreational time supervised by lunchroom/recess staff. If your child must forego physical education or outside recess due to an injury or condition for more than 1 day, please provide a note from your doctor. The doctor's office may provide an excused absence via facsimile (224.433.7875).

### ***PLAYGROUND***

Our goal is to ensure that the playground is an enjoyable and safe experience for all. No one will be denied use of equipment. The following guidelines have been established:

1. Use equipment safely.
2. Be courteous and polite.

3. Stay in designated areas.
4. Share equipment.
5. Line up quietly when the whistle is blown.
6. Do not leave the playground without permission from a supervisor.
7. Listen to the supervisors and allow them to help you.
8. The throwing of any snow, stone, or other object is not permitted.
9. Should problems occur; the following procedures will be used:
  - A. Whenever possible, the supervisors will give the student an opportunity to follow the directions given.
  - B. A variety of responses will be used by the adults in charge, i.e. time out, talking over a situation to find a solution, separating the students in question, loss of recess.
  - C. If the problem cannot be resolved by the supervisors, it will be brought to the attention of the principal. Each situation will be handled on an individual basis with the emphasis on student centered problem solving.
  - D. If an effective solution cannot be found, parents will be notified.

**APPROPRIATE BEHAVIOR  
AND GOOD DECISIONS ON THE PART OF THE STUDENT WILL  
MAKE DISCIPLINARY ACTION UNLIKELY.**

***PROGRESS REPORTS/PARENT TEACHER CONFERENCES***

Wayne Thomas supports communication with parents. If you have something you would like to discuss with a teacher or the principal, please feel free to come in and do so. The meetings with teachers are generally held before or after school. We suggest an appointment be made ahead of time.

Progress reports will be issued 3 times a year - November, March and June.

Parent /Teacher conferences are held in the fall and the spring. The Parent/Teacher Conference provides parents, students and teachers an opportunity to share information related to the academic, social, and emotional growth of each student. Additional conferences may be requested as needed.

For some parents, Parent/Teacher Conference Days appear to be a tempting opportunity for family vacations. However, the staff and the principal prefer and strongly encourage personal, in-depth conferences among parents, teachers and students on the days set aside in the academic calendar. We recognize that some family trips to attend life cycle events are unavoidable. Nevertheless, if alternate conference times cannot be arranged, we reserve the right to have parent/teacher conferences via the telephone.

***RECESS***

We believe that outdoor recess provides our students with some much needed exercise so we plan for outdoor lunch/recess every day. Students should have a sweatshirt or extra sweater stored in their lockers for those days when there are sudden weather changes. An extra layer of clothing can make recess more enjoyable. We go out for recess as long as the temperature is above 15° F, including the wind chill. We usually will remain inside when temperatures drop below 15°. We do not go outside if it is raining but may go out when it is snowing.

Please have your children dress warmly. Send your child with hat, gloves or mittens, snow pants, and boots whenever appropriate. The lunchroom supervisors are diligent about having students dress appropriately for the weather. Students must be wearing snow pants and boots to play in the snow.

***STANDARDIZED TESTING***

Students in grades three, four and five will participate in MAP testing. This is an online test that will assess academic skills in the area of reading, language arts and math. MAP testing will be completed three times a year. Additionally, the state of Illinois requires that these same students participate in the Illinois State Assessment Program (ISATs) each spring. Students in grades three, four and five take tests in reading and mathematics. Students in grade four will also take tests in science. Individual test results are reported to

parents for both MAP testing and the ISAT. Schedules for both sets of tests are announced well in advance of testing dates.

For information concerning special education testing and placement procedures, please contact the principal.

#### ***STUDENT LANGUAGE/STUDENT EXPRESSION***

The administration reserves the right to prohibit expression which may cause substantial disruption to school activities or violate the rights of others. Prohibited is the use of vulgar and offensive terms, as judged by the school administrator.

#### ***TARDY POLICY***

All students will be considered tardy at 8:40 A.M., if they are not in their classrooms. Students who arrive late must report to the nurse's office before being admitted to class. Excessive tardiness will not be tolerated. Tardies will be recorded on the child's progress report as well as their permanent record. County regulations require the school to report students who are chronically tardy.

#### ***TELEPHONE***

Students are permitted to use the office telephone in case of an emergency only. In general, we do not encourage students to call home to request that parents deliver homework or a forgotten lunch. After school plans should be made prior to arrival at school. Unless it is an emergency, please do not call school to have messages delivered to your child.

#### ***TRAFFIC ALERT***

Vehicle and pedestrian traffic is a major safety concern for any school and a good site design lessens the risk of serious problems. During the summer of 1999, the school site was remodeled to facilitate the traffic flow during drop-off and pick-up times. Wayne Thomas students, parents and staff are committed to a safe traffic flow around our school campus. This requires that all people using the school and grounds follow safe practices as drivers and pedestrians. The PTA has pledged its full support for this important plan. The procedures outline below have been established for the safety of our children. Please choose safety over convenience.

The following safety plan is in effect:

- 5 M.P.H. Speed Limit in the parking lot.
- No cell phone use in the parking lot during drop off/pick up times.
- Pull as far forward as possible in the drop off/pick up lane.
- There should be a single lane of traffic only until you reach the loading zone.
- As cars exit to the driving lane, continue to pull forward.
- Pick students up in the loading zone only (the circle).
- Load students only from the passenger side in the drop off/pick up lane.
- Do not walk through the parking lot; use the sidewalk to get to cars or the sidewalk on Summit Avenue.
- When volunteering or coming into the building, cars must be parked in an available parking space.
- Students should not be picked up at Northwood. This is a bus only area.
- Consider delaying picking up your child until 3:25/3:30, as the drop off/pick up lane is virtually empty at that time.

**To further assist with the safety of the students, please be patient and respectful of each other as well as the adult supervisors.**

**PLEASE DO NOT PARK ON SUMMIT AND EXPECT YOUR CHILDREN TO MEET YOU. THE CROSSING GUARD REPORTS CHILDREN RUNNING ACROSS SUMMIT WITHOUT STOPPING OR LOOKING FOR CARS. IF EVERYONE FOLLOWS THE DIRECTIONS, THE TRAFFIC SHOULD MOVE QUICKLY AND EASILY.**

## ***VISITORS***

The administration and faculty encourage parent participation and involvement. You are always welcome at school. After students have entered the building in the morning, all doors around the school are locked. Visitors must use the front entrance doors. Please ring the bell and a secretary will release the magnetic lock. For safety and security reasons, all visitors to the school are required to stop at the office and sign in. Please pick up a visitor's sticker upon arrival. Conferences and classroom visits with teachers must be prearranged. We also respectfully ask that you turn off or silence cell phones when visiting classrooms or volunteering.

### **DISMISSAL**

Parents who are meeting their children at school should remain outside the main doors. Congregating in the lobby is a distraction for the office staff and a disturbance to classes that are in session.

### **DROPPING OFF LUNCHESES, ASSIGNMENTS, MESSAGES**

If you need to drop off lunches, forgotten assignments or messages, please bring them to the school office. They will be delivered in order to avoid unnecessary interruptions. Please label all drop off items.

## ***WELLNESS POLICY***

The following are recommended guidelines that have been developed by representative parents and staff:

1. Birthday celebrations will focus on opportunities for a child to feel special throughout the day in his or her classroom with or without the inclusion of a snack, provided the food follows suggested snack guidelines.\*
2. All school snacks and rewards, provided by staff or brought from home, served during and after school should be healthy.\*
3. Classroom activities that are tied to specific curriculum projects or units may include food items. Every attempt will be made to choose healthy options when appropriate.\*
4. Students will receive one sweet treat and a beverage at holiday parties.
5. All food providers are expected to provide nutritionally balanced food and beverage options for student lunches.\*
6. Candy will not be served at school during school hours.
7. All fundraisers during the school day will adhere to these guidelines.
8. On all occasions, staff, parents and food vendors are expected to show sensitivity to food allergies.\*

### **\*Reference Section:**

- Balanced options include protein, carbohydrates and fat
- Suggested school snacks include fresh fruit, veggies, dairy, water, 100% fruit juice, crackers and low fat, low sugar carbohydrates
- Suggested beverages include water, milk, 100% fruit juice (no sugar drinks)
- Limit portion-size desserts

### **In addition:**

- Encourage hand washing/sanitation
- Encourage vendors to limit packaging waste
- Practice sensitivity to peanut and food allergies