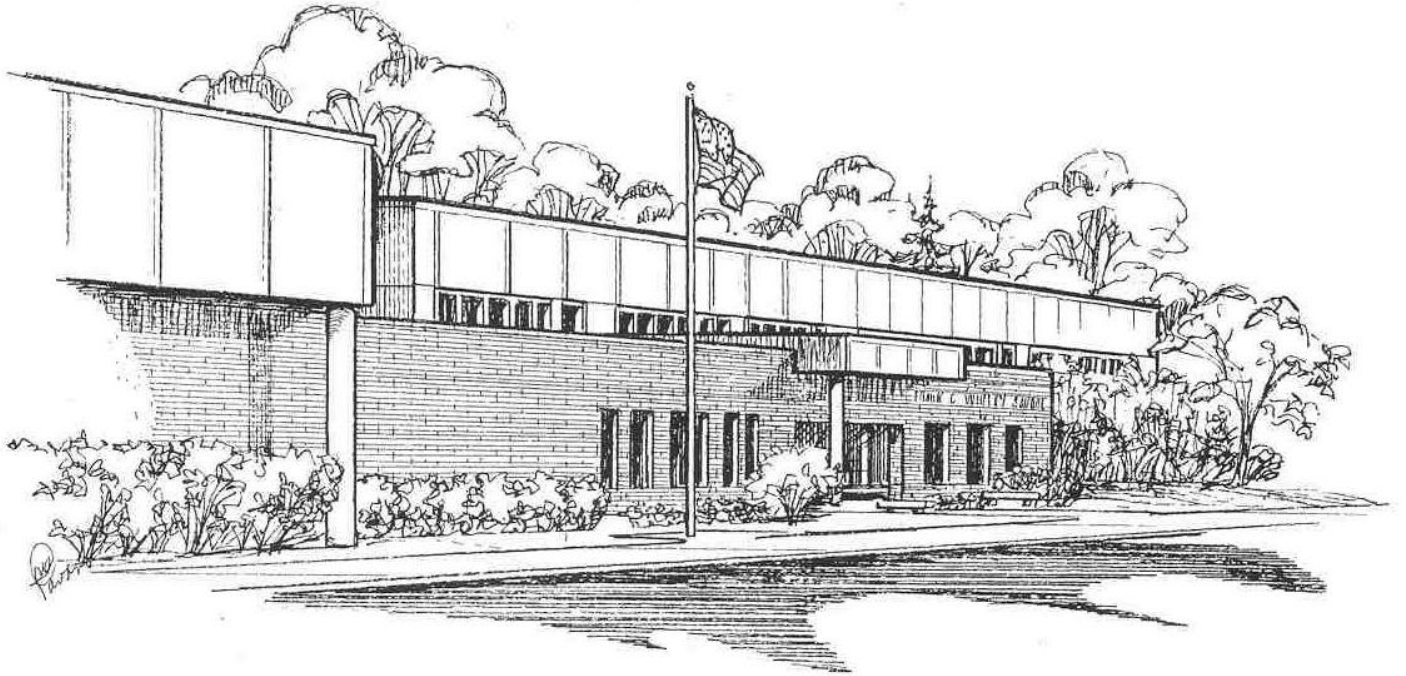


# **Frank C. Whiteley School**

## **Parent Handbook**

### **2009-10**



#### **Frank C. Whiteley School**

4335 Haman Avenue  
Hoffman Estates, IL 60192-1306  
847-963-7200

Absence Telephone: 847-963-7201  
School Nurse: 847-963-7202  
Fax: 847-963-7206

Mary A. Szuch, Principal  
Debby Sorensen, Assistant Principal  
Kathryn Weber, Secretary



### Message from the Principal

Frank C. Whiteley School is located in the far western section of Community Consolidated School District 15's boundaries. Although we serve a small geographic area, our student body is made up of almost 600 children. Our school community serves approximately 450 families who actively work with our staff to ensure the best possible education for our students. Nearly 350 volunteers worked in our school last year on a variety of tasks to benefit the children. Last year our dedicated volunteers donated more than 10,000 hours.

The staff, parents, students, and community work together to provide a rich learning environment.

The staff and I are looking forward to a great 2008-09 school year. Please note our new school hours are 8:50 a.m.–3:20 p.m. Kindergarten morning session is 8:50–11:20 a.m. and the afternoon session is 12:50–3:20 p.m. The lunch hour is 12:05–1:05 p.m.

### School Mission Statement

The Frank C. Whiteley School community is committed to providing a caring, safe and orderly learning environment. All students will develop a sense of independence, responsibility, and self-confidence enabling them to take ownership of their own learning. We are dedicated to excellence in education through setting high expectations and standards for all students, while understanding and nurturing individual learning styles. Our students will demonstrate civic awareness through:

- R responsibility
- E enthusiasm
- S service
- P pride
- E excellence
- C cooperation
- T tolerance

We are committed to continuous improvement of instruction as we strive to produce world-class learners.

### School Pledge

"I pledge at Frank C. Whiteley School to respect myself and the rights and property of others. I am responsible for my behavior. I show respect to others and my school at all times. I do quality work and maintain a safe and clean environment. Being respectful and responsible allows me to build a positive reputation at Whiteley school."

### Our School Is a No Excuses University (NEU) School

No Excuses University schools are a network of K-8 schools across the nation dedicated to aggressively promoting college readiness for all students and universal academic achievement. Becoming an NEU school requires completion of an extensive application, including a video, documenting the school's emphasis on student achievement.

NEU schools are committed to three key approaches:

- Promoting a culture of universal achievement by creating student and class goals that support high academic expectations for every student
- Developing exceptional core systems in the areas of collaboration, curriculum aligned to academic standards, assessment, data management, and academic/social interventions



## 2009-10 Frank C. Whiteley School Parent Handbook

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- Involving and engaging students by prominently displaying university and college symbolism throughout the school—clothing, banners, flags, sports teams, and other college-related items. Each classroom in an NEU school selects a college or university to “adopt.”

### School Phone Numbers You Should Know

Office—847-963-7200    Absence Line—847-963-7201    Nurse—847-963-7202

### School Hours

School Day ..... 8:50 a.m.–3:20 p.m.

Lunch Hour..... 12:05–1:05 p.m.

AM Kindergarten..... 8:50–11:20 a.m.

PM Kindergarten..... 12:50–3:20 p.m.

### School Closings

School District 15 takes the responsibility of deciding whether to close schools seriously. Generally, schools will remain open except for extremely inclement weather. When severe weather conditions exist, parents must decide whether their children can get to school safely. *Even when the school district decides to keep schools open, parents should review their own situation to determine if they should send their children to school.* Snow, ice, and extremely cold temperatures may affect bus pick-up and drop-off times, sometimes causing buses to run late. If a snow day is called, that decision is made by 5 a.m. and announcements via (see below) follow shortly.

1. Phone (School Messenger\*)
2. E-mail (D15 E-News\*\*)
3. Web (<http://www.ccsd15.net/Home/SafetyEmergencyClosings/Index.html>)
4. Radio\*\*\* (WGN-AM 720, WBBM-AM 780)
5. TV\*\*\* (CBS-2, NBC-5, ABC-7, WGN-9, FOX-32, and CLTV News)
6. Recorded Message (recorded on the district’s main number, 847-963-3000)

\*The district uses the phone system School Messenger to dial the phone number(s) listed on your child’s school registration form. That phone system is able to call every phone number in about 15 minutes. (Please contact the school office if your phone number has changed or you wish to add additional phone numbers to contact.)

\*\*D15 E-News will send an e-mail announcing any school closures from the e-mail address listed on your child’s school registration form. Parents may add additional e-mail addresses by visiting [www.ccsd15.net](http://www.ccsd15.net), and entering the e-mail address in the “Sign Up to Receive D15 E-News” box.

\*\*\*The announcement on the radio and TV describes our district as: “District 15, Palatine, Rolling Meadows, Cook County.”

If the possibility exists that a parent or older sibling will not be home, we encourage parents to designate an alternate destination for their children if school dismisses early due to inclement weather or an unforeseen circumstance.

In situations where parents pick up their children at school due to inclement weather or other emergency, proper identification must be made before students are permitted to leave the building. When someone other than the parent comes for the child, a letter from the parent must be on file in the school’s office giving this approval. In extreme emergencies, verified phone authorization is acceptable.

### **Change in Address or Phone Number**

It is very important that parents notify the school promptly in writing of any change of address, phone number, emergency contact information, or other information that might be pertinent to school records. Parents reporting address changes will be asked to provide two forms of identification that show both the parent/guardian name and the new address.

### **Withdrawal from School**

Parents are asked to call the school office at least one week in advance of a move outside the school's attendance area. This will allow the school and parents adequate time to complete the necessary forms to ensure a timely transfer of school records.

### **Permission Slips**

Written permission from parents is required for:

- Field trips
- Participation in intramurals
- Emergency release to a specific person other than a parent
- Bussed students who walk or ride a bike home
- Early dismissal from school
- Children going home with another student after school or for lunch.

A Student Name/Photo Release form must be on file for each student, and is valid as long as your child attends any District 15 school. If you choose to change your child's release status, you must submit a new form. Forms may be obtained from your child's school. Checking "yes" gives permission for your child's name and/or photo to be used in publications, presentations, videos, Web pages, or news releases produced by District 15 or by agencies working with the district. Checking "no" means that your child's name and/or photograph may not be used in any publication, presentation, video, Web site, or news release that is distributed outside of the school community. If parents do not return the form, it will be considered a "no" response.

Annual school yearbooks are considered internal school publications and are not subject to these restrictions. If you don't want your child's name/photo included in the annual school yearbook, please notify the school principal in writing.

In the case of a special project or event at the school, parents may be asked to sign a Student Name/Photo Release Special Project/Event Consent Form which gives consent for their child to participate in the special event and be interviewed, photographed, and/or videotaped for purposes of school/district publications, newspaper articles, and/or local media coverage.

### **Home/School Communication**

Ongoing parent/teacher communication is important for each child's educational success. Parents who have questions or concerns are encouraged to contact teachers, the school office, or school administrators. All teachers have phones in their classrooms equipped with voice mail so parents can leave messages. The best time to call is before or after school or during your child's lunch period. Calls made to teachers during instruction time will go into voice mail. Parents may also e-mail teachers, using the teacher's last name and first initial (up to eight characters) @ccsd15.net.

Early in the school year, a parent orientation is scheduled to give parents an opportunity to meet their child's teacher and learn about subject matter to be covered in the school year. Parent/teacher conferences are scheduled for November 23 and 24, 2009. Please try to avoid scheduling vacations during this time so you can meet with your child's teacher on one of these designated conference days. In the event that you will be unable to attend November 23 or 24, your child's teacher will contact you for a phone conference.

In the spring, an open house showcases students' work throughout the school year. Parents and students are invited to visit classrooms together.

### **Emergencies**

It is extremely important that the school office have up-to-date home and work telephone numbers, addresses, and emergency contacts on file. Parents will be contacted in the event a child becomes sick or is injured.

Children will be released only to their parents or legal guardians during an emergency, such as a tornado warning. No child will be released to a non-family member unless the school has a letter from parents on file and then only with the principal's approval.

To ensure the safety of our students and staff, District 15 schools perform various safety drills during the school year. During fire drills, each classroom has a prescribed fire emergency evacuation route and an alternate route for exiting the building. Children should follow directions, walk quickly to the assigned location, and wait quietly for further direction from teachers or administrators. At least once a year, schools also conduct tornado drills. Teachers will lead the children to the designated emergency shelter area. Schools also conduct lock-down drills to practice procedures which would be implemented in circumstances such as an environmental hazard, an intruder in the building, or other emergency situation. During lock-down drills, students will remain in their classrooms until an all-clear is given. In addition, twice a year students will participate in bus evacuation drills. Please discuss the seriousness of these drills with your child.

### **Parent/Visitor Procedures**

For the safety of students and staff, exterior doors of the school building will be locked at all times except when children are entering or exiting. Parents and other visitors must ring the doorbell, and a staff member will release the lock. Visitors must enter the office, sign in, and wear an identification badge at all times while in the building. Parents and visitors are welcome at the school, however, for the safety of students and staff, visitors are not allowed on the playground during school hours. Because unannounced visits can be disruptive and interfere with instructional time, all visits must be arranged through an appointment with the classroom teacher. Younger siblings in the classroom are a distraction; please make other arrangements for them if you plan to visit.

Items dropped off for students, such as lunches, notes, homework, keys, or musical instruments, will be delivered from the office before lunch or before dismissal.

### **Parent Volunteers**

Parent volunteers are encouraged and welcome in all District 15 schools, however, we ask that the following protocols be observed:

- All volunteers must sign in at the school office and wear a guest or volunteer badge while in the building.
- All volunteers must note the purpose and destination of their visit and not deviate from this purpose or destination without prior notification to the school office.
- All volunteers follow confidentiality guidelines when working with students.
- Volunteers should not bring either under-school-age children or school-age children not attending school (i.e., absent due to illness, half-day programming, etc.) with them while volunteering.

### Attendance

Regular, on-time attendance is very important. Children who are absent unnecessarily miss vital classroom instruction time. Repeated absences may have a negative effect on a student's progress, work habits, and attitude.

The Illinois State Board of Education dictates what adds up to a full day of school vs. a half day of school, as well as tardies and trancies. District 15 follows the standard shown below:

- Any student who is late for school 30 minutes or less will be marked tardy. (We understand that school buses sometimes run late due to unforeseeable circumstances and in these instances students will not be marked tardy.)
- Any student who leaves 30 minutes or less before the end of the school day will be marked with an early pick-up.
- Any student who is in attendance for more than 150 class-time minutes (the lunch/recess hour does not count) but less than 300 class-time minutes will be marked absent for a half-day.
- Any student who is in attendance for less than 150 class-time minutes (the lunch/recess hour does not count) will be marked absent for the full day.

Our first concern when a child is absent is to verify the child's safety. For that reason, it is very important that the school office knows the whereabouts of your child(ren) when they are absent or will be late arriving at school. When your child is absent, it is your responsibility to call the school absence line or the school office to notify the staff of your child's absence. Please state your child's full name, the teacher's name, the date of the absence, and the reason for the absence.

If your child's whereabouts are unknown, every effort will be made to reach you using the phone numbers you have provided. Please make sure that your child's school office has all current phone numbers on record. If you have not notified the school with the reason of an absence and the school office has exhausted all attempts to reach you, your child will be marked truant for that school day and any other school day that your child is unaccounted for.

### Vacations

Taking students out of school for vacations is discouraged and is considered an unexcused absence. If a student is to be absent because of a family vacation, parents should notify the school office in writing at least one week before the planned absence.

### Tardies

Students are expected to arrive on time for school, because late arrivals cause unnecessary disruption in the classroom and result in lost instruction time. Late arrivals must get a pass from the school office to ensure that the student is not marked absent for the day and to enable us to notify School Nutrition Services if a hot lunch is needed. We closely monitor students who are frequently absent or tardy. If truancy or tardiness becomes a problem, parents will be contacted to resolve the issue.

If a student acquires three tardies he/she will serve a lunch detention on the day following the third tardy.

### Missed Homework

When students are absent, make-up work will be allowed. Students are responsible for obtaining and completing missing assignments or parents may contact their child's teacher directly regarding homework assignments. After returning to school, students will have three days to complete missing work. Teachers are not required to provide homework assignments in advance of an absence.

**ARRIVAL/DEPARTURE PROCEDURES**

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**Arrival**

Only students participating in before-school activities such as C.A.R.E, band/orchestra, chorus, intramurals etc. may enter the building before 8:35 a.m. C.A.R.E. students enter from the outside C.A.R.E. door which is to the left of the main entrance doors. For all other before-school activities, students will enter thru our main entrance.

Students are not to arrive at school before 8:35 a.m. The staff does not supervise before that time. Walkers should adjust their travel time accordingly. If you drive your child(ren) to school, please use the front circle for drop-off. Students are to enter the building and go to their classroom when they arrive, between 8:35 and 8:50 a.m. No child should enter before 8:35 a.m.

The north parking lot is reserved for buses and staff parking. Parents are not to drop off students or park in this area. Students who arrive late (after 8:50 a.m.) must enter through the front door and report into the office for a tardy pass.

Families who plan to use the semicircle drive in front of the building should observe the following procedures to ensure its most effective usage:

- a. All vehicles should enter at the south end of the drive and exit at the north end.
- b. There is no parking along the curb during the school day. This allows traffic to flow freely, as well as prevents our children from having to walk between parked cars to enter the school. This area is also used for our kindergarten bus pickups and drop offs.
- c. Morning Kindergarten Pickup Procedures: Parents of morning kindergarten students are not permitted to park along the curb for the morning pickup after class. Parents should park in designated parking places only. Buses cannot safely maneuver the circle drive when vehicles are parking aside the curbs and sidewalks. It is also important that drivers do not pass any buses when pulling out from their parking spaces and exiting the circle drive.
- d. If parents need to come into the school building, even if to just drop off something, they need to park in an assigned parking space. There are two 15-minute parking spaces reserved for parents who need to come into the school for a few minutes.
- e. Please do not park in zones marked in yellow.
- f. Do not double park.
- g. Parents not in a parking spot should keep moving in a circular manner until they see their child(ren).
- h. Children are not allowed to cross between cars.

Parents who anticipate a bottleneck would be wise to consider parking along the south side of Westbury. Children then can walk to the car. Families who have followed this suggestion have been pleased. They have simply set a predetermined area for their child(ren) to walk to each day. Congestion around the building has been avoided, and a safer environment has been created for all children. This approach will save time as well.

No vehicles are to be parked and left unattended in the semicircle drive. The Hoffman Estates Police Department will enforce parking regulations strictly. Parents are urged to adhere to them.

We ask parents to follow our school rules for parking and to be respectful to staff and parent volunteers on duty who are watching out for the safety of all children. Our rules are in place to ensure the safety of all children, and we expect parents to support our procedures.

All exterior doors except the main entrance of the building will be locked at all times. Late arrivals must use the front entrance so we can maintain building security. All visitors to the school must come first to the main office and sign in at all times, including arrival time and destination. This procedure is in place for the safety of our students and staff.

### **Walking to School/Crossing Guards**

If your child(ren) walk to school, we anticipate having adult crossing guards at the following locations;

- Westbury and Thornbark
- Westbury and Haman
- Haman and entrance to south driveway

The Hoffman Estates Police Department determines the locations of crossing guards.

Students who walk to school should schedule their routes to take advantage of the above services.

Students should avoid taking short cuts through homeowners' yards or over dangerous obstacles such as fences or creeks. Students should also avoid the paths around the lakes because those paths are not supervised. The lakes can be dangerous. Please discuss walking safely and "stranger danger" with your child(ren).

### **Home for Lunch Policy**

Children who walk home for lunch may leave at the beginning of the lunch hour but must sign out in the school office first. Approval for a student to go to a friend's home for lunch requires a note from both students' parents. Children need to return to the school no later than five minutes before the end of the lunch hour and sign back in upon return.

### **Arrival/Dismissal Procedures**

#### **Arrival/Dismissal**

##### **Be Respectful**

Use appropriate language and volume

##### **Be Responsible**

Walk to designated areas promptly through assigned doors  
Have all of your belongings with you

##### **Be Safe**

Keep hands, feet, and objects to self  
Walk in and out of the building  
Follow adult directions the first time

### **Leaving During School Day**

Students are not permitted to leave school grounds on their own at any time during the school day. When a student needs to be excused during the school day for an appointment, parents should state in writing the reason for early dismissal, date and time the student is to be picked up, and by whom (parent or other designated person). The note should be brought to the office at the beginning of the school day. Students must report to the office prior to leaving, and the parent or designee must come in to the school office to sign the child out. Students will only be released to parents or the designee, and either may be asked for identification when picking up their child. Students returning to school must report to the office, sign in, and get a pass to return to class.

All children who are assigned a bus route are expected to ride the bus home. Bus riders are not permitted to take a bus other than their own at the end of the school day. If a child is permitted to walk or ride a bike home

on occasion, a parent note must be on file in the office. If a child is to go home with another student, both children involved must bring a parent note to the office.

### **Bicycles, Skateboards, Skates, Scooters**

Students in grades 3-6 may ride their bikes to school. All bikes must be walked on school property. Bikes must be locked in the bike rack using one lock per bike. Bicycle helmets are strongly recommended.

Skateboards, scooters, roller skates, and in-line skates are prohibited on school property during school hours.

### **Bringing Items to School**

Children should never bring valuable or treasured items to school. This includes all electronic devices as well as prized possessions such as jewelry, souvenirs, coin collections, card collections, or others. **The school is unable to secure children's personal possessions and cannot be responsible for lost or damaged personal property.**

Parents are urged to label clothing, lunch boxes, boots, coats, backpacks, and other items with name tags or indelible ink. The school maintains a lost and found box which students and parents may check for lost items.

Children are not to use any electronic devices during the school day. This includes, but is not limited to, cell phones, MP3 players, IPODS, hand-held games, or other electronic devices. Items used during the school day without staff permission may be confiscated and held until a parent/guardian can pick them up.

### **Cell Phones**

Individuals talking on cell phones may be distracting to classrooms. This can also make it very difficult for office staff to help others, either on the phone or at the desk. We ask you to help us create an environment free of distractions and disruptions for our students and staff by turning off your cell phone while visiting the school.

Students may carry cell phones on school grounds as long as the following conditions are met:

1. Phones are to be turned off before entering school property (buses included).
2. Phones may not be turned back on until after school once students have left school property.
3. During the day the phones must be turned off **and** must remain in the student's backpack for the entire day (not shirt/pants or sweatshirt/jacket pockets).
4. At no time during the day are students allowed to use a recording device in the building (especially the washroom). This includes, but is not limited to, items such as: video recording (picture or video from a phone camera) and voice recording (some phones have the capability to record conversations).
5. Electronic devices may not be used to communicate to other individuals within or outside of the school during school hours (text messaging, IM via the phone, etc).

### **Lost & Found**

The lost and found area is located outside of the gym. Please check this area throughout the year if you are looking for a lost item.

### **School Supply List**

The school supply list for our school is posted on the District 15 Web site at [www.ccsd15.net](http://www.ccsd15.net). Go to the tab marked District 15 schools and click on the school's name. The school supply list is in the Quick Links on the right side of the page.

## INSTRUCTIONAL AND SUPPORT PROGRAMS

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Our school offers a variety of educational opportunities and support programs for all students. The basic curriculum is aligned to Illinois Learning Standards and the District 15 Student Performance Targets. Learner Statements, which provide details regarding grade-level expectations for students, are available on the District 15 Web site ([www.ccsd15.net](http://www.ccsd15.net)) under Curriculum, Learner Statements.

The instructional program includes the following subject areas:

- Language arts (reading, writing, listening, and speaking)
- Mathematics
- Science
- Social studies
- Music—Students in grades 1-6 receive two 30-minute music classes each week. Kindergarten students have music instruction for one 30-minute period per week.
- Health
- Physical education—Two 30-minute physical education classes per week are scheduled for students in grades 1-6. All students are expected to participate unless a doctor's note is submitted. Children need gym shoes that can be tied or Velcro closed with non-marking soles. Slip-ons and platform-style shoes are unsafe for running and gym activities. Parent volunteers, under the guidance of a physical education teacher, present a weekly kindergym program for kindergarten students.

### **GYM**

#### **Be Respectful**

Use appropriate language and volume  
Raise your hand to ask or answer a question  
Take care of equipment  
When you hear a whistle, stop talking immediately

#### **Be Responsible**

Use equipment in gym only when supervised  
Wear appropriate shoes and clothing

#### **Be Safe**

Keep hands, feet, and objects to self  
Follow adult directions the first time  
Walk in and out of the gym  
Inform teacher of problems/injuries immediately

- Art—Students in grades 1-6 participate in one 60-minute art class every week. The elements of art and principles of design are taught using a variety of media.

In addition, the following programs and services are provided:

- Gifted and Talented—A specialized instruction program is provided for students from third through sixth grades who have been identified as intellectually gifted.
- Speech and language services—Speech/language services are provided as needed for preschoolers through junior high students. The goal of the program is to enhance the child's ability to communicate in the educational setting. Parents who have concerns about their child's speech/language skills should talk with their child's teacher or the school principal. Parents of preschool children may request a screening by calling the Student Services Department, 847-963-3000.

- **Special education**—Special education includes the areas of learning disabilities, behavioral/emotional disorders, early childhood education, physical impairments, visual impairment, and hearing impairments. Eligibility for special education is determined by completion of a case study evaluation. Special education services are delivered in the setting which best meet the needs of individual students and may be in the regular classroom setting, as a small group pull-out, with an inclusion program, or in a self-contained classroom. Parents who have concerns about their child's educational progress should discuss the situation with the child's teacher or the school principal.
- **English Language Learners**—As required by the State of Illinois, District 15 provides programs to meet the needs of students whose native language is other than English. The purpose is to accelerate English language literacy while valuing each child's social and cultural knowledge. The programs are:
  - **Transitional Bilingual Education (TBE)**  
TBE serves groups of 20 or more children from the same language group. Students who are not yet proficient in English receive native language support and instruction while they acquire English skills. Students exit the program when they meet the state and district exit criteria.
  - **Transitional Program of Instruction (TPI)**  
TPI serves students who are in a school attended by 19 or fewer students of the same language group. English as a Second Language (ESL) teachers and tutors staff this program. Native language support is given, where possible, through the use of native language tutors.
- **Reading Interventions**—Students who are at-risk readers, as identified through test results and teacher recommendation, get extra help through research-based reading intervention programs. The school's reading consultant specialist or a trained program assistant may work with children individually or in small groups, and struggling readers may be assigned to one of the district's reading intervention programs, including:
  - **Kindergarten Intervention Program (KIP) in English or Spanish**  
At-risk students work one-on-one with a trained tutor for 15 minutes daily in addition to regular classroom reading instruction.
  - **First-grade Literacy Intervention Program (FLIP) in English or Spanish**  
Students in FLIP receive 30 minutes of daily one-on-one instruction from a trained tutor in addition to regular classroom reading instruction.
  - **Second-grade Acceleration in Literacy (SAIL)**  
Small groups of 2-4 students receive 40 minutes of instruction twice each week. Each student also receives one-on-one instruction two or three times a week in addition to regular classroom reading instruction.
  - **Soar to Success**  
Students in grades three through six who are one year or more below grade level in reading comprehension benefit from Soar to Success, which uses quality literature, proven strategies, and powerful graphic organizers to accelerate reading growth.
  - **InStep**  
InStep, for third to sixth graders, focuses on key competencies of reading, language, and developmental phonics.
  - **Read 180**  
This program combines computer-based individual instruction, whole group and small group instruction, and individual reading using high-interest, age-appropriate print materials.
  - **System 44**  
System 44 is a reading intervention program for students in Grades 4-8. This program provides support for older readers who have some difficulty decoding English words. System 44 is a

combination of highly motivating computer-based individualized work and small-group instruction. At the computer, students receive intensive instruction in English phonics. In their small group instruction, the focus shifts to comprehension and vocabulary development. System 44 may be used alone or in combination with Read 180.

For more information about these programs, contact your child's teacher or the school's reading consultant specialist.

The following resources are available in support of or in addition to the instructional programs listed above:

- Learning Resource Center (library)
- Technology
- Video studio
- Band/orchestra—Fifth and sixth graders may join band or orchestra. Lessons are provided weekly. Practices are held before school.
- Chorus—Fifth- and sixth-grade students may join chorus. Practices are in the morning.
- Intramurals—Fifth- and sixth-grade students are eligible to participate in intramurals. Parents must sign a Medical Authorization Form.

Students are supported, as appropriate, by:

- Special services team
- School social worker
- School psychologist
- Registered school nurse

### Homework Guidelines

Homework extends and reinforces classroom learning, provides skills practice, and helps students prepare and review for lessons and tests. It is also a way to help parents stay informed about what their child is learning, and it helps children develop good discipline and responsibility.

We encourage families to consider the importance of setting aside a specific time and place for children to do their homework. Parents should check their child's understanding of assignments and review directions together if necessary. If there is a special problem, contact the child's teacher.

The following guidelines for suggested amounts of time to be spent on homework may be helpful:

Grade Level	Minutes per Day
Kindergarten	10
First and Second	20
Third	30
Fourth	30-40
Fifth and Sixth	45-60

Reading for pleasure at home is important. Children should set aside daily time for recreational reading in addition to homework time. You may wish to establish a family reading time.

### Homework Policy

Please contact the teacher directly with a homework request. Please advise if homework is to go home with a sibling, classmate, etc. or if it is to be picked up in the office after school.

### Testing

Standardized testing helps teachers and schools assess student progress. Different types of testing take place throughout the year.

Two types of tests mandated by the State of Illinois are administered to third- through eighth-grade students in District 15:

- The Illinois Standards Achievement Test (ISAT) measures individual student achievement relative to the Illinois Learning Standards.
- ACCESS (Assessing Comprehension and Communication in English State to State) is given to all students in a second language program. It measures English language learners' social and academic proficiency in English.

In addition to these state-required tests, District 15 uses the MAP (Measures of Academic Progress) testing system. Second- through eighth-grade students are tested two times a year (fall and spring) in all schools; some schools may also choose to administer MAP tests during the winter. The computer-based MAP tests measure individual student achievement in three academic areas: reading, language, and math. They accurately reflect each student's knowledge and understanding and measure growth over time. Tests dynamically adjust to a student's performance level, making test scores more accurate. Results are available to schools staff within 24 hours. Test results are shared with parents at the close of each testing window. The information provided through MAP testing better enables the district to make appropriate, data-driven decisions at the classroom, school, and district levels. It also allows teachers to make rapid adjustments in instruction to respond to identified student needs.

District 15 also administers the CogAT (Cognitive Abilities Test) to students in grades two, four, and six. CogAT measures verbal, nonverbal, and quantitative aptitude areas.

Individual tests may be administered if additional information is needed to provide an appropriate educational program. Individual evaluations may include a psychological examination as part of a case study evaluation. Parent permission is required for this type of evaluation.

Please be certain your child has adequate sleep prior to testing and encourage your child to do his or her best when taking the tests. The opportunity for making up tests is limited, so it is important that you schedule doctor appointments or important family commitments when students are not involved in standardized testing.

No single test can provide a complete picture of a child's achievement. Classroom performance, teacher observation, and other tests help provide additional information about your child. Questions about your child's test results should be directed to his/her teacher or the school principal.

For more information on testing, see the District 15 Web site at [www.ccsd15.net](http://www.ccsd15.net), Curriculum and Instruction, Student Achievement.

### Learning Resource Center (LRC)

The LRC houses a wide variety of educational materials including books, videos, software, tapes, and other media. The LRC teacher assists students and teachers in all areas of the curriculum. The LRC is open to all children in the school as well as to entire classrooms, small groups, or individuals working on special projects.

#### Computer Lab

#### **Be Respectful**

Use appropriate language and volume

Raise your hand and wait your turn

Take care of computer equipment

**Be Responsible**

Use keyboard and mouse appropriately  
Place headphones on hook carefully  
Have clean hands when working on a computer

**Be Safe**

Keep hands, feet, and objects to self  
Follow adult directions the first time  
Walk in and out of the computer lab  
Only go to assigned websites and programs  
Push in your chair when leaving your seat

**Library**

**Be Respectful**

Use appropriate language and volume  
Take care of material, displays, and books

**Be Safe**

Keep hands, feet, and objects to self  
Use library stick as a place holder only  
Push your chair in when leaving your seat

**Be Responsible**

Let the RC teacher know if there is a problem with the book  
Put books in their proper place or on top of the shelf  
Return books on time

**Computers**

Computers are available in every classroom for student use. Wireless laptop computers are available by teacher request as well as a computer lab for whole-class use. Classroom teachers assist children in becoming literate in computer use. Software is used to enhance the curriculum at each grade level. All computers at the school are networked and operate in the Windows format. Students can access their files from any computer in the school.

Students who have a signed Authorization for Electronic Network Access form on file may use the Internet under the supervision of a staff member. A copy of guidelines for Internet usage and the form are available in the school office.

**Video Studio**

A video production studio in the school is used by students to produce, edit, and televise live broadcasts of school news each morning. All classrooms have television monitors connected to the video production studio.

**Field Trips**

Classroom teachers occasionally plan educational trips to extend and enhance curriculum studies. Children must have a signed parental permission form to participate in these trips. The field trip form also provides space for parent permission for children who need medication while on the field trip.

Field trips are an important part of the educational program, and all students should participate in them if possible. Students who do not turn in signed permission forms and fees by the deadline may be unable to participate and may be assigned to another classroom for the day.

Student behavior expectations are the same for field trips as for the classroom. If there is a significant concern about a student's ability or willingness to behave appropriately on a trip, there is the possibility that participation could be contingent on the parent accompanying the child. Parents of children who have severe allergies or other medical conditions may also be asked to accompany their children on field trips to ensure the child's safety.

### **Recess**

Students generally go outside for recess every day, so they should be dressed appropriately. Exceptions are made only when a child brings a doctor's note excusing him/her from outdoor recess.

Staff members provide playground supervision at all times. Children who misbehave may be placed in "time out" or sent to the office to talk with an administrator.

Indoor recess is determined based on the following guidelines:

- If the temperature outside, together with the wind chill, is below 0°, all students will remain inside for the entire lunch hour.
- If the temperature outside, together with the wind chill, is between 0° -10°, the preferred procedure is a rotation of 20 minutes for lunch, a 20-minute outdoor recess, and a 20-minute indoor recess. However, at the principal's discretion, the students may be kept inside for the entire lunch hour.
- If the temperature outside, together with the wind chill, is above 10°, students will have regular outdoor recess.

Other considerations include the condition of the playground and the presence of precipitation. For indoor recess, students are supervised in their classrooms. Students are permitted to socialize and play appropriate games (cards or board games) during indoor recess.

### **Outdoor Recess**

#### **Be Respectful**

Use appropriate language and volume  
Take turns and include others in activities  
Obtain a pass from supervisor for washroom  
Take care of recess equipment

When you hear a whistle or horn, freeze and stop talking immediately

#### **Be Responsible**

Wear appropriate clothing for the weather  
Leave personal items at home (games, toys, sports equipment)  
Follow ALL blacktop, pit, and playground rules

#### **Be Safe**

Keep hands, feet, and objects to self  
Inform supervisors of any problems  
Walk in and out of the building in a single file line

**Indoor Recess**

**Be Respectful**

Use appropriate language and volume  
Take turns playing on computers and games

**Be Responsible**

Find an appropriate activity (read, homework, games)  
Clean up area when finished

**Be Safe**

Keep hands, feet, and objects to self  
Get permission to leave the classroom  
Inform supervisors of any problems  
Stay in one spot

**School Bus Information**

Bus service is provided at no cost for all students who live more than 1-1/2 miles from the school or who live in an area declared to be hazardous as determined by the Illinois Department of Transportation. Bus transportation may be provided to other areas on a paid basis; for additional information on this option, see "Bus Information" on the district Web site at [www.ccsd15.net](http://www.ccsd15.net).

All bus assignments, as well as routes and stops, are determined by the Transportation Department. Parents whose children ride school buses are asked to be sure the information on the bus assignment is accurate. If the information is not correct, please call the school office.

Students who ride the bus must observe the following rules:

- Students are to board and depart the bus at their assigned stop only. They should be at the bus stop five minutes before the scheduled arrival time of the bus. While waiting for the bus, students are not to stand or play on the road or street.
- Students are not permitted to ride another student's bus.
- Riders are to remain seated throughout the entire bus route.
- Windows are not to be lowered beyond the safety mark. Hands, arms, feet, heads, and all objects must be kept inside the bus.
- Loud conversation, profane language, throwing objects, or other actions discourteous to other passengers or the bus driver will not be tolerated.
- Students are responsible for any damage to the bus.
- Glass containers, live animals, and large objects may not be carried on the bus.

To enhance bus safety, video cameras with audio are installed on buses. Students who display inappropriate behavior will be subject to consequences, including discipline which may include, but are not limited to: loss of bus riding privileges, detention, or suspension.

## Bus Rules and Discipline

### Bus Line

#### **Be Respectful**

Use appropriate language and volume  
Walk to the end of the bus line

#### **Be Responsible**

Have all of your belongings with you  
Stay in the cafeteria until your bus line leaves

#### **Be Safe**

Keep hands, feet, and objects to self  
Walk in and out of the cafeteria  
Go directly to your designated bus line  
Sit in a single file line and stay seated until you leave

### Bus Ride

#### **Be Respectful**

Use appropriate language and volume  
Respect the personal space and property of others

#### **Be Responsible**

Walk in a single file line on and off of the bus  
Sit down properly

#### **Be Safe**

Keep hands, feet, and objects to self  
Follow adult directions the first time  
Keep aisles clear  
Face forward and stay seated  
Keep food and drinks in your backpack

## School Nutrition Services

The district's School Nutrition Services Department offers a daily lunch program. Some schools also offer breakfast. Check with your school for availability. Meals are prepared, packaged, and delivered to school from the district's central kitchen. Students have adequate time to eat and participate in outdoor recess when weather permits.

### Lunch

Hot lunches may be purchased for \$2.00 per day, including milk. Menus are provided every month and are also available on the District 15 Web site at [www.ccsd15.net](http://www.ccsd15.net). Students who bring their lunches may purchase milk for 45 cents per carton, and ice cream novelties may be available for purchase at an additional cost.

Students use a PIN number to debit their accounts. Parents can make cash deposits into the child's account to pay for meals; checks should be made out to "CCSD 15 School Nutrition Services" and submitted in an envelope with the child's name and class written on the outside. Payments also may be made online by going to [www.mymealtime.com](http://www.mymealtime.com). Payments are credited on the next business day. Notices are sent home for both low balances and negative account balances, and students are also reminded as they go through the line.

Applications for free and/or reduced-price meals are sent directly to parents by the School Nutrition Services Department. If you believe you may be eligible, please contact your school office or call the School Nutrition Services Department at 847-963-3929. Children who are eligible for free lunches receive breakfast at no charge where breakfast is served.

Please remind your child not to share his/her lunch with others due to food allergy concerns.

Students may go home for lunch with parental permission. You must come into the office and sign your child out. If your child is going home for lunch, please send a signed note to the teacher. If your child plans to be gone every lunch period or on specific days each week, you may write one note for the entire year. Children should return to the school five minutes before the end of the lunch hour.

### **Cafeteria**

#### **Be Respectful**

Appropriate language and volume

Take turns in line

Eat your own lunch

When you hear a whistle or someone on the microphone STOP TALKING

#### **Be Safe**

Keep hands, feet, and objects to self

Walk at all times

Stay in your seat

Enter and exit in a single file line

#### **Be Responsible**

Raise your hand for questions

Wait for table to be dismissed

Clean up your area

Carefully place lunch box in bin and/or trash in garbage can

### **Gifts & Parties**

District 15 strongly discourages the collection of money by either students or parents for gifts to staff members. Gifts to staff members are also discouraged.

At the teacher's discretion, classroom parties may be held at Halloween and Valentine's Day. Room representatives and PTA volunteers may be asked to help on these days. Parties will be planned with nutrition in mind in accordance with the room parent party treats parameters. A note about Halloween costumes: children are not allowed to bring weapons, toy weapons, or weapon-like objects to school, even if it is part of a costume. We also request that children not wear bloody, gruesome, or especially scary costumes. Costumes must be appropriate for an elementary school setting.

Treats provided in celebration of a child's birthday must be NON-EDIBLE. Parents will be provided with a suggested list of alternative, NON-EDIBLE treats at the beginning of the school year. The classroom teacher will determine the best time to distribute them. It is against federal regulations to serve lunch to students in lieu of the regular lunch program. This includes pizza and other fast food. If you are planning a party for your child, please do not distribute invitations at school.

### **Health Services**

A full-time registered nurse is at the school every day to respond to health concerns and medical issues. The nurse also maintains health records on all students, screens students for vision and hearing, and provides

treatment to students and staff in case of illness or accidents. If you have questions about immunization, physicals, medications or special health concerns, please contact the school nurse.

When a student has a fever of 100 degrees or higher, is vomiting, and/or has diarrhea, parents will be contacted to pick up their children. It is important that the school has accurate phone numbers for parents and/or emergency contacts. Please notify the school office immediately with any changes in contact information.

Children who exhibit any of the following should be kept home:

- Fever (child must be fever-free without medication for 24 hours before returning to school)
- Vomiting
- Diarrhea
- Contagious diseases such as chicken pox or fifth disease
- Rash of unknown origin

### Medication Policy

Medications will be administered in accordance with the Board of Education policy, which requires:

- A consent form signed by a parent
- A doctor's written order specifying time, dosage, and duration of medication (separate from the prescription)
- The medication in a prescription container
- Over-the-counter medication cannot be administered to a child without a doctor's written direction. Over-the counter medication should not be sent to school.

Medication should be brought to school by the parents and turned into the school office, along with the Medication Administration Form, available at [www.ccsd15.net](http://www.ccsd15.net) > Quick Links > Health Services. Medication will be kept in a secure location and administered only by the school's registered nurse, a school administrator, or another consenting school staff member such as a secretary or a clerical assistant. Any change in medication policy must come in writing directly from the doctor.

### Required Health Examinations and Immunization Recording

For the purpose of safeguarding the health of children, District 15 enforces Illinois health requirements. These requirements consist of health, dental, and eye examinations and immunizations specific to grade and age.

**Health exams** are required for students entering preschool, kindergarten, and sixth grade and those new to the school. The Certificate of Child Health Examination form is available in the school office and at [www.ccsd15.net](http://www.ccsd15.net) > Quick Links > Health Services. The exam, completed and signed by a doctor, must be dated within one year prior to the first day of school and must include lead screening for children who are six years or younger and diabetes screening. A tuberculosis (TB) skin test is recommended. The parent/guardian completes and signs the Health History section of the form.

In addition, annual health examinations are required for interscholastic sports participation.

Required school **immunizations** are:

- Diphtheria, tetanus, and pertussis (DPT)
- Polio (IPV)
- Measles, mumps, and rubella (MMR)
- Haemophilus influenzae (Hib)

—Chicken pox/Varicella (Varivax)

—Hepatitis (HBV)

If a student fails to present proof of a health exam and immunizations by October 15, the student will be excluded from school until the student presents proof of a completed health exam and immunizations. New students who register mid-term shall have 30 days following registration to comply.

**Dental exams** are required for students in kindergarten, second grade, and sixth grade. The Illinois Department of Public Health Dental Examination form is available in the school office and at [www.ccsd15.net](http://www.ccsd15.net) > Quick Links > Health Services. If a student fails to present proof of a dental exam by May 15, the school may hold the student's report card until the student presents proof: (1) of a completed dental exam, or (2) that a dental exam will take place within 60 days after May 15.

**Eye exams** are required for students entering kindergarten and those entering Illinois schools for the first time. The State of Illinois Eye Examination Report is available in the school office and [www.ccsd15.net](http://www.ccsd15.net) > Quick Links > Health Services. If a student fails to present proof of an eye exam by October 15, the school may hold the student's report card until the student presents proof: (1) of a completed eye exam, or (2) that an eye exam will take place within 60 days after October 15.

### Medical Excuses

A physician's excuse is needed for any students who cannot participate in physical education or outdoor recess. The excuse must state the specific injury or problem, the dates the student cannot participate, and a date when the child can resume activity. Students will not be allowed to resume activities until a physician's release is received.

### **Behavior Expectations/Discipline Policy**

The entire staff at Whiteley School is committed to maintaining the high standards of proper behavior and courtesy that are taught in the home. Proper respect for oneself, other people, and property is reinforced daily.

Discipline is used to discourage inappropriate student behavior through consequences that are implemented fairly and consistently. Consistent discipline helps educate children on appropriate behavior and teaches them to make better choices in the future. Students who fail to comply with school/district rules and guidelines will be referred to the principal or assistant principal. The administrator will determine consequences for the student's misbehavior and contact parents, either by phone and/or referral form.

School celebrations will occur every 6-8 weeks during the school year. Students who have one major behavior infraction or 3 minor behavior infractions within the current 6-8 week time period will not be able to participate in that celebration.

### **School Rules**

#### Classroom

##### **Be Respectful**

Use appropriate language and volume

Raise your hand

##### **Be Safe**

Keep hands, feet, and objects to self

Walk in the classroom at all times

Push in your chair when leaving your seat

Stack chairs carefully at the end of the day

**Be Responsible**

Complete and turn in all of your assignments  
Do quality work  
Keep your desk and area clean  
Follow all classroom rules  
Use assignment notebook daily

**Assemblies**

**Be Respectful**

Eyes on speaker  
Cheer and clap at appropriate times

**Be Safe**

Keep hands, feet, and objects to self  
Enter and exit quietly in a single file line

**Be Responsible**

Sit like a pretzel  
Stay seated until teacher signal

**Study Hall**

**Be Respectful**

Use appropriate language and volume  
Work silently  
Raise your hand to ask a question  
When you are walking to lunch, go to the end of the line

**Be Safe**

Keep hands, feet, and objects to self  
Push in your chair when leaving your seat  
Wait for permission to leave study hall  
Walk to any and all destinations

**Be Responsible**

Bring all necessary material with you (including your jacket)  
Stay on task and do quality work  
Remember to pick up your materials at the end of recess

**Hallways**

**Be Respectful**

Appropriate language and volume  
Respect property  
Use good manners  
Respect bulletin board and other items hanging on the walls

**Be Safe**

Keep hands, feet, and objects to self  
Face forward and WALK in a single file line on the right  
Walk slowly and carefully

**Be Responsible**

Walk directly to the next location  
Pick up after yourself in the hallway  
Keep all your materials inside your locker

**Bathroom**

**Be Respectful**

Use appropriate language and volume  
Be respectful of property

**Be Safe**

Keep hands, feet, and objects to self  
Clean up after yourself  
Wash hands

**Be Responsible**

Observe time limits  
Flush toilets  
Use nearest bathroom  
Use appropriate amount of paper towels and soap

**Dress Code**

Appropriate school dress assists in maintaining an atmosphere conducive to learning. **The principal or assistant principal will determine the appropriateness of a student's dress.** Clothing and accessories that display undesirable and/or unhealthy image (such as, but not limited to: alcohol, drugs, cigarettes, violence, or gang related) do not belong in a school setting. Also considered inappropriate are the depiction of vulgar actions/language/behavior, gang signs, or sexually suggestive pictures or statements.

The following guidelines are used in determining appropriate attire:

- No bare midriffs
- No undergarments of any kind showing
- No bare or lace-up backs
- Shoulders must be covered by at least 2 inches of fabric
- Skirts and shorts must not be shorter than 2 inches above the knee
- Tops may not be lower than an imaginary line drawn from armpit to armpit
- No hats or bandannas are to be worn inside the building except when entering or preparing to exit the building
- Temporary hair coloring, glitter, or other alterations which may cause distractions in the classroom are not permitted.

For safety reasons, students should follow these guidelines:

- Footwear which is safe for indoor and outdoor physical activity should be worn at all times (platform shoes and thong-style sandals are discouraged and shoes with wheels are not allowed)
- No belts, necklaces, or bracelets with spikes or chains, including chains connecting wallets to a belt
- No pants or skirts which drag on the floor
- Pants must be worn around the hips. Pants that “sag” will not be tolerated.
- Students who wear earrings, necklaces, and other jewelry that cause a distraction may be asked to remove them. Multiple infractions will lead to items being confiscated.

### Playground rules

#### Outdoor Recess

##### **Be Respectful**

Use appropriate language and volume  
Take turns and include others in activities  
Obtain a pass from supervisor for washroom  
Take care of recess equipment  
When you hear a whistle or horn, freeze and stop talking immediately

##### **Be Responsible**

Wear appropriate clothing for the weather  
Leave personal items at home (games, toys, sports equipment)  
Follow ALL blacktop, pit, and playground rules

##### **Be Safe**

Keep hands, feet, and objects to self  
Inform supervisors of any problems  
Walk in and out of the building in a single file line.

### Harassment/Bullying

Harassment or bullying of any kind (physical, verbal, non-verbal or sexual) will not be tolerated. Because these behaviors show disrespect and are harmful to all involved, they should be reported to the school administration or any staff member. Harassment is a serious offense which may result in suspension from school.

Article 5 of the Student Discipline Policy—“...using or possessing an electronic paging device or using a cellular telephone, personal digital assistant (PDA’s), digital camera, or other electronic device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs, cheat, signal others, or otherwise violate student conduct rules. Unless otherwise banned under this policy or by the building principal, all electronic devices must be kept off and out of sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s IEP; or (c) it is needed in an emergency that threatens the safety of students, staff, or other individuals.”

Article 9 of the Student Discipline Policy—“...using any form or type of aggressive behavior that does physical or psychological harm to someone else and/or urging other students to engage in such conduct. Prohibited aggressive behavior includes, without limitation, the use of violence, force, noise, coercion, threats, intimidation, fear, bullying, cyberbullying, hazing, or other comparable conduct. Cyberbullying is the use of e-mail, instant messaging, chat rooms, pagers, cell phones, or other forms of information technology to

deliberately harass, threaten, or intimidate someone. Cyberbullying can include such acts as making threats, sending provocative insults or racial or ethnic slurs, gay bashing, attempting to infect the victim's computer with a virus, and flooding an e-mail inbox with nonsense messages."

With regards to pages posted on public networking sites outside of school facilities, hours, and equipment, it is important to know that a student is not necessarily exempt from discipline by the school. The courts have ruled that when a student creates a page on a social networking site or sends electronic communications that serve to intimidate, harass, threaten, or otherwise bully a student or staff member, "the student may be disciplined for expressive conduct, even conduct occurring off school grounds, when this conduct would foreseeably create a risk of substantial disruption within the school environment." Typically this kind of conduct outside of school starts in school and spills back over into the school environment causing disruptions to the delivery of instruction and/or student welfare.

### PTA

The Whiteley PTA publishes a newsletter, *Whiteley Cat Tales*, eight times a year. Be sure to check the Whiteley School Calendar, distributed at the start of the school year, for all important dates and events. The Whiteley PTA Web site is: [www.fcwpta.org](http://www.fcwpta.org).

### PTA Coat Closet

The PTA Coat Closet was established so that all District 15 children would have the opportunity to be properly clothed in the winter months. The Coat Closet is located at Gray M. Sanborn School, 101 N. Oak St., Palatine. Coats, hats, gloves or mittens, snow pants, scarves, and boots, ranging in size from toddler to adult, are available. Those needing clothing should contact any school office.

Donations of *outerwear only* are accepted. The clothing may be brought to any District 15 school or directly to Gray M. Sanborn during the school day. All garments should be washed and/or in clean condition without rips or broken zippers.

### C.A.R.E. Program

District 15 and the Palatine and Rolling Meadows park districts offer an affordable, well-supervised before- and after-school program during the school year. C.A.R.E. provides a safe, recreational, educational, and enrichment program for children in kindergarten through sixth grade. For more information on C.A.R.E., contact the District 15 C.A.R.E. coordinator at 847-963-3127, the Palatine Park District at 847-991-0333, or the Rolling Meadows Park District at 847-818-3202.



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