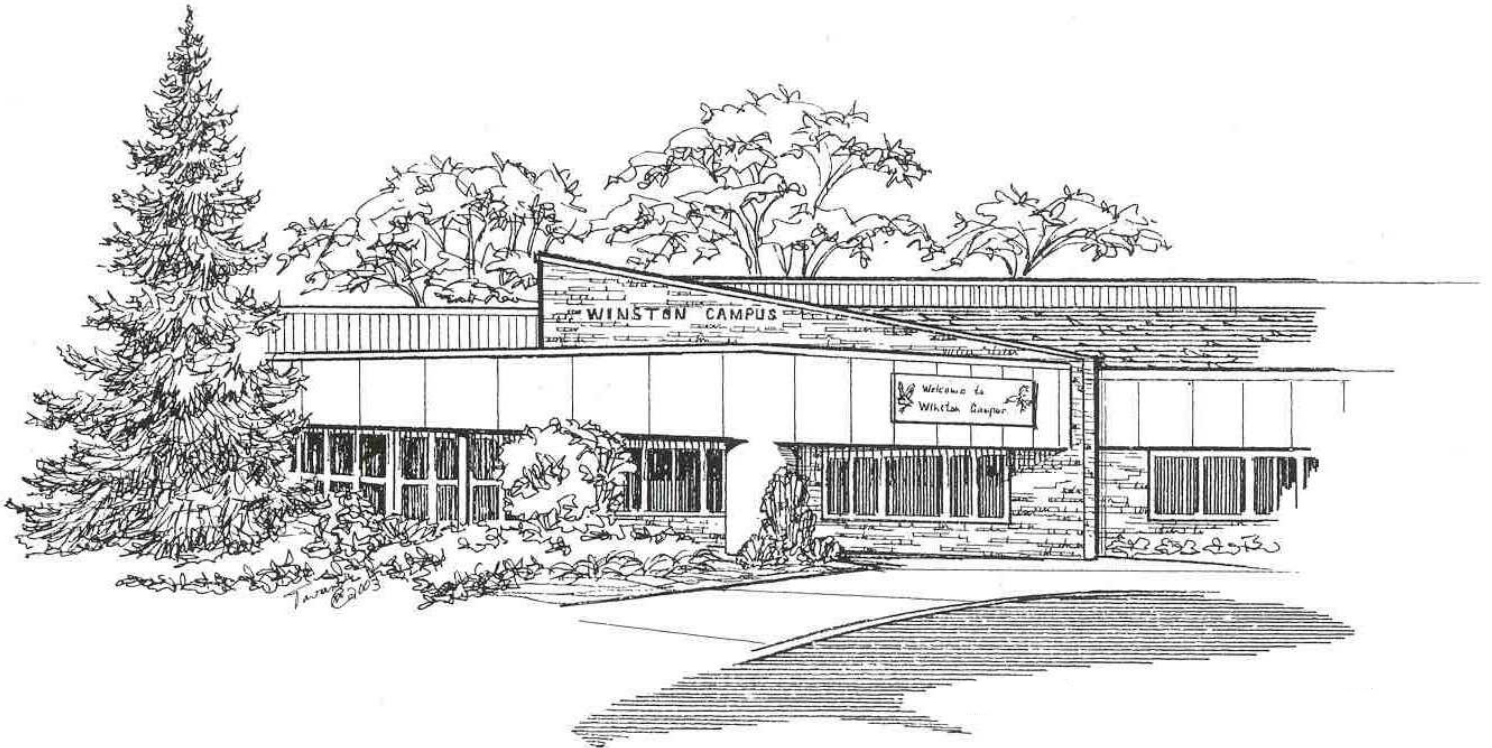


Winston Campus Elementary

Parent/Student Handbook

2008-09



Winston Campus Elementary
900 E. Palatine Road
Palatine, IL 60074-5552
847-963-7400

Absence Telephone: 847-963-7401
School Nurse: 847-963-7412
Fax: 847-963-7406

Andrew Tieman, Principal
Scott Scafidi, Assistant Principal
Christine Theodore and Judy Martinez, Secretary

Message from the Principal

Dear Parents/Guardians and Students:

It is my pleasure to welcome you to Winston Campus Elementary. The teachers and other staff members join me in saying we're happy to have you as a part of the Winston Campus family. We are confident this year will be a successful and satisfying school year for you.

The pages of this handbook are filled with very important information regarding school policies and procedures. We ask all parents and students to review the contents of this handbook together. Once you have had an opportunity to sit down with your child to discuss this information, we ask students and parents to sign the back page and return it to your child's classroom teacher by Friday, September 5. If you have any questions about the information enclosed within this handbook, please feel free to contact me at 847-963-7400. I strongly believe that open and clear communication between school and home is essential to the success of our educational program at Winston Campus Elementary.

We welcome your participation and support this school year and encourage your membership with our PTA. Working together, we will be able to reach our collective and individual goals and celebrate all the achievements of our students.

Sincerely,

Andy Tieman



Winston Campus Elementary Mission Statement

Winston Campus is a community of learners whose mission is to foster the development of life skills centered around respect for self, others and the global society.

We believe in:

- a commitment toward strong academic achievement.
- generating higher level reasoning through problem solving skills.
- connecting the learning process across the curriculum.
- providing creative opportunities for all students.
- accessing information through technology to enhance learning.
- demonstrating social responsibility including communicating effectively with others.
- maintaining a safe, orderly, and caring learning environment.

School Pledge

We, the students of WCE,
Promise to be the best we can be.
We show our High Five Winston Pride,
With No Excuses as our guide.
Driven to dream, we are a team,
WCE! We will succeed!
WE ARE ... (clap, clap) COLLEGE BOUND!

School Closings

When severe weather conditions such as snow, ice, or dangerously cold temperatures exist, District 15 administrators will decide whether to close the schools. On these days, parents are encouraged to check the District 15 Web site (www.ccsd15.net) for up-to-date information on school closings or to listen to major radio and television stations for emergency school closing information. Parents may also call the school district's main number (847-963-3000) for a recorded message. In addition, the PTA will use its telephone chain to attempt to notify all parents of school closings.

Parents should review their own situation and decide whether to send their children to school if the schools remain open. If a parent decides to keep the children at home, the absence will be considered "excused," and all work may be completed on the return to school.

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.

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 24 and 25, 2008. 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 24 or 25, 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. 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.

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.

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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. 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.

Tardy Policy—When a student is late to school, he/she will receive a tardy slip. If a student receives three (3) tardy slips, a letter will be mailed home to the parent(s). If a child receives a fourth tardy slip, the parent(s) will be called, and a conference with the parent, student, and school administrator may be scheduled at which time further consequences will be determined.

Prompt on-time arrival at school is part of our "Be There, Be Ready" school rule. Each tardy is considered a minor behavior infraction according to our school-wide PBIS behavior system. Students who receive three (3) tardy slips in one month will attend a re-teaching activity during the monthly PBIS celebration.

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. Teachers are not required to provide homework assignments in advance of an absence.

ARRIVAL/DEPARTURE PROCEDURES

Arrival

Students may not enter the building prior to 7:45 a.m. Supervision of students does not begin until 7:40 a.m. Students in Grades K-2 line up by class outside the C-Wing doors off the Rohlwing Road parking lot. Students in Grades 3-6 line up by class outside the B-Wing doors next to Babcock Drive. Supervisors on duty will escort students into the building through their assigned door. Classes start promptly at 7:55 a.m.

Main Entrance (Palatine Road)—C.A.R.E., visitor and special ed bus entrance. The south entrance of the school that is accessible from Palatine Road is considered the main entrance of Winston Campus. Limited parking is available for parents and visitors during the school day. This parking area will be closed off during bus arrival times from 7:15–7:50 a.m. and school dismissal from 2:15–2:45 p.m. or until all buses have departed. No other vehicles will be allowed entrance/exit during arrival and dismissal time.

Palatine Road Driveway—The west driveway of the school, which enters off Palatine Road and exits onto Rohlwing, is designated for bus traffic only from 7:15–8:00 a.m. and 2:15–2:45 p.m. All grade 3-6 students who ride a bus to school will be dropped off in the bus loading zones and should walk around the side of the building to the B-wing doors. We appreciate your cooperation in keeping the west driveway and bus lane free from car traffic so that bus loading is safe for our children.

Rohlwing Road Entrance and Parking Lot—Primary student entrance for a.m. bilingual kindergarten and Grades 1-2. All a.m. bilingual kindergarten students and students in grades 1-2 who get off a bus or walk to school will enter the building using the C-Wing doors. Teachers will greet the students at this entrance at 7:40 a.m. All p.m. bilingual kindergarten and students in Grades 1-2 will be dismissed from this exit at 2:25 p.m. Intermediate siblings may also line up and enter the building from the C wing doors.

Babcock Drive—Intermediate student entrance for B-Wing students (Grades 3-6). All grade 3-6 students will enter the building at the B-Wing doors. The supervisor on duty will escort students into the building at 7:45 a.m. These students will also be dismissed from this exit at 2:25 p.m.

Kindergarten Entrance (Pavlik's Class)—The a.m. session kindergarten students enter through the kindergarten doors at 7:50 a.m. Dismissal will be at 10:25 a.m. through this exit. Afternoon kindergarten students enter at 11:55 a.m. and are dismissed at 2:25 p.m. Parents who drop off/pick up kindergarten students will need to park in the Rohlwing Road lot and walk your child to the kindergarten lines.

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. This procedure is in place for the safety of our students and staff.

Visitor Entrance

In an effort to maintain a safe school environment, **all visitors** must check in and sign out at the front office as well as wear an identification badge while in the building. The school office is located just inside of the main entrance. All visitors must enter and exit through the main entrance as you will not be allowed in or out of the school at any other door.

Drop Off and Pick Up Car Traffic

Safety is a primary concern when dropping off or picking up children from school. Please observe all directional site signs and stay within the 20-mph speed limit around the school streets.

A.M. drop off traffic is permitted in three locations:

1. Babcock Drive by the Intermediate B-Wing Doors—Intermediate students in Grades 3-6 may be dropped off at this location on the south or school side of the street only.
2. Rohlwing Road Parking Lot— Primary students and siblings of primary students may be dropped off at this location. Please enter the west lot from the Rohlwing Road entrance. Cars must not pull in line

with bus traffic or enter from the Palatine Road entrance. Please park your car and walk your child to the crosswalk. You may pull up to the “Pedestrian Passage” near the south end of the lot in the second row of parking. Teachers on duty at the “Pedestrian Passage” will insure safe crossing to the sidewalk.

Please do not park in the designated church parking spots, violators are subject to ticketing.

3. Main Entrance of school—Students may only be dropped off at this entrance after 7:50 a.m. or until all buses have departed.

P.M. pick up traffic is permitted in two locations only:

1. Babcock Drive by the Intermediate B-Wing Doors—Intermediate students in Grades 3-6 ~~Students~~ may be picked up at this location on the south or school side of the street only.
2. Rohlwing Road Parking Lot—We ask all parents/guardians to park your car and meet your primary child by the C wing doors. Please cross at the designated crosswalk avoiding the bus traffic.

Walking to School/Crossing Guards

As part of the Winston Campus Elementary physical fitness and wellness program, we encourage all students to walk to school. Crossing guards are posted on the corners of Palatine and Rohlwing Roads and Church Drive and Rohlwing Road during arrival and dismissal times.

Home for Lunch Policy

Students may go home for lunch with parental permission. If your child is going home for lunch, please send a signed note to the classroom 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.

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, compact disc players, iPODS, hand-held games, etc. Items used during the school day may be confiscated and held until a parent/guardian can pick them up.

School Supply List

The school supply list for our school is posted on the District 15 Web site at 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

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) 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. A note from home is good for three days. If your child will need to be excused for more than three days, or is unable to participate in certain activities because of a medical condition, a doctor's note will be required. Please send a note to Ms. Cooper, Physical Education teacher. 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. Also, on days when your child has PE class, please make sure they are dressed appropriately. No bare midriffs or excessively baggy pants.
- 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.

Students attending Winston Campus will be expected to participate in all daily activities at their respective grade levels (physical education, noon hour recreation, recess, etc.) unless the teacher or school office has been provided with an appropriate physician's note.

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.

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)
- Computer education
- Video studio
- Band/orchestra—Fifth and sixth graders may join band or orchestra. Lessons are provided weekly. Practices are held before school.
- Chorus—The elementary chorus is open to all fifth and sixth grade students. The chorus meets once a week during recess. Throughout the school year, the chorus will have the following performances: Veteran’s Day performance, Cluster Choral Concert, and Spring Choral Concert in April. Every student will be allowed five unexcused absences throughout the year. There is no limit on the excused absences due to illness. In order for a planned absence to be considered excused, you must notify Mrs. Smith before the rehearsal.
- 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:

- Staff development team
- 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 direction 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.

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, 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.

Winston Campus Learning Resource Center Expectations:

1. Be There & Be Ready
 - Wear a pass, on your collar, for independent book checkout.

- Have a written pass with your name, date, purpose, and signed by a teacher, if you are there for any other reason.
 - Know your purpose
 - Have your supplies
2. Follow Directions:
- Stop, look, listen, respond, and follow directions given by a teacher or library volunteer.
3. Hands & Feet to Self:
- Walk
 - Wait your turn
4. Be Responsible:
- Use a shelf marker to keep books neatly in their proper places.
 - Take care of Resource Center books and magazines.
 - Return books and magazines on time, in good condition.
5. Be Respectful:
- Do not interrupt or distract a class
 - Use a quiet/ inside voice
 - Be polite
 - Be courteous

Procedures:

- You may check out no more than three items (books or magazines) for two-weeks.
- The magazine and the cover must be returned together by the due date.
- If one item is overdue, you must return it, or pay the replacement cost, before you can check out another Resource Center book or magazine.
- Overdue notices will be sent home monthly.
- When books are lost, or returned in unacceptable condition, you will be charged a replacement cost. A specific letter will be sent home to that effect.
- Library staff will repair any torn pages with book tape. We cannot repair stains, muddy pages, water, scribble, or pet damage.
- All replacements will be purchased through the Resource Center.
- If the lost item is found at a later date and returned in good condition, your money will be refunded.
- Failure to return or pay for lost books or magazines may keep you from participating in end-of-year activities.

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.

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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 30 minutes for lunch, a 15-minute outdoor recess, and a 15-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.

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.

2008-09 Winston Campus Elementary Parent/Student Handbook

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 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.

School Nutrition Services

The district's School Nutrition Services Department offers daily breakfast and lunch programs. Meals are prepared, packaged, and delivered to school from the district's central kitchen. Students have up to 20 minutes to eat and 40 minutes for 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. Students who bring their lunches may purchase milk for 45 cents per carton, and ice cream novelties are 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. 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 at Winston Campus Elementary also have the option for an "a la carte" lunch. Soup, bagels, and other various snacks are available for students to purchase. Parents can limit this option or deny this option completely by writing a letter to our Nutrition Service department or by contacting them directly at 963-7408.

Breakfast

Breakfast may be purchased for \$1.25 per day, including milk.

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.

Treats provided in celebration of a child's birthday must be non-edible. Parents will be provided with a suggested list of alternative 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 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 required information. 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 examinations, immunizations, dental examinations, and eye examinations specific to grade and age.

Health exams are required for students entering preschool, kindergarten, and sixth grade and those new to the school. Students who received a health examination prior to entering the fifth grade during the 2007-08 school year will not have to receive another exam before entering the sixth grade in the 2008-09 school year. The Certificate of Child Health Examination form is available in the school office and at www.ccsd15.net/AboutDistrict15/DistrictOffices/HealthServices/PDFs/cert_child_health05.pdf. 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.

The 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)

Students who do not show proof of the health exam and immunizations will not be allowed to start school.

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/AboutDistrict15/DistrictOffices/HealthServices/PDFs/SS-720_DentalExamForm.pdf.

Eye exams are required for students entering kindergarten and those entering Illinois schools for the first time. The Eye Examination form is available in the school office and must be returned by 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

Winston Campus Elementary uses PBIS (Positive, Behavioral, Interventions, and Supports) as our school wide system of discipline. PBIS is a behaviorally based approach that supports our students and the Winston community. PBIS focuses on data-based decision making around discipline and academics. Maintaining an environment that is conducive to learning is the primary goal at Winston Campus Elementary. At Winston Campus Elementary we have established five school wide goals, "Winston High Fives." These goals include being respectful, being responsible, hands and feet to self, following directions, and be there/be ready. Students who follow these school wide goals participate in monthly PBIS celebrations. If students accumulate three minor behavior incidents or one major behavior incident they will participate in a re-teaching activity which supports students and allows them to set goals for the future. Below we have included the Winston PBIS Expected Behavior Matrix as well as a definition of all minor and major behavior infractions.

Winston Campus Elementary Expected Behavior Matrix

	Classroom	Playground	Indoor Recess	Arrival/ Dismissal	Hallways/stairs	Bathroom	Cafeteria	Resource Center	Assemblies
Be Respectful	<ul style="list-style-type: none"> • Inside voices • Raise hand • Eyes on speaker • Use kind words 	<ul style="list-style-type: none"> • Respect equipment • Demonstrate good sportsmanship • Share and play fair • Kind words and actions 	<ul style="list-style-type: none"> • Inside voices • Listen to directions • Share and play fair • Kind words and actions 	<ul style="list-style-type: none"> • Give others their space • Use appropriate language • Enter school silently • Use inside voices at your locker 	<ul style="list-style-type: none"> • Stay to the right • Respect others' space • Walk silently in single file line 	<ul style="list-style-type: none"> • Respect others' privacy • Keep bathroom clean • Treat property with care • Use indoor voices 	<ul style="list-style-type: none"> • Wait your turn • Use inside voices 	<ul style="list-style-type: none"> • Inside voices • Wait your turn • Treat books and all equipment kindly 	<ul style="list-style-type: none"> • Listen quietly • Applaud appropriately • Sit and face forward
Be Responsible	<ul style="list-style-type: none"> • Try your best • Have supplies ready • Do quality work • Keep things where they belong 	<ul style="list-style-type: none"> • Be patient and wait your turn • Use equipment appropriately • Stay in the playground area • Keep personal items at home • Return equipment 	<ul style="list-style-type: none"> • Clean up quickly and correctly • Be seated • Walk 	<ul style="list-style-type: none"> • Stay on the sidewalk • Line up quietly in a single file line with your class • Stay in your line • Use the crosswalks 	<ul style="list-style-type: none"> • Pick up after yourself • Keep your locker clean • Be quiet in the hall at all times 	<ul style="list-style-type: none"> • Flush, wash, trash • Use equipment appropriately • Use nearest bathroom 	<ul style="list-style-type: none"> • Know what you want to order • Know your lunch number • Eat your own food • Eat more, talk less • Clean up your area 	<ul style="list-style-type: none"> • Have a pass • Return books and other materials on time • Use computer for educational purposes only 	<ul style="list-style-type: none"> • Sit with your class • Be a good participant
Hands & Feet to Self	<ul style="list-style-type: none"> • All legs on the floor • Hand, feet, and objects to self 	<ul style="list-style-type: none"> • Play by the rules of the game • Play safely 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self 	<ul style="list-style-type: none"> • Walk slowly and safely at all times • Keep hands to your side • Keep distance between you and others 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self 	<ul style="list-style-type: none"> • Keep distance between you and others • Keep hands, feet and objects to self 	<ul style="list-style-type: none"> • Keep hands, feet and objects to self 	<ul style="list-style-type: none"> • Keep feet still • Keep distance between you and others
Follow Directions	<ul style="list-style-type: none"> • Follow classroom routine/procedures 	<ul style="list-style-type: none"> • Whistle blows—walk to your classroom line • Listen to adult directions 	<ul style="list-style-type: none"> • Listen to adult directions 	<ul style="list-style-type: none"> • Use crosswalks • Walk bikes on school grounds • Listen to adult directions 	<ul style="list-style-type: none"> • Listen and follow adult directions at all times • Walk directly to the next location 	<ul style="list-style-type: none"> • Follow appropriate bathroom procedures 	<ul style="list-style-type: none"> • When called, line up silently • Listen to adult directions • Stay in your seat 	<ul style="list-style-type: none"> • Listen to adult directions 	<ul style="list-style-type: none"> • Listen and be cooperative • Enter and exit quietly in a single file line
Be There/ Be ready	<ul style="list-style-type: none"> • Quality on-time work • Be on time and ready to learn 	<ul style="list-style-type: none"> • Once in line—Give me 5 • Dress for the weather 	<ul style="list-style-type: none"> • Stay in your assigned classrooms • Be seated 	<ul style="list-style-type: none"> • Arrive to school at 7:40 • Be quick at your locker • Get to your bus on time 	<ul style="list-style-type: none"> • Everyone ready to enter and leave the room • Look straight ahead • Walk silently in a single file line 	<ul style="list-style-type: none"> • Be quick • Use only at appropriate times 	<ul style="list-style-type: none"> • Place your lunch order in the morning • Eat what you ordered • Be Alert—Give me 5 	<ul style="list-style-type: none"> • Bring necessary materials 	<ul style="list-style-type: none"> • Be ready to participate

Minor Problem Behaviors

Teacher/Classroom Managed Behaviors

Consequence: Three (3) minor behavior infractions constitute a major. All minor behavior infractions will be recorded on a PBIS office referral form. If a student exhibits three (3) minor behavior infractions in a month, the student will participate in the re-teaching activity during the PBIS monthly celebration.

Behavior	Definition
Inappropriate verbal language	Student engages in low intensity instance of inappropriate language.
Physical contact/ aggression	Student engages in non-serious, but inappropriate physical contact.
Defiance/ disrespect/ non-compliance	Student engages in brief or low-intensity failure to respond to adult requests.
Disruption	Student engages in low-intensity, but inappropriate disruption.
Dress Code	Student wears clothing that is near, but not within, the dress code guidelines defined by the school/district.
Information and other electronics technology violation	Student engages in non-serious but inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and computer.
Property misuse	Student engages in low-intensity misuse of property.
Tardy	Student arrives at class after the bell (or signal that class has started).
Other	Student engages in any other minor problem behaviors that do not fall within the above categories.

Major Problem Behaviors

Office Management Behaviors

Consequence: Any major behavior infraction will result in the student participating in a re-teaching activity during the monthly PBIS celebration. Additional consequences may be determined by the building administration depending on the severity of the major behavior infraction. These additional consequences may include but are not limited to a conference with parents, detention, in-school suspension, out-of-school suspension, or arrest.

Behavior	Definition
Abusive language/ inappropriate language/ profanity	Verbal messages that include swearing, name calling or use of words in an inappropriate way.
Defiance/disrespect/ insubordination/ non-compliance	Refusal to follow directions, talking back and/or socially rude interactions.
Disruption	Behavior causing an interruption in a class or activity. Disruption includes sustained loud talk, yelling or screaming; noise with materials; horseplay or roughhousing; and or sustained out-of-seat behavior.

Behavior	Definition
Dress code violation	Student wears clothing that does not fit within the school dress code guidelines practiced by the school/district.
Fighting/ physical aggression	Actions involving serious physical contact where injury may occur (hitting, hitting with an object, punching, kicking, hair pulling, scratching, etc.)
Forgery / theft	Student is in possession of, having passed on, or being responsible for removing someone else's property or has signed a person's name without the person's permission.
Harassment / tease / taunt / bully	Student delivers disrespectful messages (verbal or gestured) to another person that includes threats and intimidation, obscene gestures, pictures, or written notes. Disrespectful messages include negative comments based on race, religion, gender, age, and/or national origin; sustained or intense verbal attacks based on ethnic origin, disabilities or other personal matters.
Information and other electronics technology violation	Student engages in inappropriate (as defined by school) use of cell phone, pager, music/video players, camera, and/or computer.
Lying / cheating	Student delivers message that is untrue and/or deliberately violates rules.
Property damage	Student deliberately impairs the usefulness of property.
Tardy	Student is late (as defined by school) to class or start up of the school day (and tardy is not considered minor problem behavior)
Vandalism / property damage	Student participates in an activity that results in substantial destruction or disfigurement of property.
Weapon	Student is in possession of knives or guns (real or look alike), or other objects readily capable of causing bodily harm.
Other	Problem behavior causing this referral is not listed above. Staff using this area will specify the problem behavior observed.

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, or violence) 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 two inches of fabric
- Skirts and shorts must not be shorter than mid-thigh
- 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.

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.

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.



2008-09 Board of Education

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High Five Winston Pride

2008-09 School Year

We have read and discussed this handbook:

(Printed Student Name)

(Student Signature)

(Parent)

(Classroom Teacher)

(Date)

**Please sign this page and return it to your classroom teacher
by Friday, September 5, 2008.**

