



Pre-Kindergarten through Grade 4
**STUDENT AND PARENT
HANDBOOK
2017-2018**

Please take a moment to review the handbook and discuss it with your children. If you would like a printed copy, please contact the school office.

The current school calendar is available on the district website at www.manteno5.org

ACADEMICS

Overview

All students are in self-contained classrooms. Students receive instruction in the following areas in their classroom: Language Arts (Writing, Spelling, Reading), Social Studies, Math, Science, and Handwriting. Students receive instruction outside of their classroom in Art, Music, and Physical Education.

Report cards

There are four grading periods at Manteno Elementary with each consisting of nine weeks. Kindergarten report cards list kindergarten skills in which students' progress is marked either as, "meets kindergarten expectations (M)," or "does not meet kindergarten expectations (DN). First through Fourth grade report cards include the same two progress marks along with, "exceeds first grade expectations (E)." Hard copies of report cards will be sent home at the end of each nine-week period upon request. Electronic copies are available by logging into Skyward Family Access. Attendance will be reported cumulatively on the report card. Many academic areas for primary aged children are graded in terms of skills. Academic area grading scales are as follows. Social skills, effort, and participation grades may be more subjective.

Kindergarten Grading Scale

M = 84.5% and up
DN = below 84.5%

First Grade Grading Scale

E = 89.5% - 100%
M = 89.49% - 69.5%
DN = below 69.5%

Student reports cards will be posted on Skyward Family Access. Parents who want a printed copy of the report card may come into the school office to request a printed copy.

Letter grades:

They indicate student achievement in relation to established classroom standards. Grades of A, B, C, D are passing. A grade of F is failing. In addition, mid-term grades are sent home with the student. Mid-term grades are to be signed by the parent and returned to the school.

Second-Fourth Grade Grading Scale**A = 100-90****B = 89-80****C = 79-70****D = 69-60****F = 59-lower**PARCC

All 3rd and 4th Grade level students will take the PARCC test. Accommodations will be followed according to IEP's (Individual Education Plans) for students with special needs.

ATTENDANCEArrival and Departure

Students report to classes at 7:55 a.m. and are dismissed at 2:45 p.m. Students should arrive between 7:35-7:50, but the doors open earlier for our bus riders. Car riders should not be dropped off prior to 7:35 a.m. Any student who is late, must stop in the main office to get a pass. Any student who leaves early must stop by the office as well to sign out.

Student Attendance

According to the Illinois law, all enrolled pupils must be continuous and consecutive in their school attendance. There can be no question that, in order for your child to receive the very best education our school can provide, he/she needs to be in school with the teachers and the other students.

Absences from school due to illness, emergencies, death in the family, religious holidays and medical appointments are bona fide excuses. For other reasons, please discuss the matter with your child's teacher or the building principal.

Your child's attendance also determines how much of your state tax dollars come back to us in the form of state aid to schools.

Whenever the number of days a child is absent exceeds 5% of the cumulative number of days school is in session, a letter is sent to the parents informing them of the absences. (The letters are sent on nine-week intervals.) A doctor’s note is required for each absence after a student accumulates 8 absences, unless otherwise approved by the principal.

ATTENDANCE ASSISTANCE PROGRAM

Our school district has enlisted the help of the I-KAN Attendance Assistance Program to improve attendance. Caseworkers visit our school regularly, and when necessary, visit the homes of our students who are absent for 5% **unexcused of** the school days. The Attendance Assistance Program uses prevention and intervention to help solve the problems that cause poor attendance. If one of our students is referred to the program, the student and/or parents are not necessarily in danger of being disciplined. The purpose is to investigate the problems causing poor attendance and improve the situation. The principal or his/her designee will make home visits if the caseworkers are unavailable.

School Day Information

Daily Schedule Elementary

7:35 -----Doors Open

7:55 -----Tardy Bell

10:50 ----- 2nd Lunch

10:50 ----- KDG Lunch

11:30 ----- 1st Lunch

11:30-----3rd Lunch

12:00 ----- 4th Lunch

2:45 ----- Dismissal

* Recess is after lunch for 2,3

*Recess is **before** lunch for 1,4

FULL DAY Elementary: at least 300 minutes

HALF DAY Elementary: at least 150 minutes

TARDIES:

Students will be marked tardy if they arrive between 7:55 and 9:10 for grades K-4. Parents must sign tardy students in at the office, and students must check in the office *before* arriving in class so the time of their arrival can be recorded. All of the doors are locked at 7:55. If students arrive late, they must be accompanied to the main door to be signed in. Students reporting after 10:10 are marked for a half-day absence.

PRE-ARRANGED ABSENCES:

This is an authorized absence for causes other than those considered as excused. Examples are: family vacations, non-school sponsored trips or activities. A pre-arranged absence form must be completed by the parent. It is important to note that the administration reserves the right to deny these types of requests should they believe any extenuating circumstances exist that would necessitate a student's attendance at school. The school principal must approve these absences in advance. Students need to request assignments from each teacher a week prior to leaving. Teachers may decide which assignments should be given prior to absence and when the remainder of the assignments will be due upon returning to school.

PERFECT ATTENDANCE RECOGNITION:

Perfect attendance awards and incentives are based on actual perfect attendance, not the minimum listed above. In other words, a K-4 student may have zero absences on his/her report card, because he/she signed out after the 300 minute mark, but would not earn a perfect attendance certificate/award.

Animals on School Property

In order to assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability. This rule may be temporarily waived by the building principals in the case of an educational opportunity for students, provided that (a) the animal is appropriately housed, humanely care for, and properly handled, and (b) students will not be exposed to a dangerous animal or an unhealthy environment.

Birthday Treats

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged 24 hours in advance with the classroom teacher using the pre-approval form located on the School and District website, this should be emailed to the teacher. All treats and snacks must be 200 calories or less per serving, store bought,

and prepackaged in individual servings. No homemade treats or snacks are allowed at school. Treats and snacks must not require refrigeration and must have a clearly printed list of ingredients on the packaging. We strongly encourage you to select a treat or snack with nutritional value. Parents should check with teacher for special diet considerations.

Guidelines for snacks:

- 200 Calories or less per serving
- Treats must be pre-approved at least 24 hours in advance by emailing the classroom teacher through email

Cell Phones/Watch phones and Electronic Devices

Cell phones/watch phones and electronic devices shall be turned off and kept in the student's book bag during school hours. Students may only use their cell phones/watch phones before/after school. Electronic devices may be brought in at various time for incentives, where the teacher has given prior permission.

Using any device to take photographs that otherwise violate student conduct rules is prohibited. Devices that are used not in the accordance of this Board Policy may be confiscated and discipline may result. The District is not responsible for damage, theft or any other loss to student-owned equipment.

CHROMEBOOKS

3rd grade and 4th grade students will have access to in-class Chrome Books.

These devices are assigned to individual students like textbooks and other supplies. Though the student may have possession of the device, it remains school property.

While the student/parent/guardian is not required to purchase the device, there is an expectation of reasonable care and responsibility as there is with any district property provided to or used by a student. We would expect every student to take proper care of the device. However, if a device is damaged, lost or stolen, charges will be assessed to the student based on the following schedule. These charges are NOT considered "fees" and will be assessed regardless of any fee waivers that may be in place.

All students are covered for accidental damage, at school, but subject to the schedule below. **This coverage is part of your school registration fee. Students who purposefully damage the computer are responsible for paying the full repair charges:**

Situation/Event	Assessed Charge
Malfunctioning (not damaged)	No charge
Cosmetic damage, normal wear & tear (device fully functional)	No charge
Accidental breakage (not cosmetic)	1 st incident- no charge 2 nd incident- \$25 Additional-\$50/incident
Deliberate damage/vandalism	Actual cost to repair up to \$350/occurrence
Theft/lost device	\$350/occurrence
Damaged, Defaced, or Lost Case	\$25.00
Damaged or Lost Power Supply	\$35.00

Communication/Grievance Procedure

Please follow the established communication procedure (the “chain of concern”) when you have a school-related question or concern

1. The teacher or staff members directly involved should be contacted first
2. If the problem is not resolved, then and only then, should the principal or assistant principal become involved
3. If the problem is not resolved, then the parent had the option of contacting the Superintendent and then finally the Board of Education

DAILY PROCEDURES

Entering

In the event of inclement weather, students will be allowed in the building. Supervision begins at 7:35 a.m. Kindergarten and first grade will enter through Early Childhood Center Entrance (Door 21) and line up in the Early Childhood Gym. Second, Third and Fourth Grade will enter through the Main Elementary School Entrance (Door 1) and line up in the Main Elementary School Gym. Pre-School will enter and line up through the pre-school door (Door 20). For your child’s safety, please see that he/she leaves home at a time that will prevent their

arrival before they can be supervised. Students are not allowed in classrooms until the start of the school day.

ELEMENTARY MORNING DROP OFF PROCEDURE

Parents will drop off and pick up students for Grades 2-4 by entering the East Side of the parking lot and dropping off near the Main Elementary Doors (Door 1). Parents will drop off and pick up students for Grades Kindergarten and 1st by entering the far West Side of the parking lot and dropping off near the Early Childhood Doors (Door 21).

Parents who have students for both sides will enter the far West Side of the parking lot and drop off and pick up near the Early Childhood Doors (Door 21). Students in Grades 2-4 will be directed to the Main Elementary Doors.

All cars will exit out in the center exit of the parking lot.

Parents of students in Grades 2-4 will be asked to turn left out of the parking lot.

Parents of students in Grades Kindergarten and 1st will be asked to turn right out of the parking lot.

These changes have been made due to feedback from parents. There may be the need to revise the plan based on the fidelity of it.

Bicycles/Skates: All students should park bicycles in the bike racks upon arriving to school. Please remind students not to block the sidewalk with their bikes. The bike rack is not a play area. Teachers are asked to keep students away from this area during recess. Bicycles should be walked, not ridden, on the sidewalk to the stop sign when leaving/entering the playground area. Use of skates, such as in-line skates, is not permitted on school grounds.

Permission to ride a bicycle to school may be denied to individual students who cannot follow these procedures.

Dismissal: All K-4 students are to be dismissed at 2:45 PM at the Elementary School. AM preschool (Jumpstart) dismisses at 10:30. PM Jumpstart preschool and Headstart dismiss at 3:00pm. Bus riders will be permitted to exit first. All walkers/car riders should be lined up in the hallway to allow this to happen. In general, students should be on the right side of the hallway.

It is imperative that all students are picked up at dismissal time. If you are going to arrive after 2:45 p.m. Please contact the main office for the rare occasions. If children are not picked up on time and this becomes a pattern, this will be referred to administration and possibly to local authorities.

At the Elementary School, students walking or getting a ride home from school in

grades K-1 will use the Early Childhood Door, while grades 2-4 will use the main entrance door to exit. Parents are NOT allowed to use the bus lane at the back parking lot of the school to pick up students. Parents are encouraged to drop off at the door of their youngest child. Parents must use the front pick-up lane, loading approximately 4 cars at a time per entrance and then move ahead to load the next group of students. NO student is allowed to enter the parking lot without an adult. Parents may park in the parking lot and use the crosswalk to come and get their child at their entrance and then walk them into the parking lot to their vehicle. For Pre-School students the busses load in the pick-up lane at 3:00. Pre-School parents must park in the parking lot and walk up to get their students.

All children who normally ride a bus are expected to do so unless a note is received from parents giving other instructions. Parents may also call the school to indicate any changes in the normal procedure, but we need to know any afternoon changes by **2:00 pm. Otherwise, there is no guarantee that students will receive the message.**

Typically, parents inform the school if they do not want their child to board the bus because the parent is picking them up, or they are to walk to a different location than home. If we do not hear otherwise, the child will be put on the bus they normally ride home on.

We are unable to approve any requests for friends of students to ride the buses for a temporary or “one time” basis. Many of our buses are at student capacity limits, so for the safety of our students it is important to have accurate accountability. Special requests must go through our transportation director.

Lunchtime

Student Identification: ID cards will be used as lunch, and activity cards.

Because of this, each student will be issued an ID. It will be the student’s responsibility to return the ID to the teacher when the student is done with it for the day. If a student severely damages or loses his/her ID, he/she will need to pay to replace it. Appropriate discipline will be administered to students who purposefully damage or destroy another student’s ID.

1. Students sit with their class at assigned tables. Classes are called up to purchase hot lunch and/or milk.
2. After twenty minutes, students clean up their own area, return lunch boxes to coat hooks, get their coats, and go out to recess with an adult supervisor. Appropriate consequences (i.e. loss of recess) will be given for inappropriate behavior during lunch. Quiet conversation only is permitted in the lunchroom.
3. If students are leaving the lunchroom or returning to classrooms during recess, a

note must be provided to the lunchroom supervisors. Students may not leave the lunchroom without permission from an adult.

4. Students are to line up immediately when their recess period ends. A whistle will be blown three times to signal students to stop and listen. Classes will be called individually for students to walk into line.

STUDENTS LEAVING AT LUNCHTIME

If a student goes home for lunch, parental permission in the form of a note or phone call is necessary. The parent must come into the office to sign the student in or out before leaving or entering the building.

LUNCH/MILK MONEY

Lunch money should be sent with students on the first school day of each week, or deposits can be made online. The price of lunch for students will be set during the summer, posted on our website, and shared with families early in the school year. Milk for lunch can be purchased using student IDs. No cash is accepted on a daily basis during lunch.

Students must have money in their account in order to eat a hot lunch. Students who have accumulated a lunch debt equal to the cost of 5 hot lunches will be given a cold sandwich and milk and charged \$0.75 instead of a hot lunch until their debt is cleared. Parents may also deposit lunch money using a credit card through Family Access - our online data base, which we strongly encourage parents to sign up to get access.

LUNCHTIME MILK AND MILK-BREAK MILK ARE SEPARATE

Students in Kindergarten have a daily milk break. Parents can choose to have children take a milk from school, or they can choose to send in an alternative healthy drink with their child. **Milk-break milk is not eligible for free/reduced pricing.** Students eligible for free/reduced lunch can get one free/reduced milk per day only during lunchtime. The milk-break milk is not part of this program, so any student taking a milk at this time is charged \$0.35. Students must have money in their account in order to receive milk. Students who accumulated a milk debt equal to the cost of 5 milks will no longer be able to receive milk, until the debt is cleared up.

Recess: Students are scheduled for outdoor recess one or two times daily depending on grade level. (See apparel section and Academics: Mandatory P.E. and Recess). Children will continue to go outside for recess even in cold weather. If the temperature is 18 degrees or colder, we will stay indoors. The principal will make the decision to cancel outdoor recess if necessary. Parents should see that children are properly dressed for adequate protection from the wet and cold weather.

MANDATORY PARTICIPATION IN P.E. AND RECESS: (including waiver of required classes) – A child may be exempted, for up to 3 days, from some or all physical activities when the appropriate excuses are submitted to the school by parent(s)/guardian(s). If a note is submitted by a person licensed under the Medical Practice Act, the child is exempted for the period of the note, but then must bring in a note from the licensed person to return to physical education. Alternative activities and/or units of instruction will be provided for a pupil who's physical or emotional condition, as determined by a person licensed under the Medical Practice Act, prevents their participation in the physical education courses. If the student is not participating in physical education, then the student may not participate in recess. – Board Policy 7:260

Please wear appropriate gym shoes for physical education. P.E. shoes with straps are not acceptable.

Discipline

Our staff desires for the school to run smoothly and for everyone to get along. This is not possible without some rules and policies. Our goals in the area of discipline include...

- Helping students develop self-control, respect, and to manage their own behavior.
- Helping students improve classroom performance through proper behavior during instruction.
- Improving overall school discipline through instruction.
- Maintaining a positive school atmosphere.

Maintaining an orderly and secure environment for our students is a crucial part of providing quality education. The classroom teacher will maintain discipline. Teachers will inform their students of classroom rules and routines and the necessary consequences for not complying with those rules. Students will be sent to the principal or his designee for disciplinary action after the teacher has first instituted steps to change and/or stop the disrupting behavior. The principal or his

designee will determine the appropriate consequences. This may include, but is not limited to, a warning, reteaching of expectations, loss of privileges, time-out in the office, detention, suspension, parent call and/or a request for a parent conference. In cases of serious disobedience or misconduct, which is dangerous to the safety of the student or others, parent(s) will be contacted immediately to arrange a conference. In-school or out of school suspensions may be given until the conference is held and a disciplinary action determined. In these cases, the first three steps of the disciplinary action may be waived.

Suspension Procedures

School officials will make all reasonable efforts to resolve the threat/and or disruption. They will suspend students only after all other available behavioral and disciplinary interventions have been exhausted, and the student's continuing presence would be detrimental to the learning environment or safety of the school and students. Suspension will be categorized as either short term (1-3) days or long term (4-10 days).

Short term suspension may be used if a student's continued presence at school would pose a threat to school safety or a disruption to other students' learning opportunities.

Long term may be used if a student's continued presence at school would pose a threat to the safety of other students, staff or the school community or substantially disrupt impede, or interfere with the operation of the school.

Dress

In order to maintain an effective learning environment, school clothing should be neat, clean, and appropriate. Gym shoes are needed for physical education classes. No chains on pants or jeans should be worn to school. Hats should not be worn in the building unless for spirit days or passes earned from a teacher. Any problems involving dress are handled on an individual basis.

Field Trips

We are fortunate to have many parents who are involved in their child's school day. One example of this is the availability of chaperones for field trips. We appreciate all who volunteer to help, and since we sometimes have more volunteers than we can take, we appreciate your understanding if we cannot accept your offer each time.

As a chaperone, we ask you to observe the following guidelines:

1. Save conferences about your students' academics for a later occasion
2. Leave younger siblings at home.

3. Be discreet – Sometimes a teacher may need to divulge private information to you about a student (e.g. medical condition), or you may overhear private conversations among the students. In either case, please keep the information to yourself unless there is an emergency.
4. Focus on all the children in your group.
5. Give feedback to the teacher. Pass along compliments your group or school may have received during the trip. Likewise, immediately report to the teacher if the children in your group behave in an unsafe or disrespectful manner. Don't wait until the trip is over.
6. Please don't be an "unofficial" chaperone. When other parents show up at field trip destinations, it causes problems for the teacher and school. Field trips are learning opportunities, not family outings.

Field trips are part of our educational program. As with other aspects of our program, if a students' behavior leads us to conclude that this different setting of the instructional program - which by nature will have a different supervision setting - will result in a safety risk for individual students, we may require that student have one of his/her own parents, or another adult family member agreed upon by the school and family, accompany as a chaperone. In order to chaperone, a signed volunteer agreement and background check must be completed and paid for by the parent. If the parent is unwilling or unable to comply, the student will remain at the school building with alternative activities on the day of the field trip.

PARENT INVOLVEMENT: VOLUNTEERS AND PARTY INFORMATION

Volunteers

We truly appreciate all who volunteer their time at school. In the interest of the safety and security of our students, the safeguards have been enacted regarding building volunteers.

School Volunteers ***Board Policy 6:250***

The District appreciates the efforts of all our school volunteers. For the safety and security of our students, the following safeguards have been enacted regarding building volunteers.

- All volunteers must go through volunteer training. Issues covered in the training include student confidentiality, acceptable behaviors, and other volunteer opportunities. Training will be scheduled by the building

- principals.
- Volunteers who may be working with students while not under the direct supervision of the classroom teacher (examples; field trip chaperones, reading helpers, recess supervisors) will be **required** to submit to a criminal background investigation prior to working with the students.
 - There may be a fee associated with the processing of the background check.

Skyward Family Access

Family Access is a web-based component of Skyward, that allows parents real time access to student information. This allows parents to know what is taking place at any moment. Parents can log in to see student attendance, health information, food service accounts, grading, fees and other information. Parents may sign-up in the school office.

Student Support Services

Social Worker Access

Manteno Elementary School offers social worker services. Parents may arrange an appointment to discuss any academic or social problems by contacting the school office.

Student Based Assistance Team

The Student Based Assistance Team (SBAT) is a problem-solving process that follows the RTI (Response to Intervention) model and involves several various stakeholders. The SBAT process looks at the teaching strategies, methods, student learning styles, materials, the learning environment, and the behavioral and learning needs of the student. Meetings are set up to discuss student progress, interventions, and data collection.

If a staff member and/or parent have a concern about a student's academic progress or behavior, they should contact a member of the SBAT team. The SBAT team will give the teacher documentation. Once documentation is complete, an initial meeting will be held. At the initial meeting, strategies for success, interventions, data collection, and student strengths will be discussed and put in place for implementation. Subsequent meetings will be scheduled to review data, student success with the interventions, next steps, etc.

Visitors

All visitors, including parents and siblings are required to enter through the front doors and proceed to the main office. The main office is located above the entrance that says Early Childhood Center. Visitors must sign in using the electronic ID system. Once approved, a print out tag will be available, and the guest must wear this at all times in the building. All visitors must return to the main office and sign out prior to leaving the building.

Visitors must comply with all school rules during their time on school property. Visitors should identify themselves and inform office personnel of their reason for being at school. A visitor who fails to conduct themselves in a manner that is appropriate will be asked to leave. If the situation escalates, local authorities may be contacted.

If you have any questions, please feel free to contact one of us.

Sincerely,

Matthew Glenn

Matthew Glenn

Principal

Manteno Elementary School

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Courtney Majerski

Courtney Majerski

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