

**WAYNE BUILTA
ELEMENTARY
SCHOOL**

2009-2010

PARENT-STUDENT HANDBOOK

Revised 7/22/09

“BUILDING A COMMUNITY OF WRITERS”

August, 2009

Dear Parents:

Welcome to the 2009-2010 school year at Builta Elementary School! Our all-school focus for this year is

BUILDING A COMMUNITY OF WRITERS.

This handbook is designed to provide you with important information about our school. I have tried to put information in a format that will provide you with a working knowledge of our procedures and important dates. Please read through the handbook and keep it as a reference throughout the school year. Let me know if there are other topics or procedures that you would like to have in next year's edition!

The staff and I welcome you to become involved at Builta throughout the year. We are available to answer questions, discuss concerns and celebrate the discoveries our students will make during this school year. We are all committed to building a strong community of learners, where students respect themselves, others, and property. Frequent and positive communication between home and school is one of our school-wide goals. Forming a partnership between home and school is essential for successful education to occur at Builta Elementary School.

Sincerely,

Randy VanWaning
Principal

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SCHOOL HOURS

The student day begins at 9:05 AM and ends at 3:35 PM. Each day begins with the Pledge of Allegiance and student announcements.

Due to supervisory schedules, students should arrive at school on Monday, Tuesday, Thursday and Friday **no earlier than 8:50 AM**. Students should arrive at school **no earlier than 9:00 AM** on Wednesdays. *See LATE START ARRIVAL PROCEDURES on page 22 for information regarding students who MUST arrive at 8:50 on Wednesdays.

OFFICE HOURS

The Builta Office is open each day from 7:45 AM to 4:15 PM. Our school telephone number is 226-4400, the attendance line is 226-4402 and the fax number is 226-4401.

ARRIVAL/DISMISSAL PROCEDURES

The safety of your children/our students is our first concern. The system now in place establishes a pattern for children to arrive and depart safely from Builta. School rules apply on the way to and from school.

There is no parking inside the circle drive while buses are present, during the times posted on the sign at the entrance to the circle drive or when orange cones are placed against the curb. Please be patient when buses, day care vans and students with special needs are given priority.

If you attend a school activity or event during the school day and plan to take your child with you when you leave before 3:35 please note that ALL STUDENTS MUST BE SIGNED OUT IN THE OFFICE BY A PARENT OR GUARDIAN.

Arrival Procedures Student arrival begins at 8:50 on Monday, Tuesday, Thursday and Friday. Student arrival begins at 9:00 on Wednesdays. *See LATE START ARRIVAL PROCEDURES on page 22 for information regarding students who MUST arrive at 8:50 on Wednesdays.

Please follow these safety guidelines for dropping off your children:

1. Drivers are to follow directions given by staff members supervising the vehicle drop-off area.
2. Turn into the entrance to the parking lot on the east side of the building and stay to your RIGHT instead of entering the parking area.
3. Do not block crosswalks or yellow zones; obey crossing guards.
4. Pull in as far as possible or to where directed in the drop-off lane. We want to get as many cars as possible out of the street.
5. Children are to get out of the vehicle on the passenger side as quickly as possible wherever you are stopped in the drop-off lane once you are beyond the service drive.
6. Do not pull around other vehicles to exit. Stay in order.
7. Drop and go! No drivers are to leave their vehicles.

8. Do not pass any vehicles in the drop-off lane.
9. Do not unload anywhere but the appropriate place in the drop-off lane.
10. Follow all seat belt and booster seat laws.

Students who are dropped off will follow these safety guidelines:

1. Students are to follow directions given by staff members supervising the vehicle drop-off area.
2. Students are to stay on the sidewalk at all times after exiting their vehicle. They are NOT to exit vehicles in the parking lot and cross the drop-off lane.
3. Students will enter the building using the rear gym door.

Students who walk to school will follow these safety guidelines:

1. Students are to follow the directions given by staff members supervising the front of the building.
2. Students should not arrive at school before 8:50 on Monday, Tuesday, Thursday and Friday, and 9:00 on Wednesdays, when supervision is provided and they are permitted to enter the building.
3. Students living west of Builta on the south side of Apple Valley Road may use any front entrance.
4. Students living east or west of Builta on the north side of Apple Valley Road must cross Apple Valley Road **ONLY** with the crossing guards at the painted crosswalks at Woodlet or Periwinkle. Establishing this pattern **with and without** parents will insure the safety of students. They may use any front entrance.
5. Students living east of Builta and on the south side of Apple Valley Road will use the sidewalk surrounding the parking lot and enter the building through the rear gym door. Students should not cross the entrance to the parking lot.
6. Students living south of Builta either east or west of Jonathan Way will walk on Jonathan Way to Apple Valley and enter from the **FRONT** of the building. Students should not walk through neighbors' yards to the back of the building. No supervision is provided at the back of the building.

Students who ride a bus or day care van will follow these safety guidelines:

1. Students are to follow the directions given by staff members supervising the bus/day care van pick-up area.
2. Students will follow all bus regulations found in this handbook on page 10.
3. Students will enter the building using the main entrance.

Dismissal Procedures

*PLEASE NOTIFY YOUR CHILD'S TEACHER IN WRITING
ANYTIME THAT YOUR NORMAL PICK-UP PLANS CHANGE.*

Please follow these safety guidelines for picking up your children:

1. Drivers are to follow directions given by staff members supervising the vehicle drop-off area.

2. Turn into the entrance to the parking lot on the east side of the building and stay to your **RIGHT** instead of entering the parking area.
3. Do not block crosswalks or yellow zones; obey crossing guards.
4. Pull in as far as possible or to where directed in the pick-up lane. We want to get as many cars as possible out of the street.
5. Children are to get in vehicles on the passenger side only when directed to do so by staff members supervising the pick-up area.
6. Do not pull around other cars to exit. Stay in order.
7. No drivers are to leave their vehicles.
8. Do not pass any vehicles in the drop-off lane.
9. Do not pick up children anywhere but the appropriate place in the pick-up lane.
10. Follow all seat belt and booster seat laws.

Students who are picked up will follow these safety guidelines:

1. Students are to follow directions given by staff members supervising the vehicle pick-up area.
2. Students will exit the building using the rear gym door.
3. Students are to stay on the sidewalk at all times until directed to get in their vehicle. They are **NOT** to cross the drive to go to vehicles in the parking lot.

Students who walk home will follow these safety guidelines:

1. Students are to follow directions given by staff members supervising the front of the building.
2. Students living west of Builta will use the front exit on the west side.
3. Students living east of Builta and on the north side of Apple Valley Road will use the front exit on the east side.
4. Students living east of Builta and on the south side of Apple Valley Road will exit the building through the rear gym door.
5. Students must cross Apple Valley Road **ONLY** at the painted cross walks at Woodlet or Periwinkle. Establishing this pattern **with and without** parents will insure the safety of students.

Students who ride the bus or day care van will follow these safety guidelines:

1. Students are to follow directions given by staff members supervising the bus/day care van pick-up area.
2. Students will follow all bus regulations found in this handbook on page 10.
3. Students will exit the building using the main entrance.
4. Students will wait for the bus or day care van to arrive in the designated area **AWAY** from the curb.
5. Students will stand in line in an orderly manner while waiting to board the bus.

Kindergarten Arrival Procedures *Supervision begins at 8:50 AM.*

AM Vehicle Drop-Off: Please follow student drop-off procedures listed above. Kindergarten students will be escorted by staff from the drop-off area to their classroom.

Walkers: Please walk your child to the far west front entrance. They will be met and escorted by a staff member to their classroom.

Bus and Day Care Van Riders: Parents of kindergarten and special education students are responsible to meet their child's bus each day or to designate a responsible individual to be with their child during pickup times. Kindergarten students will be escorted by staff from the drop-off area in the front of the building to their classroom.

Kindergarten Dismissal Procedures

PM Vehicle Pick-Up: Please follow student pick-up procedures listed above. Kindergarten students will be escorted by staff from the classroom to the exit area.

Walkers: Please meet your child at the far west front entrance. They will be escorted by a staff member from their classroom to that area.

Bus and Day Care Van Riders: Kindergarten students will be escorted from their Classroom to the bus or day care van. Parents of kindergarten and special education students are responsible to meet their child's bus each day or to designate a responsible individual to be with their child during drop-off times.

PLEASE NOTIFY YOUR CHILD'S TEACHER IN WRITING ANYTIME THAT YOUR NORMAL PICK-UP PLANS CHANGE.

ART/MUSIC/PHYSICAL EDUCATION

Each student will receive instruction in the following special areas:

- Art - 50 minutes once per week
- Music - 25 minutes twice per week
- PE - 25 minutes three times per week

PE Clothes

Students have PE three days a week for 25 minutes. They are responsible for wearing gym shoes on appropriate days. Gym shoes are basketball shoes, tennis shoes, and shoes that they can run in comfortably and also move side to side without risk of injury. ***NOTE: Loafers, boots, dress shoes, and high-heeled sport shoes are not considered gym shoes.*** If a student comes to PE without the proper shoes 3 times in 1 quarter, they will receive a written note to take home. After forgetting shoes the 4th time, the student's effort grade will be lowered. Students in kindergarten also need to wear gym shoes 1 day per week. A note will be sent home informing parents as to which day the students have PE.

PE Participation

In the event your child is recovering from illness or you have concerns regarding PE participation, you may request, in writing, that he/she not participate in PE for up to 3 days. After the third day, a doctor's note is required for exclusion. A note to the PE teacher to monitor participation keeps the PE teacher informed as well.

ATTENDANCE

Philosophy: Builta Elementary School's educational program is built on the premise that regular attendance and punctuality is vital to a student's success in school. Seeing that a student maintains regular attendance requires a cooperative effort by the student, parent(s) or guardian(s), and school personnel. The student who is frequently absent misses social interaction, class instruction and discussion, even though written work is made up.

Expectations: Builta Elementary School expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. The Builta staff will monitor each student's attendance and punctuality.

Reporting Absences: A parent must call the school each day his/her child will be absent at 226-4402. The attendance line may be accessed 24 hours a day. If we are not contacted by 10:00 AM, a parent or emergency contact must be called. In case of a known extended absence of one week or more, only one call need be made. If the illness is interpreted to be a contagious disease, readmission to school should be by a back-to-school permit signed by a physician.

Excessive Absenteeism: Builta Elementary School considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development and/or is more than 10% (i.e. 4-5 days per quarter) of the days school has been in session. Excessive absenteeism includes excessive tardiness of 10% or more. Letters from the Principal will be sent each quarter to notify the parents/guardians of any student who was absent or tardy more than 10% of the total attendance days.

Perfect Attendance Recognition: Each quarter students who have not been absent or tardy will be recognized. Any absence or tardy will disqualify students from receiving Perfect Attendance Recognition.

Make-Up Work: If a student is unable to attend school for two or less days, he/she will receive make-up work upon return to school and be given an appropriate due date. For extended illness or emergencies, a parent may call the office by 10:00 AM to request make-up work and come to the office at a prearranged time to get the work. If the extended illness results in an absence of more than two weeks, a homebound tutor may be available. Please contact the school office for more information.

Medical Documentation: Under certain circumstances, parents or guardians may be required to present medical documentation of physical or emotional conditions causing a student's absence.

Health Policies: The health policies listed below are recommended by the DuPage County Health Department and are followed at Builta Elementary School to maintain a safe and healthy school environment:

1. If your child is running a fever, the health department recommends the child's temperature be normal (98.6) for 24 hours **before returning to school.**
2. Do not send your child to school with a consistent cough or runny nose, as this infects other children.
3. Keep children home for 24 hours **after vomiting and flu symptoms** subside. This helps to ensure a healthy reentry into the classroom.
4. Please report **all** cases of strep throat and strep-related infections to the school nurse or health aide.
5. All communicable diseases (chicken pox, head lice, impetigo, mumps, measles, etc.) are required to be reported to the school nurse. There are specific requirements and regulations for readmission to school after communicable diseases.
6. Please do not send children to school with diarrhea or vomiting.
7. A student who has been absent from school for more than 5 days or who has a communicable disease must present a physician's release for readmission to school.
8. If a rash is present, it needs to be evaluated by a physician. A diagnosis of the underlying cause should be elicited before readmittance to school.
9. If there are signs of conjunctivitis ("pink eye") with matter/ drainage in one or both eyes, itching, redness, or crust on the eyelid, the child needs to be evaluated by a physician. Antibiotic therapy needs to be maintained for 24 hours before readmittance to school.
10. Parents **must report absences** to the office by 10:00 AM.
11. Please keep your emergency phone numbers and contacts updated!

Again, your help and cooperation in maintaining a healthy school environment is most appreciated. If you have questions, please contact our School Nurse or our Health Aide.

Vacations: Every effort should be made to not have students miss school for vacation purposes. When absence occurs due to a vacation, **students will not receive homework in advance.** Experience has shown that it is difficult at best for teachers to accurately predict what homework will be and for students to do homework properly on vacation. Upon return to school, students will receive make-up work and an appropriate due date.

Resources and Supportive Services: The following resources and supportive services are available to students with attendance problems and their parents or guardians: conference with school personnel or any other appropriate support team members, or referral to community agencies for appropriate service.

Tardiness: All students must be in their classroom by 9:05 AM on Monday, Tuesday, Thursday and Friday, and 9:15 on Wednesdays, ready to start the day. Please note: students may enter the building at 8:50 AM on Monday, Tuesday, Thursday and Friday, and 9:00 on Wednesdays and go directly to their classroom.

- Walkers who arrive at school after 9:05 AM on Monday, Tuesday, Thursday and Friday, and 9:15 on Wednesdays must report to the main office for a pass. Parents will be notified.
- Parents who bring students to school after 9:05 on Monday, Tuesday, Thursday and Friday, and 9:15 on Wednesdays must accompany them to the office and sign the student in.

BADGER BOOK TIME

We value the importance of recreational reading! All Builta students, staff, visitors and volunteers will participate in a 20-minute All-School Badger Book Time each week.

BANK AT SCHOOL

The *BUILTA BADGERS BANK* will be open again this year! Builta Elementary School has a business partnership with First American Bank. By participating in this program, students will learn important financial skills through hands-on experience. The State of Illinois Treasurer's Office also provides educational materials to schools with Bank At School programs. The Bank At School program offers students a chance to open savings accounts and make deposits to their accounts on regularly scheduled Bank At School days. Withdrawals can only be completed at the First American Bank. If you have any questions regarding your account, please contact First American Bank, 1290 W. Boughton Road, at 630-679-5601.

Please follow these Bank At School guidelines:

- All deposits are to be in an envelope with your child's name and grade on it.
- Only small amounts of change can be accepted due to time restraints. Please...no large bags of loose coins.
- Students will go directly to the *BUILTA BADGERS BANK* upon entering the building. All deposits will be made before students go to their classroom.

The *BUILTA BADGERS BANK* will be open from 8:50-9:00 AM on scheduled Tuesdays. Please refer to the Builta Calendar for dates.

BEHAVIOR AT SCHOOL

We believe and expect that all students can behave appropriately at school. All expectations build on the premise that respect for oneself, other individuals and property is key to establishing a safe, positive school climate. Our school-wide focus is on positive behavior.

We continually promote positive behavior by recognizing respectful and appropriate choices. Our goal is to provide an organized and positive learning climate for all students and staff. We will not allow any student to disrupt teaching/learning time.

Student behavior is purposeful and need based. Students need positive behavioral instruction as well as consistent discipline policies. Therefore an effective school-wide approach to behavior needs to include strategies that are preventative, instructional, problem solving in nature, and must offer dignified ways to develop responsible and respectful leaders.

We believe that the most successful schools have teams of educators who actively teach students how to be respectful, define behavioral expectations, monitor and follow up on student behavior and acknowledge appropriate behavior. Builta Elementary School has developed a plan for responsible behavior that encourages personal growth and learning. This plan includes clear expectations, methods for teaching and encouraging expected behaviors, and strategies for discouraging problem behaviors.

An explanation of behavior expectations will be sent home from your child's teacher. Please review these expectations with your child. Parents, teachers and school officials are all partners in helping students behave appropriately. Communication between school and parents facilitates positive support for students. Parents will be contacted by teachers, the Student Services Coordinator or the Principal as one of the steps in the intervention and problem solving process.

Maintaining a safe and positive learning environment for all students is a high priority at Builta Elementary School. Any actions that compromise student safety, including any form of harassment, bullying or threats of violence, will be taken seriously and will not be tolerated. These situations will be handled by the Student Services Coordinator or the Principal and parents will be notified.

Badger Keys To Respect

Behavioral expectations are clearly communicated to all students by all Builta staff members. Students are expected to respect themselves, others, and property in all school settings. Student rights and responsibilities are an integral part of Builta's behavioral expectation instruction. Posters are displayed in all areas of the building describing appropriate behavior. Please refer to the Badger Keys To Respect at the end of this handbook.

Power Paws

This program encourages the positive behaviors we want to see from all students. It is a positive reinforcement system that goes along with our mascot, the Builta Badger. When a staff member sees any student modeling one of our focus behaviors or any desirable behavior, the student can receive a Power Paw certificate. This reinforcement is purposefully designed to be random in nature. Our monthly character focus is in the school agenda notebooks used by grades 2-5. Information will be shared with parents via the newsletters: *Builta PTA Broadcast* or *Builta News To Use*.

The Power Paw certificate consists of three parts: the Paw which will be posted in the office hallway, a coupon which is put into a drawing for ice cream and a description of the behavior being recognized which is to be taken home and shared with parents.

Power Paw Assemblies

Approximately once a month an all school Power Paw Assembly will be held. Parents and siblings are invited to attend. Dates for these assemblies are on the Builta Parent Calendar. The assemblies begin at 9:10 and are approximately 20 minutes long. **PLEASE CHECK WITH THE OFFICE TO VERIFY THE TIME IF YOU PLAN TO ATTEND.** Visitors are asked to leave the building immediately after the assemblies.

The Power Paw assembly begins with everyone saying the Pledge of Allegiance and singing our school song. The focus behavior for the next month is then introduced. Teachers recognize students from their classroom who have displayed the focus behavior from the previous month. These students receive a certificate, have their picture taken as a group and have ice cream at the next lunch time. A drawing from Power Paws turned in is also held to randomly select several students from each class to have their picture taken and have ice cream at lunch. Pictures from the assembly are posted in the small glass display case in the office hallway.

BICYCLES/SCOOTERS/SKATEBOARDS/ROLLER BLADES

Students have the opportunity to ride bicycles, scooters, skateboards or roller blade to school. Once students are on school property the following rules must be followed:

- Bikes and scooters are to be walked and locked in the bike racks during the school day.
- Skateboards must be carried and locked in the bike racks during the school day.
- Roller blades must be removed and replaced with appropriate footwear.
- Rolling backpacks must be carried inside the building for safety purposes.
- Students must obey all traffic rules when traveling to and from school.
- Safety helmets are strongly suggested.

BIRTHDAYS

Birthday Recognition:

- Birthday recognition is important at Builta! Each student is honored by having their name read during the morning announcements, receiving a birthday pencil from the office, and receiving a special birthday greeting from the LMC on or as close to his/her birthday as possible. Students with summer birthdays will be recognized in spring!
- NO edible birthday treats are to be sent to school for distribution. Please check with your child's classroom teacher for other ways to honor your child's birthday. Your cooperation will help ensure safety for all our students. Everyone is encouraged to participate in the Builta Birthday Book Club--see below.
- Birthday parties for staff or students are not held in classrooms or in the multipurpose room during lunch.

- *Information regarding collecting money and/or recognizing staff will NOT be sent home via backpack mail.*
- **Should you find it necessary to distribute invitations to your child’s birthday party at school, invitations must be provided for all students in the classroom. Otherwise, invitations will need to be mailed. We are sorry, but for safety reasons, our office cannot release addresses or phone numbers of students.**

Builta Birthday Book Club: This program invites each student and staff member to donate a book of his/her special choosing to the LMC on his or her birthday. The LMC Director will have a selection of books from which students and staff may choose. The cost will be no more than \$15.00 per book, but could be less according to the list price. The first Wednesday of each month all students who have chosen to participate in the program will go to the LMC after morning announcements. A photo of the student and a special bookplate will be placed in the book indicating who donated the book and the student’s birthday. The book will then be checked out to that student. Staff members also have photos and special bookplates placed in their books.

BUS TRANSPORTATION

All school rules apply at bus stops and on the bus. A list of bus routes is available in the school office.

Students living in the following areas WILL be bussed to Builta this year:

1. NORTH of Boughton
2. WEST of Jonathan Way in Fairways of Augusta:
Crenshaw Creek, Trevino Court, Pampus Circle,
Heather Court, Snead Street (WEST of Jonathan Way)
and Rae’s Creek Drive (WEST of Jonathan Way)

All students living in Fairways of Augusta EAST of Jonathan Way are walkers.

Parents will have a new way to access student bus route information this year. Starting August 15, parents will be able to visit the district’s website and type in their home address to access bus route information. The district is launching this new user-friendly system to provide more accurate information that can be easily updated for parents. All kindergarten through fifth grade students will have assigned seats on the bus. Students will select their own seats once school begins and can change seats at the semester. These changes are being made to assist with student safety and management on the buses.

If your child will not be riding the bus on any particular day, please send a note stating that he/she will not be riding the bus and who will be responsible for picking him/her up.

Students may ride only their assigned bus. These students may not bring “guests” home with them on the bus.

For additional bus transportation information please call the Builta office or refer to the district handbook.

In order to provide the safest and most efficient transportation, the district has developed certain rules and expectations, which will be enforced. We ask that students and parents familiarize themselves with the following information and encourage observance of these guidelines and regulations:

1. Obey the driver.
2. Remain in your seat. **NEW THIS YEAR:** students will be assigned seats.
3. Keep head and hands inside the bus.
4. Do not throw objects on or from the bus.
5. Do not eat or drink on the bus.
6. Be at your bus stop 5 minutes before the scheduled time.
7. Be courteous to classmates and neighbors at bus stops and while traveling on the bus. Use appropriate language.
8. Students will exit the bus in a safe, orderly manner.
9. All school rules apply at bus stops and on the bus.

If a student violates a safety regulation, the following disciplinary action will be taken:

1. Disciplinary referral filed and parent notified.
2. Disciplinary action recommended:
 - 1st offense—warning, 2nd offense—disciplinary consequences,
 - 3rd offense—possible bus suspension
3. If it is in the best interest of the school and the safety of the students riding the bus, an immediate bus suspension may be imposed without the 1st offense warning.

CONNECT-ED

District 204 uses the Connect-ED service as part of its school-to-parent communications. Connect-ED allows the district to send phone messages in an emergency and also provides principals with a way to keep parents informed by sending messages to families regarding school programs, testing schedules, and major school events.

EARLY DISMISSAL

A request to have a child dismissed early should be sent in writing with the child on the morning of the dismissal. Parents must come to the school office to pick up their child and to sign them back in if they return that day. We will send for your child as you sign them out for dismissal. A child will be released only to their parents unless other arrangements have been made.

EDUCATIONAL SUPPORT

The Builta staff believes in assisting all students to reach their potential. Differentiation is used within the classroom to meet the needs of all learners in a variety of curricular areas as needed. This can be done through alternative spelling lists, questioning techniques, guided reading groups, contracts, and alternative projects/products. Support teachers, reading improvement, English as a second language and gifted teachers

are available in our building. A speech and language therapist, social worker and psychologist are available as well. We will make every effort to meet the needs of every child.

Gifted

Project Arrow is District 204's gifted program designed for those students who demonstrate high performance in intellectual and academic areas. Identification is based on achievement and ability as demonstrated by the Stanford Achievement Test and the Otis/Lennon Test. Class performance, teacher input, and a point-system referral form are also part of the identification process. Identified students are provided direct contact time with a gifted resource teacher. Any parent who wants his/her child considered for the program or who wishes more information should contact the student services coordinator.

EMERGENCY DELAYED DISMISSAL

If severe weather conditions exist at dismissal time (tornado warning, high winds, severe thunderstorm and lightning), consideration is given by the district to announcing an EMERGENCY DELAYED DISMISSAL, whereas students are retained at school. When informed by the District Office that there will be a delayed dismissal, the following procedures will be followed:

1. Announcement made to students and staff of delayed dismissal.
2. Students and staff instructed to remain in safety areas of classrooms until all-clear signal.
3. Parents who wish to pick up students during this time are required to sign them out prior to release. Parents must enter and assemble in the office for instructions and must sign out students with the office. Students will be called from their classrooms by the office. Under no circumstances should a parent pick-up their child directly from their classroom. Students with their parents are to exit through the front main doors.
4. Parents may sign out only their own child—no friends or relatives without written permission.
5. No buses or vans are released during an emergency delayed dismissal.
6. All-clear announcements signal general dismissal for release.
7. Builta's staff will help monitor and assist parents and students during the emergency delayed dismissal.

This plan offers students safety and a secure/calm atmosphere within the building. Parents are responsible for reviewing and developing pick-up plans for students under these emergency situations. With the unpredictable spring weather, parents are also encouraged to listen to radio announcements and watch TV for weather reports that may affect our school dismissal.

EMERGENCY INFORMATION AND PROCEDURES

Emergency information is located in all classrooms and offices in our building. An emergency information bin is hung on the wall near the door to each room.

A sufficient number of fire, tornado and emergency drills will be held during the year in order to familiarize the students with the alarm sound and procedures.

Our school is equipped with a warning system radio for severe weather bulletins. During tornado warning conditions, all students are directed to designated areas of cover within the building.

EMERGENCY PARENT CONTACT INFORMATION

It is of the utmost importance that your emergency telephone numbers listed on the registration form and health form be current. As changes occur during the year, please contact the office to revise information.

In case of accident or illness of a student at school, this procedure will be followed:

1. Provide immediate first aid.
2. Phone parent.
3. Contact school nurse (depending on severity).
4. If parents are unavailable, phone the emergency contact.
5. If the parents and emergency contact are unavailable, phone family physician.
6. If the parents, emergency contact and doctor are unavailable, 911 will be called. School District 204 does not assume any financial obligation.

EVENING EVENTS

Students must be accompanied by an adult for all activities.

EXTRACURRICULAR ACTIVITIES

A wide range of extracurricular activities will be offered to Builta students this year. Activities include band and orchestra for grade 5 and chorus for grades 4 and 5. A variety of other programs which will meet after school are available primarily for grades 3-4-5. All clubs or extracurricular activity groups will have appropriate adult sponsorship. There will be no formation of any exclusive clubs.

Permission slips are required for all after school activities. Parents will give their permission for students to attend, state how students will get home after the event and provide pertinent medical information. More information concerning these activities will be sent home by each sponsor at a later date.

DISMISSAL PROCEDURES FOR EXTRACURRICULAR ACTIVITIES

The safety of your children/our students is our first concern. The system now in place for dismissal from after school activities establishes a pattern for children to depart safely from Builta.

Please follow these safety guidelines for picking up your children:

1. Drivers are to follow directions given by staff members supervising the vehicle drop-off area.
2. Turn into the car pick up drive on the east side of the school and stay in the lane to your right--next to the curb.
3. Pull in as far as possible or to where directed in the pick-up lane. We want to get as many cars as possible out of the street.
4. Children are to get in vehicles on the passenger side only when directed to do so by staff members supervising the pick-up area.
5. Drivers are asked not to leave their vehicle.
6. **DO NOT PICK UP CHILDREN ANYWHERE BUT THE APPROPRIATE PLACE IN THE PICK-UP LANE.**

Students who walk home will follow these safety guidelines:

1. Students are to follow directions given by staff members supervising the dismissal.
2. Students must cross Apple Valley Road **ONLY** at the painted crosswalks at Woodlet or Periwinkle.

All Builta sponsored after school activities end at 4:30. If you need to pick-up your child before that time please arrive at Builta before 4:15. Ring the bell and the office will let you into the building. Please report to the staff supervising the after school activity before leaving with your child.

FOOD

Students in grades 1-5 will be given an opportunity to eat a nutritious snack in the morning or afternoon depending on their grade level's lunch time. Students should bring snacks that are nutritious and that do not require preparation or a spoon or fork. Snacks should be small in quantity.

Some suggested healthy foods are: apples, grapes, bananas, peaches, peeled and sectioned citrus fruits, raw vegetables, popcorn, pretzels, cheese and crackers. Candy may not be eaten and other sweets are discouraged.

All students may have a water bottle with them in classrooms at all times. No other liquid is allowed.

Every attempt is made to limit the amount of food being eaten in classrooms to minimize problems related to student allergies, clean up and mice or ants. Students are not permitted to bring edible treats to share with the class.

GRADING

Teachers use frequent, ongoing and varied evaluation instruments to determine grades.

The grading scale for Indian Prairie's elementary schools follows:

Grade K **Progressing satisfactorily OR Additional help or growth needed**

Grades 1-2

S+	Demonstrates strength
S	Satisfactory progress
I	Showing improvement
N	Needs to improve
U	Unsatisfactory progress
N/A	Not applicable to quarter

Grades 3-5

A	91-100
B	81-90
C	71-80
D	65-70
F	64 and below

Report Cards

Dates for report cards are listed on the events calendar in this handbook. Grade K report cards are sent home for the 2nd, 3rd, and 4th quarters only. Quarter 1 kindergarten assessments are discussed at the Parent/Teacher Conference in November.

HALLWAYS

At all times students must walk quietly in the halls.

HOMEWORK :

INDIAN PRAIRIE UNIT DISTRICT 204 ELEMENTARY HOMEWORK STATEMENT

The following information supports District 204's Homework Policy 725.03, current research, and the philosophy and practices of elementary school educators.

Please keep in mind as homework is assigned and completed that homework benefits student learning when it connects to, not replaces, direct instruction. It should be used for remediation, meaningful practice, and to expand concepts taught in the classroom.

The following specifics support positive, productive homework as a tool for learning:

- The "Ten Minute Rule" should be applied as a general rule for homework assignments; ten minutes multiplied by the grade level per night. (up to 10x1 for kindergarten, 10x1 for first grade, 10x5 for fifth grade, etc.) These minutes represent a total expectation from all teachers with which a child works but do not include independent reading. The time requirements and the frequency of homework will vary according to each student's abilities, grade level, and the subject matter; however, if a child is consistently devoting time beyond the "Ten Minute Rule", parents should contact the classroom teacher. Workload adjustments, time management improvements, and/or motivation strategies are examples of ways to address such issues.
- Projects assigned as homework should be included in the "Ten Minute Rule."
- Nightly study to include homework assignments should occur on weeknights only. Weekends and vacation periods will be avoided for specific assignments unless students are making up work previously assigned. Independent reading is encouraged on a routine basis, including over the weekend and during vacation periods.

- Once homework is assigned the teacher is responsible for appropriate follow through until the assignment is completed with feedback offered in a timely fashion.
- It is appropriate for parents to answer occasional questions or provide guidance regarding an assignment. It is not appropriate for parents to do most of the assignment for their child. It is not appropriate for an assignment to require a parent to be the primary instructor. If parents feel that their child is particularly struggling with an assignment or is confused, parents should contact the classroom teacher.

Make Up Work:

- Make up work is determined by the teacher involved. Considerations include length of absence and nature of absence.
- When a student has been absent for three or more days, teachers will provide homework as appropriate given adequate time to prepare. A teacher might advise alternative assignments such as keeping a journal and assigning some reading when appropriate. Parents are asked to keep in mind that much of what happens in class (direct instruction, discussions, activities, informal assessing, group work, etc.) cannot be made up by sending paper/pencil work home.
- Upon return from an absence, students will submit make-up work in a timely fashion, generally within one to two days for every day absent.

Grading:

Assessment of student learning should occur in conjunction with instruction. Grades for that student learning should be based solely on academic achievement that takes place during instructional time. Therefore, although it is appropriate to provide feedback to students on their quality and completion of homework, their effort, behavior, and attendance, this feedback should be kept separate from that provided on academic achievement.

NOTES TO PARENTS REGARDING THE REVISED HOMEWORK STATEMENT:

During the course of the 2008-2009 school year, the District #204 elementary school principals conducted an in-depth study on the topic of homework in order to guarantee that the district was current with best practices.

Several interesting results were found. They included:

- The focus on the purpose of homework should be student learning not compliance. Teachers know that certain learning skills require practice to perfect, and often homework is used for practice. Research confirms that mastering a skill requires focused practice (Marzano et. al, 2001.)
- Research does seem to verify that a small amount of homework may be good for learning, but too much homework may be bad for learning. Up to a point, homework appears positive, but past the optimal amount, achievement either remains flat or declines. Curiously, the research about the appropriate amount of homework for different grade levels is already consistent with an informal guideline that many teachers already practice – the “ten minute” rule (Cooper, 2007.)

- All homework can be used to check for understanding if we convince students not to be threatened by grades. Grades are not necessary for learning to take place. Grades on homework often get in the way of learning, demotivate students, and create power struggles between students and teachers and between students and parents (Guskey, 2003).
- The goal of assessment of learning should be to keep failure at a minimum and to maintain learner's confidence – the opposite occurs when homework is graded. The most important question to ask about grading homework is “What is the effect on future learning?” (Stiggins, 2007.) Priority must be given to tasks that do not cause students to give up.
- All homework should receive feedback. Moving from grading to feedback encourages student ownership of learning. Allowing students to take control of their learning makes learning personal (Guskey and Anderson, 2008.)

As a result of these findings, the principals with input from the teachers revised the District #204 homework statement in order to confirm that reasonable time-limited homework, which provides feedback to our students, is still important to the learning process. Although homework will not be graded, the practice it provides is key to the learning process. Generally, most students will not receive good grades if they do not practice.

HOMEWORK TIPS FOR PARENTS

Facilitating the learning of your child is the primary focus of the District #204 elementary staff. As a result, we understand the importance of an on-going partnership with our parents and students as they attempt school work at home. The following guidelines and tips are offered to assist you and your child to be successful:

Parents are encouraged to

- Ask your child what they are studying in school.
- Ask your child to show you homework assignments.
- Assist your child in organizing homework materials.
- Help your child formulate a plan for completing homework.
- Provide an appropriate space for your child to do homework.

Parents may if they wish.....

- Help your child interpret assignment directions.
- Proof read your child's work, pointing out errors.
- Read aloud required reading to your child.
- Give practice quizzes to your child to help prepare for tests.
- Help your child brainstorm ideas for papers or projects.
- Praise your child for completing homework.

Parents should not.....

- Attempt to teach your child concepts or skills the child is unfamiliar with.
- Complete assignments for your child.

Allow your child to sacrifice sleep to complete homework.

Contact the teacher if.....

- Your child refuses to do their assignment
- Instructions are unclear
- Your child can't seem to get organized to finish assignments
- You can't provide the needed supplies or materials
- Neither you nor your child understand the purpose of the assignments

(Vatterot, 2009) (Pandu, 2005)

LATE START ON WEDNESDAYS:

District 204 is adjusting the starting time for students on Wednesday mornings for the 2009-2010 school year. We believe this change will benefit our students through providing school-wide professional development opportunities for our teachers. This block of time for teachers to work collaboratively on improving student learning will occur each Wednesday before school. Elementary teachers will have 75 minutes before school. The start of the school day will be 9:00.

Parents who must drop off their children at 8:50 on Wednesdays are to use the same drop-off lane to the east of the school that is used for all morning car rider arrival. A staff member will be there at 8:50 and escort students to the MPR. Students are to bring a book to read until they go to their class at 9:00. Regular morning car rider arrival procedures will be followed from 9:00-9:10 on Wednesday mornings. As always, **DO NOT** drop-off your child if there are no staff members present.

LIBRARY MEDIA CENTER (LMC)

Our LMC is integrated into the curriculum and is central to the learning process. The LMC is a service center for all students and a computer lab is located in the LMC. Students will have the opportunity to learn about and effectively use the resources available in the LMC as well as choose personal reading books.

Book Fines:

- Students who lose or misuse textbooks will be charged an additional fee based on the decreased life of the book. Reasonable wear is accepted but fines will be imposed for excessive wear or damage.
- Students who damage or lose library books will be charged the cost of the book plus a processing fee in order for the book to be replaced.

LIST SERVE

GET CONNECTED TO BUILTA NEWS! If you have an internet connection at home or work please subscribe to the Builta News list. **Go to our web page and click on**

the icon on the right side of the home page OR send an email to builda-news-on@ipsd.org or contact the Builda office for assistance.

LOST AND FOUND

Please clearly label your child's clothing and other articles with his/her full name. Remind your child to check for lost items in the bin in the multi-purpose room. Feel free to come in to look for lost items.

LUNCH

District 204 provides a thirty-five minute lunch/recess period for students in grades K-5. Students have a 20 minute lunch period followed by a 15 minute recess period. The current Builda Lunch/Recess schedule will be on the website before the beginning of school.

Lunchroom Behavior Expectations: We expect students in the lunchroom to respect the rights and property of others. Good manners are essential. Students may lose recess/lunch privileges if they choose not to follow these rules. Please review these basic behavior expectations with your child:

- **Walk in the lunchroom**
- **Remain in your seat unless you receive permission to leave.**
- **Talk quietly.**
- **Raise your hand and wait for help.**
- **Students must eat only their own food.**
- **Never throw food.**
- **Clear the tables and floor in your area.**
- **Builda encourages students to REDUCE, REUSE, RECYCLE.**
- **ALL LIQUIDS WILL BE DISPOSED OF IN THE LUNCHROOM.**

Forgotten Lunches: Students who have forgotten their lunch will be given food provided. A note will be sent home indicating payment is due.

Milk: Chocolate and white milk is available at all lunches every full day of school. Milk is included in the purchase of a hot lunch.

Hot Lunch Program: Sack lunches are needed unless participating in the hot lunch program. Please contact the office for information regarding the online payment for lunch and milk: Meal Pay Plus.

Food Allergies: A separate table is provided in the lunchroom for students whose food allergy requires them to have special seating. Arrangements for other students to sit at these tables are made through their classroom teacher. Any person sitting at the table is required to follow food restriction guidelines.

Parents and Guardians joining students for lunch:

- **All visitors must report to the office to sign in and receive a visitors badge.**
- **Visitors will remain in the office until the lunch for that student begins.**

- Following lunch, visitors must report back to the office to sign out.
- Due to space limitations NO siblings may join students for lunch--parents and guardians only.
- In most cases there is not enough room at the tables for parents and guardians to sit--they will need to be prepared to stand at the table.

MAIL DAYS

- **Wednesdays:** Builta school and PTA information will be sent home on Wednesdays whenever possible. When handouts must be sent home, the oldest family member enrolled at Builta will receive them. In order to conserve paper, we will be sending emails with as much information as possible.
- **Fridays:** Other informational items and community announcements will be sent home on Friday. In order to conserve paper, most information will be available on the District 204 website.

MEDICATION POLICY

If your child will need to take medication during the school day, it is important that you review the district policy concerning medication. Please contact the Nurse or Health Aide at Builta.

MONEY

Any money sent to school for hot lunch, field trips, book orders, etc. **MUST BE IN THE FORM OF A CHECK OR MONEY ORDER. DO NOT SEND CASH.** Please put the check or money order in a sealed envelope marked with the child's name, teacher's name, purpose for the money and the amount enclosed.

NEWSLETTERS

NEWS TO USE is the Builta Staff newsletter and is available on our web page. Articles written by staff are updated each month. The ***BUILTA BROADCAST*** is published by the Builta PTA. It is also available on our web page.

Enjoy reading these newsletters and reinforcing school activities with your child! Contact the Builta Office if you want to request a paper copy of either newsletter.

PARENT/TEACHER CONFERENCES

Dates for parent/teacher conferences are listed on the events calendar in this handbook. This is an important time to share information. At Curriculum Night in September, sign-up sheets will be available on which you can schedule a conference time. We look forward to seeing you.

PARTIES

Special room parties are sponsored by the Builta PTA three times each year. These parties are listed on the events calendar in this handbook. Parents and guardians must sign in before going to the classrooms. Due to limited classroom space, siblings are NOT allowed at the school parties. Parents or guardians setting up for room parties may go to classrooms at 2:00. Room parties will be held from 2:15-3:00. Parents are asked to exit the building at 3:00. Children going home with parents MUST be checked out in the office before exiting the building.

PARKING

We welcome parent volunteers and they may park in the visitor area of the circle drive or the staff lot on the east side of the building. PLEASE be advised that vehicles are prohibited from entering and exiting the circle drive from 8:45 to 9:05 and 3:15 to 3:50. Cones are used to indicate a restriction of normal traffic flow through and parking in the circle drive. Please note that there is NO parking along the curbs in the circle drive during Power Paw Assemblies, PTA Room Parties and other all school events to allow for bus and emergency vehicle access. *Student safety is always our first concern.*

PTA

The Builta PTA, an affiliate of both the Illinois and National PTAs, seeks parent membership and support in the many projects, events and activities throughout the year. Builta is also represented on the District 204 Indian Prairie Parents' Council (IPPC) which works for the betterment of the entire school district. General membership meetings, as well as other PTA activities, are included in the events calendar.

RECESS

All students have a 15 minute recess after lunch. During recess students will be able to enjoy the playground except for days of extreme weather. Please make sure your child is dressed for the outdoors. All students will participate unless a doctor's note is provided.

Playground Guidelines:

- Students are not to play on the playground equipment before or immediately after school. *Please be aware that the playground is not supervised before or after school.*
- The playground is restricted to school use only before school, during all recesses and whenever a class is outside during the school day.
- Weather conditions may necessitate some restrictions of recess activities.
- Student safety is the number one concern during recess.

SCHOOL AGENDA NOTEBOOK

Students in grades 2-3-4-5 are given a Builta School Agenda Notebook. It is expected that they will use this to record daily and long term assignments. The monthly all-school focus is highlighted in the notebook. There is a \$3.00

charge for a second notebook.

SCHOOL CLOSINGS

In cases of bad weather or dangerous road conditions, school closing or early dismissals may be announced.

PARENTS WILL BE CONTACTED BY THE DISTRICT VIA CONNECT-ED. Please check the District 204 website or tune your radio to one of the following stations:

WMRO 1280 AM, WMAQ 670 AM, WGN 720 AM, or WKKD 96 FM.

If bad weather develops during the day, please listen to the radio for instructions. Refer to page 12 for Emergency Delayed Dismissal information. Your child will be safe at school.

SCHOOL COLORS, MASCOT, SPIRIT DAYS, SONG

Our school colors are navy blue and white. Our mascot is a friendly badger! Every Friday and Power Paw Assembly days are **SPIRIT DAYS** at Builta. Staff and students are encouraged to wear Builta Badger clothing or dress in our school colors. The words to our school song can be found at the end of this handbook.

SCHOOL DRESS

Please refer to the District 204 Parent Student Handbook for the complete Policy Statement on School Dress. Hats, head coverings (i.e. scarves, hoods), jackets, coats and gloves are not to be worn in classrooms. Students must remove their head coverings upon entering the building. Religious head coverings are exempt.

Wheeled sneakers—heelys--footwear with roller blades built into a tennis shoe are not to be worn to school or on school grounds in the interest of student safety.

SEXUAL HARASSMENT/SEX EQUITY/DRUG FREE SCHOOLS

The Indian Prairie Board of Education has formally adopted policies concerning sexual harassment, sex equity, and drug free schools. Copies of these policies are on file in the school office and at the District Education Center located at 780 Shoreline Drive in Aurora.

STUDENT INSURANCE

Student insurance is available for purchase. If interested, insurance information is available in the office. Follow instructions provided on the insurance envelope.

TECHNOLOGY

Builta is fully wired for voice and data. Each classroom has a link to the outside world with voice mail, e-mail and full access to the internet. Students are required to have a signed (by parent and student) Acceptable Use Policy (AUP) on file in the LMC. This will

allow them supervised access to the internet for school related projects. The LMC as well as each classroom are home to computers used to support and enrich the curriculum. Each staff member has voice mail and an e-mail address.

Parents and guardians are encouraged to sign up on the Builta List Serve to receive school related notifications via e-mail.

TELEPHONE USE/MESSAGES

Our primary goal is to provide a learning environment free from disruption. It is for this reason that parent cooperation is requested in helping students be aware of dismissal procedures, after school events and other special arrangements before coming to school in the morning. Your cooperation is appreciated with the following:

- Students should not expect to use the telephone.
- Students will not be called from class to answer telephone calls unless in an emergency.
- Messages will not be delivered unless in an emergency.
- Plans for after school should be made before school.
- A pay telephone is available near the gym for public use during after-school activities. No student will use the pay telephone during the school day.

At the beginning of the school year, teachers will provide their voice mail numbers to parents. The ringers for classroom phones are turned off during the day, but messages can still be left for the teachers. Teachers check their voice mail at the end of each school day.

VALUABLES

As stated in the District 204 Parent Student Handbook, students are cautioned not to bring money, cameras or other valuables to school. The school is not responsible for articles that are lost or stolen. Students should not leave valuables at school,

VISITORS

ALL exterior doors are locked. Please ring the buzzer located on the left wall outside the main front doors for admittance into the building. You will be greeted on the intercom by someone in the office and the far left door will then be opened. There is a video camera focused on the area immediately in front of the far left door next to the buzzer. If you are not recognized by the staff member responding to the buzzer you will be asked to identify yourself and state your purpose. We appreciate your patience and cooperation.

All visitors, even parents, are required by State Law to report directly to the office upon entering the building. Everyone must sign in/out and state the purpose of their visit. Each visitor will be issued a visitor's tag to wear while in the building.

All persons are required to make prior arrangements before visiting a teacher and/or classroom at least 24 hours in advance. It is most important that the classroom instruction not be interrupted for individual matters. As always, students' safety and good educational practice are our main concerns.

WEB PAGE

Please visit our web page at www.ipSD.org/builta. Our Parent-Student Handbook, PTA Newsletter and other informational items may be found there.

BADGER KEYS TO RESPECT

Respect yourself

Respect others

Respect property

BUILTA SCHOOL SONG

**We're the Builta Badgers and we're here to stay,
To learn, live and play every day.**

**We are blue and white and do what's right,
Our pride and our future are bright!**

**Let us give a cheer for the Badgers are here,
Together we have no fear.**

**And if we try, we can reach the sky,
Keep your eye on the Badger pride!**

B-A-D-G-E-R-S

BUILTA BADGERS

WE'RE THE BEST!!!!!!!!!!!!!!