

# WAYNE BUILTA ELEMENTARY SCHOOL

## 2016-2017

### PARENT-STUDENT HANDBOOK

*Revised August, 2016*



August 2016

Dear Parents:

Welcome to the 2016-2017 school year at Builta Elementary School! We are looking forward to welcoming back our approximately 370 students who are Builta Badgers!

This handbook is designed to provide you with important information about our school.

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,

Kim Stephens  
Principal

**Please note: You may notice this handbook is much shorter than in previous years. We have removed most sections which already appear in the District 204 Parent – Student Handbook, which may be accessed online at <http://ipswdweb.ipswd.org/Documents/1112/ParentStudentHandbook1112.pdf>.**

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### **School Hours**

The student day begins at 9:05 AM and ends at 3:35 PM on Mondays, Tuesdays, Thursdays and Fridays. **The student day begins at 9:15 on Wednesdays.** Each day begins with the Pledge of Allegiance, moment of silence 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. If because of daycare difficulties parents are not able to honor the late arrival time on Wednesdays, students may enter the building at 8:50 and will sit in the gym to read silently until it is time to walk to class. Students on the playground or other school grounds will be brought inside to be supervised.

### **Office Hours**

The Builta Office is open each day from 7:45 AM to 4:15 PM.

School phone number: 630-226-4400

Attendance Line: 630-226-4400, then press 3

Fax: 630-226--4401

### **Arrival and 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.

Please abide by State Law regarding cell phone use in a school zone. The use of cell phones is prohibited within a School Zone.

### **Front Circle Drive**

Buses and daycare vans will load and unload in the circle drive at the front of the building. There is no parking inside the front 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.

The curb painted red is a FIRE ZONE and there is to be **no parking there at any time.**

### **Arrival Procedures**

Student arrival begins at 8:50 a.m. on Monday, Tuesday, Thursday and Friday. Student arrival begins at 9:00 a.m. on Wednesdays.

### **Car Riders:**

Parents have two options for driving children to school:

1. Parents may choose to park on a street near Builta and either walk their children to school or have their children walk a short distance to school. Both parents and students should only cross the streets where there is a crossing guard: Woodlet, Periwinkle or Jonathan Way. Please drop your student safely away from intersections. Do not stop at a stop sign and have your child exit the car there. This impedes the flow of traffic and is not safe.

2. Parents may also use the car line located around the staff parking lot at the east end of the building.
3. For safety reasons, please do not park in the staff parking lot and walk your child across car line traffic.

**Please follow these safety procedures for dropping off your children in the car line:**

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 striped 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. Children should be able to get out of the vehicle independently. Parents are not to hold up the line by exiting their vehicle to assist their child.
7. Do not pull around other vehicles to exit. Stay in order and keep children safe.
8. Drop and go! No drivers are to leave their vehicles.
9. Do not unload anywhere but the appropriate place in the drop-off lane.
10. Follow all seat belt and booster seat laws.
11. Please take a RIGHT TURN ONLY when exiting the car line onto Apple Valley.

**Students who are dropped off in the car line 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.

**Walkers:**

**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 at either Door 1 or Door 12.
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 either 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 either front entrance, #1 or #12.

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.
7. Students should not walk through neighbors' yards to the back or west of the building.
8. No supervision is provided at the back of the building.

#### **Bus or Daycare Van Riders:**

Buses and daycare vans generally park in the front circle drive, which is restricted from car use during arrival and dismissal times.

#### **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 drop-off area.
2. Students will follow all bus regulations found in the Dist. 204 Parent Handbook.
3. Students will enter the building using the main entrance, Door 1.

#### **Dismissal Procedures**

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

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.

#### **Car Riders:**

Parents have two options for driving children to school:

1. Parents may choose to park on a street near Builta meet their child on school grounds to walk them back to the car. Another option is for parents to park in a designated parking spot on a street near the school and meet their child there. Both parents and students should only cross the streets where there is a crossing guard: Woodlet, Periwinkle or Jonathan Way. Please park safely away from intersections.
2. Parents may also use the car line located around the staff parking lot at the east end of the building.
3. **For safety reasons, please do not park in the staff parking lot and walk your child across car line traffic.**

#### **Please follow these safety guidelines for picking up your children in the car line:**

1. Parents use the car line located around the staff parking lot at the east end of the building to pick up their child after school.
2. Drivers are to follow directions given by staff members supervising the vehicle drop-off area.
3. 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.

4. Do not block crosswalks or yellow zones; obey crossing guards.
5. 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.
6. Your child, under the supervision of several adults, will be standing on the sidewalk, looking for your vehicle as you pull around and will be directed to meet you where you come to park as you pull forward as far as you can. Please do not stop in the line to call out or try to gain the attention of your child. The supervisors will assist with this. Please only concentrate on pulling forward in a safe manner.
7. Children are to get in vehicles on the passenger side only when directed to do so by staff members supervising the pick-up area.
8. Do not pass any vehicles in the drop-off lane or pull around another vehicle to exit.
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.
11. No drivers are to leave their vehicles.
12. Please take a RIGHT TURN ONLY when exiting the car line.

**Students who are picked up in the car line will follow these safety guidelines:**

1. Students are to follow directions given by staff members supervising the vehicle pick-up area.
2. Students will gather in the gym under adult supervision, will exit the building using the rear gym door and will wait behind the yellow safety line and look for their ride. Students will focus on quietly looking for their vehicle so that students are loaded in a timely manner and directives can be heard.
3. Students should not play games, play with toys or read books while waiting in the car line.
4. 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.

**Walkers:**

**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. (Door 12)
3. Students living east of Builta and on the north side of Apple Valley Road will use the front exit on the east side. (Door 2)
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.
6. Students should be considerate of our residential neighbors and not cut through their lawns.

**Bus or Daycare Van Riders:**

**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 the District handbook.
3. Students will line up in the hallway near Door 2 and will be escorted by a Safety Patrol member and adult supervisor to the proper vehicle.
4. Students will stand in line in an orderly manner while waiting to board the bus or van.

**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**

**Attendance**

Attendance is maintained in the eSchool student information system. Student absences should be reported to the office by 9:10 a.m. The school office will contact families of a student absence which has not been reported. The administration monitors attendance regularly. The Regional Office of Education Guidelines state that absences at a rate of 5% or more is considered truant.

Students who are absent during the school day or who go home early will not be allowed to participate in after-school or evening activities on that day.ss

**Bicycles/Scooters/Skateboards/Roller Blades/Heeleys™ and Hoverboards™**

Students have the opportunity to ride bicycles, scooters, skateboards or may 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 at the back of the building 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.
- Heeleys™ may not be worn at school.
- 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.

**NO motorized scooters, bicycles or Hoverboards are allowed on school property.**

**Birthdays**

- Birthday recognition is important at Builta! Each student is recognized by having his/her name read during the morning announcements and receiving a birthday pencil from the office. Summer birthdays will be recognized in the 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.
- PLEASE NOTE: 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.

### **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.

### **Calendars**

District 204 and Builta Parent Calendars will be posted online. You may follow this link to access the Builta Parent Calendar: <http://goo.gl/1yoXH0>.

### **Celebrations**

Special room parties are sponsored by the Builta PTA as proposed each previous spring by the PTA and administration. These parties will be listed on the parent calendar housed online. Parent volunteers must sign in to the main office before going to the classrooms. Parents or guardians who wish to serve as a PTA party volunteer must register in advance for security purposes. Volunteers who show up at the last minute and are not on the PTA pre-registered list will not be granted access to the building. Volunteers 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.

If the PTA chooses to serve snacks at a party, a list of food items served must be pre-approved by administration and the school nurse in advance of the party. Parents will be notified of the snacks to be provided so that they have an opportunity to send an alternate snack in the event that they do not wish their child to have the snack provided by the PTA. In accordance with District guidelines, all snacks must be store bought. No homemade foods may be distributed.

\*\*Due to limited classroom space and safety concerns, siblings are NOT allowed at the school parties.

### **Food and Celebrations**

Because of concerns with food allergies, students are not allowed to bring food treats to pass out to classmates. Parents may obtain permission from the classroom teacher to pass out non-edible trinkets like pencils, erasers, etc. Any food items brought to school will not be passed out to students, but will be returned to parents.

### **Early Dismissal/Late Arrival**

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.

Students who arrive late to school must be signed in by their parent in the main office. Please do not drop your child at the curb and leave.

### **Grading**

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

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

<b><u>Grade K</u></b>	<b>Progressing satisfactorily OR Additional help or growth needed</b>
<b><u>Grades 1-2</u></b>	<b>S+ Demonstrates strength</b>
	<b>S Satisfactory progress</b>
	<b>I Showing improvement</b>
	<b>N Needs to improve</b>
	<b>U Unsatisfactory progress</b>
	<b>N/A Not applicable to quarter</b>
<b><u>Grades 3-5</u></b>	<b>A 91-100</b>

<b>B</b>	<b>81-90</b>
<b>C</b>	<b>71-80</b>
<b>D</b>	<b>65-70</b>
<b>F</b>	<b>64 and below</b>

### **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.
- Teachers will not provide homework in advance for parents who will be taking their child out of school for vacation or other family events. 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. Good teaching would also dictate that teachers assess student progress periodically during instruction and adjust as necessary, something that cannot be predicted in advance.

- 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 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)

### **Heat Plan**

The district monitors internal/room temperatures in non-air-conditioned schools throughout hot days. When the temperature exceeds the recommended guidelines of safety, which is when the Effective Temperature calculation (ET) reaches 85 degrees, we recommend the following early dismissal plan for students be implemented at the non-air-conditioned buildings.

Two examples of the Effective Temperature calculation (ET) follow:

- when the inside temperature is 92 °F with 70% relative humidity which results in an ET of 85°F
- when the inside temperature is 100°F with 30% relative humidity which results in an ET of 85°F.

The decision to have early dismissal will be made by the superintendent by 12 noon.

- It will apply to all non-air-conditioned buildings.
- Parents will be notified via the Connect ED emergency phone system.
- Dismissal will be at 1 p.m.

Builta will maintain a routine for relief on hot days that includes rotating classes through air conditioned rooms, utilizing the gym for second floor classes, and moving outside when appropriate. In addition, if there is a heat advisory issued by either WGN or the National Weather Service, PE class will not administer any cardio testing or cardio activities. Students should dress comfortably and bring a water bottle to school.

### **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. Periodically all items are displayed for students and leftover items are donated.

### **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 Builta Lunch/Recess schedule will be on our website under the button "School Hours."

**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. Food may not be shared.

- Never throw food.
- Clear the tables and floor in your area.
- Builta 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 provided food. A note will be sent home indicating payment is due.

Food Allergies at lunch: 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 the Raptor system.
- 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.

Hot Lunch: Parents are encouraged to use [www.mypaymentsplus.com](http://www.mypaymentsplus.com) to establish and make payments for your child's hot lunch account. If a parent would like to send a hot lunch payment to school, it must be placed in a sealed envelope marked "Hot Lunch" and include your child's name and class. Beginning in the 2014-2015 school year, students will directly place their lunch payment in a locked box located just outside the main office door. Only Aramark, our food service provider, will have access to the locked box and will handle the lunch money.

### **Money**

Any money sent to school for field trips, book orders, etc., must be in the form of a check or money order. PLEASE 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.

### **Parent Involvement/Volunteers**

Builta School encourages parents to become involved in their child's education through volunteer activities. Opportunities are available to help the teachers and staff in their mission to educate all students to succeed and should be arranged with individual teachers. Teachers will be specific about their need for volunteers throughout the school year. Volunteers are needed in the LMC on a regular basis. Opportunities for parents to volunteer from their homes are also possible with many clerical and creative projects presented each year. Parent support of the many PTA activities assures that our curriculum is enhanced while children and parents enjoy being part of the community of learners. Your participation is appreciated.

### **Pets**

Animals may be brought into the classroom for educational purposes only, and only then with the permission of the building principal or his/her designee. Such animals are to be kept in the classroom for an appropriate time necessary for their study and must be adequately housed and cared for. Only the teacher, or students designated by the teacher, will be permitted to handle such animals, which will be treated in a humane manner at all times. If animals are to be kept in the classroom on days when classes are not in session, arrangements will be made for their care.

Parents may want to have the family dog accompany the morning walk to school. If this is the case, the parent must keep the dog under control on its leash and must stop at the property line of the school instead of walking the dog to the school door. Some students are frightened of dogs and having a dog on school grounds must not impede their desire to come to school.

### **Recess**

All students have a 15 minute recess after lunch. All students are expected to go out for recess unless a doctor's excuse is on file. Doctor's notes excusing physical activity will apply to both PE and recess. Be sure that your child is dressed appropriately for the weather. Students will go outside unless the actual temperature or the wind chill temperature is 5 degrees or below. The wind chill report will be obtained from the National Weather Service. Students are expected to dress appropriately for winter weather recess with hats, gloves, boots and winter coats. Snow pants are required in the winter to play in the snow.

Students are asked to leave toys and sports equipment (e.g. balls, ropes) at home as the school will not be responsible for loss or damage. Builta provides equipment for many activities during recess. Bad weather and black top conditions dictate the frequency of indoor recesses, and we typically have several. Recess is provided to allow students some well-needed exercise after their academic morning. Recess supervision is provided by hired, trained recess supervisors.

### **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 and during the school day from 8:00 a.m. to 4:00 p.m.
- Weather conditions may necessitate some restrictions of recess activities.
- Student safety is the number one concern during recess.

### **Report Cards**

Report card grades will be available to parents in the Home Access Center (HAC). Dates for posting of report cards will be communicated through ConnectEd. Grade K report cards are sent home for the 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> quarters only. Quarter 1 kindergarten assessments are discussed at the Parent/Teacher Conference in November.

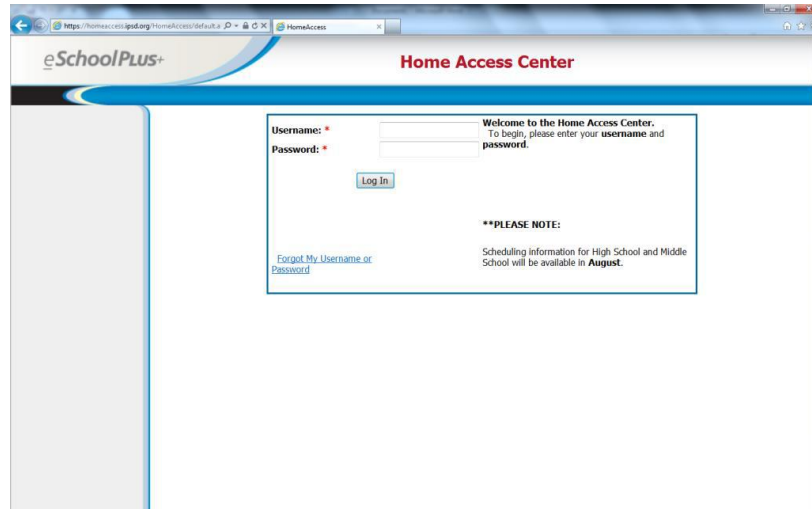
### **HOME ACCESS CENTER eSchool Plus**

Log in at <https://homeaccess.ipspd.org/>



Parents and students will now use to view report card grades as well as your phone number and email address for important school-to-home communication on the "Registration" page. Take a moment the first time you log in to click the "Registration" page and verify that your contact information is correct. You can view your email address and phone numbers by clicking the "Edit Information" link at the bottom of the "Registration" page. The primary guardian can edit his or her email address if it is incorrect.

NOTE: Additional email addresses and phone numbers can be corrected by contacting your school and asking them to update the information.



### **How do I get a username and password?**

Letters were mailed home to the primary guardian with username and password information. If you did not receive a letter mailed to your home, contact your school.

### **How do I get help to reset my password?**

Call your school for assistance.

### **Safety and Emergency/Inclement Weather**

In the event of an early closing due to inclement weather (sending students home after they have already been at school), the following procedure will be followed:

1. As soon as the district-wide decision is made to close school early, it will be noted on the district website, the 204 Information Line (630.375-3015) and the local radio and TV stations. Connect Ed announcements will be sent out. As extreme weather develops, you should monitor one of the afore mentioned stations. ***Please do not call the school as the phone lines will be needed for outgoing calls.***
2. All students who are walkers will be kept safely at school until parents come into the building to sign out and pick up each student in their individual classrooms.
3. Car pool parents may pick up students for whom they are an emergency contact by signing the student out in the office.
4. The school office will make every attempt to contact all parents of bus students before allowing any child to ride the bus home to insure someone is at home to meet them.

5. Students will be kept safely at school until a parent is contacted and arrives at school. A parent who arrives at school after the main dismissal should report to the gym, or other designated area, to pick up his/her child.

Our goal is student safety during early closings. Your patience and consideration of these procedures during an early closing will greatly help our school staff.

### **Student Behavior Expectations**

Builta follows the research-based program PBIS, or Positive Behavior Interventions and Supports. PBIS is a proactive systems approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional, and academic success. Schools applying PBIS begin by establishing clear expectations for behavior that are taught, modeled, and reinforced across all settings and by all staff. This provides a host environment that supports the adoption and sustained use of effective academic and social/emotional instruction. Builta has titled its PBIS program “Responsibility Education.” Responsibility Education Plans can be found on Builta’s website at <http://builta.ipisd.org/>.

### **BADGER KEYS TO RESPECT**

**Respect yourself**

**Respect others**

**Respect property**

### **Valuables**

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**

We ask for your cooperation in presenting your valid Illinois ID or Driver’s License when entering a Dist. 204 school. Visitors’ IDs will be returned when they leave the building. The school staff will physically hold all visitors’ IDs, so in an emergency, first responders can quickly know who is in the building. If you are attending a school event during school hours, please arrive a few minutes early in order to allow for time to have your ID scanned and an ID badger printed.

Parents are welcomed to spend time in their child’s classroom. If parents wish to visit the classroom, they are to make prior arrangements with the classroom teacher and have principal approval. As a guide, we ask that parents adhere to district policy of spending no more than an hour with their child’s class, either in the morning or after lunch. Parents may sign their child out for lunch if they so desire with the understanding that they must be back within the 35

minutes allotted. Visitors in the classroom may affect the students' ability to focus, therefore, we must monitor this situation with diligence. As with any visitor to the school, parents must stop by the office to sign in and receive an identification badge. Thank you for your cooperation.

### **Digital Citizenship**

Digital Citizenship is the norms of appropriate, responsible technology use. (Mike Ribble, Digital Citizenship Institute) We want students and families at Builta to model appropriate Digital Citizenship. Please be thoughtful of what you post online of other students and parents. Before you post a picture of a child other than your own, ask yourself, "Do I have permission to post?" and, "How will this post affect others?" Your family can explore and pledge to be good Digital Citizens through the following links:

<http://www.digitalcitizenship.net/uploads/ParentContract.pdf> and  
<http://www.digitalcitizenship.net/uploads/KidPledge1.pdf>

For more information, please see the district website ([www.ipsd.org](http://www.ipsd.org)) for Board Policies 7:180 and 7:190 which address student behavior, including cyber-bullying, and the District 204 Parent/Student Handbook under the Student Behavior section.

Here are some additional resources:

- To help decipher digital jargon, abbreviations, and acronyms: <https://www.commonsemmedia.org/educators/digital-glossary>
- Parent Concerns: <https://www.commonsemmedia.org/parent-concerns>
- Topics surrounding Social Media: <https://www.commonsemmedia.org/social-media>

### **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!!!!!!!!!!!!!!**