

# **Schafer Student Handbook**

## **BASIC INFORMATION**

Schafer School is a cutting edge 21st Century learning community that is dedicated to excellence in education. Staff and students alike are well equipped to meet the unique demands and challenges facing the next generation. Through the innovative planning and skillful guidance of highly trained staff, students are actively engaged in a comprehensive and multifaceted program of study. Our classrooms showcase dynamic technology initiatives that empower students through their use of interactive whiteboards, clusters of student computers, monitored internet access, digital and document cameras, wireless slates, and interactive remote systems. Schafer School continues to embed in its culture a standard of excellence that is based upon the tenets of thoughtful analysis, data-based decision making, professional judgment, best practice theory, high academic and behavioral expectations, celebration of our diversity, and family and community involvement. It is our commitment to these basic tenets that guides our work each and every day allowing us to meet the unique needs of each child in a flexible, supportive environment that will ensure increased student achievement and success for all our children. The District 45 mission is to educate and maximize the development of all students as lifelong learners and productive citizens through a diversified curriculum and a well trained, dedicated staff in cooperation with home and community. District 45 will provide all learners an exceptional and comprehensive education, with an emphasis on reading and mathematics, while operating in a fiscally responsible manner.

Schafer School 700 E. Pleasant Lane Lombard, IL 60148 (630) 516-6500 Fax (630) 932-6471

Attendance Line (630) 516-6571 Ms. Rivera (630) 516--7652 Mrs. Morse (630) 516--7654 Mrs. Grippo (630) 516-7819 Mrs. Suarez (630) 516--7596

## SCHEDULE

### School Hours Grade Level

#### Bell to Bell

#### School Hours

#### Early Dismissal

AM Kindergarten 8:05 --11:30

1st—5th Grade 8:05-- 2:30 Early Dismissal 8:05 -12:30

**\*Students who arrive later than 8:15 will be marked tardy. Students who are tardy have the choice of bringing a lunch from home or receiving a cheese sandwich.**

## SUPERVISION

Supervision at Schafer School begins at 8:00 and ends at 2:35. We ask that students do not arrive at school before 8:00, as we are not able to properly supervise them. Additionally, we ask that all students are actively on their way home no later than 2:35. Students must check in at home after school before they are allowed back on school playgrounds without parents. We want to ensure all students arrive home in a timely manner so that school personnel are available should a question arise.

For the safety and security of all students, all visitors, including parents, are asked and required to check in at the office if they wish to enter the building. All visitors must wear a Visitor's Pass that is visible to all staff while in the building. We thank you for your cooperation in this matter.

For the safety of students and our four legged friends alike, we ask that dogs are not on school property during school hours.

## MANDATED REPORTERS

By law all staff are mandated reporters; we are advocates for families, but first and foremost for children, especially those who do not have a voice. Any concerns or suspicions regarding abuse and/or neglect must and will be reported to DCFS.

## CAFETERIA

Lunch Hours ([click here](#))

Children will not be permitted to leave the playground or school building during the lunch period unless the teacher receives a note from the parent or legal guardian giving the student necessary permission.

Three Arbor lunch choices are available daily to students who arrive in their classrooms on time, specifically before lunch counts and attendance are electronically submitted. **Students who are tardy have the choice of bringing a lunch from home or receiving a cheese sandwich.** The reason for this policy is not to punish children who are late. It is to manage the hot lunch

program accurately. Lunch counts are due to the office before instruction begins.

[Click Here for Menus and Prices](#). Please send lunch/milk money to school in an envelope with your student's name, teacher, the date, and amount. Arbor does ask for exact amounts and cannot guarantee change.

Charge slips are sent home regularly, as a courtesy to parents. Please look for these in your child's backpacks and folders.

## **STAFF DIRECTORY**

With the proliferation of technology in our daily lives, we want to make sure that all families know that we are available through e-mail and voicemail, as well as notes and meetings. Email and voicemail are particularly convenient ways to get in contact with staff, particularly those in classrooms or administrators. However, we fully recognize the limitations of these methods and ask that parents not hesitate to use them in order to ask for a phone call or face to face conversation.

## **DRESS CODE**

Inappropriate attire and/or supplies can negatively impact academic learning, as well as interfere with social interactions. At Schafer School we expect all students to be successful. In the past we have found certain types of items distracting to our students and as a result interfere with the educational process. Items that are not allowed at Schafer School may include, but are not limited to: crop tops, short shorts, short skirts, spaghetti strap shirts, pants that are worn below the waist, items with crowns, weapons, and gang related symbols on them. As fashion trends change and in an effort to respect our students' individuality, the Schafer Staff will use its professional discretion to determine the appropriateness of attire, appearance, and supplies. Students in 4th and 5th grades may ride their bikes to school if they ride safely, respectfully, and responsibly. All students must walk their bikes on school grounds; no exceptions. Additionally, bike riding at 2nd and 3rd grade will be decided on a case by case basis. Parents who would like to explore this option for their children are asked to talk with Ms. Rivera. The privilege of bike riding does come with a few caveats; the school is not responsible for lost, stolen, or damaged bikes. Not following Schafer expectations on or off a bike can result in the loss of bike riding privileges. Schafer School strongly encourages parents to insist children wear bike helmets for safety.

## **CELL PHONE USE**

Cell phones are allowed at the elementary school level. However, they must be turned off during the school day and kept in the child's backpack or coat. Inappropriate use of a cell phone or violation of the above stated expectations will result in the confiscation of the cell phone and the review of a child's ability to carry a cell phone to school.

Additionally, the school is not responsible for lost, damaged, or stolen cell phones.

Students are allowed to make phone calls from classroom or office courtesy phones for essential

purposes only. If your child is going to stay after school for any reason, he/she will call home to notify you. We do not call students out of class for phone calls. Messages for students should be limited to emergencies only. Those messages will be delivered promptly.

### **PROHIBITED ITEMS**

For the safety of all students and families, rollerblades, skateboards, and scooters are prohibited. Additionally, “Heely” wheels should remain at home. They present a significant safety issue when worn at school.

### **GUM CHEWING**

Gum chewing is not allowed at Schafer School in order to guarantee the safety of students and the proper care of school facilities and property.

### **VALUABLE ITEMS**

Valuable items such as electronic games, pagers, CD players, IPOD’s, MP3 Players, trading cards, toys, baseball gloves, sports equipment such as footballs and soccer balls should remain at home. We have found these items to be quite disruptive to the educational process in too many instances. Additionally, we are unable to adequately address issues regarding lost, damaged, and/or stolen property. We recognize how important these objects are monetarily, as well as sentimentally, and do not want your family to be in the position of losing something of value.

### **LOST & FOUND**

We have a Lost & Found table at Schafer School. All families can look for lost items as needed. Items not claimed will be donated to local agencies at the end of each qtr.

### **BEHAVIOR EXPECTATIONS FOR ALL STUDENTS**

The staff of Schafer School believes that every child has the right to learn in a safe, secure, and happy environment. In order to assure that we have the optimal atmosphere for learning and teaching, Schafer staff designed a school-wide behavior plan which supports a school-wide positive and supportive approach to behavior.

Teachers and other staff members will be discussing the plan, rules, rewards, and the consequences at length with their students. We ask that you support our efforts by discussing our behavior plan with your child.

### **CELEBRATIONS**

Throughout the year, we will have school-wide activities to celebrate positive behavior. Teachers and other staff members will discuss this plan at length with the students, regarding the expectations and the consequences for those students who choose not to follow the expectations. We ask that you support our efforts to maintain a positive environment for all of the students and staff at Schafer School.

### **Rules for Classrooms, Hallways, Bus, Lunchroom, Bathrooms, and Playground**

- Be Respectful

- Be Responsible
- Be Safe
- Be A Problem Solver

Please refer to the PBIS Matrix ([click here](#)) for examples of expectations.

Each teacher has an individual classroom management plan in his/her classroom, which correlates with the school-wide expectations. Your child's teacher will discuss this plan with you on Back to School Night.

### **ABSENCES AND EXCUSES**

Parents are asked to call school whenever your child is absent. Please call 516--6571. Voice mail will pick up messages throughout evening hours when school is not in session. If you are calling the day your child will be absent, please call by 8:30 AM to report the absence. When leaving a message, please leave your child's name, teacher name, and reason for the absence. If your child is absent and we have not received a call from you, we will contact you at phone numbers provided by you on the emergency form. If your child has missed 3 or more consecutive school days, they must return with a doctor's note.

Remember students need to be fever free for 24 hours before returning to school.

Children who are absent due to religious beliefs (when school is in session) must be marked absent. This is an excused absence and the child will be given the opportunity to complete any missed assignments.

### **VACATIONS**

The staff of Schafer School discourages parents or guardians from taking vacations during periods when school is in session. Lengthy vacations disrupt the continuity of a student's learning. Written assignments for vacation periods will be provided upon return from vacation, or at teacher discretion. Note: If your child misses more than 10 consecutive days, they will be dropped from our system and you will need to re-register in the office.

### **EARLY DISMISSAL**

We ask your cooperation in not requesting any change in dismissal times except in cases of emergency or for medical reasons. If you wish to have your child dismissed early, please send a written note to your child's teacher. Children are not allowed to walk home. It will be necessary for a parent to come into the school office to have your child released. We are not allowed to release a child to anyone other than the parent, or an individual listed on the emergency contact form, unless we have written permission. Your cooperation in following these guidelines is greatly appreciated.

### **PHYSICAL EXAMINATIONS AND HEALTH RECORDS**

Illinois law requires that all students immediately, prior to, or upon entrance into kindergarten have a complete medical examination. The same requirements apply to all new students,

regardless of grade, transferring into District 45 schools, who have not previously been examined in accordance with the law. This also includes those transferring into Illinois from out -of -state or out -of -country. Parents are responsible for seeing that their child's health records are consistently updated. Students will be excluded from school October 15th if proof of physical exams and immunizations schedules are not provided. Students enrolling after the 1st day of school will have 45 days to meet compliance requirements.

Kindergarten students need a physical, dental, and vision exam. Second graders are now required to have a dental exam. All new students are required to have had a physical and vision exam.

### **PHYSICAL EDUCATION AND RECESS EXCUSES**

Parental requests to have a child excused due to health reasons will be honored for a maximum of three days. A doctor's note is needed for any additional days. Students excused from PE will automatically be excused from recess, just as those excused from recess will be excused from PE.

### **PRESCRIPTION MEDICATION**

Students who must receive medication during school hours are required to have a completed school medication permission form on file in the health office. Medication can only be administered when approved by the nurse or principal. Students are not allowed to have medication of any kind in their possession during the day. All approved medications (medications which have an approved doctor's permission form on file) will be kept in the health office. If a child must have medication, if at all possible, arrange to have it given at home. All students are required to have a current emergency health and accident form on file. It is imperative that parents update this information when necessary during the school year.

### **SCHOOL INSURANCE**

A group plan of pupil accident insurance is available on a voluntary basis to every pupil registered in District 45. Premium costs for the insurance will be paid by those who wish to participate in the program.

### **STUDENT FEES**

The following fees and charges have been established by the Board of Education. They may be paid on either a yearly or semester basis. The first semester fees are due at the beginning of the school year. Second semester fees are due in January when the second semester begins. The fees are as follows:

Kindergarten: \$44.00 per year

Grades 1--5: \$121.00 per year

### **CARE OF SCHOOL MATERIALS AND PROPERTY**

To ensure that our textbooks and other instructional materials withstand normal use, parents are asked to cooperate in teaching children to care for books and materials. Appropriate fines will be

assessed for deliberate damage or loss of school books and other school property. End of the year fines are assessed for misuse of textbooks and materials.

Please refer to our [School District 45 Technology Use Agreement](#)

In an effort to be vigilant regarding our children's safety, District 45 requires that information about the Statewide Sex Offender Database (A/K/A Sex Offender Registry), [www.isp.state.il.us/sor](http://www.isp.state.il.us/sor), and the Statewide Child Murderer and Violent Offender Against Youth Database, [www.isp.state.il.us/cmvo](http://www.isp.state.il.us/cmvo) be distributed to parents.

## **PARENT PARTNERS IN EDUCATION**

Parents play an invaluable role in the education of their children. Parents help children prepare for the school day, ensure their regular and prompt attendance, check to see that homework is done and that they have all necessary supplies, lunch, etc., each school day. Part of helping with homework is providing adequate student study time in a quiet, well lit area of the home.

Communication is also important in the home, at school and between home and school. These skills should be taught and encouraged by parents as well as by the school. Children should be taught to listen carefully and respectfully and be allowed to be a part of family discussions and problem solving situations that pertain to them. Parents are asked to check assignment notebooks for grades 3—5, home folders for grades 1-2 and backpacks for kindergartners each night.

Parents who read to their children daily contribute greatly to their success in school; there is no single more important factor in a child's success in school than time spent reading. Children should also be encouraged to ask questions and be shown a variety of ways to find the answers. Other valuable opportunities for teaching at or away from home include shopping trips, (e.g. teaching cost of groceries, clothes, etc.) budgeting allowances, telling time, and planning family activities.

It is our goal to keep you informed of what is happening at Schafer School. During the school year, you will receive information about your child's progress as well as about school-wide activities. This information will be given in several different ways, including: school-wide flyers, monthly calendar of events, Curriculum Nights, four report cards for grades 1-5, two report cards for kindergarten, scheduled parent teacher conferences, four mid-term reports distributed as needed, daily school work, Open Houses, PTA Scroll publication, monthly PTA meetings, and additional ways that are specific to a particular classroom or grade level.

## **HOMEWORK**

School District 45 believes the purpose of homework is for students to review previously mastered skills, to practice and/or apply newly taught skills, to check for understanding, to develop age appropriate study habits, to prepare students for new content, and to extend and enrich the curriculum. The purpose of homework is not to manage classroom behavior or as a form of punishment. Homework should be related to the curriculum of the school, should be meaningful to the children, and provide a connection between home and school. School District 45 defines homework as written or non-written tasks that are assigned by teachers to be

completed by students either inside or outside the classroom. School District 45 believes that homework is a shared responsibility and as such we feel it is important to clearly define the responsibilities of students, parents, teachers, and principals.

## **STANDARDIZED TESTING**

District 45 conducts both local and state standardized testing. These include the following:

- The ACCESS test is given each January & February to all kindergarten through fifth grade English Language Learners. This test helps the state to evaluate the extent to which each school in Illinois is meeting state goals for learning for students with Limited English Proficiency (LEP).
- The Cognitive Abilities Test is given to students in grade two. This instrument is used to make decisions regarding curriculum and instruction.
- The Measures for Academic Progress, or MAP test, is given to second through fifth grade students in both reading and math three times per year. This computer based assessment program is used as a diagnostic measure to individualize instruction in order to better meet the needs of all learners.
- Illinois Assessment of Readiness (Formally PARCC) is given to students in grades three, four and five.

## **PROMOTION/RETENTION/ACCELERATION POLICY**

This District 45 policy ensures that we are in line with the mandates of the Illinois State Board of Education as specified in the Illinois School Code. The essence of the regulations is that children who do not achieve district objectives will no longer be socially promoted to the next grade.

## **RESPONSE TO INTERVENTION**

District 45 and Schafer School believe in providing the highest quality of education for every student. To meet this goal, we have adopted a three -tiered approach to instruction. This process, known nationally as Response to Intervention or RtI, gained attention when federal law established these practices as an approach to identify and provide early intervention to struggling students. Each tier provides additional support beyond the core curriculum. Students needing supplemental instruction/intervention will be monitored frequently to ensure students meet grade level expectations. Students will continue to participate in the core curriculum even if they need the support of Tier Two or Tier Three interventions.

In Tier One, teachers will use the core curriculum with all students to address student needs. Students who are not progressing at a rate to meet end of year benchmarks in Tier One, will be provided interventions matched to their needs in Tier Two.

Tier Two interventions take place for 30-45 minutes. Interventions occur for a period of time as needed to ensure student success in the core program. Grade level teams will track students' progress. Grade level teams may make adjustments in the intervention plan based on the student's progress.

Depending on student need and progress, the grade level team may change the intervention or increase the frequency, time or intensity of the intervention. This more intense level is considered Tier Three. Students provided with Tier Three interventions are placed in smaller groups than Tier Two, and the number of minutes may increase to 60 minutes per day. Monitoring each student's progress continues on a weekly basis.

Schafer School recognizes that all students learn differently. We are committed to helping all students succeed. Therefore, we ask for your support in implementing this three- tiered approach to meet the academic and behavior needs of your child along with all students in our school.

Our school-wide screening tools for reading will be MAP, EasyCBM, and iStation testing which is administered to all students three times a year during the school year to determine the students who are at or above benchmark and students who will need RtI support to meet grade level expectations. Students needing intervention will be monitored during their intervention times using a variety of assessment tools. Data from these tools and a variety of other sources will help us provide students with the best instruction. Information from assessments will guide instruction and keep the school and you aware of how your child is progressing. Assessment information will be provided at conferences or with report cards.

**PLEASE RETURN THIS FORM BY AUGUST 24TH.**

My child and I have reviewed and understand the Schafer School Handbook.

Child's Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Teacher: \_\_\_\_\_

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

