

Lyons Elementary District 103

Serving the communities of Brookfield, Forest View, Lyons, McCook and Stickney

Working Together to Expand Student Opportunities



Dr. Michael P. Warner
Superintendent

Mr. James Schiffer
Business Manager

4100 S. Joliet Avenue
Lyons, Illinois 60534
(708) 783-4100
(708) 780-9725 fax

August 1, 2011

Dear Parents and Students,

The Lyons Elementary District 103 staff welcomes you to the 2011-2012 school year! We are looking forward to another year in which the students are challenged to achieve at higher and higher levels. Our staff is committed to helping every student enjoy being in a rigorous educational environment.

We are continuing to strengthen our curriculum and instructional practices. Teams of teachers have been working hard to define our curriculum. By using the Illinois Learning Standards as a framework for curriculum development, our teachers will focus students on what is most important to learn at each grade level. Our teachers are also being trained to use new instructional strategies.

One of the most important things that parents can do is to be involved in their son/daughter's school. Each school hosts several exciting events during the year and I hope you will consider attending some of them. I also encourage each of you to join your local Parent Teacher Organization/Association and get involved!

It is our hope that every parent becomes a partner in the education of their son/daughter. Good partnerships are built on good communications. Please talk with your son/daughter's teacher if you have any questions or concerns. If, after talking to the teacher, you still have concerns talk to the building principal. If your concerns have not been resolved by the teacher or principal, please call me at 783-4100.

Together, we can help every student achieve at higher and higher levels!

Sincerely,

Dr. Michael P. Warner
Superintendent of Schools

LYONS DISTRICT 103 SCHOOLS STUDENT / PARENT HANDBOOK

This handbook is written as a reference guide to answer questions you may have regarding school rules or procedures. School procedures and policies are not stated in their entirety. If you have any questions, please contact your building principal. Please read this handbook, discuss it with your child and return the acknowledgment statement at the end of the book with your signature to your child's teacher or the school office.

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District Directory

LYONS ELEMENTARY SCHOOL DISTRICT 103

Serving the communities of Brookfield, Forest View, Lyons, McCook, and Stickney

COSTELLO SCHOOL (K-5)

Andrea Maslan, Principal

4632 Clyde
Lyons, IL 60534

783-4300
Fax 442-8859

EDISON SCHOOL (K-5)

Janice Bernard, Principal

4100 Scoville Avenue
Stickney, IL 60402

783-4400
Fax 780-0035

HOME SCHOOL (K-5)

Kim Ontiveros, Principal

4400 Home Avenue
Stickney, IL 60402

783-4500
Fax 780-0041

LINCOLN SCHOOL (K-5)

Kathrine McCarthy, Principal

4300 Grove Avenue
Brookfield, IL 60513
At Risk/Pre-Kdg Program

783-4600
Fax 780-2485
Chris Newell, Director 783-4605

ROBINSON SCHOOL (K-5)

Al Molina, Principal

4431 Gage Avenue
Lyons, IL 60534

783-4700
Fax 780-0172

GEORGE WASHINGTON MIDDLE SCHOOL (6-8) **Johnny Billingsley, Principal** **Catherine Eichhammer, Assistant Principal, Assistant Principal**

8101 Ogden Avenue
Lyons, IL 60534

783-4200
Fax 780-9757

DISTRICT ADMINISTRATION OFFICE

4100 Joliet Avenue
Lyons, IL 60534

783-4100
Fax 780-9725

Dr. Michael WarnerSuperintendent
Mr. James SchifferBusiness Manager
Beth MalinskiSpecial Education Director
Dr. Mary Jo VladikaCurriculum Director
Bryan DrozdTechnology Coordinator
Tom SheehyDirector of Buildings and Grounds
Cindy DoreDistrict Nurse

BOARD OF EDUCATION

David DeLeshe, President
Joanne Schaeffer, Vice-President
Sharon Anderson, Secretary
Mark Camasta
Deanna Huxhold
John Kiser
Mitch Milenkovic

ASSESSMENT SCHEDULE

All students are assessed on a regular basis to make sure they are achieving at high levels. The Pre-school Early Assessment is given each spring to pre-K children. The Physical Fitness pre/post test is given to students in grades 1-8.

	K	1	2	3	4	5	6	7	8
ISAT (Illinois Standards Assessment Test)									
ISAT Reading and Math				X	X	X	X	X	X
ISAT Science					X			X	
ACCESS (ESL Students Only)									
Speaking, Listening, Reading, Writing	X	X	X	X	X	X	X	X	X
Local Testing									
AIMSweb Reading and Math	X	X	X	X	X	X	X	X	X
AIMSweb Math Applications			X	X	X	X	X	X	X
Reading Pilot						X	X		

ASSIGNMENT NOTEBOOKS

Students must use the assignment notebook provided in grades 3-5. These assignment notebooks are used daily to facilitate the development of student responsibility and to encourage punctual completion of academic work. We request that you review the assignment notebook regularly.

ATTENDANCE

The school day for District 103 grades K-5 is 8:45 a.m. - 3:05 p.m. with a 35-minute lunch/recess. Children should be at school by 8:40 a.m. District 103 believes that attendance is a key factor in student achievement and success in education. Attendance is the responsibility of both the parent/guardian and the student. Illinois State Law requires that students attend school on a regular and punctual basis unless there is sickness or other legitimate reasons. If it is determined a pattern of absences exists, the parent/guardian will be contacted by the school for explanation.

We care about the welfare of the children and want to ensure their safety as much as possible. In order to do this, we need your cooperation. We ask that you adhere to the following:

1. Call your child's school each day that he/she is absent and leave a message on the school's 24-hour answering machine hotline. The call should be made before 8:30 a.m. and will be accepted only from the parent or responsible adult.
2. Please provide the student's name, grade, homeroom teacher, the reason for absence and the name of the person calling.
3. For longer absences, such as extended illnesses, it will not be necessary for you to call each day. Instead, tell the school the days your child will be gone when notifying them. A doctor's note may be required upon the student's return.
4. If we do not hear from you by 10:00 a.m. and we are not able to contact you, your child will be considered truant.
5. Please notify the Health Office of any absences due to vacation plans.

The ANSWERING MACHINE numbers are:

Costello	442-8984
Edison	780-9621
Home	780-9644
Lincoln	387-0178
Robinson	780-9733
GWMS	783-4265

It is our hope that you will faithfully adhere to this policy. *HOWEVER, IN THE EVENT YOU DO NOT CALL, WE WILL MAKE A REASONABLE ATTEMPT TO CALL YOU.* With the home and school working together, the safety of our school children can be assured.

Students will be given one day for each day absent after an excused absence to make up homework, quizzes and tests without a reduction in grade.

If an absence was caused by a contagious disease (measles, chicken pox, German measles, skin rash, mumps, whooping cough, scarlet fever, fifth disease, eye infections, infectious mono and strep or staph infection), the school should always be notified (and a doctor's confirmation of the disease is required as well as authorization for the child to return to school).

A child, who is absent or goes home ill during the school day, is not permitted on school grounds or to participate in after school/evening activities.

EXCUSED ABSENCE FOR TRIPS

Any interruption to the educational program is detrimental to the education process. We therefore discourage you from taking your children out of school for vacations while school is in session. Parents taking their children out of school for a trip or vacation period are to clear all school requirements through the building principal. For any such absence period, advance assignments may be given. If assignments are given in advance, they are due upon the student's return to school. Parents are responsible for providing tutoring for their child for any missed instruction during this extended period. Students who are absent 10 or more consecutive school days will be automatically withdrawn from school.

UNEXCUSED ABSENCES

Students whose absences do not meet the above requirements will be considered unexcused and, therefore, they will be dealt with as truant. An example of an unexcused absence is:

- leaving the school premises without permission from the office after reporting to school;
- absence from school without the permission of parents/guardian or school authority;
- absences (even with the approval of the parents) which are excessive and/or which interfere with the student's educational program;
- absence not verified by a phone call or note from parent/doctor;
- absence for a reason which is not consistent with state laws governing school absence;

If the situation does not improve, a conference with the principal will be required.

Consequences for unexcused absences/truancies will be assigned on a case-to-case basis and may be:

1. in-school suspension,
2. out of school suspension,
3. Saturday school,
4. other appropriate consequences,
5. legal procedures.

TRUANCY

The district follows the State School Code regulating truancy. Truancy is defined as absence from school with or without the knowledge and consent of the parents, leaving school before the end of the day without permission, or staying out of class without permission. If we do not hear from you by 10:00 a.m., and we are not able to contact you, your child will be considered truant.

CHRONIC TRUANCY

Chapter 122, Article 26, of the Illinois School Code, defines truancy as "an absence without valid cause for a school day or part thereof". A chronic or habitual truant is defined as "one who is truant from school for 10% or more of the previous 180 days" (i.e. 18 days). Absences that are in violation of the compulsory attendance law will result in the school contacting the Truancy Officer.

TARDINESS

Students are expected to be at school, on time in the morning, after lunch, and punctual to each class during the school

day. If a child is tardy to school, he/she must report to the nurse's office upon arrival to check in. After three tardies the parents/guardians will be called. Students who receive an excessive number of tardies will receive consequences.

Consequences would include:

- before school detention,
- after school detention,
- lunch detention,
- in-school suspension,
- Saturday school,
- other appropriate consequences.

MORNING ARRIVAL

Teachers are on duty on the playground and at entrances at 8:35 a.m. **WALKING STUDENTS ARE NOT ALLOWED ON THE PLAYGROUND BEFORE 8:35 a.m.** each day. Parents are asked not to send their children to school prior to 8:30 a.m. unless the child is bussed, eating breakfast, or in the before school program. Before hours supervision is only available for bus riders, students eating breakfast, and students enrolled in the before school program.

ATTENDANCE DURING INCLEMENT WEATHER

In case of inclement weather, parents are to tune to radio station WBBM (780 on the AM dial), or WGN (720 on the AM dial). Broadcasts will be made at regular intervals. On the web look up www.emergencyclosingcenter.com (we are listed as District # 103) or check the district website www.sd103.com. **PLEASE DO NOT CALL THE SCHOOL.**

BICYCLES, SKATEBOARDS, SCOOTERS, ROLLERBLADES, WHEELIES

Students in grades 3-5 are allowed to ride bicycles to school. Students assume full responsibility for their bicycles. This privilege may be taken away for improper use of the bicycle. The school is **NOT** responsible for lost or stolen bicycles, and it is suggested that bikes be securely locked in the approved areas.

It is highly recommended that skateboards, scooters and rollerblades be kept at home due to the possibility of accidents on the way to and from school. The school is not responsible for any lost or stolen property.

Wheelies (shoes with wheels or rollers built into them) are not permitted in school. Students wearing these types of shoes will be asked to remove the wheel/roller. If they cannot be removed a parent will be asked to bring another pair of shoes to school.

BUS RULES

Students who ride school busses are expected to act in an orderly manner, respecting the rights and safety of others. In accordance with the Illinois School Code, riding the bus is a privilege not a right, therefore, students who misbehave, cause disruptions or damage to the bus while riding or waiting at the bus stops, will lose the privilege of riding the bus. The bus driver is the responsible authority on the school bus, and the students are to obey his/her requests at all times. Rules students should follow in helping to create an atmosphere of safety are:

- Get on and off the bus in an orderly manner.
- Remain seated while on the bus.
- Never extend any part of the body outside the bus.
- Keep aisles clear at all times.
- Talk to others in a normal tone of voice. A sudden scream or yell is especially dangerous as it distracts the driver.
- Do not throw objects in or from the bus.
- Do not; crowd, push, shove, etc. These behaviors are not only unnecessary, but dangerous as well.
- Students may not eat, drink or chew gum on the bus.
- While at railroad crossings, all students must be silent so the driver can stop, look and **LISTEN** for trains. Students will remain silent until the bus has cleared the tracks.

Respect and cooperation will do much to insure safe and comfortable bus transportation for all.

Consequences for misbehavior are assessed on a case-by-case basis and may include:

- Conference with the principal,
- Detention(s),

- Bus suspension for 3, 5, or 10 days per offense,
- Other appropriate consequences,
- Bus expulsion.

CARE OF SCHOOL PROPERTY

The District is judged by the appearance of its schools. Therefore, each student should refrain from throwing paper on the floor, on school grounds, or writing on school desks, lockers, books and walls. Lockers are considered school property. Students shall be responsible for keeping an orderly and clean locker. Lockers, as property of the school, are subject to search without notice or consent. The contents therein are also subject to search without notice or consent.

Students are expected to respect the rights of property owners in the vicinity of the school by staying off their property. Schools must be good neighbors to property owners in the school neighborhood. Students may lose privileges and be required to pay for damages done to school property. We ask parents to cooperate with us by emphasizing the necessity of not destroying school property. Some of our students do not realize that every time school property is damaged or destroyed it places additional financial burdens on you, the parents/taxpayers. Play areas have been provided near the building and are to be used only for play activities.

CONTACT INFORMATION CHANGES

Any changes in:

- Employment phone number
- Home phone number
- Address
- Email address
- Emergency contacts

MUST be reported to the school (all numbers are listed in the front of this handbook.) Any changes in address will require proof of residency per district policy.

CUMULATIVE RECORDS - CONFIDENTIALITY

All academic and personal records pertaining to individual students are confidential and can only be inspected by students, parents, and school officials. State and federal law grants students and parents/guardians certain rights including the right to inspect, copy and challenge their child's school records. A student's permanent record includes the student's name, birth date, address, grades, grade level, parents' names/addresses, attendance records, gender, place of birth, class rank, graduation dates, accident reports, health records and documentation of any release of this information. Permanent records shall be kept for a minimum of 60 years. Temporary records contain any information not contained in a student's permanent record and shall be kept no less than five years after the student has transferred, graduated or otherwise withdrawn from school. No records will be released to any outside agency without the written permission notice of the parent/guardian. The information contained in school student records shall be kept current, accurate, clear and relevant.

DRUG-FREE SCHOOLS

No one shall possess, use or distribute illicit drugs, tobacco products, or alcohol on school premises. State law prohibits smoking on school property and grounds.

ELECTRONIC DEVICES

No electronic devices shall be brought to school. The possession and/or use of any electronic signaling device including but not limited to; pagers, hand-held radio communicators, headsets (c.d. players, iPod), games, video games, game cards or laser pointers on school property is strictly prohibited. All such devices will be immediately confiscated. Possession/use shall be cause for further action as outlined in School Board policy chapter three. Possession of cell phones is discouraged. If a cell phone is brought to school, it should be turned off and kept with the student.

ESL/BILINGUAL PROGRAM

The ESL/Bilingual program assists students who have difficulty speaking or reading English. The ESL classes teach students to speak, read and write English. Bilingual classes use English and the student's native language to teach subjects such as math, science, social studies and English. Parents are notified if their children qualify for this program.

EXTRACURRICULAR ACTIVITIES

Eligibility Standards: Every student shall be expected to conform to behavioral and academic standards in order to participate in special activities.

Academic Standards: A teacher must contact a parent regarding academic failure at anytime during the course of the school year. A teacher/student conference will be held to discuss the grade and that student will become ineligible for a period of five school days (Monday to Monday). After a one week ineligibility period, a student can regain eligibility by raising the class grade above an “F” average. Successive weeks of ineligibility can result in permanent removal from the club/activity.

Discipline Standards: Any student who is suspended* from school will immediately become ineligible. Parents will be notified by receiving copies of the suspension. It will be the responsibility of the student to improve attitude and behavior in school.

**Ineligibility for suspended students will begin at the time of suspension and continue through the following week.*

WHAT DOES INELIGIBILITY MEAN?

1. Students may try out for sports teams while they are ineligible; however, they may not practice or participate in games until they have regained eligibility.
2. Students may not participate in club activities unless they are eligible.
3. All students begin each quarter “Eligible”.
4. Unpaid Fees

FIELD TRIPS

Field trips provide an additional avenue through which a child’s educational experience is enhanced. It is expected that all children attend the field trip. Classroom teachers provide parents with information and permission slips prior to the scheduled field trip. An accumulation of inappropriate behaviors may restrict the child from participating in the field trip.

GIFTED EDUCATION/THINK PROGRAM

Gifted education facilitates the ongoing cognitive growth of identified gifted children. District 103 seeks to meet the specific intellectual, social and emotional needs of these students within the regular classroom through curriculum differentiation and through the district gifted program.

HEALTH EXAMINATIONS

In accordance with Illinois law, District 103 requires a physical examination of all pupils immediately prior to (1) entrance into Kindergarten, (2) entrance into Sixth Grade, and (3) initial entrance into the District, irrespective of grade, if the pupil’s current examination does not meet Illinois standards. Any physical examination completed one year prior to the first day of school is acceptable for the following school year. All Kindergarten and Sixth Grade students must have their physicals completed prior to the beginning of the school year. Children whose parents fail to comply will be excluded from school until such requirements are fulfilled. All new students entering the district irrespective of grade level must also meet these requirements. All students participating in a sports activity are required to have a current physical.

All Kindergarten students and any student enrolling in the district for the first time are required to have a comprehensive eye exam by a qualified eye doctor. The exam may be completed up to one year prior to enrollment.

In addition to the physical examination, Illinois law also requires that these same pupils be immunized against preventable communicable diseases, including but not limited to, Measles (Rubella), Mumps, German Measles (Rubella), Chicken Pox (Varicella), Tetanus, Diphtheria, Poliomyelitis, Pertussis with boosters (where necessary), and Hepatitis B series. A Measles booster is required at all grade levels.

Lead screening is now required for students entering Kindergarten and Early Childhood Education Programs.

A current (within six months) Tuberculosis test and results are also required for all students entering District 103 (the

student's physician may waive the requirement with a note indicating that he/she is not at risk). Dental examinations are required for Kindergarten, second grade, and sixth grade (dental examinations performed after November 15th of the previous calendar year can be accepted). Dental examinations are also highly recommended for fifth grade.

The above requirements shall include students in any program (i.e. the Early Childhood Education, LADSE programs) housed within the District.

HOMEWORK

Lyons School District 103 believes that homework is an effective tool to promote learning and is given to practice what is being taught and to reinforce daily concepts. The learning that took place in the classroom should be extended and elaborated upon outside the classroom as well. Homework is communication between school and home.

Homework may consist of, but not be limited to, reading, mathematics, and extension activities. Time allotted for homework is as follows:

Kindergarten:	15 min daily
1 st – 3 rd	30 min daily
4 th grade	40 min daily
5 th grade	50 min daily

Teacher Responsibilities:

- Decide what is appropriate.
- Assign work that meets the individual needs of the student.
- Provide timely feedback.
- Disseminate information about expectations/consequences.
- Teach students to record assignments in an assignment book when appropriate.

Student Responsibilities:

- Take homework home.
- Complete the homework.
- Return it on time.
- Be aware of expectations.
- Use the assignment notebook to record daily assignments when appropriate.

Parent Responsibilities:

- Provide a proper time and environment for study.
- Provide reference and writing materials.
- Be aware of expectations.
- Check assignment book regularly.

Each child is accountable for homework completion. The consequences may include loss of privileges at the teachers' discretion.

Resources:

1. Computer labs and school libraries
2. Homework Clubs:
 - a) Elementary and middle school after school clubs
3. Tutoring:
 - a) Peer tutoring
 - b) Volunteer tutoring: senior citizens, high school/college students.

Cheating:

Students are expected to do their own work at all times. Copying and/or plagiarism are not allowed. Anyone who assists other students by providing assignments, etc. for copying purposes shall be considered guilty of cheating.

Consequences for each incident shall be:

1. Zero on assignment.

2. Parent notification.
3. Referral for disciplinary action shall be at the discretion of the teacher.

INFECTIOUS DISEASE POLICY

The School Board recognizes that the management and control of a school environment that is free from communicable disease requires the cooperation and effort of the school staff and community. In order to promote and ensure appropriate student health standards, a District Infectious Disease Review Team will be appointed by the Board.

Upon being informed that a student has, or is reasonably suspected of having, a chronic infectious disease, the Superintendent or his designee shall convene the Infectious Disease Review Team. The team shall be guided by the policies of the School Board, rules and regulations promulgated by the Illinois Department of Public Health and all other relevant State and Federal laws and regulations. The team shall consult the student's parents, personal physician and officials of the local health department before taking any actions or making any recommendations.

ILLNESSES/ACCIDENTS/INFESTATIONS

Please DO NOT send your child to school for 24 hours if he/she is exhibiting any of the following symptoms:

- a fever of 100 degrees or more (temperature must be less than 100 degrees without medication for 24 hours),
- vomiting or diarrhea,
- being placed on an antibiotic by the doctor.

A twenty-four hour time period allows for an antibiotic to take effect or for a sick child to fully recover.

Returning to school too early benefits no one and keeps the cycle of illness going.

Every effort is made to prevent accidents. However, should an accident occur at school, the following procedures take place:

- First aid is given.
- The parents or guardians are notified if the accident warrants their attention. In some instances, notes are sent home with the student.
- An accident report is completed.
- The health office is not responsible for, and in many cases cannot do anything about injuries incurred at home. Parents need to take responsibility for seeking medical attention for their child's injury.

If the family or guardian cannot be notified, the school will attempt to procure the services of the family physician. **PARENTS SHOULD MAKE SURE THAT THE SCHOOL HAS THE NECESSARY INFORMATION TO LOCATE ONE OF THE PARENTS.** If both mother and father are employed, the telephone number of the place of business, or relative, will suffice. For your child's safety, please keep us updated with your current phone number and emergency numbers.

In the event of infestation of head lice, the child's parents will be called and the child will be sent home for proper treatment. The child may return once the lice and nits are no longer in evidence. The school will take all appropriate measures to insure that this condition does not spread.

INTERNET POLICY

District 103 believes in using technology to enhance the learning opportunities of students. Parents will be provided with information and a permission form that must be returned before the student will be allowed to access the Internet for research purposes. Students who do not follow District 103's Acceptable Use Policy will not be allowed to use district computer equipment.

LIBRARY RESOURCE CENTER

Books may be checked out from the school LRC. Books loaned may be renewed. There is an overdue book fee charge, if the book is not returned on time; however, students are not charged fees for days school is not in session or if a child has an excused absence. It is appreciated, in the case of lengthy illness, if the parent will return the book to the LRC. LRC

privileges are extended to all students. We feel that the responsibility and proper care of books is a beginning in developing responsible student attitudes. A charge will be made to the student for books damaged or lost.

LOST OR STOLEN ITEMS

School District 103 will not be responsible for items that are lost or stolen while at school. Please leave items that are valued at home.

LUNCH AND BREAKFAST AT SCHOOL

Hot lunch is available at all District 103 schools. Breakfast is currently available at all schools. Milk is included with each breakfast/lunch. Menus will be sent home each month. Lunches are purchased in blocks of ten. Children who meet the federal guidelines are eligible for free or reduced price meals. Household size and income are the criteria used for determining eligibility. Application forms are available at any of the attendance centers. To apply for free or reduced meals, households must fill out the form, sign it, and return it to the district office. Households must answer all applicable questions on the form in order for it to be processed. Rules for the lunchroom are below. Any violation is subject to disciplinary action:

- Respect rights of others;
- Sit at assigned tables;
- Do not run;
- Do not throw food or other items;
- Talk quietly--no loud or unnecessary shouting will be allowed;
- Do not leave the assigned table without the permission of the lunchroom supervisor;
- Clean up the area in which you ate;
- Wait for dismissal by table when the lunch period is over;
- Follow the directions of the lunchroom supervisors at all times;
- Do not bring glass bottles--thermos containers are permitted.

Children going home for lunch must have a permission slip on file. Parents need to designate whether a child will be picked up at school or will be walking home.

LUNCH RECESS

Students will remain indoors when temperature or wind chill is 20° or below.

MEDICATION IN SCHOOL

District 103 believes that medication should be administered in the home, but recognizes that at times prescription medication must be given during the school day. Our District's Board of Education has adopted a strict medication policy and requires a **Medication Authorization Form** to be completed by the physician and parent for any medication to be taken in school, including prescription as well as over-the-counter medications.

In order to ensure the safety of all students, please do not let your child bring his/her medications to school on the bus. Parents/guardians should bring the medication to school, in the original bottles, with the student's name on it, and give it directly to the nurse's aide in the health office. In such cases, administering medication to students is subject to the following:

- Completion of the School Medication Authorization Form by the parent and physician. Forms are available in the School Health Office.
- No child in School District 103 shall be allowed to keep medication on his/her person without a note from the physician. (Exception: permission to carry an inhaler can be obtained with a note from the parent and the inhaler clearly labeled with the student's name.)
- Over the counter or non-prescriptions also require the completion of the School Medication Authorization Form by the parent and physician.
- The Health Office does not have Tylenol, Advil, cough drops, eye drops, lip balm, hand cream, etc.
- Parents will be responsible for keeping an adequate supply of medication at school.
- Medication must be in a container appropriately labeled by a pharmacy or physician and will be kept in a locked cabinet.
- Cough drops may be used by students with written permission from parents. A note for cough drops is good for

- five days at a time. Cough drops will be administered according to package directions.
- When the District Nurse is unavailable, the Health Aide or Principal will administer medication upon directions from the District Nurse.
 - The school district reserves the discretion to reject requests for administration of medicine.
 - Any medication should be on file in the nurse's office.

NON-DISCRIMINATION

Lyons Elementary School District 103 shall treat all persons equally and fairly without regard to race, color, creed, national origin, sex, or physical or mental handicap related to the function to be performed. This commitment relates to employment practices, the education of children, and relations with the community at large. The Compliance Manager for the School District shall be responsible for investigating and reporting the nature and validity of each grievance and shall report the conclusion to the non-discrimination coordinator who will notify the Board of Education.

NON-TEACHING PERSONNEL

The office secretaries, aides, library aides, custodians, bus drivers, playground monitors and cafeteria workers are hired by the Board of Education and have been vested with authority commensurate with their responsibilities. They are to be considered a part of the faculty and shall be accorded the respect shown to all faculty members.

PARENT INVOLVEMENT

District 103 is very fortunate to have active and efficient parent organizations. The organizations sponsor many valuable activities for both the students and the parents. These activities have added significantly to the programs in our district. Membership information is sent home early in the school year. Parents are urged to participate.

PBS (Positive Behavior Supports)

District 103's PBS program is designed to bring out the best in our students. We encourage students to "Give Best Effort", "Be Responsible, "Be Respectful". Staff members are looking for when students exhibit these qualities and give out PBS tickets when observed. Students can redeem their PBS tickets for prizes, participation in fun activities, or special opportunities (like eating lunch with a favorite staff member). When students behave better, they learn more!

PARENT/SCHOOL COMMUNICATION

It is expected that any issues be heard and resolved at the lowest possible level, and in most instances, that means parents should talk with the teacher directly face-to-face in an attempt to resolve the concern. If the complaint is not resolved after discussing the matter with the teacher, then the parent should seek redress through the building principal. Should the principal be unsuccessful in resolving the matter of concern, then the parent should arrange with the principal to take his/her complaint to the Superintendent.

If, after following all of these steps, the parent still is not satisfied with the way his/her complaint has been handled, he/she should request to be put on the agenda for the next regular Board of Education meeting for the purpose of bringing the matter to the attention of the Board. This request should be made through the Superintendent's office.

PERSONAL APPEARANCE/DRESS CODE

In its commitment to providing a positive learning environment for all students, the Board of Education has determined that a consistent dress code is one component of creating such a learning experience.

It is expected that students will be dressed neatly and have proper hygiene reflecting pride in themselves and their school. It is the responsibility of parents to ensure compliance with this dress code.

- A. Applicability.** This dress code is mandatory and applies to all K-8 students enrolled in all of the schools within District 103. The school administration has the flexibility to address ongoing questions and issues regarding the dress code to assure the objectives of the policy.
- B. Effective date.** The requirements of this dress code will start the first full day of the school year. A two-week grace period for any newly enrolled student shall be granted.
- C. Mandatory dress.** All students shall comply with the following dress standards:
 - Boys in grades K-5 shall wear a school approved plain/solid light blue collared polo shirt or dress shirt.

Boys in grades 6-8 shall wear a school approved plain/solid light blue collared polo shirt **only**. The shirt may be long sleeve or short sleeve. Boys in grades K-5 shall wear plain solid navy blue pants. Boys in grades 6-8 shall wear plain solid khaki colored pants. Shorts of the same uniform color are allowed if they are not excessively short.

- Girls in grades K-5 shall wear a school approved plain/solid light blue collared polo shirt, dress shirt, or blouse. Girls in grades 6-8 shall wear a school approved plain/solid light blue collared polo shirt **only**. The shirt may be long sleeve or short sleeve. Girls in grades K-5 shall wear plain solid navy blue skirts, shorts, jumpers or pants. Girls in grades 6-8 shall wear plain solid khaki colored skirts, shorts, jumpers or pants. Skirts, shorts or jumpers of the same uniform color as the pants are allowed if they are not excessively short.
- Socks, tights or leggings worn under a skirt may be worn if they are a solid neutral color.
- No blue jeans, pajama pants, flannel pants, athletic pants or sweatpants are allowed in K-8 on days when all students are expected to wear their Mandatory Dress clothing.
- Solid light blue or navy sweaters or sweatshirts with no hoods are allowed for K-5 and solid navy, khaki or light blue sweaters or sweatshirts with no hoods are allowed for Grades 6-8: when worn, there must be a uniform shirt underneath, tucked in. Light blue turtlenecks in place of the polo shirt or long-sleeved t-shirts under the uniform shirt may be worn as weather dictates. Only the school's initials, name and/or logo may appear on the front of the sweater or sweatshirt.
- Any T-shirts worn under uniform shirts must be solid white and tucked in.
- All shirts without a straight edge shall be tucked in pants/skirts/shorts at all times.
- Clothing and jewelry shall not display or promote gang representation, alcoholic beverages, tobacco, other drugs, illegal behavior, sexual behavior, or violent behavior. Additionally no lewd/vulgar, obscene, or plainly offensive language or symbols shall be worn. Elastic may not be sewn in pant legs and rubber bands or hair bands may not be worn around pant legs.
- Hats, caps, hoods, and sunglasses are not to be worn in the buildings. Hairnets and bandannas are not allowed.
- Footwear (oxfords, slip-ons, dress shoes, casual shoes, gym shoes) shall be subject to the following:
 - Any tied shoes must have laces that match the color of the shoes and be laced and tied.
 - All shoes must have a back.
 - Clogs, platforms, high-heel, army style boots, etc. are not allowed. If boots are worn to school (including "fashion boots") because of weather, students must bring the appropriate shoes and change them at school.
 - No graphics or designs in the hair
 - No dyed hair other than natural colors.
 - No piercings in any other part of the body other than the ears.

D. The following dress guidelines will apply to free-dress days and Mandatory Dress days. Free-dress days will occur as determined by the building administrator.

- Clothing shall not expose the chest, abdomen, genital area or buttocks and shall be sufficient to conceal undergarments at all times. Clothing such as see-through or fishnet fabrics and spandex, tank tops/spaghetti strap tops, low-cut tops, bare midriff tops and tight-fitting or excessively short-shorts or skirts are prohibited (no shorter than fingertip length).
- **Properly fitting clothing is to be worn.** Oversized clothing, extremely baggy clothing, extremely tight or improperly fitted clothing is not allowed. Pants and shorts must be worn on the waist—"sagging" is prohibited.
- Students who are actively involved in after school athletics or activities, shall on game days or performance days, or Fridays before a tournament, be allowed to wear their Team jersey or performance attire. Team jerseys must be worn over a uniform shirt.
- The building administrator may designate dress for other days that correspond with specific activities such as "spirit week or school pride day." Blue jeans may be worn but flannel pants or pajama pants are not allowed.

E. Penalties for Violations – For each school year, students who violate the provisions of this dress code shall be subject to discipline outlined in the student discipline policy/handbook.

F. Information will be provided to parents regarding types of clothing that will satisfy the requirements of this policy. Parents will also receive names and addresses of local stores and vendors who carry apparel which complies with the requirements of this policy.

G. If a parent or legal guardian believes that a dress standard substantially interferes with their child's religious beliefs or otherwise causes an exceptional hardship, the parent or legal guardian may request a waiver, for the current school year, in writing, to the Superintendent. A waiver request submitted for financial hardship must be accompanied by the proof of financial hardship in the form of recent check stubs and / or W2 forms from the previous year. Applications for waiver may be obtained in the Administration Building and must be submitted to the Superintendent's office no later than two weeks prior to the start of the school year. All decisions regarding waivers shall be finalized within one week prior to the first full day of school. Parents of any newly enrolled students will have 10 school days to request a waiver.

PHYSICAL EDUCATION

Students participate in daily physical education classes. A wide range of activities are presented for the purpose of giving each student a chance to find some activity in which he/she may succeed and also to stress total physical development and fitness. Students in grades K-5 need to have an appropriate pair of shoes for PE classes. We strongly recommend a change of shoes for physical education classes. Girls may wear shorts under skirts/dresses.

Students will be excused from physical education for the year only upon presentation of a physician's certificate to the principal. This statement will be placed in the school files. Students who are to be excused from gym activities for a period of 1 or 2 days must present a written note signed by the parents. Students to be excused for a period of time longer than the two days must present a written statement from a physician.

PLAYGROUND RULES

Games and free play must follow safety rules. All games and activities must be approved by the playground supervisors. Students who do not follow the directions of supervisors face consequences such as lunch detention, before or after school detentions, in or out-of-school suspensions, or Saturday school depending on the severity of the offense.

1. USE COMMON SENSE.
2. No "rough stuff" on the playground: this includes all forms of contact games and above all NO FIGHTING IN ANY FORM. We will not accept the excuse, "We were only playing".
3. Pupils are not to bring bats or balls from home.
4. Don't interfere with any organized games.
5. No throwing of stones, rocks, dirt or anything other than a ball.
6. Stay out of mud and water. Walk around it, not through it.
7. No snowball throwing. Also, no washing faces in the snow, etc.
8. Students will, when the bell rings, line-up and enter the building in an orderly manner as instructed by the supervisor.
9. We strongly recommend boots or shoe boots be worn out of doors in inclement weather. We strongly recommend separate shoes for the classroom if shoe boots are worn to school as the exterior footwear.
10. Boots must be removed upon entering the building, and/or shoes and shoe boots scraped on the mats provided at the doorways. Shoes are not to be scraped inside the building.
11. Inappropriate language is not acceptable.
12. Please share the playground equipment so all may have a chance to use it. The older children are to give the primary children first priority on the equipment.
13. Children are expected to stay in designated playground areas away from all parking areas.
14. Students are not to take other children's hats, gloves, or other articles to play keep away.
15. Parents often tell their children to defend themselves at all times. While this philosophy may be necessary away from school, students need to go to the adult playground supervisor for assistance if a student begins to hassle them.
16. No form of vandalism or graffiti will be tolerated.
17. Bullying or intimidation will not be tolerated.

Any infraction of these rules may result in the loss of playground privileges and/or disciplinary action including suspension from school.

RULES FOR USING PLAYGROUND EQUIPMENT

The following rules have been established for the student's safety. In order to achieve the maximum enjoyment out of our playground equipment, these rules must be followed. Any student disobeying these rules will be reported to the principal's office. **Students should NEVER climb on top of playground equipment.**

SLIDE

- Wait in line for your turn.... Do not push.
- Go down one at a time.
- Do not walk up the slide.
- Do not stand at the bottom of the slide as others are sliding down.
- Go down the slide in a sitting position....go down frontwards only.

LADDER RUNGS/GLIDES

- Wait in line for your turn....Do not push.
- Go in one direction only.
- No games of "chicken".

GAMES

The following games are authorized:

- Catch.....with a soft ball-no hard balls allowed.
- Football.....but only flag. Tackling is not permitted.
- Kickball.....avoid unnecessary roughness.
- Circle Games...refrain from games, which include any form of body contact.
- Basketball.....no rough stuff-avoid body contact.

PROMOTION AND RETENTION

One of the most difficult decisions that must be made by the school is the determination whether to retain a student in a particular grade. Promotion is based upon factors associated with a student's mastery of class work. If a student has had great difficulty throughout the year, he/she may repeat that grade level after consultation between the principal, parent/guardian, and the teacher.

The decision to promote a student to the next grade level shall be based on any or all of the following where applicable:

- Curriculum,
- Attendance,
- Performance on the Illinois Standards Achievement Test,
- Local assessment in Language Arts and/or Math,
- Involvement of the Student Support Team—grades K-5.

A student shall not be promoted based on age or any other social reason not related to academic performance.

RIGHT-TO-KNOW: PARENTS'

At the beginning of each school year, a local educational agency that receives Title I funds shall notify the parents of each student attending Title I schools that the parents may request, and the LEA will provide in a timely manner, information regarding the professional qualifications of the student's classroom teachers, including, at a minimum the following:

- Whether the teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction.
- Whether the teacher is teaching under emergency or other provisional status through which state qualification or licensing criteria have been waived.
- The baccalaureate degree major of the teacher and any other graduate certification or degree held by the teacher, and the field of discipline of the certification or degree.
- Whether the child is provided services by paraprofessionals and, if so their qualifications.

This information is to be collected and disseminated in a manner that protects the privacy of individuals. For additional information regarding this requirement, see Section 1111(h)(6) of the NCLB legislation at <http://house.gov/rules/hr0001cr.pdf>

SEXUAL HARASSMENT

It is the policy of this Board of Education that sexual harassment of students of the District shall not be permitted. Students who feel that they are victims of sexual harassment are encouraged to notify the School District through the Principal or, if the Principal has allegedly committed the act or acts of sexual harassment complained of, notification should be made to the Superintendent. Students will then be assisted in following the District reporting system.

SPECIAL EDUCATION SERVICES AND PROGRAMS

Lyons Elementary School District 103 in cooperation with the LaGrange Area Department of Special Education (LADSE) and School Association for Special Education in DuPage County (SASED) provide free and appropriate special education services to all handicapped children. Anyone wishing to refer a student for special education should contact the local public school. Upon request, the district will provide information regarding parent and child rights in special education, a list of free or low cost legal services, the District's policies, procedures, rules, and regulations regarding the identification and evaluation of handicapped children. An attempt will be made to provide the information in the native language of the person making the request. As a member of LADSE and in cooperation with other districts, District 103 operates and has access to programs and services in other school districts and private facilities. In addition to the regular curriculum, District 103 provides programs and services for children with special needs. Questions regarding the needs of special education students should be referred to Ruth Suominen, Director of Special Education, at 708-783-4108. Programs and services include:

SPECIAL EDUCATION SERVICES:

<i>Speech/Language</i>	<i>School Psychological</i>
<i>Occupational Therapy</i>	<i>Physical Therapy</i>
<i>Social Work</i>	<i>Counselor</i>
<i>School Nurse</i>	<i>Homebound/Hospital</i>
<i>Vision Impaired Itinerant</i>	<i>Hearing Impaired Itinerant</i>
<i>Assistive Technology</i>	<i>Physical Impairment Itinerant</i>

SPECIAL PROGRAMS:

<i>Resource/Inclusion Program</i>	<i>Early Childhood Special Education Program</i>
<i>Cross-Categorical Program</i>	<i>Early Childhood At-Risk Program</i>
<i>Emotional Disabilities Program</i>	<i>Preschool Program</i>
<i>Multi-Needs Program</i>	<i>English as a Second Language Program</i>
<i>Phonological Program</i>	<i>Communication Development Program</i>
<i>Title 1 Reading/Math</i>	<i>Deaf and Hard of Hearing Program</i>
<i>Reading/Math Intervention</i>	<i>Differentiated Instruction for the Gifted</i>

SPEECH AND LANGUAGE SCREENING

Every new student entering kindergarten is screened for speech and language concerns. Other students are screened based upon referral. After the screening is completed, parents are contacted by the building speech therapist if further evaluation is required.

STUDENT DISCIPLINE

In establishing guidelines, rules, and procedures for student discipline, Administration recognizes that all disciplinary situations must be dealt with on a case-to-case basis. However, stated guidelines and procedures will lead to relative consistency as principals work with students in disciplinary matters. Regulations apply to school buildings, grounds and school-sponsored activities, as well as passage to and from school. Students are subject to staff supervision at each school. Administration will take into account such factors as age, prior discipline history, severity of action or result or possible results of the action, mitigating circumstances in considering appropriate discipline. Corporal punishment is not permitted. An accumulation of lesser infractions may aggregate to gross misconduct.

Further, it is a violation of the Illinois School Student Records Act to discuss any child other than a parent's own without legal permission from the other child's parent(s) should more than one child be involved in a disciplinary action.

Detention: A teacher may require a student to report before or after regular scheduled classes to make up time because of disciplinary infractions. It is the responsibility of the student to report as requested. Parents will be notified when a detention is assigned, and bus riders will be given 24 hours notice in order to make transportation arrangements. Check with your own school for the detention time frame.

Suspension/Expulsion: A student guilty of gross disobedience or misconduct may be subject to school suspension and

possible expulsion. All students will be guaranteed due process as provided under the law. Suspended students will be given an unexcused absence for each day, although they will be allowed to make up missed homework, quizzes and tests. All students will be guaranteed due process as provided under the law.

Gross disobedience or misconduct includes, but is not limited to:

- Threat of intimidation, bullying, harassing or demeaning behavior toward another student.
- Bodily harm to others. (Battery will be reported to police authority.)
- Possession, taking or distributing drugs, over the counter drugs, or drug “lookalikes” and/or drug paraphernalia.
- Possession or use of tobacco or tobacco products.
- Possession or consumption of alcoholic beverages.
- Possession of or setting off fireworks.
- Serious defiance of faculty authority.
- Extortion or intimidation.
- Possession of a laser light/pointer.
- The misuse of the setting off of fire equipment or signals.
- The possession of or use of flammable materials for the purpose of arson.
- Fighting.
- Throwing dangerous objects (snowballs, sticks, stones, etc.).
- Abusing the rules of safety and courtesy on the bus.
- Causing or attempting to cause damage to, or stealing or attempting to steal, school property or another person’s personal property, or possession of or the purchase of stolen items.
- Bomb threats.
- Leaving the school building and/or grounds without permission of the individual in charge.
- Use of profane or obscene words (including racial slurs and sexual innuendo) or gestures either in or on dress or verbally or non-verbally.
- Disturbance which interrupts the school routine.
- Unacceptable public display of affection.
- Cheating or the attempt.
- Truancy.
- The presence of or student involvement in unauthorized organizations or gang-like activities on school grounds, while school is in session or at school-related events, including the display of gang symbols, signals, or paraphernalia.
- An accumulation of lesser infractions may aggregate to gross misconduct.

Additionally possession, use, control or transfer of weapons will not be tolerated. This includes:

- dangerous weapons such as guns, knives, bladed instruments, and laser lights/pointers,
- weapon “look-alikes” such as play guns and plastic knives,
- any object used or attempted to be used to cause bodily harm,
- as defined by Section 921 of Title 18, United States Code, firearm as defined in Section 1.1 of the Firearm Owners Identification Act, or use of a weapon as defined in Section 24-1 of the Criminal Code. **A student who is determined to have brought a weapon or look-alike to school, any school-sponsored activity or event, or any activity or event which bears a reasonable relationship to school shall be suspended for up to 10 days and may be expelled for a maximum of two years following a mandatory expulsion hearing before the Board of Education.**

STUDENT EQUITY POLICY

District 103 has a Student Equity policy which states that equal educational opportunities shall be available to all District students regardless of sex, ethnic or racial background, language, religious beliefs, physical or mental handicaps or economic and social conditions. A discrimination grievance may be filed on behalf of any student by using the uniform grievance procedure. For the name of a District 103 Compliance Manager contact the district office.

STUDENT GRADES AND REPORTING

Students in grades kindergarten through five receive reports quarterly. The *Aims Web data* will be included in the report cards 3 times per year in grades kindergarten through five indicating a student’s progress in reading and math. Grades in reading reflect the student’s performance at his/her reading level. Grades and marks at all levels indicate the student’s

level of mastery of each skill or behavior.

Mid-quarter reports will be sent home if a student is performing below expectations. Two parent/teacher conferences are scheduled during the year. A Parent Information Night is held in September to allow parents the opportunity to meet their children's teacher(s) and to learn about the many educational programs available to their children. An Open House for parents and students is held during the school year. Please see the calendar for the dates of report cards and special parent meetings.

SUBSTITUTE TEACHERS

Substitute teaching is a difficult job. Teaching can be accomplished and progress made only if there is student cooperation. Students are to show the proper respect for substitute teachers. Any student not showing the proper respect for or deliberately harassing a substitute teacher will be dealt with in a strict fashion.

TELEPHONE CALLS

The office phone is intended for school business. Parents who wish to confer with a teacher may leave a voicemail on the teacher's phone. Students are asked to use school phones only in emergencies.

TEXTBOOKS

Students will be charged for any lost or damaged textbooks or other district curricular materials.

VISION & HEARING

Every fall, the District nurses conduct vision and hearing screening for Lyons school District 103 schools. The grades to be screened are K-1-2-3-8, all new students and special requests. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. If you feel your child is having difficulty and needs to be checked, but is not on the mandated schedule for vision and hearing screening, please feel free to contact us at the school where your child attends, to make arrangements for the screening. If your child fails the Vision and or Hearing Screening the parent will receive a referral for a doctor follow-up. ECE/pre-K children will be screened in the spring.

VISITOR'S PASS

All parents/visitors must report to the office to secure a visitor's pass and sign in. Because of exams, special events, or unusual circumstances, the building principal reserves the right to deny school visits on specific days.

Lyons Elementary School District 103

K-5 Parent-Student Handbook

DISTRICT MISSION:

In everything we do, we work together, to provide quality educational services for all students in Elementary School District 103.

DISTRICT VISION

The vision of District 103 is to provide excellence in education. The district will prepare each child to make positive contributions to society. The partnership between students, staff, the board of education, parents, residents, and business will provide guidance for intellectual, social, physical, and emotional development in a trusting, safe, interactive, learning environment.

DISTRICT 103 PARENT COMPACT

The following parent compact was developed for District 103 schools, parents, and students in order to share the responsibilities and help students reach their full potential.

SCHOOL'S RESPONSIBILITY

- Set high standards for instruction
- Create a positive environment
- Provide services and training
- Open Communication
- Provide access to staff

PARENT'S RESPONSIBILITY

- Support my child's education
- Make my child accountable
- Encourage my child's interests
- Attend school training and workshops
- Attend parent-teacher conferences
- Review District Handbook
- Support District rules and policies

Superintendent's Signature



Parent's Signature _____

Student's Signature _____

Date _____