

Dear Parent:

This handbook is published for the purpose of acquainting the students and their parents with the organization of their school. On the following pages, you will find the information necessary to answer most questions for you and the students. We hope that all will become familiar with this information, and use this handbook as a reference throughout the school year.

It is our goal to provide quality education for each student. Part of this education requires students to make decisions that will determine their future. In making decisions, each student will need to determine values and set goals for themselves now and in the future. This student handbook sets the guidelines for that decision-making while at Sherman Elementary School.

Please ask questions and seek any help you may need to facilitate a positive year of learning for your children. You may contact your child's teacher or us at 496-2021. We are all looking forward to a successful school year.

Sincerely,

Beverly Snyder, Principal
Janis Lindsey, Assistant Principal
Sherman Elementary School

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GENERAL INFORMATION

SCHOOL DAY

Early Childhood (a.m. classes, Monday-Friday): 8:15-10:45

Early Childhood (p.m. classes, Monday-Friday): 11:45-2:15

Pre-kindergarten (a.m. classes, Monday-Friday): 8:15-10:45

Pre-kindergarten (p.m. classes, Monday-Friday): 11:45-2:15

Kindergarten (half day): 7:50 a.m. - 11:00 a.m.

Kindergarten (full day): 7:50 a.m. - 2:40 p.m.

Grades 1-5: 7:50 a.m.-2:40 p.m.

ARRIVAL AND DEPARTURE

Students may not leave the school grounds unescorted during the school day. As soon as school is dismissed, students are to leave the school grounds and go home. Students may be brought to school by parents and picked up. However, if there is any change in how students are to go home, the school must be contacted. For instance, if your child normally rides a bus and you are picking him or her up instead, please call the office. We will not release any child to go home during the school day or at the end of the school day to anyone except the parents or someone designated in writing by parents. Identification may be required.

- A. Students are not to arrive at school before 7:45 a.m. Buses will be arriving between 7:30 and 7:50 a.m. at the school. Buses will drop students off at the gym door.
- B. Parents should use the circular drive or the west parking lot to drop off students in the morning. In the circle drive, please pull up as far as possible, and have your children exit the vehicle on the sidewalk side. Please do not get out of your car when in the circle drive.
- C. After school, students may be picked up at the door by the circle drive. Parents should wait outside for their children.

ATTENDANCE

Success in school depends greatly on regular, punctual attendance, and good study habits. Students are expected to be in school the entire school day unless there is a justifiable reason for being absent. Parents are responsible for ensuring regular, punctual attendance. If your child is ill, please call the office by 9:00 a.m. If we do not hear from you by then, we will call you to confirm the absence. This is part of the Child Protection Act (state law). For your convenience, the District has an answering machine to report your child's absence. If you have a child that will be absent on a given day, just call 566-2325. Leave your child's name, grade, and the reason for the absence. The number can be called anytime during the evening, night, or early

morning.

ABSENCE AND MAKE-UP WORK

1. Excused Absence: The school recognizes an excused absence as one that is due to personal illness, death in the family, observance of a religious holiday, or an emergency acceptable to school administration. Routine appointments with physicians and dentists are to be scheduled on out-of-school time when possible. When it is necessary to make medical or dental appointments during school time, the student should make every effort to return to school following the appointment and bring confirmation from the doctor's office. In most cases, a doctor or dentist appointment does not take the full day.
2. Unexcused Absence: An absence due to truancy or to any cause which the principal cannot approve is unexcused. Vacations with friends are considered unexcused. In cases of unexcused absences, the teacher has no responsibility for helping the student in making up the work missed, and the student receives no credit. However, it is to the student's advantage to cover the subject matter missed.
3. Planned Absences: A student who knows in advance that he/she will be absent must make arrangements with the attendance clerk prior to the absence. A student or parent who fails to arrange for a planned absence must expect the absence to be classified as unexcused. When a student has a planned absence, he/she is allowed as many school days as absent to complete make-up work.
4. Make-up work: It is the responsibility of the student to request and complete make-up work. Students are allowed as many school days as they were absent to make up work. When parents wish to have work sent home during a prolonged absence (after three days), they need to contact the office to make arrangements. All requests for homework need to be done by 9:00 a.m.

EXCESSIVE ABSENCES

After the 10th absence in a semester, the parents and the student may be notified. A parental conference may be arranged. Unless there are unusual circumstances, missing more than 10 days of school in a semester is excessive. Absences more than 10 days may be considered unexcused no matter what the reason for the absence. In some circumstances, a doctor's excuse for each additional absence may be required. Please remember the positive relationship between attendance and success in school. In

addition, when a student returns to school, but is limited in his/her physical participation in Physical Education classes or recess for a week or more, a doctor's written recommendation indicating the limitations is needed.

ADMISSION AFTER ABSENCE

Upon returning to school, the student must show a note stating the student's name, date of absence, reason for absence, and the signature of one parent. A note is not needed if the parent has contacted the school about the absence. Please make note of our number for reporting student absence: 566-2325. When three or more consecutive days have been missed, a doctor's note may be required to receive an excused absence. When your child is to be excused from P.E. for three or more consecutive days, a doctor's note is required.

TARDINESS AND LATE TO SCHOOL

A student who is late to school will report directly to the office. The office will keep an accurate record of the student's tardiness. Parents will be notified of excessive or repeated tardiness to school. Students must be in their classrooms by 8:00 a.m. and will be considered tardy after 8:00 a.m.

GRADING SCALE

For 1 st -5 th grades:	A	92-100
	B	84-91
	C	76-83
	D	68-75
	F	0-67

For 1 st , 2 nd , and 3 rd grades, science, social studies, handwriting, music, art, and physical education:	V	Very good
	S	Satisfactory
	L	Low level
	U	Unsatisfactory

VISITORS AND VOLUNTEERS

Parent volunteers are more than welcome to help the teachers with many activities. Please notify your child's teacher if you would like to volunteer your time. All visitors to Sherman Elementary School shall be required to first report to the main office upon entry into the school building. This includes all individuals who are not Williamsville School District students or employees. Parents should not go directly to a child's classroom. **ALL VISITORS AND VOLUNTEERS MUST SIGN IN AT THE OFFICE AND WEAR A VISITORS BADGE. AT THE END OF THE VISIT,**

VISITORS AND VOLUNTEERS MUST ALSO SIGN OUT. Please note: all doors are locked for security purposes. The only entrance for visitors is the entrance by the school office. Student guests will not be permitted to visit the school to attend classes.

LUNCH

- A. Computerized Program (Accu-Scan): We use a computerized debit card program. Money may be sent to school to the classroom teacher for a day, week, or more. This money is put into the child's account. The lunch cards are given out right before the students enter the lunchroom. After the student gets his/her lunch, the card is scanned, deducting the amount from his/her account. Cards are then kept by the lunchroom personnel and distributed the next day before lunch. NOTE: The only money accepted in the lunchroom will be from sack lunch students.
- B. How to make a deposit into you child's account: Please send lunch money in an envelope marked with your child's name, teacher's name, and amount. NOTE: A monthly menu will be sent home with each student.
- C. Negative Balance: Notifications are sent home with the students every two weeks for negative balances of \$5.00 or more. If the negative balance is \$25 or more, parents will be notified by mail.
- D. Juice/Milk Breaks: Individual teachers will schedule daily juice/milk breaks. Juice/milk must be paid at the time of registration.

CAFETERIA RULES

1. All food must be eaten in the cafeteria. Purchased food must not be taken from the cafeteria.
2. Pupils are to follow directions from the supervisors in charge of the cafeteria.
3. Be courteous and mannerly at all times. Shouting or throwing food will not be tolerated.
4. When finished, clean up the area where you were sitting. Deposit waste products in the proper area before leaving the cafeteria.
5. If students need to get up from the table for any reason, they may raise their hand to get the attention of the supervisor on duty. In case of an emergency, the student may get up and go directly to the supervisor.

INVITATIONS AND GIFTS

Out of consideration for everyone's feelings, please distribute personal gifts and party invitations during non-school times.

LUNCH RECESS

When weather is appropriate, students will go outside for recess. Please make sure your child is properly attired for the weather. When temperatures allow us to go outside in the winter, boots are a must. If a student must stay in from recess for health reasons, they must bring a note signed by a parent and be accompanied by a doctor's note.

LOST AND FOUND

We will provide a location for lost and found items, clothing, etc. in the lobby. We urge you to mark coats, hats, lunch sacks, and boxes with your child's name so items may be returned when misplaced. Articles which have not been claimed after a reasonable length of time will be donated to charity.

TELEPHONE USAGE

Students are not called from class for a phone call unless it is an emergency. Students may use the school phone only with permission of the classroom teacher, the secretary, or other office personnel. Any cell phones at school must remain turned off and stay in the student's bookbag.

EMERGENCY INFORMATION

At registration, parents are asked to complete an emergency information form. It is important that this information be kept up to date at all times. If at any time during the year you have a change of employment, address, or telephone number, please notify the school of the change. Note that it is important to have an alternate person to contact when we can not reach you. Please keep the nurse informed of allergies, medicines, and any other medical conditions.

BUS TRANSPORTATION RULES AND REGULATIONS

The school provides bus transportation to and from the Williamsville-Sherman schools. A list of bus stops will be mailed in the August. Approximate morning pick-up times and afternoon drop-off times will be included on the list. While students are on the bus, they are under the supervision of the bus driver. Students are not permitted to change from one bus to another. Riding the school bus is a privilege. If the privilege is abused, the student will be removed from the bus. In most cases, bus discipline problems can be handled by the bus driver. In the case of a written disciplinary referral, student bus problems shall be handled by the building principal and/or in conjunction with the superintendent in charge of bus transportation. In addition, our buses and offices are radio-equipped should a problem arise. If you have any questions regarding bus transportation, please call the office. Also please note the bus regulations enclosed in the handbook and go over them with your child. For the safety of the students riding our buses, it is important that the regulations set forth by the Board of Education be fully understood by all.

The school staff will do all in its power to teach children to be safe on the bus and to behave in a proper manner on the bus. We will appreciate the help parents can give by periodically discussing bus safety and behavior with their children to ensure a safe and pleasant ride for everyone.

In the interest of the student's safety and in compliance with state law, students shall observe the following regulations:

1. Remember, the bus driver is responsible for the safe pick-up and delivery of every child who rides the bus and is in complete charge of all students while they are passengers on his or her bus.
2. Be seated. Sit three in a seat only if necessary. Do not stand in the entrance or in the aisle.
3. Keep all parts of the body inside the bus.
4. Keep books, packages, coats, and all other objects out of the aisle.
5. Leave no books, lunches, or other articles on the bus.
6. Avoid loud conversation, singing, boisterous conduct, unnecessary noise, or profanity. Do not shout to anyone outside the bus.
7. Walk on and off the bus.
8. All school rules apply.
9. Use emergency door only in an emergency.
10. Good behavior and behavior that will not distract the bus driver from operating the bus safely is required. Crowding, pushing, scuffling, and other needless commotion are grounds for disciplinary action.
11. Window ventilation is to be regulated by drivers and not by students.
12. Keep the bus neat and clean.
13. Students will not be permitted on buses with athletic footwear equipped with cleats or spikes.
14. No animals are allowed on the bus.
15. Inappropriate behavior will be reported to school authorities and failure to

observe safety rules may result in suspension from bus services.

16. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
17. Be waiting at your bus stop on time.
18. Be absolutely quiet when approaching a railroad crossing stop.
19. Remain in the bus in the event of a road emergency until instructions are given by the driver.
20. Be alert to a danger signal from the driver.
21. Special permits from the principal are needed for the following:
 - a. Extra passenger with you on the bus
 - b. Students not regularly on the bus
 - c. Students getting off the bus at any other stop than their regular stop
22. Parents will be liable for any defacing or damage students do to the bus.
23. Help look after the safety and comfort of smaller children.
24. Observe safety precautions at discharge points. Where it is necessary to cross the highway, proceed to a point at least 10 feet in front of the bus on the right shoulder of the highway and wait for a signal from the driver permitting you to cross.
25. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Obey the rules of the chaperone who has been appointed by the school.

BUS BEHAVIOR POLICY

Given the safety of the children from physical damage being done and the misconduct on the buses, the following procedures for all confirmed misconduct will be:

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| 1st Offense: | Student will be issued one of the following: detention, Saturday detention, five days bus suspension, suspension from bus service for the rest of the school year, one to ten days school suspension, or expulsion. |
| 2nd Offense: | Student will be issued one of the following: detention, Saturday detention, five days bus suspension, suspension from bus service |

for the rest of the school year, one to ten days school suspension, or expulsion.

3rd Offense: Student will be issued one of the following: five to ten days bus suspension, suspension from bus service for the rest of the school year, one to ten days school suspension, or expulsion.

4th Offense: Student will be issued one of the following: suspension from bus service for the rest of the school year, one to ten days school suspension, or expulsion.

BUS DISCIPLINE NOTICES WILL BE SENT TO PARENTS IN THE MAIL.

STUDENT CONDUCT

District Policy - It is a philosophy of the school district to have rules and regulations which allow each student the opportunity to work and study in an environment conducive to learning. Students are expected to be courteous, diligent, honest, respectful, and to abide by the rules and regulations of the school district. All of us, at any age, are in need of structure and direction in order to accomplish our daily tasks. In general, we have two expectations for students to follow. The first important rule is that students are to be on their best behavior at school. The second is that students should always try to do their very best in their school work. Each teacher has a more specific list of rules for his or her classroom which will be explained at the start of each new year. Overall, it must be understood by both students and parents, that in order for a student to learn, we must have an atmosphere which promotes learning. In general, infractions of school rules may result in any of the following consequences: conference with the teacher and/or principal, loss of privileges, meeting with parents, detentions, suspensions, and/or expulsions. We will keep parents closely informed whenever a student's behavior becomes a problem.

1. A little effort on the part of each student will keep our classrooms, halls, and grounds looking neat and clean. Waste paper and other refuse materials should be placed in the waste containers.
2. For good order to exist, there should be no unruly behavior such as loud talking, whistling, running, sliding, or scuffling. Students should not loiter in the halls or restrooms. Detentions may be issued for these activities.
3. Each room should be left in good order for the next day. Desks should be neatly kept.
4. As a general rule, eating candy and chewing gum are prohibited during school hours. Teachers may allow special days for chewing gum within the confines of

their own room.

5. Radios, CD players, electronic games, etc. are not allowed at school unless specific permission has been granted by the teacher or principal. (SIMPLE ADVICE: DO NOT BRING PERSONAL PROPERTY OF VALUE TO SCHOOL).
6. Lunches are to be eaten in the cafeteria. Students are not allowed to take food to the playground or into the halls. Detentions and/or other disciplinary measures will be assigned at the discretion of the lunch room supervisors.
7. Students are to show respect for property and people. Disrespectful behavior will not be tolerated and may be punished with loss of privileges, after school detentions, or suspensions.
8. Students may be removed from class by a teacher or the principal for disruptive behavior.
9. Students are expected to arrive at school with necessary materials, books, and homework. Students are not allowed to call home for forgotten items.
10. Students are expected to behave at athletic events. This means that students should sit and watch the event. Students must be accompanied by an adult. Cheering for the team is encouraged. Students should not be moving from place to place in the gym during play. Students are not allowed to re-enter the building after leaving an event while it is in progress. If students re-enter, they will not be allowed to attend future athletic events. Students not able to follow these guidelines will be removed from the event and may be suspended from attending future events by the principal or the event's school supervisor.

GUIDELINES FOR DISCIPLINARY ACTION FOR GROSS DISOBEDIENCE OR MISCONDUCT

1. Fighting: Detention and/or one to ten days suspension and possible recommendation for expulsion
2. Intimidation and/or threats to other students, staff, and parents. This includes, but is not limited to: (A) Picking on younger or smaller children
(B) sexual, ethnic, or racial slurs
(C) bullying: Detention and/or one to ten days suspension and possible recommendation for expulsion
3. Disruption of school setting (This includes behavior or possession of things that

could interfere with the learning process. Ex: water guns, electronic equipment, or games):
Confiscation of items involved, detentions, and/or one to ten days suspension

4. Insubordination (refusal to obey established school rules, or refusal to obey directions or instructions of school personnel):
Detention, one to ten days suspension, and possible recommendation for expulsion
5. Use of obscene or abusive language, possession of obscene material:
Detention and/or one to ten days suspension
6. Damage to school property:
Payment of damages
Detention, one to ten days suspension, possible recommendation for expulsion
7. Theft or unauthorized possession of school property:
Detention, one to ten day suspension, restitution and possible recommendation for expulsion, police may be notified
8. Truancy:
Truancy shall be defined as “a child is truant when he is absent from school without valid cause for a school day or any portion thereof”. Ten days absent in 40 school days is considered truancy according to state law. Parents will be notified if student is truant.

A valid cause for absence shall be illness, observance of a religious holiday, death in the immediate family, family emergency, and shall include such other situations beyond the control of the student as determined by administration or such other circumstances which cause reasonable concern to the parent for the safety or health of the student.

- 1st offense: Detention (Make up time missed)
- 2nd offense: One to three days possible suspension and referral to truant officer
- 3rd offense: Possible three to five days suspension
- 4th offense: Possible five to ten days suspension and possible recommendation for expulsion

Truancy will require that the parents accompany the student to the principal’s office for a conference before the student will be allowed to return to class.

9. Cheating: Detention, possible one day suspension, and a zero will be

recorded for that test or assignment

10. Disrespect for school personnel:
Detention and/or suspension from one to ten days,
possible recommendation for expulsion
11. Possession of school forms: (wrongful procurement or possession of a test, test key,
etc.)
 - 1st offense: Detentions and/or one to three days suspension
and zeros on tests or assignments
 - 2nd offense: Five to ten days suspension and zeros on
assignments or tests
12. Gross misconduct:
 - 1st offense: Ten days suspension and possible
recommendation for expulsion
 - 2nd offense: Ten days suspension and possible
recommendation for expulsion
13. Gambling:
 - 1st offense: One to two days suspension
 - 2nd offense: Three to five days suspension
 - 3rd offense: Five to ten days suspension and possible
recommendation for expulsion
14. Forgery: (This includes misrepresenting a parent's signature or a teacher's
signature):
Detention, possible one to ten days suspension
15. Unapproved organization - Gangs: No organization or group of students shall
conduct meetings or assemble on school premises without prior approval of the
administration. No organization of students shall be approved which is determined
by the administration to promote disorder, violence, harassment, or racial discord.
No student shall be permitted to wear or display any insignia, item of apparel or
other evidence of membership in an unapproved organization on school premises.
Students not complying with this policy will be subject to suspension up to ten days
and/or possible recommendation for expulsion.
16. Sexual harassment: It is the policy of the Board of Education to provide an
educational environment free from unwelcome sexual advances, unwelcome
requests for sexual favors, or other verbal or physical conduct or communications
of a sexual nature. Infractions of this policy may result in verbal reprimands,
detentions, suspensions, or possible recommendation for expulsion depending on
the severity of the infraction.

17. Setting a fire or use of any type of explosive (including fireworks):
- 1st offense: Three to ten day suspension, police may be notified, possible recommendation for expulsion
 - 2nd offense: Five to ten day suspension and possible recommendation for expulsion, police will be notified
18. Setting a false fire alarm and/or bomb threat:
- Five to ten days suspension and possible recommendation for expulsion
 - Notify local authorities
19. Possession and/or use of any weapon:
- According to the court system, the term “weapon” means possession, use, control or transfer of any object which may be used to cause bodily harm, including but not limited to knives, pocket knives, guns, firearms, rifles, shotguns, brass knuckles, billy clubs, or “look-a-likes” thereof. Items such as baseball bats, pipes, bottles, locks, sticks, pencils, and pens may be considered weapons if used or attempted to be used to cause bodily harm.
- 1st offense: Five to ten days suspension and possible recommendation for expulsion
 - 2nd offense: Ten days suspension and possible recommendation for expulsion
20. Assault and/or battery: Ten days suspension and possible recommendation for expulsion
21. Possession or use of smoking materials, smokeless tobacco, or tobacco in any other form (tobacco products, lighter, matches, etc.):
- 1st offense: One to two days suspension
 - 2nd offense: Two to three days suspension
 - 3rd offense: Three to five days suspension
 - 4th offense: Five to ten days suspension
22. Any student who manufactures, sells, distributes, transfers, possesses, uses, or is under the influence of any alcoholic beverage, marijuana, any controlled substance (other than as prescribed by a physician), or any other intoxicating substance on school grounds, at any school-sponsored event, or on any other occasion the school shall have legitimate interest in regulating, shall be subject to disciplinary consequences. A controlled substance is one that is not legally obtained; is being used in a manner different from prescribed; is legally obtainable, but has not been legally obtained; or any substance that is referenced in a federal or state controlled

substance act. Look-alike, or any substance held out to be a controlled substance shall be subject to disciplinary consequences as if the substance were what it was held out to be. The manufacture, sale, distribution, transfer, possession, or use of drug paraphernalia by students shall be prohibited. A student found to be violating the foregoing shall be subject to disciplinary consequences.

1st offense: One to ten days suspension, and possible recommendation for expulsion, parents notified, referral to appropriate counseling agency, police will be notified

2nd offense: Ten days suspension and possible recommendation for expulsion, police will be notified

23. Restitution:

Students are responsible for payment of any damage to school property, including school text books, when that damage is caused by negligent, irresponsible, or intentional behavior.

24. Search and Seizure:

The Superintendent of Schools, the Building Principal, or other school personnel authorized by the administration, may search a student's locker or person. In all cases, a search will be conducted with the interest of the student's privacy being respected. It will be done in the presence of a second school employee, when possible. Any evidence that may be considered dangerous, harmful, or illegal will be confiscated and may result in appropriate disciplinary action. Anything illegal will be turned over to the proper law enforcement agency.

25. Intimidation, threats, and/or harassment to students, non-students, staff and/or parentsBthis includes but is not limited to:

- a. bullying
- b. picking on younger or smaller students
- c. sexual, ethnic, or racial slurs
- d. all forms of sexual harassment

Consequence: Detention, one to ten days suspension, and possible recommendation for expulsion

These 25 guidelines above will be applied for student referrals for gross misconduct. No credit is given for school work during an out-of-school suspension.

DUE PROCESS

A student is entitled to due process rights which include a review of disciplinary actions by the principal. An appeal to the school board for a hearing may be made for suspensions and expulsions in writing within 10 days of the review by the principal.

DETENTIONS

1. In case of a disciplinary detention, a form will be given to the students with the date and time of the detention. One copy of this form must be signed by the parent/guardian and returned to the principal and/or assistant principal. Failure to follow these procedures will result in a doubled detention.
2. Students will have at least 24 hours (one day) to arrange transportation. Parents are responsible for transportation of students serving detentions after school. The school cannot provide transportation.
3. Failure to appear for an assigned detention, without prior arrangement, will result in all remaining detention time being doubled by the principal.

DRESS CODE

Students are expected to dress in a manner appropriate for school. A student whose manner of dress poses health or safety concerns for the student, or for others, or whose manner of dress materially disrupts the educational process or undermines the authority of school personnel may be counseled to alter his or her dress by school officials. Under extreme circumstances, a student may be subject to discipline. Decisions on appropriate clothing for school wear will be made by the principal.

FIRE DRILLS/TORNADO DRILLS

Every precaution is taken to ensure the safety of your child during normal school hours. Periodic fire and tornado drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines.

PERSONAL PROPERTY AT SCHOOL

Students may bring toys, etc. to school for show and tell activities and recess, but they do so at their own risk. The school will not be responsible for breakage or loss of such items. In addition, items such as toy guns, knives (toy or real), or any item which may be dangerous to the child or others will be prohibited. Trading cards are not allowed.

HEALTH SERVICES AND MEDICATION

First aid is given for minor injuries. In case of major injuries, a physician and the student's parents are contacted. Under no circumstances may a student who is ill leave school without checking with the administrative staff.

In order to be in compliance with guidelines from the Illinois Department of Public Health and the Illinois State Board of Education, a **written order from a physician must accompany every medication** before it can be given at school. This includes all over-the-counter as well as prescription medications. The school is not allowed to furnish medication (including aspirin and Tylenol) for student use. Please send medication to school in a labeled container with a note stating: 1) name of medication, 2) dosage to be given, 3) time medication should be given, and 4) any side effects or special instructions.

You may obtain forms at any of the school offices or the school's website. We will also accept a similar form from any physician's office, providing it contains the same information requested.

HEAD LICE

The school will only check for head lice when cases within the community have been reported to us. If head lice has been detected within your family, we urge you to contact us so that we may check appropriate classes and lessen the chance of this spreading. Further information will be sent home as to treatment and detection should this situation become a problem.

INFORMATION SENT HOME

Many times throughout the school year, we send information home for parents and students concerning special events, changes in calendar dates, as well as school papers. We urge you to check each day with your child and encourage him or her to bring all information home.

EMERGENCY DISMISSAL

Should school need to dismiss for bad weather, loss of power or water, etc., the school will publicize the closing on all major radio stations. In the case of an early dismissal during the day, we also contact radio stations, but most importantly we use "Operation Snowstorm" which is a telephone tree that will call those parents who wish to be notified in case of any early dismissal. We will send home notes regarding the "Operation Snowstorm" in the fall which parents need to sign and return indicating if they need to be called if the school dismisses early.

Parents are encouraged to talk to their children about their family's emergency plan as it relates to early dismissal.

PARENT-TEACHER CONFERENCES

In early November, parent-teacher conferences are scheduled. It is one of many steps we are taking to work with you to build your child's educational program. Teachers will discuss your child's progress in school and learn more about him or her from you.

Report cards, notes, and phone calls are useful, but the parent-teacher conference has one more thing: it is a chance for teachers and parents to get together, in person, to talk about your child's education. Conferences are generally scheduled in the afternoons and evenings to make it easier for both parents and teachers. If additional conferences are needed throughout the year, we will be happy to accommodate you.

OVERVIEW OF CURRICULUM

1. General Program

The main focus of our curriculum concentrates in the areas of reading, math, social studies, science, and language arts. Special emphasis on phonics as well as many varied activities, i.e. silent reading, computer software, book report programs, library use, etc. are used to emphasize the critical importance of reading. Physical education, art, music, and library are also integral parts of our weekly program.

2. Special Programs

- A. Remedial Reading is a program that is designed to help students who may need extra time or a smaller class size.
- B. Special education programs help identified students meet an individualized instructional program.
- C. Speech and Language therapy is available for students who have an identified need in this area.
- D. An enrichment education program is offered to students who meet the criteria for placement.
- E. Counseling services are provided as requested by teacher and/or parent.

For each of the special programs, the needs of the individual student are assessed prior to recommendation for placement. Parents will be notified and permission for placement will be obtained before any student is placed in any special program.

CLASS PLACEMENT

At the end of each school year, the teachers and principal develop class lists for the following year's program. The purpose is to achieve a balance so each class has a mixture of all levels of ability, reading groups, boys, girls, etc. It is the school's policy that we do not take requests for a child to be assigned to a particular classroom.

If after careful assessment and conferencing with parents it is determined that a child should be retained in a grade, the teacher may make that recommendation. According

to section 2-3.64 (b) of the Illinois School Code, the school has the final word in this situation; however, we will continue to solicit parent support in order that the student's best interests are served. If a student fails two or more academic classes for the year, he or she will not be promoted to the next grade.

SECURITY

For the protection of the students and staff, all outside doors are secured during the school day. All visitors to the building must enter through the main entrance, report to the office, sign in and obtain a visitor badge. When departing, visitors must sign out and return the visitor badge. Visitors include all individuals who are not Williamsville School District students or employees.

VISION AND HEARING SCREENING

Vision and hearing screening will be done, as mandated for all transfer students, kindergarten, 2nd grade and 8th grade students each school year. Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Students are not required to undergo this vision screening IF an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous 12 months and the evaluation is on file at the school.

Hearing screening will also be conducted, as mandated for all transfer students, and kindergarten through 3rd grade.

This notice is not a permission to test and is not required to be returned. Vision and hearing screening is NOT an option. If a vision or hearing examination report is not on file at the school for each student of mandated age/grade/group, a screening will be conducted.

If a student's vision or hearing results indicate a need for further assessment, parents will be notified so that a doctor evaluation can be obtained.