

Gwendolyn Brooks
Parent - Student Handbook

2008-2009

SCHOOL HOURS

Grades K - 5

9:05 - 3:35

All children not riding the school bus should arrive on school grounds **after 8:50 a.m.** Teacher supervision does not begin until that time. For purposes of intramurals, band, chorus, or orchestra, or with special faculty permission, students may enter the building early. **Please note that siblings may not accompany students who are enrolled in these programs.**

All school announcements begin promptly at 9:05 with the Pledge of Allegiance. Student announcers are used whenever appropriate.

OFFICE HOURS

The office is open each day from 7:45 a.m. until 4:15 p.m.

ARRIVAL-DISMISSAL PROCEDURES

Student safety is our primary concern. These procedures are the same in all weather conditions. Please observe the following rules when picking up or dropping off students.

A.M. CIRCLE DRIVE DROP OFF - begins at 8:50

- *Use only the circle drive around the parking lot.
- *Children are not to exit cars without school personnel on duty.
- *Stop along the right hand curb of the circle drive.
- *Children should exit by the curb only. *Do not allow them to exit the car on the left side.*
- *Cars should not pass other cars in the circle drive unless directed by school personnel.

P.M. CIRCLE DRIVE PICK UP - begins at 3:30

- *Children will exit from door #12
- *You may pick them up along the circle drive around the parking lot.
- *If your child will be driven to and from school every day, you need only to write one note for the year. Please notify the office if this procedure changes.

P.M. STONEBRIDGE BLVD. PICK UP (South of the school)

- *Children will exit from door #2 (gym end).
- *Students will walk along the front sidewalk to Stonebridge Blvd. Parking along Stonebridge Blvd. is not allowed in areas where curbs are painted yellow.
- *Cars should park on the right side so that children can enter cars from the right.

PLEASE DO NOT park in front of the school and/or walk your child/children through the front parking lot when buses are present, arriving, or departing. If you are picking your child up and your child is not aware of it, please come into the building and sign them out prior to 3:10 pm.

Bicycles/Skates/Scooters/Skateboards

Students have the opportunity to ride bicycles to school. Bikes are to be **walked** on school property and **locked** in the bike racks during the school day. Painted red lines indicate the point beyond which students must walk the bikes. If skateboards or scooters (not motorized) are ridden to school, they must be locked at the bike rack. They cannot be stored in classrooms.

Children should obey all traffic rules when traveling to and from school. If skates or roller blades are worn to school, for safety reasons, they should be removed as soon as students enter the area as designated by the red lines.

Bus Transportation

Our school district uses *First Student* for contracted bus services. Their phone number is (630) 904-0900. The Director of Support Services, Karla Zozulia, formulates bus routes. Any questions concerning these routes should be directed to her at karla_zozulia@ipsd.org. In order to provide the safest and most efficient bus transportation, the district has developed certain rules and expectations. We ask that students and parents familiarize themselves with the following information and encourage observance of these guidelines and regulations.

1. Obey the driver and remain in your seat.
2. Do not throw objects on or from the bus.
3. Keep head and hands inside the bus.
4. Do not eat or drink on the bus.
5. Be at your bus stop five minutes before the scheduled time.
6. Be courteous to classmates/neighbors at bus stops and while bus is traveling.

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

1. Disciplinary referral filed and parents notified.
2. Disciplinary action recommended:
 - 1st offense - warning
 - 2nd offense- bus privileges may be suspended for up to 5 days.
 - 3rd offense - bus privileges may be suspended for up to 10 days.
3. If it is deemed in the interest of the school and the safety of the students riding the bus, an immediate bus suspension may be imposed with the 1st warning.

Please note that randomly selected buses may contain videotaping equipment.

ART, MUSIC AND PHYSICAL EDUCATION

Students will receive instruction in these special areas as scheduled. Necessary supplies, materials, and gym shoes are required to participate.

Grades K-5

Art.....50 minutes, one time/week
PE.....25 minutes, three times/week
Music.....25 minutes, two times/week

PE Clothing

All students need a few basic supplies for PE. All children should have a separate pair of gym shoes for PE use only. This helps students to have dry shoes for emergencies and for changing when the ground is wet outside. Additionally, everyone should have a gym jacket or sweatshirt to leave at school. Girls should have shorts to wear if they are wearing a skirt or dress on gym days.

PE Participation

In the event your child is recovering from an illness or you have concerns regarding PE participation, you may send a written request that he/she not participate for up to 3 days. After the 3rd day, a doctor's note is required for exclusion. A note to the PE teacher to monitor participation will keep the teacher informed. Students who are unable to participate in gym activities will remain in the gym to observe and participate in any way deemed appropriate.

Extra Curricular Activities

A variety of before and after-school activities may be offered each year to students in grades 4 and 5.. Please watch for additional information about these activities.

ATTENDANCE

Philosophy

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

Expectations

Parents or guardians are expected to make reasonable efforts to ensure the regular attendance of their children, consistent with Section 26-1 of the Illinois School Code, and to inform the school of any absences and their causes. Gwendolyn Brooks staff will monitor each student's attendance and punctuality and inform parents or guardians of any attendance problems or chronic tardiness.

Parents must report absences to the office at 375-3209 by 9:15 a.m. Please note that if we are not contacted and are unable to contact you, the police department will be informed.

In the case of a known extended absence of one week or more, one call need only be made. Students who have been sick should be fever free for 24 hours before returning to school. If the sickness is interpreted to be a contagious disease, readmission to school should be with a back-to-school permit signed by a physician.

Excessive Absenteeism

Gwendolyn Brooks considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development. Excessive absenteeism and tardiness are interpreted to be 10% or more of the days school has been in session. When a student is absent for more than 10% of days in a quarter, for any reason, parents will normally receive a letter from the principal stating the number of days missed.

Tardiness

If a student arrives at school after 9:05 a.m., he/she should report to the main office for a pass. Please note that students enter the building at 8:50 and are in the classroom by 9:05 to begin the activities of the day. A student will be marked absent for one-half day if the student is out of school for more than 1.5 hours but less than 4 hours; a student will be marked absent for a whole day if the student is out of school for more than 4 hours. For example, a student arriving at 10:35 would be marked absent 1/2 day. A student arriving after 1:00 would be marked absent for the day.

Make-up Work

If a student is unable to attend school for two or less days, he/she will receive make-up work upon returning to school and be given an appropriate due date. For extended emergencies/illness, a parent may call the office on the morning of the third day of absence to request make-up work. If the extended illness results in an absence of more than two weeks, a homebound tutor may be available.

Medical Documentation

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

Early Dismissal

For safety reasons, a parent must come into the school office to sign out a child who is being dismissed early. We have found that it is best to wait and send for the child after you have arrived to sign them out for the early dismissal. Board of Education policy #5060 states that students will not be released from school on a regular basis. **Any changes to your child's dismissal procedure (ex: riding the bus rather than being picked up) must be called in no later than 2:00pm. Any requests for early dismissal must be**

made prior to 3:10 pm. We are not able to grant requests to remove students from class between 3:10 and 3:30 pm.

Vacations/Extended Leaves

Every effort should be made to have students in school when it is in session. When an absence must occur due to a vacation or extended leave, **students will not receive homework in advance.** Experience has shown that it is difficult at best for teachers to accurately predict homework and for students to do homework properly on vacation. Upon return to school, students will receive make-up work and an appropriate due date.

BIRTHDAYS AND PARTIES

The Gwendolyn Brooks PTA sponsors special seasonal parties. Other treats, birthday parties, and favors are not part of our school program. **No birthday treats or gifts (i.e. balloons) for students are permitted at school.** Our school recognizes all student birthdays by announcing names over the intercom system and giving a birthday pencil to each student. Individual teachers may occasionally plan a special activity. Invitations to birthday parties are to be handled by parents. Please do not send invitations to be handed out at school. This helps to avoid hurt feelings which result for those children who do not receive an invitation.

CONFERENCES/VISITATIONS

Communication with your child's teacher is vital to his/her success in school. Parent-Teacher conference times are scheduled twice each school year. If at any other time you feel the need for a conference, please contact the teacher.

School visitations by parents and other non-school personnel are encouraged under the guidelines of Board Policy #5380. These guidelines include:

1. Visitors shall pre-arrange visits to the school with the building principal at least 24 hours prior to the visit.
2. In the absence of unusual circumstances previously discussed with the principal, school visits shall be limited to a reasonable length of time (one hour per day).
3. School visits shall be limited to adults.
4. Visits to individual classrooms should be made only when the regularly assigned teacher is present.
5. School and classroom visits shall not be disruptive or in any way interfere with the instructional program. All visits and visitors shall be subject to the authority of the building principal that may restrict or limit visitors as he/she considers necessary.
6. Visits to school by a student's friend/associates are not permitted except by special permission or for special events.

Classroom visitations are discouraged during the first/last three weeks of the school year and during testing sessions.

DRESS CODE

Dress and appearance should be tasteful and not be a health or safety concern or disruptive to the classroom. Student dress or attire will conform to the following minimum standards as set forth in Board of Education Policy #710.07:d.

- a. Hats, head coverings, jackets, coat and gloves will not be worn in classes. Students must remove their head coverings upon entering the building. (Religious head coverings are exempt).
- b. Students must wear shoes. Metal, plastic, or rubber cleats or other shoes that may damage the floors may not be worn. **"HEELIES" MAY NOT BE WORN AT SCHOOL.**
- c. Students will not wear beachwear to classes, except for special approved days.
- d. Student dress will be appropriate for the school activity. Undergarments must be covered.

- e. No garments or jewelry depicting any alcohol or tobacco products, or other drugs will be worn at school.
- f. No garments or jewelry with messages, graphics or symbols depicting weapons or which are derogatory, inflammatory, sexual, or discriminatory, will be worn at school.
- g. No spiked or dangerous jewelry, (such as handcuffs, chains, etc.) may be worn at school.
- h. Students may not wear or display items that are considered to be gang identifiers by our school and community. These identifiers include, but are not limited to: Playboy Bunny insignia, a single glove, 5 or 6 pointed stars, arrows or pitchforks shaved into the hair or otherwise displayed. Any other attire, item, insignia, or symbol, which the administration has reasonable cause to believe is a gang identifier, will be prohibited even if it had not previously been so designated in this or any other statement of policy.

EMAIL NEWS LIST

If you have email access, please make sure that you sign up for our school email news list. Signup can be accessed by visiting the school website at <http://brooks.ipds.org> and following directions on the right side of the screen.

HOME/SCHOOL COMMUNICATIONS

Please check your child's book bag on a daily basis. Encourage your child to take responsibility for giving you informational items, community announcements, school schedules, and newsletters, which he/she may carry, home in his/her book bag. Parent/child communications will be improved through jointly exploring school work and school communications each day. Parents are also encouraged to access our school website and sign up for our email list-serve. Daily announcements and school communication will be sent electronically each day to those parents who access the list-serve. Tiger Tales will also be published on the school website, with email notification sent when new issues are released.

A Gwendolyn Brooks newsletter, "Tiger Tales", will be published monthly by the Gwendolyn Brooks PTA. Enjoy reading it and reinforcing school activities with your child. "Tiger Tales" will be available on the Brooks School website and in paper form.

LIBRARY MEDIA CENTER (LMC)

Mission

Believing that the Library Media Center is a fundamental part of the educational program of all Indian Prairie School District schools, the mission of the LMC is to encourage, promote and assist students and teachers so they can be effective and discriminating users of ideas and information, and to foster the reading habit and use of a library for lifelong learning.

The LMC is a service center for all students and includes a computer lab, which is used by all at various times of the week. Students will have the opportunity to learn about and effectively use the resources available in the LMC for classroom assignments, as well as choose personal reading books.

All students except kindergarten may have up to two books checked out at a time. Students with an overdue book may not check out additional materials until the overdue has been returned.

The LMC holds two book fairs during the school year - one in the fall and one in the spring. Book fair profits support many LMC programs throughout the school.

Book Fines

Students who lose or misuse textbooks or library books will be charged a fee, based upon the decreased life of the book. Reasonable wear is accepted, but fines or replacement costs will be imposed for excessive wear, damage, or lost books.

The LMC participates in statewide incentive programs, one of which is the Rebecca Caudill Young Reader's Book Award. This award is for students in grades 4 through 8. They vote for their favorite title from a select list of recently published books for young people. The children nominate books, a committee reviews the nominations and a master list of 20 titles is selected for the program each year. Students read the books on the list and vote for the favorites each February. An award committee tallies the results and announces the winning title in March. The purpose of the program is to encourage young people to read for personal satisfaction.

LOST AND FOUND

The school cannot be responsible for lost personal items. Please do not allow your child to bring valuable, expensive, or irreplaceable items to school. No personal items beyond clothing and school supplies may be brought to school without staff permission. We regret that each year our lost and found box has many valuable items, which are never retrieved by the proper owner. Help us avoid this problem by clearly labeling your child's clothing and other articles with his/her full name. Our lost and found is located in the Multipurpose Room where students eat lunch. Parents and children are encouraged to periodically look over the lost and found to reclaim missing items. Though staff members are happy to assist students find lost items whenever possible, maintaining personal items is the primary responsibility of students and parents.

LUNCH/LUNCHROOM PROCEDURES

Sodexo/Marriott administers the hot lunch program. Specific information is available by calling the Food Service Office at (630) 428-6568. During lunchtime recess, students will be able to enjoy the playground except for days of extreme weather. Please make sure your child is dressed appropriately for outdoor activity.

We expect students in the lunchroom to respect the rights and property of others. Good manners are essential. Please review the following lunchroom rules with your child:

1. Use proper table manners.
2. Walk in the lunchroom.
3. Maintain quiet voices.
4. Raise your hand and wait for help.
5. Never throw your food.
6. Properly discard your food and waste, clearing the tables and floor in your area.
7. Recycle or reuse lunch containers and any other recyclable materials.

MESSAGES AND TELEPHONE USE

Our primary goal is to educate students. To help accomplish this goal, it is important to avoid classroom disruptions. It is for this reason that parent cooperation is requested in helping students be aware of dismissal procedures, after school events, and other special arrangements.

Please note the following:

1. Phone usage by students is only allowed with staff permission.
2. Messages will not be delivered unless it is an emergency situation.

3. Staff voice mail numbers will be sent home early in the school year and are also available via the school website, <http://brooks.ipsd.org> . Staff members will check voice mail messages daily, but parents are cautioned not to leave important messages needing immediate response.

SAFETY AND HEALTH

Emergency Information

It is of the utmost importance that your emergency telephone numbers listed on the registration and health forms are current. As changes occur, please contact the office to update the information, as these will be the phone numbers that we will use if your child is injured or sick.

Emergency School Closings

In case of bad weather or dangerous road conditions, school closings or early dismissals may be announced over local radio stations. **Please do not call the school. Tune into one of the following radio/TV stations or check the district website www.ipsd.org. Our school email news list will also be utilized.**

WBBM	780AM
WGN	720AM
WLS	890AM
WPCB	1610AM
WSPY/WAUR	930AM/107.1FM
WBIG	1280AM

CBS	CH 2
WLS	CH 7
WGN	CH 9
WMAQ	CH 5

You may also call the district hot line at 375-3015 for the recorded message.

Emergency Delayed Dismissal

If severe weather conditions (tornado warning, high winds, severe thunderstorm and lighting) exist during dismissal times, consideration is given to announcing an Emergency Delayed Dismissal. If this occurs, students will remain in school until the dangerous weather conditions subside. The decision will be based upon weather conditions, warning systems, and communication between First Student and Indian Prairie District 204 Administration.

Procedure For Delayed Dismissal

1. Announce to students and staff that there will be a delayed dismissal.
2. Students and staff are instructed to remain in safety areas or classrooms until the all clear signal is given.
3. Parents who wish to pick up students during this time are required to sign them out prior to their release. Parents should enter and assemble in the office hall for instructions. Please sign students out in the office and we will call them from their classrooms or emergency positions.
4. Parents may only sign out their own child unless they have written permission from another parent.
5. No buses or vans will be released until the all clear is given.
6. An all clear announcement will be given to signal release time.
7. Directions given over the PA system will provide a smooth flow for release.
8. Gwendolyn Brooks staff will monitor and assist parents and students during this emergency delayed dismissal.

Fire, Emergency and Disaster Drills

Fire, emergency and severe weather drills are practiced routinely throughout the school year to familiarize the students with the alarm sound and procedures. Fire and tornado exit guidelines are posted in all school areas. Emergency drills and procedures will be practiced as deemed appropriate to insure the maximum safety of our students.

Medication Policy

Administering medication to a child is the responsibility of the parent/guardian. If it becomes necessary for medication to be given at school, only medications prescribed by a physician and under outlined procedures will be administered. Please contact the school health office for procedures and details.

Integrated Pest Management

Public Acts 91-0525 require Integrated Pest Management (IPM) for all Illinois public schools. IPM is a method for managing damage by pests with the least possible hazard to people, property and the environment. This method for managing pests includes the careful use of pesticides such as insecticides, herbicides, rodenticide and fungicides. Integrated Pest Management also requires that parents or guardians have prior notice of pesticide applications. In order to provide timely information to parents or guardians who would like to be notified about these pesticide applications, the School District develops a registry each year. Forms will be available in each school for those wishing to be included in the registry.

Playground Guidelines

Parents should be aware that the playground is not supervised before 8:50 a.m. or after school. **For safety reasons, no unauthorized children or adults are allowed on school playgrounds during school hours.**

During lunch recess students will be able to enjoy the playground except for days of extreme weather. Please make sure your child is always dressed appropriately for outdoor activity. Students will be going outside unless there is precipitation or the temperature is below zero degrees, considering the wind chill factor.

Money

Any money sent to school for hot lunch, field trips, book orders, or other appropriate reasons must be put in a sealed envelope, marked with the student's name, purpose of the money and amount enclosed.

SCHOOL CLIMATE / BEHAVIOR EXPECTATIONS

Public schools, to be effective, must give all students the opportunity to learn and all teachers the opportunity to teach. We believe in the development of self-discipline in each student. Parents, teachers and school officials are all partners in helping students acquire that self-discipline. At school, teachers are the first resource in fostering an orderly school atmosphere. Parents and students should become familiar with the discipline policy related in the Gwendolyn Brooks Parent/Student Handbook as well as the district policies outlined in the District 204 Parent Student Handbook, as both are in effect at Gwendolyn Brooks School.

We believe that the most successful schools have teams of educators who actively teach students how to be respectful, define behavioral expectations, monitor and follow up on student behavior and acknowledge appropriate behavior. Therefore, at Gwendolyn Brooks School we have implemented Positive Behavior Interventions and Support (PBIS) system. PBIS is a proactive system approach to preventing and responding to classroom and school discipline problems. Emphasis is directed toward developing and maintaining safe learning environments where teachers can teach and students can learn. The purpose of the

PBIS approach is to provide schools with the capacity for systematic planning and problem solving when preventing and responding to problem behavior.

As part of our PBIS system Brooks holds all students to three expectations:

1. Be Respectful
2. Be Responsible
3. Be Safe

Recognizing Positive Student Behavior

Students who choose to act in respectful, responsible, safe manner may receive a variety of positive recognition such as:

1. Verbal praise from his/her teacher.
2. Written commendation in the form of a certificate or postcard from the teacher to the parents.
3. Tangible reinforcement may be issued by staff members as spontaneous recognition in the form of Tiger Roar Awards. The reinforcement is used for a special monthly incentive throughout the year.

Steps for Dealing with Individual Misbehavior

When a student is involved in a disciplinary matter, the student will be given individual attention in a positive, corrective manner. Parents are informed of significant disciplinary action involving their student as well as the procedure for due process appeals in suspensions.

Range of Disciplinary Consequences

1. Loss of Privileges
2. Warnings
3. In School Detentions
4. Out of School Suspensions

Severe disruptions or infractions will be referred to the student services coordinator or the building principal. Any activity which jeopardizes the safety of any student will be handled as a serious offense and may result in an out of school suspension, (i.e., having, displaying, or transmitting any type of weapon, look-alike weapon, or any other dangerous instrument or object.)

CLASSROOM DISCIPLINE PLANS

Classroom discipline plans are established by the teacher with rules and consequences. Please watch for this plan and review it with your child. Parental support is an important component of any discipline plan. As a guideline, parents will be called as an intervention for support and cooperation prior to scheduling a detention before or after school.

THREATS/BULLYING/INTIMIDATION AND SAFE SCHOOLS

Aggressive behavior, fighting, or bullying will not be tolerated. Aggressive behavior is defined as using force, noise, coercion, threats, intimidation, fear, or other comparable conduct toward anyone or urging other students to engage in such conduct. We recognize that young people need to learn to distinguish good and bad choices, therefore, we must evaluate offenses based upon patterns of behavior and severity of the offense. In order to be most effective, interventions and consequences will be coordinated with the age and developmental stage of the individual student.

Advice to Students: If you are approached by another student who threatens you and wants to fight, tell the nearest staff member, your classroom teacher or go to the office to report it. Do not involve yourself in a fight. In a fight situation, discipline is usually issued to all the participants.

TRANSPORTATION

Private Vehicle Transportation

If your child will not be riding the bus on any particular day, please send a note stating such and who will be responsible for picking him/her up from school. Students who do not have a note will be asked to ride the bus home. If your child is eligible for bus service but you will be driving him/her to school every day, please write a note, which states that you will be providing transportation every day. **It is District 204 policy that students may ride only their assigned buses.** For bus transportation to and from permanent, in-home daycare providers, please call the school or refer to the district handbook.

Please avoid calling the school after 2:00 p.m. to change transportation arrangements previously arranged with your child(ren). **Last minute transportation changes can lead to confusion and are a serious safety concern.**

VISITORS

The safety of our students and staff is of critical importance. All visitors, even parents, are required by Illinois State Law to report to the office upon entering the building. Everyone must sign in/out and state the purpose of the visit. Each visitor will be issued a visitor's tag to wear while in the building. The main doors are unlocked until 9:05. At that time, all school doors will be locked and entrance into the building will only be through our security system. If your children arrive at school after 9:05 a.m., you must ring the bell at the front main door for admittance, and accompany your child into the office to be signed in. Please note that this precaution will help to insure the safety of our students. All visitors are required to make prior arrangements before visiting a teacher and/or classroom. It is important that the classroom instruction not be interrupted for individual concerns. (See Visitation/Conferences)

Please review the contents of this handbook and follow our established policies and procedures. Together we can make Brooks School a safe and enjoyable place in which to work and learn. If you have any questions, concerns or suggestions, please feel free to contact the main office at 375-3200.

ZERO TOLERANCE FOR WEAPONS

Possession or use of a weapon or other object which may reasonably be considered to be a weapon on or about the student's person, or possessions upon the school premises at any school sponsored activity, will be dealt with severely. Engaging in these activities will result in suspension or other appropriate serious consequences (see District 204 Handbook).