

# PLEASANT LANE SCHOOL



## STUDENT HANDBOOK 2017-2018

This handbook is provided to families to acquaint you with the rules, regulations, procedures, and other relevant information necessary for the orderly functioning of our school. It has been structured to help promote student academic and social growth.

**This is a summation of current practices and procedures. This can be subject to change. Refer to the District Student Handbook (*Inside Your Schools*) on the district website ([sd44.org](http://sd44.org)) for District 44 procedures and information.**

### Mission Statement:

Pleasant Lane School will foster a healthy, positive learning environment in which all will persevere, be responsible and excel.

## GENERAL SCHOOL INFORMATION

Main Office (630) 827-4640 District 44 (630) 827-4400  
Nurse's Office (630) 827-4647 Attendance Line (630) 827-4641  
Fax (630) 620-3760

School Address: 401 N. Main Street District Website: [www.sd44.org](http://www.sd44.org)  
Lombard, IL 60148

## BELL SCHEDULE AND EXPECTATIONS

- 8:27 Students are to gather in their grade/class appropriate lines  
8:30 Students are admitted into the school in order to begin their day  
8:35 Student should be in their classrooms ready to begin their instructional day  
3:15 Students conclude their academic day
- Students are not considered tardy unless they enter the building after 8:35, though all students should enter the building by 8:30.
  - All doors, with the exception of Door 1 (the main entrance) are closed at 8:35 and students are not to gain entrance to the building through their classroom doors after that.
  - Any time after 8:35, students should enter the building through Door 1 (the main entrance) so we can record their entry at the Main Office.

Please be sure that your child has safely entered the building if you have dropped him/her off after all of the children have entered the building. If your child is in **kindergarten or first grade**, please be sure that you monitor this closely. Your child will need to walk to the main entrance in order to enter the school. We don't want any of our kids unsure of the process and be lonely or scared.

## **PLEASANT LANE SCHOOL GROUNDS USE**

Pleasant Lane School is a safety zone and must be used only by attending students during school hours on days of attendance. In addition, we must ask community members to refrain from using the playground during school hours on days of attendance. “Pleasant Lane School” includes all grounds and all playground equipment. Staff will be asked to remind any community members found using the grounds during school hours on days of attendance to leave the property. It is also not appropriate to allow preschool siblings to play on the playground during school hours. Please understand this is a student safety measure we must have in place to insure we know who is on our school grounds at all times.

## **SCHOOL COLORS AND MASCOT**

The Pleasant Lane colors are red, black and white and our mascot is a Falcon. We encourage our students to identify with these symbols as a representation of our school pride and spirit. Throughout the year the student council holds spirit days and children are encouraged to show their spirit by wearing red and white.

## **SCHOOL HOURS**

School Hours: 8:35 a.m. to 3:15 p.m.

Lunch: 11:45 a.m. to 12:35 p.m.

Children should not arrive before 8:15 a.m. (unless they are on patrol, eating breakfast or enrolled in the ‘Y’ Kids Program) or return from lunch before 12:30 p.m. Also, students should go directly home at 3:15 p.m. unless they are supervised by their parents on the playground or enrolled in the ‘Y’ Kids Program. No supervision is provided after school.

## **SCHOOL IMPROVEMENT COMMITTEE**

The Pleasant Lane School Improvement Committee determines the school’s mission statement, goals, processes, and outcomes. It is the vehicle for change, revision, and celebration at Pleasant Lane School.

## **STANDARDS OF DRESS**

The attitude of students toward school and learning can be affected by the way in which they appear or dress. Since schooling is a serious and important undertaking, children are best served when they come to school dressed in appropriate clothing. Please monitor your child so we can continue to provide a serious learning environment at Pleasant Lane.

Clothing that may contribute to the disruption of a classroom is prohibited. The following are examples: tank and mesh tops, halter tops, cut-up shirts and pants, clothing with messages advocating the use of alcohol or drugs, items that display obscene language or violent behavior, or chains dangling from clothing. Appearances that can be distracting include painted hair and make-up in the K-5 grade levels.

Oversized or baggy pants are discouraged. This style can pose a safety threat. Children tend to trip over their pants and struggle to carry belongings while attempting to hold up their pants, if they are not worn at the waist.

### **Clothing for Safety in Physical Education:**

1. **Shoes:** Students are required to have a clean pair of sneakers to keep at school. Shoes should allow for appropriate athletic movement. *Shoes that are too big or too fashionable may pose a safety issue for the student him/herself or for others.*
2. **Laces:** If your child does not yet know how to tie his/her laces snugly, please consider buying a pair of Y-ties. These are the curled elastics and are much easier to use than laces. Velcro is also a good option.
3. **Clothing:** Please help your child choose clothes that allows them to move about easily. *Tight skirts or tight jeans* impede movement. *Skirts without shorts underneath* tend to make girls self-conscious. *Wide-leg pants* that come below the feet cause slipping when the pant legs get caught under the shoes. This can be very dangerous. *Pants that are too large for the body,* and slip

down, cause the students to hold them up with one hand as they walk, run, skip, gallop, kick soccer balls, etc. This can impact learning. Please consider a belt if you have purchased pants for your student to “grow into.”

## **STUDENTS’ RIGHTS AND RESPONSIBILITIES**

### **BEFORE SCHOOL PLAYGROUND RULES**

Because there is no supervision available until 8:15 a.m., students may not be on school grounds prior to 8:15 a.m. Students will not be allowed to use the playground equipment until a morning supervision staff member has given permission. Students will be allowed to use the equipment until it is time to line up to begin their entrance into the school. For the safety of all children, unsupervised student play cannot be allowed on school grounds on days of student attendance.

### **BUS CONDUCT**

The following rules have been established in order to insure the safety of all students who ride the bus to and from school or on a field trip.

1. Use only the bus and bus stop assigned
2. Orderly behavior is required at the bus stop and on the bus
3. Remain seated, facing front, when the bus is in motion
4. Talk quietly and make no unnecessary noise
5. Keep head and arms inside the bus

Students not following the above rules will be brought to the parents’ attention. Repeat misbehavior can result in a referral or a loss of bus riding privileges. Insurance regulations allow only authorized students to ride the bus.

## **CHARACTER COUNTS - PILLARS OF BEHAVIOR**

The behavior expectations for Pleasant Lane students are that of respect, caring, trustworthiness, fairness, citizenship, and responsibility .

We will teach children through examples, modeling, and lessons about the importance of our behavior guidelines. Our goal is to develop a safe, caring, learning community where students as a result can do their absolute best.

All children make choices about their behavior. Most choices are acceptable. Some choices are not acceptable and have consequences as a result.

## **LUNCHROOM CONDUCT**

Lunchroom monitors are the figures of authority in the lunchroom. Directions must be followed to insure a safe environment. Students scheduled to eat in the lunchroom must remain on the school grounds during the entire lunch hour. Lunchroom monitors have been hired to supervise the lunch hour and students are expected to be respectful and follow the rules:

1. Students are to sit at their assigned tables.
2. All food is to be eaten in the lunchroom and waste disposed of properly.
3. Students are to use appropriate conduct and table manners.
4. Students are expected to talk in normal tones; shouting and yelling are not permitted.

## **PBIS (Positive Behavior Interventions and Supports)**

Be Respectful. Be Responsible. Be Safe. These are the universal expectations at Pleasant Lane. The staff has developed consistent messages regarding expectations of behavior. Parents can help the process by using some of the same language at home. Encourage your children to be able to let you know what is expected of them in areas of the school like the washrooms, hallways and the classrooms. Students have been excited to

receive “Gotchas!” These small rewards are being used to encourage the children to do what is expected with the hope that all behaviors are internalized and used more consistently in the future. Periodically teachers will challenge their classes and determine class rewards. We will continue to develop and determine consistent messages and expectations for the students throughout the year.

If a child has not met the expectations set forth through PBIS, he/she may receive a Problem Solving Form. The Problem Solving Form is a form that the staff is utilizing in order to determine the areas in which we need to focus our education regarding expectations, and also informs the parents about the infraction. Problem Solving Forms are to be signed by the parent and returned to school the next day. If there are any questions regarding Problem Solving Forms, please contact your child’s teacher.

## **STUDENTS' BEHAVIOR GUIDELINES**

### **EXAMPLES OF MINOR BEHAVIOR INFRACTIONS:**

These infractions will be handled by the supervising adult:

- Running in school/making hallway noise
- Wearing hats and/or chains in school
- Horseplay
- Wearing clothing that is disruptive to class. If your child comes to school inappropriately dressed, you will be called to bring a change of clothes.
- Riding bikes on school grounds before school, during school and after school until 3:30 p.m. on school days.
- Chewing gum or eating candy outside of the classroom.
- Loitering
- Littering
- Arriving before 8:15 a.m. - except patrol, students having breakfast and students enrolled in the ‘Y’ Kids Program. (supervision is provided at 8:15 a.m.)

- Students are to go directly home at 3:15 p.m. unless they are supervised by their parents while playing on the playground. No supervision is provided after school

Consequences for Minor Behavior infractions may consist of talking to the child, loss of recess, and/or parent contact.

These infractions will be handled by the supervising adult and may be reported to the principal and/or the parents.

### **EXAMPLES OF MAJOR BEHAVIOR INFRACTIONS:**

- Fighting/wrestling/playing contact sports/play fighting
- Displaying disrespect/disobedience
- Jeopardizing the health or safety of students or school personnel, i.e., inappropriate physical behavior, throwing gravel, snowballs, shooting rubber hands, biting, spitting, use of spit wads, etc.
- Stealing/cheating/lying/forging
- Bringing Laser Pointers to school
- Defacing school property or the belongings of others
- Bringing inappropriate or dangerous objects to school, i.e., hard baseballs, wooden or metal baseball bats, skate boards, skates, scooters, Rolling Runners (shoes with skates that retract into the sole of the shoes), etc.
- Bullying, repeated teasing, harassing, intimidating, threatening harm to others, name calling, spreading rumors or exclusion from peers.
- Using obscene language/gestures
- Leaving the school grounds or classroom without permission or entering other areas of the building or grounds without permission (Example: Being near bike racks during recess or crossing the sidewalks on Pleasant Lane, Main St., or Berkshire or being in the east parking lot, or on the tennis courts)



- Crossing Main Street at any location other than by the traffic light
- Repeated minor offenses

Consequences for Major Behavior Infractions may include, but are not limited to: talking to the child, parent contact, parent/child/teacher/principal conference, loss of recess(es), behavior plans, being detained after school\*, restitution, apology, removal from class, suspension, and/or a combination of consequences.

These are schoolwide rules and do not negate specific individual classroom teachers' or special area teachers' rules.

NOTE: \*Students will be kept after school only after parent contact has been made so that parents understand the reason and length of time to be spent after school and can make arrangements for the student to get home.

Lunchroom -examples of misconduct include, but are not limited to:

- Inappropriate washroom behavior
- Out of seat
- Throwing food
- Not cleaning up after lunch
- Line misbehavior (pushing, shoving, not lining up when it is time)
- Loud voices, popping milk cartons or bags, etc.
- Going outside of the assigned area

## **GRADES & REPORTING TO PARENTS**

### **STANDARDS BASED GRADING**

District 44 has “Standard Based” report card. **This means that your child will not receive a letter grade.** Instead, the report card will indicate the level of mastery for individual learning standards for that content area.

Kindergarten standards are slightly different and more developmental in nature.

E = Exceeds Standard

M = Meets Standard

WT = Working Towards Standard

DV = Learning Standards Developing

BG = Learning Standards Beginning

NM = Not Meeting Learning Standards

NA = Not Assessed this Trimester

## **HOMEWORK**

Homework is an extension of the learning that takes place in school. Homework provides practice and drilling that reinforces classroom learning and can provide opportunities for independent study, research, and creative efforts. Parents can help their child by arranging for a quiet, comfortable place for their child to work, and by seeing that assignments are completed. Refer to the District Handbook for the amount given per grade level.

## **ATTENDANCE AT SCHOOL**

### **ATTENDANCE**

Parents/guardians can **call 630-827-4641** (24 hours a day) to leave a recorded message to report an absence. Additionally, emails with absences may be emailed to [4641@sd44.org](mailto:4641@sd44.org).

It is the responsibility of the parent/guardian to call the school **before 9:00 a.m.** if a child is to be absent. If a child is absent and the parent/guardian has not called the school, a reasonable attempt will be made to contact the parent/guardian by phone. School absences will be monitored carefully and allowed for personal illness and emergency situations only. If absences are excessive, you will receive a letter from the office.

Prompt arrival to school starts your child off on the right foot. Children should arrive no earlier than 8:15 a.m. If your child arrives at school late he/she must stop in the office for a tardy slip before going to class. If a child arrives tardy to school repeatedly, you will be contacted.

If it is known that the child will be absent for a number of days, this should be reported at the time of the first call. If the child will be absent for a period of time for other than an illness, you need to notify the classroom teacher and office. If a student is to be absent for a longer time than originally reported, the school should again be notified.

Excused absences are recorded for pupils who miss school because of personal illness or quarantine, bereavement, serious family illness, observance of a major religious holiday, or other acceptable reasons approved by the school principal.

Student should be kept home if:

- Fever – 100 degrees or higher
- Vomiting or diarrhea
- White patches in the throat or tonsils
- Difficulty swallowing or talking
- Persistent cough/extreme congestion
- Rash
- Red or irritated eyes which may be pink eye

Please do not send a child back to school until:

- Temperature is normal without medication for 24 hours
- No vomiting or diarrhea for 24 hours
- Breathing comfortably without medication
- On antibiotics for 24 hours for pink eye
- On antibiotic for 24 hours and temperature has returned to normal for strep throat
- Rash is identified and note from doctor that it is okay to return

If your child is absent from school because of illness he or she will not be allowed to participate in any school activities that day.

Teachers will help a student to make up work missed due to an excused absence, and full credit will be given for all such work completed by the student within a reasonable amount of time. If a student is absent for any reason other than those mentioned, the absence is considered to be unexcused and teachers are not required to tutor or otherwise provide special assistance. All work that is incomplete due to an unexcused absence may result in loss of scholastic credit.

Absences or tardiness without an acceptable reason are grounds for disciplinary action and involvement of the truant officer.

As per State requirements the following guidelines have been established in order to correctly determine full or half day attendance.

- A student attending kindergarten is required to have 120 minutes of instructional time.
- All first grade students are required to have 240 minutes of instructional time for full day attendance and must attend a minimum of 120 instructional minutes for a half-day attendance.
- All students in grades 2-8 are required to have 300 minutes of instructional time for full day attendance and a minimum of 150 instructional minutes for half-day attendance.
- A student who is absent from instructional time for less than 45 minutes will be marked tardy rather than absent.

### **DOCTOR/DENTIST/OTHER APPOINTMENTS**

Parents are expected to make every effort to schedule appointments outside of school hours. However, when this is not possible, please send a note to the teacher. A parent or person indicated on the contact information must come to the office to sign out the child.

## **PARENTS REQUESTING EARLY DISMISSAL**

We ask that every effort is made to avoid taking your child out of school early. Students are not allowed to leave the school grounds during school hours, other than lunch, unless a signed note is forwarded to the teacher or the office. **A child will only be released to someone listed in the contact information in our database system.** Children must be picked up from the school office and signed out. If you would like to take your child out to lunch, please send a note to the classroom teacher that morning.

## **TRUANCY**

Truancy is a violation of the laws of the State of Illinois. It is the responsibility of the parents to be certain their children are in school. Truancy violations will be reported to the county superintendent of schools and the DuPage County truant officer for necessary action.

## **VACATIONS DURING SCHOOL**

We highly discourage students being out of school for any reason. When they miss school, they do not benefit from the instruction presented by the teacher or social experiences with their peers. If your family plans to schedule a vacation where your child will miss days of school, notify the teacher and fill out the Extended Absence form. The Extended Absence form will need to be completed by you for absences over three days. These days will be logged as unexcused in the database.

Teachers will provide work upon return to school rather than prior to the trip. Your student will have the same amount of time to turn in the work as the duration of the absence, up to a maximum length of two weeks.

This procedure does not apply to illnesses. If your child is out of school due to an illness, you may call school to request their work. Please call the school (630) 827-4641 or email to [4641@sd44.org](mailto:4641@sd44.org) by 9:00 a.m. if your child is going to be absent.

## **HEALTH OFFICE INFORMATION**

### **ATTENDANCE LINE INFORMATION**

Parents/guardians please **call 630-827-4641** (24 hours a day) to leave a recorded message to report an absence. Emails may also be sent to [4641@sd44.org](mailto:4641@sd44.org).

It is the responsibility of the parent/guardian to call the school **before 9:00 a.m.** if a child is to be absent. If a child is absent and the parent/guardian has not called the school, a reasonable attempt will be made to contact the parent/guardian by phone. School absences will be monitored carefully and allowed for personal illness and emergency situations only. If absences are excessive, you will receive a letter from the office.

### **MEDICATIONS ADMINISTERED AT SCHOOL**

A School Medication Permission form, completed by both physician and parent, is necessary if medication is to be given to a child during school hours. Medication given during school hours should be limited to what is absolutely essential for a child to remain in school. Parents should consult with their physician to see if medication can be adjusted and given at a time other than during school hours. All medication is given under supervision and must be in a pharmaceutical container marked with the child's name, the name of the medication, and pertinent instructions. Any change in prescription or dosage must be reported immediately and new permission forms submitted.

If your child needs to use cough drops at school, we need to have a parent note daily.

School Medication Permission forms are available from the health office.

## **EMERGENCY AND CRISIS MANAGEMENT**

### **EMERGENCY DRILLS**

Fire, bus, severe weather, school safety, and other drills, are conducted during the school year as per state requirements. Detailed escape plans are posted inside each classroom and known to all school staff.

### **EMERGENCY SCHOOL CLOSINGS**

You will receive a call from the district's automated calling system in the event of a school closing or emergency situation. It is the policy of District 44 to keep schools open regardless of the weather. If, however, it is necessary to close schools for any reason, notice will be given to a variety of Chicago T.V. and radio stations. A posting will also be made at [www.sd44.org](http://www.sd44.org), the District 44 Website, and you will receive a call from the district's automated calling system.

**Please do not call the schools in the event of an emergency. All schools are linked to an early warning system and are immediately aware of most impending emergency situations. It is important that telephone lines be left open for urgent official calls.**

## **FOOD SERVICE**

### **BREAKFAST PROGRAM**

The breakfast program is open to all children. The cost of breakfast is \$1.55. Breakfast costs will be deducted from your child's food account just like lunch. If your child qualifies for free or reduced lunch, then he/she also qualifies for breakfast. The cost for reduced breakfast is 30 cents. Children inform their teachers the day before, if they would like breakfast the following day. The breakfast program does not allow for children to bring breakfast from home and eat it at school.

**The small gym/lunchroom opens for breakfast at 8:15 a.m. Please do not send your children any earlier.**

## **HOT LUNCH PROGRAM**

Children may bring a lunch from home or purchase a lunch at school. Hot lunch, salad, tuna sandwiches and peanut butter and jelly sandwiches are available daily for \$2.85. Menus are posted online prior to the beginning of the month showing the daily hot lunch choices. If your child qualifies for free or reduced breakfast, then he/she also qualifies for lunch. The reduced cost for lunch is 40 cents. If your child forgets his or her lunch, he/she can purchase a lunch at school and you will be billed accordingly unless you have an excess balance in your child's lunch account. Milk can be purchased for 50 cents per carton. Juice will be provided as an alternative to milk ONLY with a doctor's written order.

## **LUNCH /LUNCH RECESS**

The lunch periods are as follows:

Grades K, 1 & 2:	11:45 a.m. - 12:10 p.m., lunch 12:10 - 12:35 p.m. recess
Grades 3, 4, & 5	11:45 a.m. - 12:10 p.m., recess 12:10 - 12:35 p.m. lunch

If your child does not plan to stay at school for lunch, he/she must have a note from home that is given to the classroom teacher upon arrival to school. In addition, we require the parent/guardian to come into the office and sign-out the student. That adult will also need to sign-in that student upon return.

Students will be outdoors for recess daily, weather permitting; make sure that proper outdoor clothing is worn and extra clothes are available in your child's backpack, if necessary. Students will remain in the building for recess if the weather is extremely cold or raining. It is considered "extremely cold" when the wind chill is below 10 degrees. If the temperature is 10 degrees or greater, the students go outside for recess.



**Because the consumption of fast food in the lunchroom can cause complications, we ask that parents refrain from bringing fast food meals. Soda pop is also discouraged. We suggest taking the child to the restaurant for lunch if a fast food meal is planned by the parents.**

### **PARENT TEACHER ASSOCIATION (PTA)**

The Pleasant Lane PTA is very much involved in helping our school. All parents are urged to become members and to actively participate. Every year the PTA sponsors activities, assemblies, and other opportunities that enrich the education of all students. Due to insurance policies and the safety of our students, all PTA volunteers need to be PTA members in order to volunteer for PTA functions.

### **VISITORS AND VOLUNTEERS**

When coming to school for any reason on school days, all visitors are required to enter through the front door (Entrance #1), go directly to the main office, sign-in, participate in our security measures, leave a driver's license and wear a visitor's badge. Your driver's license will be returned to you when you sign-out. Staff will be reminding visitors to check in at the office. The safety, security, and uninterrupted learning of your children are primary goals of the school. Additionally, volunteers must fill out the appropriate volunteer paperwork and submit it to the office for approval prior to volunteering in the school.

### **DRIVING STUDENTS TO AND FROM SCHOOL**

Please follow the signage (Village Ordinances) around our school.

Always use caution and maintain slower speeds when entering all marked school zones.

Please drop off/pick up your children on Pleasant Lane (south of school), Berkshire (north of school), outside of the "No Parking/No Standing/No Stopping" zones or on Charlotte (the north/south street that leads to Pleasant Lane or Berkshire). If you drop off your children on Charlotte, drop them off on the side of the street where the safety patrol is located and can cross them at Pleasant Lane or Berkshire. For your child's safety, always remember to let your child out of the car, or pick him/her up, on the curb side of the vehicle and DO NOT BLOCK the cross walks.

Instructions for the drop-off zones on Pleasant Lane and Berkshire are as follows: **Before school:** please pull up all the way in the zone and have your child exit the car on the curb side. The driver should pull away immediately after the student exits the vehicle. **After school:** you may wait for your child in the drop-off zone only if the driver remains in the car. Once your child is out of school he/she is to enter the car and you are to pull away. Please do not wait/park in the drop-off zone while your child is playing after school. Our objective is to move out as much traffic around our school as possible. (Do not leave your car unattended in either drop-off zones.)

Children crossing the street must do so in the designated areas where the safety patrols are located. Please help us keep our children safe by following all school safety rules.

Double parking is extremely hazardous and against the law. Double parking is prohibited at Pleasant Lane School.

Dropping off and picking up children in the east lot (staff parking lot) is not permitted, unless arrangements have been made with the principal.

To provide clear expectations and practices for our children, it is important to create a family plan for arrival/dismissal times and then follow that plan each day.

The Main Street drive is closed to cars during school, except for special events such as Curriculum Night, and evening programs.

In order to help relieve difficult traffic congestion, please car pool whenever possible to alleviate traffic snarl or, when possible, allow your children to walk to and from school.

Representatives may be out monitoring traffic flow and helping to keep our school safe.

## **OTHER SCHOOL RELATED INFORMATION**

### **BICYCLES**

Students in grades three, four, and five may ride bicycles to school; the school assumes no responsibility for bicycles. Provisions have been made to safeguard bikes by requiring them to be properly parked and locked in the school bike racks. Children are to walk their bikes around the immediate area of the school. For the children's safety, there is to be only one person on a bike and they should ride in single file. All bike riding students should wear a helmet. Bus students are not allowed to ride bikes to school for safety reasons.

### **BIRTHDAYS**

Students are not permitted to bring treats, balloons or presents in order to celebrate birthdays at school. Birthdays will be celebrated by Pleasant Lane staff members in a variety of ways. For social/emotional reasons, invitations for birthday parties are not to be distributed at school unless students from the entire class are invited.

### **CELL PHONE USAGE**

Cellular telephones are not to be used at Pleasant Lane. Students who have cell phones may bring them to school, but must keep them turned off and in their school bags during school hours or any time they are inside the

building. Pleasant Lane is not responsible for any cell phones that are brought into school. Students should not bring items that are of any significant value to school.

### **FIELD TRIPS**

School-sponsored field trips may be taken during the school year. A student permission form allowing the student to go on the trip must be signed by the child's parent or guardian giving the student written permission before the trip is taken.

### **LOST AND FOUND**

Please be sure that ALL belongings and apparel are marked with the child's name. The school has a box for lost and found articles in the small gym/lunchroom. Parents should urge children to check this box if something is missing. Unclaimed items will be donated to a local charity periodically throughout the year.

### **MONEY SENT TO SCHOOL**

Money sent to school should be placed in an envelope with the student's name, homeroom, amount enclosed, and the purpose. Students should also avoid bringing valuables to school, or carrying more money than they need.

### **PETS**

Teachers may give special permission for pets to be brought to school as part of a special display or activity. Make arrangements with the teacher before you bring a pet to school.

**Please do not walk your dog on school grounds, particularly during school hours.** We ask that family pets are not brought to school at any arrival or dismissal times. We know students like to have their pets accompany them to school, or meet them when they get out, but this may be an unsafe practice for other students. Although a pet may be completely harmless at home with children they are familiar with, there is no

guarantee they won't nip or bite a student they don't know, become scared when a crowd of students comes rushing from the building, or just be confused in a crowd of people.

### **SCHOOL BOARD POLICY**

All students shall be guaranteed their privileges and rights without regard to race, religion, sex, creed, or national origin.

Students may exercise their right to freedom of expression as long as it does not interfere with, distract from, or disrupt the educational program and the right of others, and provided that it is exercised through lawful means.

Students may present complaints to teachers or administrative officials. Adequate opportunities shall be provided for students to exercise this right through established channels for considering complaints.

### **VALUABLES AND TOYS AT SCHOOL**

Students are not to bring toys, trinkets or gadgets to school unless they have their teacher's permission. The school does not provide secure areas to store these items for children. Valuable items should not be brought to school. Significant school time can be taken in looking for items and we'd like to prevent that. The school is not responsible for replacing items brought to school of any value. Some items are not allowed and will be confiscated: skate boards, roller blades, radios/walk-mans, hand-held video games, trading cards, iPods, balls, etc.

## SCHOOL STAFF

<u>NAME</u>	<u>POSITION</u>	<u>ROOM</u>
Stephanie Loth	Principal	Main Office
Laura Sullivan	Administrative Secretary	Main Office
Sue Cook	Office Clerk	Main Office
Jennifer Kurtz	School Nurse	Health Office
Cathy Neilly	Health Assistant	Health Office
Joan Sukowicz	Kindergarten	2
Anne Heim	Kindergarten	3
Patti Maroney	Grade 1	6
Jill Sniezek	Grade 1	8
Melanie Fultz	Grade 2	10
Jennifer Nowell	Grade 2	12
Carol Mazzie	Grades K-2 Specialized Classroom	9
Peg Boutchia	Grades 3-5 Specialized Classroom	15
Amy DeBoer	Grade 3	13
Chris Misar	Grade 3	14
Megan Alexander	Grade 4	17
Karen Bruce	Grade 4	18
Scott Garazin	Grade 5	22
Nicole Dasbach	Grade 5	23
Melinda Lauer	Instructional Assistant	
Linda Puccio	Instructional Assistant	
Susan Karcher	Instructional Assistant	
Karen Gotham	Instructional Assistant	
Wendy Underwood	Instructional Assistant	
Lauren Ludvik	Instructional Assistant	
Ashley Rasmussen	Learning Resource Center Director	LRC
Paula Heise	LRC Instructional Assistant	LRC
Lauren Corchin	Resource Teacher	16
Jeanne Hostettler	Resource Teacher	11
Heidi Martin	Literacy Support Specialist	35
Elaine Burnell	Differentiation Specialist	21
Jim Lies	English Language Learners	5
Danielle Slansky	Speech Pathologist	1

Jennifer Kennedy	Social Worker	38
Mia Shea-Michiels	Psychologist	37
Kim Syregelas	Occupational Therapy	1
Rose Grumstrup	Physical Education	Gym
Tim Misavage	Physical Education	Gym
Jeffrey Davies	Art	19
Nancy Goodin	Music	20
Christopher Prohaska	Instrumental Music	20
Rebekah Simaan	Instrumental Music	20
Julie Syperrek	Instrumental Music	20
Emily Drafta	Instrumental Music	20
Milto Skrami	Day Custodian	
Steve Garbe	Night Custodian	
Mike Leach	Night Custodian	
Melissa Massa	Lunchroom Supervisor	Lunchroom
Don Milewski	Lunchroom Supervisor	Lunchroom
Julie Vartanian	Lunchroom Supervisor	Lunchroom
Tammy Hendrickson	Lunchroom Supervisor	Lunchroom
Chris Sofia	Lunch Server	Lunchroom
Rick Bullard	Lunch Server	Lunchroom
Nicole Weaser	Lunch Server	Lunchroom
Lee Ravenscraft	Crossing Guard	