



2008-2009

**NANCY YOUNG ELEMENTARY
PARENT-STUDENT HANDBOOK**

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School Office: 630-375-3800 Fax: 630-375-3801
Attendance Line: 630-375-3803



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Indian Prairie School District 204

Mission Statement and Values

OUR MISSION IS:

To prepare all students to succeed in an ever-changing world through comprehensive programs and experiences in collaboration with family and community.

WE KNOW:

Including and respecting all people strengthens public education;

We cultivate a climate charged with enthusiasm for teaching and learning;

We challenge all students to reach their potential;

Our students must develop the skills to become life-long learners;

Students learn best in a safe and caring environment;

Education works best when the entire community participates and shares the responsibility.

Nancy Young Elementary School

800 Asbury Drive Aurora, IL 60502
Ph: 630-375-3800 Fax: 630-375-3801

Adrienne Morgan, Principal
Adrienne_morgan@ipsd.org

Robert Bell, Student Services
Robert_bell@ipsd.org

Dear Parents,

Welcome to Young Elementary School!

We are off to another exciting year of growth and learning for our students and staff!

The Parent-Student handbook provides information regarding programs, services, and resources at Young School. I hope that you will take the time to review this important information and use it as a reference throughout the school year. We also ask that you review the relevant sections from the handbook with your child in an age appropriate manner.

Please know that we value your role in working to help your child achieve high academic standards. A strong partnership and a positive relationship between home and school are key components of a child's educational success. Listed below is an outline of some of the ways that we can together build and maintain a strong home-school partnership to share the responsibility of supporting your child's learning.

School's Responsibility:

- o Provide high quality curriculum and learning materials
- o Provide parents with assistance in understanding academic achievement standards and assessments and how to monitor student progress
- o Provide opportunities for ongoing communication between parents and teachers through:
 1. Annual Parent-Teacher Conferences
 2. Frequent reports regarding student progress
 3. Opportunities to talk with staff, volunteer in class, and observe classroom activities

Parent's Responsibility:

- o Encourage your child to attend school regularly
- o Encourage your child to show positive school behavior
- o Review your child's homework
- o Monitor television watching and encourage positive use of your child's extracurricular time
- o Volunteer in your child's school and classroom if time or schedule permits
- o Attend parent-teacher conferences and participate, when appropriate, in decisions relating to the education of your child.

Please know that the Young staff is dedicated to the educational success of Young children. Thank you for your support and involvement in your child's education. We are all committed to providing a safe, academic focused learning environment.

If you need further information or have any questions, please do not hesitate to contact the school.

Sincerely,



Adrienne Morgan
Principal, Young Elementary School

GENERAL SCHOOL INFORMATION

Office Hours

The Nancy Young School office is open and available each day from **7:45 a.m. until 4:15 p.m.**
Office number: **630-375-3800**. Attendance Line Number: 630-375-3803
Fax number: 630-375-3801.

School Hours

Kindergarten-5th	9:05 a.m.-3:35 p.m.
1 st Bell	8:50 a.m.-(students may enter building)
Tardy Bell	9:05 a.m.
Closure Bell	3:35 p.m.
Bus Dismissal	3:35 p.m.

School Colors and Mascot

Nancy Young school colors are navy blue and silver. The mascot is the dolphin. Students are encouraged to wear blue and silver on school pride days which are announced in the weekly Home and School memo.

Student Arrival and Entry

For student safety and welfare, unless for a special event, students should not arrive on school grounds **before 8:50 a.m.** **There is no staff supervision available until that time.** Children will be directed into the building, when the first bell rings at 8:50 a.m.

Students arriving after the tardy bell (9:05) should enter the building through the main entrance and report to the office for a classroom pass. **Parents must accompany students into the building if they arrive after the tardy bell has rung.** Students arriving after 9:05 a.m. will be marked tardy. The instructional day begins at 9:05 a.m. Students arriving after 10:30 a.m. and before 12:00 are marked a $\frac{1}{2}$ day absent. Please remember that your child is beginning to form life-long habits. We encourage students to be **on time every day**. Please help instill good habits in your child by insisting that he/she arrives promptly everyday. All school announcements will begin promptly at 9:05 a.m. over the intercom beginning with the Pledge of Allegiance and the schedule of the day's activities. Closing day announcements will be at 3:25 p.m.

It is vital that you inform the classroom teacher and office with details of your child's arrival and dismissal routines. A "green" arrival and departure sheet will be issued to each student and needs to be updated each time a change is made to your routine.

Traffic and Pedestrian Safety

Thank you for helping maintain a safe and sound environment for our students through the review of the arrival and dismissal reminders listed below. Following drop-off and pick-up procedures will help ensure a safe entrance and exit for all Young students.

- Students should not be encouraged by parents to cross Asbury Drive. It is important to note that students are only to cross Liberty and Asbury at the crosswalk with the crossing guard. If you are parked in the Sports Core parking lot, and you don't want your child to utilize the crossing guard or you choose not to use the Parent Pick-up and Drop-off, you are

to walk your child back and forth across Asbury Dr. Your child will not be allowed to cross Asbury unless you physically escort them.

- The **Parent Pick-Up and Drop Zone** is the safest way to pick and drop-off your student before and after school.
- Please remember to follow the traffic directions of our crossing guards. In addition, please remember to fully stop at the stop signs

Transportation

A list of bus routes are available in the school office. Questions concerning routes should be directed to the **Laidlaw Transportation Supervisor at 904-0900**. If your child will not be riding the bus on any particular day, please send a note stating that he/she will not be riding the bus and state who will be responsible for picking him/her up from school. Students who do not have a note will be asked to take their regular bus home. If your child is eligible for bus service, but you prefer to drive him/her to school every day, please write a note, which states that you will be providing transportation every day.

It is district policy that students may ride only their assigned bus. Any exception to this must be determined by the Principal. **Bus rules may be found in the Indian Prairie District #204 Student-Parent Handbook.**

Parent Visitors

All visitors, including parents, are required by state law to report to the office upon entering the building. Everyone must sign in and out. Each visitor will be issued a visitor's tag to wear while in the building. During the school day, all doors will be locked, and a buzzer system will be utilized for building entry. The buzzer is located at the main doors. All persons are required to make prior arrangements before visiting a teacher and/or classroom. It is most important that the classroom instruction not be interrupted for individual concerns

Grade Level Party Volunteers

Parents will have the opportunity to sign-up to volunteer for classroom parties. Parents will register with their pta room party coordinator to volunteer their services. Parents will be notified by their room party coordinator about their volunteer assignment for classroom parties. Please note, due to limited space as well as safety and security reasons, only 5 parent volunteers per classroom will be allowed. Parents who are registered with classroom coordinators to assist with classroom parties, are to enter the building through the main office doors to sign-in and receive their name tag.

Student Birthdays and Parties

Due to student food allergies, edible birthday treats are not allowed for student birthdays. Parents interested in recognizing student birthdays are welcome to donate a birthday book or game to the classroom or visit the classroom to read a story. Please note that any birthday activity or contribution is completely optional.

Throughout the course of the school year the office takes time to announce student birthdays and call students down to receive a special birthday pencil and song. Each classroom also recognizes student birthdays in a grade level appropriate manner. Also, please note that birthday party invitations cannot be distributed at school. This is to avoid hurt feelings which can result for those children who do not receive an invitation.

Snacks

Teachers may elect to have students bring a healthy snack. Please check with your child's teacher. If you have any specific concerns regarding your child's dietary restrictions, please contact the school nurse and inform your child's teacher.

Release of Information

Note to Divorced or Separated Parents - Copies of all correspondence and reports (reports or records which reflect the pupil's academic progress, reports of the pupil's emotional and physical health, notices of school-initiated parent-teacher conference, notices of major school-sponsored events such as, Curriculum Night, Open House, and Student Programs, which involve pupil-parent interaction, and copies of school calendar regarding the child) may be provided to both parents of a child whose parents are divorced. Such copies shall be provided by mail when they are requested by either parent, unless there is a court order to the contrary.

Attendance

Young's 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, and class instruction and discussion, even though written work is made up.

Expectations: Young expects parents or guardians 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. Young School will monitor each student's attendance and punctuality and inform parents or guardians of any attendance problems or chronic tardiness.

PARENTS SHOULD REPORT ABSENCES TO THE ATTENDANCE LINE AT 375-3803 BETWEEN 7:45 A.M.-9:30 A.M. Parents will be called if a child fails to report to school and is not reported absent by 9:40 a.m.

Students who are not physically present in school must be reported as absent. When students are pulled out of school during the school day for an illness, a medical or dental appointment, or other such reasons for which permission has been granted in advance, the absence is recorded as excused. Other absences are considered unexcused.

Illness

The school district follows the guidelines developed by the county health department in regards to infectious diseases that are communicable to large numbers of students. Please check with the nurse regarding specific infections and the guidelines needed to be followed for diseases such as measles, chicken pox, and meningitis. Pink eye or conjunctivitis is seen frequently in the school setting. If pink eye is suspected while the student is in school, the student will be sent home and must be seen by a doctor. The student may return to school after he/she has been cleared by the doctor. If a student comes to school with a rash, the student will be sent home and must be seen by a doctor. The student will be able to return to school after clearance has been received by the doctor. In general, if a student has a temperature of 100 degrees or greater, he/she should be kept home.

Upon returning from being absent due to an illness, students are expected to present a note to their teacher indicating the reason for the absence. This will provide a record of the excused absence. If a sickness is interpreted to be of a contagious nature, readmission to school should be accompanied by a note from a physician.

Nurse

A health aide and/or nurse will be available on a daily basis. If a student becomes ill in school he/she will be sent to the nurse's office. The nurse or health aide will decide what should be done.

In case of accident or illness of a student at school, this procedure will be followed:

1. Provide immediate first aid.
2. Phone parent.
3. Phone school nurse (depending on severity).
4. If parents and emergency contact are unavailable, phone family physician.

If the parents, emergency contact and doctor are unavailable, the local emergency hospital or 911 will be called.

Medication Policy

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

Administration of Medication by District Personnel

The administering of prescribed medication during regular school hours is contingent upon the following regulations:

1. The student's physician must provide written orders to the school specifying the student's name, the medication, the purpose of the medication, the correct dosage, the time the medication is to be administered, any side effects and an emergency number where the physician can be reached.
2. The student's parent or guardian must request in writing that the school district comply with the physician's orders.
3. The medication must be brought to the school office in a pharmaceutical container labeled with the student's name, name of the medication, the dosage and all pertinent instructions. A maximum of one-week supply of medication may be sent to school at any one time. The container should be sent to the school at the beginning of each week. The empty container will be sent home with the student at the end of each week.

The student's parent or guardian must renew written orders for continuing medication at the beginning of each school year, whenever the medication or its dosage is changed, and when asked to do so by the school nurse.

Self-Administration of Medication

The following procedure applies when a parent or guardian chooses to have his/her child self-administer medication. Please note, there will be no monitoring or other involvement by school personnel concerning the self-administration of medication.

1. The responsibility for administering medication rests with the student's parent(s) or guardian(s).

2. Parents are requested to inform the school in writing that their child will be self-administering medication indicating the type of medication and the time it will be self administered.
3. A one-day dosage of the medication will be sent to school in a labeled pharmaceutical container.
4. The medication will remain in the possession of the child at all times.
5. The child will be responsible for taking the medication at the prescribed time.
6. The classroom teacher will give the child the opportunity to take the medication.

Make Up Work

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

Religious Holidays

District #204 recognizes that students may be absent from classes for the observance of religious holidays required by their faith. These absences may be "excused" and students may makeup work or tests they have missed without penalty. Such absences should be reported in advance to the classroom teacher.

Excessive Absenteeism/Tardiness

Per guidelines of the DuPage Educational Service Region, Young School considers absenteeism excessive when it significantly interferes with a student's learning, as reflected in academic performance or social development and/ or is more than 10% of the days school has been in session. Excessive absenteeism includes excessive tardiness. Appropriate resources and/or assistance are available through school personnel to students having attendance or tardiness problems. It is the principal's responsibility to monitor student attendance. Chronic truants and tardiness will be referred to the DuPage Educational Service Region.

Early Dismissal

Parents are asked to make every effort to schedule appointments for children during non-school times. Early dismissal requests for emergency situations and medical appointments should be sent to the classroom teacher in advance. This notice should be in writing, dated, and signed by the parent. All students are required to be signed out in the main office before dismissal.

Board of Education Policy #5060 discourages parents from taking students away from school for private lessons or activities on a regular basis. Any special requests for regular released time for a student should be addressed to the building principal.

Transfers

If you are planning a move, please contact the school secretary and your child's teacher at least one week in advance to ensure proper and timely processing of information.

Vacations

Every effort should be made to not have students miss school for vacation purposes. When absence occurs due to a vacation, students will not receive homework in advance. Experience has

shown that it is difficult at best for a teacher to accurately predict what homework will be and for students to do homework properly on vacation. Upon return to school, students will receive make-up work and an appropriate due date.

Weather Emergencies for School Closings

School closing information is announced through the following:

~ Local television and radio stations (WGN Radio, WBBM Radio, CBS Ch. 2, NBC Ch. 5, ABC Ch. 7, FOX 32, WGN TV or CLTV)

~ The district's website at <http://www.ipso.org>

~ The Emergency Closing Center's website at <http://www.emergencyclosings.com/ecc/search.jsp>

~ Email sent to 204 E-News subscribers

~ The district's information line at 630-375-3015 (Please do not call your individual school)

~ The Emergency Center Closing Center Hotline 847-238-1234

(Please note, District 204 tries to make the decision to close school by 6:00 am.)

If the schools are not closed, it is ultimately the responsibility of parents or guardians to decide if conditions safely allow for their children to attend school. If children are kept home due to weather conditions, it will count as an excused absence.

Emergencies

It is of the utmost importance that your emergency telephone numbers listed on the registration and health forms are current. As changes occur during the year, please contact the office to revise your information.

In cases of inclement weather or dangerous road conditions, school closings or early dismissals may be announced over local radio stations. You may also call the main number at the school to hear a recorded message about school closings.

If severe weather conditions (tornado warnings, high winds, severe thunderstorm, and lightning) exist during the 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, First Student, and District #204 central office communication.

Procedure for Delayed and Early Dismissal

1. Announce to students and staff that there will be a delayed or early 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 gym for instructions. Please sign students out and we will call the students from their classrooms.
4. Parents may only sign out their own child unless they have written permission from another parent, or is listed as an emergency contact on the health card or green transportation sheet.
5. No buses or daycare vans will be released until the all clear is given.
6. An all clear announcement will be given to signal release time.
7. Nancy Young staff will monitor and assist parents and students during this emergency and/or delayed dismissal.

Check our website@ www.ipsd.org/young or call the school office for emergency information. In the event of an emergency, teachers will turn their classroom phones on to receive incoming calls.

Publicity/Pictures

From time to time your child's photograph/picture may appear in publications of an in- district or out-of-district nature such as newsletters, school newspapers, yearbooks, newspapers, videos, and/or brochures. If you do not wish to have your child appear in such publications, you must notify the office in writing. In the absence of such written prohibition on file with the office, the school will not limit the use of your child's photograph/picture in either in-district or out-of-district publications.

Pesticides

Public Acts 91-0099 and 91-0525 mandate Integrated Pest Management (IPM) for Illinois public schools. IPM manages pest damage with the least possible hazard to people, property and the environment; including judicious use of pesticide. In this context, "pesticide" includes insecticide, herbicide, rodenticide, and fungicide.

IPM provides parents/guardians and staff members with prior notice of pesticide application. We match pesticide products and their application procedures to our school environment. All are approved for school use, and are an important part of buildings and grounds maintenance. Typically, this application will not present a health concern to students or staff. However, it is the intent of IPM to allow those with special sensitivities to take appropriate precautions; in the case of children, as determined by a parent or guardian. Therefore, you will be notified prior to any applications. Any further questions can be directed to the Director of Building Operations at 375-3775.

PARENTAL INVOLVEMENT

Parent Involvement

Parents are welcome to be involved in their child's education. Parents can contribute to a spectrum of opportunities. You may choose to assist in the classroom, volunteer in the Library Media Center, or work with PTA committees. The opportunities are endless and the doors are open to you. Classroom teachers and the PTA will communicate ways in which you may become involved.

During the year, you may schedule special visiting opportunities. All that we ask is that you contact the classroom teacher in advance to set up a mutually agreeable time. Classroom visitations are discouraged during the first month of school and during testing sessions. Children not enrolled in school (preschoolers) are generally not permitted to join the parent during classroom visits or during volunteer activities. If there are unusual situations that deserve individual evaluation, please contact the principal.

Elementary School Parent Involvement Policy

Indian Prairie School District 204 and Young Elementary School believe that parental participation is a very important part of the educational program. To ensure effective involvement of parents and to support a partnership within our school community, listed below are important components to our school program. We look forward to a productive and rewarding partnership with the Young Elementary School community.

- We will provide assistance to parents/guardians in understanding the State's academic content standards and State student academic achievement standards.
- We will provide an explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet.
- We will monitor the academic progress of all children working with parents/guardians and teachers to improve achievement.
- We will provide parents with opportunities to ask questions and dialogue about student academic achievement and school performance.
- We will provide materials and training to help parents/guardians work with their children.
- We will educate teachers and other staff in the value and utility of contributions of parents/guardians and how to effectively communicate and work with them as partners.
- We will implement and coordinate programs that will build ties between parents/guardians and school personnel.
- We will provide parents/guardians with timely information about programs.
- We will offer a variety of opportunities to maximize parental involvement and participation.

PARENT TEACHER ASSOCIATION

2008-2009 PTA OFFICERS

President:	Sue Rasmus	585-1605
1st Vice President:	Katherine Hedl	585-8365
2nd Vice President:	Shannon Lynch	978-1441
Recording Secretary:	Linda Matty	236-3615
Corresponding Secretary:	Sharon Sugas	851-6413
Treasurer:	Marcia Bodda	692-0796

PTA meetings are generally held on one Tuesday of each month in the Multi-purpose Room. All parents are welcome to attend. Communication from the PTA comes via our newsletter, which is published once each month. There are many opportunities for parents to be involved in PTA activities. You should have received a sign-up at registration. Please consider volunteering for one of the many PTA sponsored activities. Contact any PTA officer if you have any questions concerning the PTA or would like membership information.

Home/School Communication

A quality education occurs with good communication between home and school. Teachers contact parents frequently in writing or with phone calls. Parents are encouraged to contact the school if they have questions. **The first contact for parents is normally the classroom teacher.** However, the principal is always available to help clarify or resolve situations or problems. Our goal is to always provide the best possible information and communication.

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. Parent/child communications will be improved through jointly exploring school work and school communications each day.

A Parent Curriculum Night is planned for Wednesday, September 10, 2008. Teachers will review classroom procedures and curriculum. This evening is designed for parents only.

An Open House for parents and students is scheduled for Wednesday, March 18, 2008. This evening is planned for students to share their many accomplishments with their families.

Electronic Communication Young Elementary School and the IPSD District Office will use email and the district website to distribute routine, as well as, emergency communication to district families. Make sure that your email address on the district and school listserv to ensure that you are receiving the most up-to-date information available.

District/School Website Visit our district website at: www.ipsd.org From there you can be linked to our school website or visit www.ipsd.org/young Detailed information from the school & district is updated regularly.

"Home & School" Monthly Memo: A monthly memo will be sent home from the office. Watch for this blue memo, as it lists upcoming events, reminders, updates, and revisions of all other communications. This is also available electronically if you sign up to be on our parent newlist by visiting our website.

Newsplash is a PTA newsletter published monthly by the Nancy Young Parent Teacher Association. Enjoy reading it and reinforcing school activities with your child.

Indian Prairie School District 204 Handbook: The *District #204 Parent-Student Handbook* will be available on the district website. This booklet is prepared to inform students and parents of their rights and responsibilities and about the district's policies and procedures. It goes into greater detail about some important things you need to know, so please take the time to read the handbook.

Parent-Student Handbook: The school handbook is provided to each family. It lists school procedures, rules, curriculum sequence and other school and district information.

Report Cards are distributed on a quarterly basis. Interim progress reports are sent home at the midpoint of each grading quarter.

Parent Teacher Conferences Teachers schedule conferences with all parents in November. In February, conferences are scheduled with parents that teachers feel the need to see and by parent request. These twenty-minute sessions give you specific feedback relative to your child's progress. Any support or special class teachers may be present also and/or you may request that they be present at the conference. This is an important time to share information. We look forward to seeing you. Watch the newsletter for details.

ELEMENTARY CURRICULUM

Reading-Language Arts

Our Language Arts/Literacy Mission is to develop, through the use of a balanced literacy approach, each student's potential to effectively construct and convey meaning in all areas of language; reading, writing, listening, speaking, viewing, and visually representing for a variety of purposes, audiences and situations.

Mathematics

Our math goal is to develop an individual's ability to explore, reason, analyze, problem solve, and use a variety of math methods effectively. The framework is based on the standards adopted by the National Council of Teachers of Mathematics. Essential components of the core program include creative problem solving and hands-on manipulative and mathematical reasoning. Computers and calculators support and enhance problem-solving instruction.

Accelerated mathematics groupings are developed in grades 3, 4, and 5 from math placement examinations, teacher recommendations, and the student's mathematical ability.

Social Studies

The goal is to offer a clear understanding of the roles of citizens in a democracy. Social Studies content includes the study of people and cultures, geography, history, government, and economics.

Science

Hands on exploratory science kits have been developed at each grade level to be studied on a quarterly basis. The focus is on investigation, experimentation, and the use of scientific method. The planetarium at WVHS is used to present and reinforce astronomical topics.

Music

The music specialist strives to help students realize their potential by providing opportunities for creativity and expression of feelings and ideas through music. Students play, sing, move, compose, and listen to music through participation in the program. A chorus program will be offered before school for students in grades 4-5. A band and orchestra program is offered for students in grade 5.

Art

The art specialist works with the classroom teachers to incorporate and integrate content areas into the art curriculum. Student artwork is highlighted and displayed throughout the building, at the District Fine Arts Festival, and at our school-business partner's offices. **Students need an art shirt to keep in school.** Any old over-sized shirt that will cover most of the child's school clothing will do. It is best that the shirt not be the type that needs to be pulled over the head to remove, as they might be wet or messy on some days.

P.E.

The physical education teacher provides students with the knowledge and attitudes to achieve healthful living and to acquire physical fitness, coordination and leisure skills. Physical fitness assessments are administered to students annually. Intramural sports are offered to students before school on a voluntary basis. Details of the offerings are sent home periodically.

Students need a few basic supplies for P.E. All students (except kindergartners) should have a separate pair of gym shoes to leave in their classrooms for P.E. use only. This is so we have dry

shoes for emergencies and for changing when the ground is wet outside. Additionally, girls should have shorts to wear when they are wearing a skirt or dress on gym days.

In the event your child has asthma, recovering from illness or you have concerns regarding P.E. participation, you may send a written request that he/she not participate in P.E. for up to three days. After the third day, a doctor's note is required for exclusion. A note requesting the P.E. teacher to monitor participation will be helpful in keeping the P.E. teacher informed.

Specials

Grades K-5

Art	50 Minutes one time per week
PE	75 Minutes three times per week
Music	50 Minutes two times per week

Assessments and Student Academic Support

Indian Prairie School District 204 consistently monitors student progress. Indian Prairie 204 utilizes the Illinois Snapshot of Early literacy (ISEL) for grades K-2, the Gates- Macginitie Reading Assessment for grades 2-5, Rigby (grades 1-5), the reading fluency cbm, writing and math cbm to gather information on student achievement.

These assessments will be used throughout the year to assist teachers in monitoring your child's progress. In addition, the classroom teacher may utilize various school resources such as the interventionist, reading improvement teachers, other classroom teachers, support services teachers, or reading assistants to offer additional practice and support at various times throughout the year. Under teacher direction, these various resources may be used to address specific student needs.

In addition to using resources on a short term basis, programs still exist for students who demonstrate a need for long term support. Consequently, your child may receive services from a number of professionals and/or paraprofessionals throughout the course of the school year, as their needs dictate. As always, your child's classroom teacher will keep you apprised of your child's ongoing progress. This more flexible delivery system will help us to meet the needs of all children.

Supported Education

District 204 is an inclusion district. The needs of students are provided through modifications and adaptations within the regular classroom as appropriate. A continuum of services and technical assistance is available to support the education of all children. Services are provided for eligible children in a wide variety of areas. The support team includes speech pathologists, ELL teachers, reading improvement teachers, support teachers, social worker, psychologist, gifted education teacher, student services coordinator and the principal. Physical therapy and adaptive physical education are provided as related services. Questions, inquiries, and/or referrals are initially directed to the classroom teacher. Services are determined and monitored by classroom teachers, special education teachers and parents working as a team.

Gifted Resource/Project Arrow

Each classroom teacher offers curriculum enhancement which is integrated with classroom activities and differentiated groupings when beneficial to meeting student needs. Students are identified for gifted services based on assessment data and teacher recommendation. Gifted program services are then offer direct instruction to identified students in grades 2-5. With some 1st grade students, services will be offered during the second semester if they meet identification criteria.

Reading Improvement

The reading improvement program is designed to provide on-going and short term assistance to students who may have difficulty with reading skills in a general or a specific skill or concept.

Library Media Center/Computer Lab

The LMC is an important part of teaching and learning in our school. Learning activities include material circulation, motivational reading programs, story times, curriculum-integrated projects, and information literacy skills/ research instruction. Students are encouraged to visit the LMC whenever they are in need of new books to read, and a positive attitude toward reading is central to our goals. Our computer lab is flexibly scheduled to accommodate classroom needs, and the teachers and LMC Director work together to advance students through a Technology Skills Curriculum and nationally recognized Information Literacy standards. Using print sources, software, and carefully chosen online sites our students become capable and ethical lifelong learners in this complex information age.

Technology

Communication:

Each classroom and staff member is linked for communication with voice mail, email, and full access to the Internet. Email addresses and telephone extensions are available for each staff member.

Student Computer Use:

Students use computers in their classrooms, the LMC, and the computer lab. They are allowed supervised access to the Internet for school related projects. All students are expected to know and understand the following:

- ◆ Internet usage is for school related projects only.
- ◆ Elementary school students in this district may not type in URL's or use a search engine (Google, Yahoo, etc) without direct supervision from a trained staff member.
- ◆ All hardware, software, and network applications will be handled with respect and care as per teaching instructions and in accordance with all school rules.
- ◆ The use of the district's Internet is a privilege, not a right, and inappropriate use will result in the cancellation of those privileges. The system administrator will make all decisions regarding whether or not a user has violated this privilege and may deny, revoke, or suspend access at any time; his or her decision is final.
- ◆ Parents may elect to sign a form to have their child opt-out or be excluded from Internet-related activities. The exclusion needs to be in writing when a student initially enters the school or changes levels.

Grades

Grades are an evaluation of student achievement of grade level objectives, not potential or social performance. Teachers use frequent and ongoing evaluation in determining grades. Report cards are given quarterly in grades 1-5. Report card distribution for Kindergarten will begin at the end of the second quarter. Progress reports will be sent out mid-quarter to parents. The purpose of the progress reports is to indicate areas of strengths and those needing improvement so that parents are aware of the potential impact these areas may have on report cards. All questions regarding your child's academic performance should be first directed to his/her classroom teacher.

Components of grades will reflect numerous and varied age-appropriate opportunities for students to succeed and demonstrate knowledge of subject matter.

Grading Scale for Grades 1 and 2:

S+	demonstrates strength
S	satisfactory
U	unsatisfactory
I	showing improvement
N	needs improvement
N/A	not applicable at this time

Grading Scale for Grades 3, 4, 5

A	91-100
B	81-90
C	71-80
D	65-70
F	64 and below

Homework

Nancy Young School supports homework assignments as an extension of the classroom. Homework begins in an informal fashion becoming increasingly more formal as the child progresses through the grade levels. Time requirements, quality and subject is varied and reasonable within each grade level. Homework is not required at all grade levels, but a mixture of mandatory and voluntary homework is most productive and beneficial to learning. If your child is having difficulty completing his/her homework, you should notify the teacher so that you may clear up any misinterpretation of the nature or length of the assignment. Each year, the PTA generously provides one of our NYE custom assignment notebooks to all students in grades 3-5. If a student loses his or her notebook the cost to replace it is \$5.00

Homework should help students develop good study habits, foster positive attitudes towards school, and communicate to students the idea that learning takes place at home as well as at school.

GENERAL SCHOOL RULES AND STUDENT RESPONSIBILITIES

Project Respect

We believe and expect that all students can behave appropriately at school. We continually promote a positive approach by recognizing the students who behave appropriately. Parental support is an important component of any discipline plan.

Our Mission: Through the Project Respect Program, Nancy Young Elementary School provides a climate of cooperation, academic excellence, respect, and safety where students will have the opportunity to become model citizens.

We Value:

- Respect for Self
- Respect for Others
- Respect for Property

Guiding Principles:

- I. Clear expectations for student behavior
- II. Clear and consistent strategies for teaching and encouraging appropriate behavior
- III. Clear and consistent consequences that discourage inappropriate behaviors
- IV. A support system and individual behavioral programs for students with unique or exceptional needs
- V. Clearly designed methods for evaluating and revisiting *Project Respect*
- VI. The characteristics and philosophy of the behavior plan will be communicated to students and parents

All individuals have the right to be treated with respect. In return, all students must respect the rights of others, maintain a positive attitude, and follow school rules. **RESPECT** is essential. We believe that your child's school day begins at the bus stop and ends when they return home. All rules apply on the school bus, as well as during school-sponsored activities such as field trips and intramural activities before and after school.

Recognizing Positive Student Behavior:

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

- Verbal Praise
- Reward structures and classroom recognition programs
- School-wide Recognition Programs, such as, the Principal's Book and Dolphin Dollars
- Lunchroom "Treasure Chest" awards
- Open gym for appropriate bus behavior

Consequences For Negative Behavior Choices:

Teachers will use a variety of strategies beginning with the most subtle and as necessary, proceed to more direct intervention, which could result in more significant consequences. Serious incidents will be referred to the administration. Parents will always be kept informed as to behavior that interferes with the educational process, destroys property or is disrespectful to other people.

Detention/Suspension

A detention or suspension may be given for violation of school rules. A detention is defined as removal from the classroom during school or before/after school intervention. A suspension is defined as out of school exclusion from the class. When detentions or suspensions are given, parents will be notified and must arrange for their own transportation when necessary. Parental rights involving disciplinary action may be found in the **Indian Prairie District #204 Student-Parent Handbook**, which is available online at www.ipsd.org.

Bus detentions may be given for misbehavior on the school bus. The bus driver has the authority to write up a bus incident report each time a student violates the bus rules. When the school receives an incident report, a copy will be mailed to the parents. A consequence will be given for a violation of bus rules, which may include suspensions from school and/or the school bus. Rules for school bus riders may be found in the **District #204 Student-Parent Handbook**.

Weapons, Threats, Harassment

Children may not bring any real, toy or look alike weapon to school. Any item that could potentially injure a child can also be considered dangerous if used inappropriately.

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. Repetition of aggressive behavior will be documented by the school staff to provide information needed to develop appropriate interventions. When such an event occurs, a thorough investigation of the activity is conducted by the administration and discipline is usually issued to all participants.

Advice to students: If you are approached by another student who hits you or threatens you and wants to fight, walk away and tell the nearest staff member, classroom teacher, or go the principal's office to report this information. Please do not involve yourself in a fight. We caution all students and parents that involvement in a fight (regardless as to who hit first) will be taken seriously.

Sometimes young children do not understand the implications of their words or actions and innocently bring items to school or say things that they do not have any intention of following through with. Children need to be taught that it is inappropriate to do so even though they mean no harm. Please discuss this with your children. With all the recent media attention to school violence, there is a heightened level of concern by students, parents, and staff. Any threats made to students will be taken seriously and disciplinary action will be taken

All students are valued members of our school community and should feel that the learning environment is safe and accepting. Racial, ethnic or religious slurs, derogatory comments, innuendoes, or any other related action are unacceptable. Appropriate consequences will be assigned to students who participate in such activity.

In keeping with the increased awareness of and concern with the issue of sexual harassment, it is important for students to know that this type of behavior is improper. We caution all students that sexual harassment may result in serious disciplinary consequences.

Toys & Games/Cell Phones/Things with "Wheels"

Balls, toys, and games in any format (including electronic) are not permitted in school unless permission is given by the teacher for a special event. The school cannot be responsible for lost, broken or stolen items. It is best to keep them safe at home. **Cell Phones:** Parents may want their students to have cell phones for emergencies, but the phones will need to stay in the backpack and turned off during school hours. We always allow children to use our school phones to call if there is a need. Parents can call the office to get a message to their children as well, so there is no need to have a phone turned on during the school day. **Razor scooters, skateboards, and shoes with wheels "heelies" are not permitted** as they cause a hazard in the school setting.

Money

Any money sent to school for hot lunch, field trips, etc. must be in a sealed envelope marked with the child's name and class. There is no reason your child should bring money to school on a regular basis. Money for the school store need not be more than \$5.00.

GENERAL SCHOOL SAFETY PROCEDURES

School Safety and Security

All visitors are required by state law to report to the office upon entering the building. Everyone must sign in and out. Each visitor will be issued a visitor's tag to wear while in the building. During the school day, all doors will be locked, and a buzzer system will be utilized for building entry. The buzzer is located at the main doors. All persons are required to make prior arrangements before visiting a teacher and/or classroom. It is most important that the classroom instruction not be interrupted for individual concerns

Fire/Disaster/Safe School Drills

Fire drills 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. Safe school drills are also conducted to practice what we would do in the event an unexpected situation arises that would require appropriate measures to be taken. Staff members have been trained how to respond in the event of an emergency and have specific procedures to follow.

Hot Weather Procedures

In the event of extremely hot weather, we will make every effort to make each child comfortable and maximize learning opportunities. Frequent drink breaks will be provided. Classroom fans are available. We will also provide cooling off periods after recess and physical education. Students are permitted to bring water bottles on these extremely hot days. All school personnel are cautioned about the dangers of heat and are aware of recommendations for preventing heat stress.

Water Bottles

Students are permitted to bring water bottles to school on hot days. Water bottles that pose a distraction (used to squirt others, etc.) can be removed by a teacher. In such cases, the water bottle will be returned to the student at the end of the day. Students without water bottles will be allowed appropriate access to water fountains. HERE'S A TIP: FREEZE THE WATER BOTTLE THE NIGHT BEFORE.

Family Contact Information

As changes occur during the year, please contact the office to revise and update emergency contact information.

Animals

Due to health concerns, students are prohibited from bringing any animals to school unless the principal gives permission. We also ask that parents do not bring pets on school grounds during arrival/dismissal times.

LUNCH/MILK/RECESS

Lunch

Lunch is generally 20-25 minutes for eating and 10-15 minutes for outside recess. Students may bring a sack lunch or hot lunch is available for purchase. Hot lunch menus will be sent home each month. Milk, which is not included in the price of hot lunch, may be purchased for the entire school year for a \$15.00 charge.

Recess

A fifteen minute recess is held each day. During the winter, we will go outside for recess if the wind chill index is zero degrees or above. Students are expected to dress appropriately for winter recess with hats, gloves, boots, and winter coats. All students participate in recess.

In the event your child is recovering from illness or you have concerns regarding recess participation, you may request, in writing, he/she not participate in recess for up to 3 days. After the third day, a doctor's note is required for exclusion.

Lunch-recess is a very short window of time (35 minutes) for students to gain independence and to interact socially with their peers in an unstructured setting. During this time, friendships are made and social skills are practiced and developed. **Therefore, parents should not plan on eating lunch with their child at school.** If you have a special occasion when you feel you want to eat lunch with your child, you are welcome to sign your child out and take them out of the building for lunch.

Free Lunch

If you feel that you are in need of assistance in providing lunch for your child, please contact the school office for information regarding the free federally funded lunch program. Applications can also be found in the District 204 Handbook.

Hot Lunch

The Hot lunch program is operated by Sodexo Food Services. Hot lunch is available on a daily basis. The number to the Sodexo General Manager is 428-6570 or you may access hot lunch information from the district website (www.ipisd.org). If you have any questions regarding your child's account please call 375-3652.

Lost and Found

The lost and found box is located in the multi-purpose room. We regret that many valuable items are never claimed. This can be avoided by clearly labeling all jackets, hats, gloves, and other items. If we know whom the item belongs to, we will gladly return it to the child. Remind your child to check with the office for lost items. Feel free to come in to look for the lost items yourself at any time during the school year.



Nancy Young Elementary School

800 Asbury Drive
Aurora, IL 60502
Phone: 630-375-3800
Fax: 630-375-3801

Adrienne Morgan, Principal
adrienne_morgan@ipisd.org

Dear Parents/Guardians,

Welcome back to another great year at Young. I'm so glad to see so many smiling faces, back at school, ready to learn. Please review the following arrival/dismissal information:

- The parking lot, in front of the school, will be blocked off beginning at 3:20 p.m. If you have business to attend to and need to enter the building, please wait until after 3:45 p.m. or come before 3:15 p.m. Please ensure your car is not in the front lot between 3:20 and 3:45, as it blocks bus drivers from their assigned slots.
- The dismissal bell for all students is 3:35 p.m.
- For parent pick-up, please use the blue sign (*see sample at right*) in this packet which you may put the names of the children you will be picking up. Place the sign in the front passenger side window so that we can see it clearly.
- Please do not park along the circle drive and leave your vehicle unattended. Remain in the vehicle at all times. If you should have a question, staff is equipped with radios and can relay information to the office staff.
- Students are to enter/exit the vehicle curb side only. 4th/5th grade students riding their bikes must walk them until they get past the parent pick-up zone.
- The front school parking lot is for school buses and day care vans only. Children should meet their parents for parent dismissal at parent-pick-up.
- A map of the parent drop-off/pick-up plan is attached



Parents are asked to fill out a form (green sheet in this packet) stating travel arrangements for their child both to and from school. Your child will be classified as a walker, bus rider, daycare van, or parent pick-up. Please notify your child's teacher in writing each time a change is made from the established pick-up routine. If we do not hear from a parent, we **will not** accept a child's word for a change in routine. Children often get the facts or days mixed up. Thank you for your cooperation in this matter. Our rules are for the safety of your children.

Sincerely,

Adrienne Morgan
Principal, Young Elementary

On inclement weather days (extreme cold/rain)... Place this sign in

PARENT PICK-UP

Student's Name Below

NY



DOLPHINS

A large, empty rectangular box with a thin black border, intended for a student to write their name.

