



Spring Brook Elementary School

2700 Seiler Drive
Naperville, IL 60565
(630) 428-6600 - Fax: 428-6601
Principal: David Worst

Preparing All Students to Succeed

Dear Spring Brook Families,

Welcome to an exciting new school year! It is the goal of the staff to form partnerships with you on behalf of your children. Parental involvement in school is the best indicator of a student's success. When home, school, and the community all work together, there is no limit to what we can achieve. For those of you who can volunteer to help us in some way, either directly in the classrooms, LMC, or through the PTA, we will be grateful for your assistance. For those whose schedules do not permit you to volunteer your time, please take the time to review your child's day and homework. This tells your child that their learning is important to you.

Spring Brook's Curriculum Night will be Wednesday, September 13th from 5:45-7:55. Please save this date. It is an evening to meet your child's teachers and get an overview of the year. This evening is a wonderful way to establish communication between you and your children's teachers.

Please read and review the following information with your children. At any time that you have questions or concerns, please do not hesitate to call the school. Together we will have a great year!

Sincerely,

David Worst
Principal

SECTION 1 - GENERAL INFORMATION

SCHOOL HOURS

Kindergarten-Grade 5	9:05am – 3:35pm (Wednesday 9:15-3:35)
1 st Bell	8:50am (Wednesday 9:00)
Tardy Bell	9:05am (Wednesday 9:15)

All school announcements begin promptly at 9:05am over the intercom with the Pledge of Allegiance. The instructional day begins at this time. All students are expected to be in their classrooms, ready for the day to begin at the tardy bell.

The Spring Brook School Office is open and available each day from 7:45am – 4:15pm

General School Telephones

Main Office.....428-6600

Attendance Office..... 428-6600 – Choose option 3

Health Office.....428-6600

STUDENT ARRIVAL and ENTRY

- Staff supervision begins at 8:50am. Students should not arrive before supervision begins.
- All students are directed to go immediately to their classrooms upon entering the building.
- **Bus Riders and Daycare Riders** will enter the building through door 2 at 8:50.
- **Walkers** will enter the building through the playground doors (7, 8, 9) at 8:50.
- **Car Riders** will enter the building through door 1 at 8:50.
- Students arriving after the 9:05am tardy bell should enter the building through the main front door and report directly to the office for a pass to the classroom. These students are marked tardy.

STUDENT DISMISSAL AND DEPARTURE

- **Bus Riders and Daycare Riders** will be dismissed at the 3:30 bell. They will walk to the gym and line up in their designated bus and daycare lines.
- **Walkers and Car Riders** will be dismissed at the 3:35 bell and will exit the building through the door closest to their classroom.

PROFESSIONAL DEVELOPMENT (PD) WEDNESDAYS***

District 204 will continue to adjust the starting time for students on Wednesday mornings for the 2016-2017 school year. Elementary teachers will have 60 minutes before school to work collaboratively with the focus on improving student learning. The start of the school day will be adjusted slightly on Wednesday mornings to accommodate this program:

Elementary School Staff: 8:00 am

Elementary School Students: 9:15 am

The district is assisting elementary parents who might not have flexibility in their morning schedules. Elementary school parents unable to make the 10 minute adjustment will be permitted to drop off their student at the same time as other school days, and supervision will be provided for those additional 10 minutes.

Parents who must drop off their children at 8:50 on Wednesdays are to use the same drop-off lane that is used for all morning car rider arrival. A staff member will be there at 8:50 and escort students to the Gym. Students are to bring a book to read until they go to their class at 9:00. Regular morning car rider arrival procedures will

be followed from 9:00-9:10 on Wednesday mornings. As always, DO NOT drop-off your child if no staff members are present.

DIGITAL CITIZENSHIP

Digital Citizenship is the norms of appropriate, responsible technology use. (Mike Ribble, Digital Citizenship Institute) We want students and families at Spring Brook to model appropriate Digital Citizenship. Please be thoughtful of what you post online of other students and parents, if you have permission to post and how that post may affect others. Your family can explore and pledge to be good Digital Citizens through the following links: <http://www.digitalcitizenship.net/uploads/ParentContract.pdf> and <http://www.digitalcitizenship.net/uploads/KidPledge1.pdf>

For more information, please see Board Policies 7:180 and 7:190 which address student behavior, including cyber-bullying, and the District 204 Parent/Student Handbook under the Student Behavior section.

Here are some additional resources:

- To help decipher digital jargon, abbreviations, and acronyms: <https://www.common sense media.org/educators/digital-glossary>
- Parent Concerns: <https://www.common sense media.org/parent-concerns>
- Topics surrounding Social Media: <https://www.common sense media.org/social-media>

DISTRICT # 204 HANDBOOK

Indian Prairie School District 204 provides a parent/student handbook that contains information pertinent to the district organization. This handbook is given to all families of District 204 at the beginning of the school year and to new families as they move into the district.

FEES

Grades K-5	Textbooks & Workbooks	\$105.00
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REGISTRATION REQUIREMENTS

The following certification is required to register and attend school:

1. Official documentation showing the child's birth date.
2. Three documents are required to prove residency within District #204
 - Current, original mortgage statement or lease agreement
 - Current, original utility bill (water, gas, phone, but not cell phone)
 - Driver's license, or if none, state id
3. A record of all immunization dates and a current physical.
4. Documentation that the student is in "good standing" when transferring between Illinois schools.
5. Record of past school attendance and performance.

TRANSFERS

To maintain proper student records and meet regulations protecting privacy, it is necessary to have signed permission from parents before we send or receive student records. If you are transferring out of the district, please contact the child's teacher and/or office at least one week in advance to ensure proper and timely processing of information.

SCHOOL DRESS (Board of Education Policy # 5402)

District # 204 students are prohibited from wearing clothing or attire, which, in the opinion of school authorities, is contrary to acceptable health and safety standards or may be disruptive to the educational process or learning atmosphere. Student dress or attire should conform to the following minimum standards:

- Hats, jackets, coats and gloves should not be worn in class.
- Students should wear shoes at all times.
- Students may not wear beachwear to class.
- Clothing must cover the student’s torso. Bare midriffs are not permitted. Prohibited shirts include, but are not limited to, backless, one shoulder, strapless, or thin-strapped shirts or blouses.
- No garments depicting beer, alcohol, liquor, tobacco products or drugs may be worn at school.
- No garments with messages or symbols that include inappropriate language or sexual actions may be worn at school.
- Students may not wear or display items that are considered to be gang identifiers by our school and community.
- Dress and appearance should be tasteful and not pose a health or safety concern.

BOOK FINES

Students who lose or misuse LMC books or textbooks will be charged an additional fee based on the decreasing life of the book. Reasonable wear is expected, but fines will be imposed for excessive wear or damage.

SCHOOL POLICY CONCERNS

Occasionally, a student and/or their parent may have a problem or complaint concerning a school-related action. Most of these problems result from miscommunication and can be quickly cleared up by discussing the situation directly with the appropriate staff member. The majority of all problems are resolved specifically at this level. If, after talking directly to the teacher or staff member involved, there is a need for further resolution, the principal should be contacted and asked to intercede.

David Worst, Principal and/or Julie Vogel, Student Services Coordinator are always available to help clarify or resolve situations or problems. We will continue to strive for improving home-school communication. Feel free to contact us at any time if you have a question that needs attention. If the problem remains unresolved, the principal will refer the problem to the appropriate district administrator.

STUDENT INSURANCE

Student insurance is available as an option to purchase from a carrier independent of the school district. If interested, information is available in the main office.

SECTION 2 - ATTENDANCE POLICIES

ATTENDANCE

School attendance is important. Our educational program is built on the premise that regular attendance is vital to a student’s progress. Classroom discussion, interaction with other students and teacher presentations cannot be “made up” with work out of school. Seeing that a student maintains regular and

prompt attendance requires a cooperative effort by the student, parent and school. Expecting regular attendance sends a message to the student that school is a main priority. Students should not miss school except for illness, approved religious holidays and/or family emergencies. The school monitors attendance quarterly and contacts parents of the students who show irregular attendance patterns.

PARENTS MUST REPORT ABSENCES TO THE ATTENDANCE OFFICE

@ 428-6600 – choose option 3 by 9:15 AM

Absence:

Students who are not physically present in school will be recorded as absent.

The following guidelines for elementary attendance apply to all District 204 students:

- A full day of attendance will be counted for a student who is present for greater than 300 minutes of the school day.
- A half-day attendance will be recorded for students present 150-229 minutes.
- When a student is present for less than 150 minutes, he or she will be recorded as absent for the day.

Illness:

Upon returning from being absent due to an illness, students are expected to present a parent note to teachers indicating the reason for the absence. This will provide a record of the excused absence.

Vacations:

Every effort should be made to have students in attendance when school is in session. When absence must occur due to vacation, students will **not** receive homework in advance. Experience has shown that it is difficult for teachers to predict instructional pace and homework needs properly. Upon return to school, students will receive makeup work with an appropriate due date.

Tardy:

Students arriving between 9:05 and 9:45 are marked tardy. Students arriving after 9:45 AM and before 12:00 are marked a 1/2 day absent. Tardy students must report to the main office to be admitted to the classroom. Students are expected to be in their classrooms by the 9:05 AM tardy bell.

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 with the date and signed by the parent. Students will be called to the office for dismissal. All students are required to be signed out by a parent. Parents are discouraged by Board Policy from taking students away from school for private lessons (e.g. music, dance, skating, etc.) on a regular basis. Special requests for regular released time for a student should be addressed to the Principal.

PARENT SIGN IN / SIGN OUT

Any student leaving for early dismissals or arriving late from appointments must be accompanied by a parent and signed in or out in the main office. Students will be called from the classroom for dismissals. Students will require a pass to be readmitted to the classroom.

EXCESSIVE ABSENTEEISM / TRUANCY

Absenteeism is considered excessive when it interferes with the student's learning. A student is considered truant if he/she has been absent without valid cause for more than 10% of the regular attendance days.

Under certain circumstances, parents may be required to present medical documentation of physical or emotional conditions causing a student absence. Appropriate resource and assistance are available through school personnel to students and parents with attendance problems. Chronic truants will be referred to the DuPage Educational Service Region.

SECTION 3 - WEATHER GUIDELINES

TORNADO - SEVERE WEATHER

Spring Brook is equipped with 10-10 warning system radios for severe weather bulletins and conditions. During a Tornado Watch all students will return to their classrooms in preparation for possible weather problems. During a Tornado Warning students are directed to areas of safety within the building and retained regardless of dismissal times. Students will not be dismissed from school during severe weather conditions (lightening, high winds, heavy rain) or a tornado warning. Under severe weather conditions and warnings, parents may come to the office and sign-out only their own child.

EMERGENCY DELAYED DISMISSAL

If severe weather conditions (tornado warning, high winds, lightning and thunderstorms) exist during the dismissal times between 3:25-3:35, consideration will be given to announcing an emergency delayed dismissal. The decision will be based upon weather conditions, warning systems and District 204 communications.

Procedure:

1. Announce to students and staff that there will be a delayed dismissal
2. Students and staff are instructed to remain in classrooms until clear
3. Parents should enter the building and assemble in the office hall for instructions
4. Students will be called and signed out from the main office area
5. Parents may only sign out their own child
6. No vans or day busses will be released until all clear signal is given
7. Spring Brook staff will assist and monitor parents and students

EMERGENCY SCHOOL CLOSINGS

In cases of bad weather or dangerous road conditions, school closings or early dismissals may be announced. Please tune your radio to either **WWKD 96 FM, WGN 720 AM, or WBBM 780**. Indian Prairie District #204 uses these radio stations to inform parents of closings. Please avoid calling the school during severe weather conditions. This seriously clogs our phone lines and makes it impossible to complete vital outgoing calls.

HOT WEATHER PROCEDURES

In the event of extremely hot weather, we will make every effort to make each child comfortable and adjust our instructional day to continue teaching and learning. Frequent drinks will be provided and classroom fans are available. We will also provide cooling off periods after recess and physical education. Students are permitted to bring water bottles as long as they do not present disruptions. All school

personnel are cautioned about the dangers of heat and are aware of recommendations for preventing heat stress.

SECTION 4 – BUILDING & GROUNDS

VISITORS - BUILDING SECURITY

Parents are welcome to visit anytime. Classroom visitations are discouraged during the first month of school, and during testing sessions. Visitations by parents shall be prearranged with the teacher at least 24 hours prior to the visit. School and classroom visits shall not be disruptive or in any way interfere with the instructional program.

Children who are not enrolled at Spring Brook are not permitted to visit or join classes during the school day. If there are unusual situations that deserve individual evaluation, please contact the Principal.

ALL VISITORS, PARENTS, and VOLUNTEERS ARE REQUIRED BY ILLINOIS STATE LAW and DISTRICT #204 POLICY TO STOP IN THE OFFICE TO IDENTIFY THEMSELVES UPON ENTERING THE BUILDING. Please use the buzzer at the door to gain entrance into the building. You will be asked to provide a drivers' license, sign in before visiting and will be given a badge that must be worn at all times.

If parents or volunteers are in the building without a badge or volunteer nametag, please do not be offended if staff asks for your ID or purpose for being in the building. You will be asked to report to the school office.

If students forget to bring an item they need or must have at school, please bring the item to the main office. Items and materials will be delivered to the student.

SCHOOL TRASH DUMPSTERS

The trash dumpster located to the north of the building is for school use only. It is **AGAINST THE LAW** for public usage. A **\$50.00 fine** will be assessed for illegal dumping.

USE OF SCHOOL FACILITIES

Commercial use of school facilities is prohibited. Use of the school facility by community groups and organizations is regulated by District # 204 Board of Education. School sponsored activities shall take priority over all such use. No group is to use the school or grounds unless they have an approved District # 204 contract. Inquiries for building use should be made to the District Education Center.

DOGS

Due to safety and health concerns, dogs are not permitted on school property.

SECTION 5 – HEALTH POLICIES

HEALTH POLICIES

The following are health policies practiced at Spring Brook School to help maintain a healthy and safe school atmosphere:

- If your child is running a fever, the health department recommends the child's temperature be normal (98.6) for 24 hours before returning to school.
- Do not send your child to school with a consistent cough or running nose, as this infects other children.
- Please report all cases of strep throat and related infections to the nurse.
- All communicable diseases (chicken pox, impetigo, mumps, measles, head lice, etc.) are required to be reported to the nurse. There are specific requirements and regulations for re-admission to school after communicable diseases.
- Please do not send children to school who have diarrhea or have been vomiting.
- A student who has been absent from school for more (5) five school days, or who has communicable disease must present a physician's release for re-admission to school.
- A student who has been absent for less than (5) five school days may be readmitted to school with a written excuse from the parent or guardian.

If parents have other questions regarding a child's health or physical wellness, determining when to and not to send a child to school, please feel free to contact the School Nurse or the Health Aide.

EMERGENCY INFORMATION

Parents are asked to maintain and update the registration form and emergency card throughout the school year with LOCAL EMERGENCY TELEPHONE, PHYSICIAN, DENTIST and NEIGHBORHOOD CONTACTS.

This is extremely important for the protection of your child.

STUDENT ACCIDENTS / ILLNESS

In case of accident or illness to a student during the school day, the following procedure is followed for treatment and parent contact:

1. Provide immediate first aide
2. Notify parents as needed
3. Contact school nurse
4. When parents are unavailable - notify emergency contact or call physician
5. When all contacts unavailable - local hospital or 911

***In case of a serious and/or severe accident or illness, 911 will be called immediately and parents/guardians will be notified.

SCHOOL MEDICATIONS

When a child requires any medication, the responsibility for administering medication is with the parents. School personnel will not administer medication during the school day except when such doctor-prescribed medication is absolutely necessary for the critical health and well being of the student. Contact the Health Office for procedures and details.

CHILD ABUSE

Illinois State law requires that all school personnel be mandatory reporters in cases of suspected child abuse and/or neglect, to the Department of Children & Family Services.

PHYSICAL EDUCATION and RECESS EXCUSES

In the event a child is recovering from illness or has concerns regarding PE and outside recess participation, parents may send a written request that the child be excluded for up to 3 days. A doctor's note is required for exclusion beyond that time. Notes and excuses should be presented to the classroom

teacher who will communicate the nature of the excuses to the Health Aide and Physical Education teacher.

SECTION 6 – COMMUNICATION / PARENT INVOLVEMENT

STUDENT MESSAGES / STUDENT 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 before coming to school in the morning.

- *Students should not expect to use telephones during the day
- *Students will not be called from class to answer the telephone
- *Messages will not be delivered unless it is an emergency

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 teacher if they have questions.

The first school contact for parents is normally the classroom teacher. Communication with your child's teacher is vital to his/her success in school. All staff members have telephones in their classrooms. The phone system is designed to help facilitate improved home-school communication. However, at the same time, we want to assure parents that there will not be unnecessary interruptions to classroom instruction.

Please follow the **telephone guidelines**:

- A. Teacher hours are typically 8:15 AM - 3:50 PM.
- B. In the event that the teacher is in class or not available to answer the telephone, your call will go directly to the teacher's voice mail box and you may leave a message.
- C. You may choose to push the O operator button to be redirected to the school secretary.
- D. Be careful NOT to leave an urgent or timely message on the teacher's voice mail, as staff may not have the opportunity to check messages until after the school day.

Attendance calls should be made directly to the Attendance Number @ 630-428-6600, press 3.

E-mail can be used to communicate with teachers. Every teacher has an e-mail using the following format: firstname_lastname@ipsd.org

Parent Curriculum Night is planned for September. Staff members will review highlights for the year, classroom procedures, and curriculum.

Open House is scheduled in February for parents and students to visit, share, and celebrate in our many accomplishments.

Connect Ed is a communication system that allows the school to contact parents via phone and/or e-mail.

COMMUNICATION / PARENT INVOLVEMENT

PARENT TEACHER CONFERENCES

Conferences are scheduled in November and March. If at any other time parents feel the need for a conference, please contact the teacher directly. With few exceptions, conferences are by appointment only. Drop in conferences are not productive to either parent or teaching professional and short change meeting student needs.

PARENT INVOLVEMENT

Parents are welcome to be involved in their child's education. Parents can contribute through a spectrum of opportunities. You may choose to volunteer in the LMC, assist in the classroom or work with PTA committees. Some parents come to us as resources, sharing their cultures, professions, and interest. The opportunities are endless and the doors are open to you.

WEBSITES

Visit the following district websites for further updates and communications:

Spring Brook Elementary School: www.ipisd.org/springbrook

Indian Prairie District #204: www.ipisd.org

SECTION 7 - STUDENT BEHAVIOR EXPECTATIONS

STUDENT RESPONSIBILITIES

All students have the right to be treated with respect. In return, each student must respect the rights of others, maintain a positive school attitude and follow school rules.

GENERAL RULES

- No gum or candy
- No toys, dolls, or stuffed animals unless cleared by teacher
- No radios, tapes, CD players or video games should be brought to school
- Skateboards, roller blades, scooters, or skates are not permitted on school grounds
- Hats/caps are to be removed when entering the building
- Shoes must be worn at all times
- Running inside is not permitted
- Use normal voices and tones
- No disruptions in hall, stairs or washrooms
- Walk on the right side of hall and stairway

STUDENT BEHAVIOR EXPECTATIONS

At Spring Brook, we subscribe to a district Positive Behavior Intervention System. We believe in encouraging positive behaviors and remediating negative behaviors.

Be Respectful

Be Responsible

Be Ready

Be Safe

The student who consistently violates school rules will receive warnings, consequences, detentions, and/or out of school suspensions under the supervision of the building administrator. Should the circumstance warrant, the student may also be referred to the police department or be subject to a hearing by the Board of Education for expulsion. The following actions are violations of school district rules and will result in disciplinary action:

- The use, possession or transmission of alcohol, tobacco, weapons or drugs.
- Being on school property under the influence of alcohol, tobacco or drugs.
- Disobeying the instructions of a staff member.
- Acts of violence.
- Verbal threats
- Damage, destruction or theft of school property or personal property.
- Disruption of school and/or school activities.
- Repeated school violations.
- Engaging in any unlawful activity.
- Unsportsmanlike conduct involving other school teams or officials.

Rules apply during all school-sponsored activities as well as during the regular school day. The above are general school rules for District # 204. Each classroom will have more specific rules and procedures outlined for parents and students.

SECTION 8 – ACADEMICS / STUDENT DAY

GRADES

Grades are an evaluation of student achievement of grade level objectives, not potential or social performance. Teachers use frequent and ongoing evaluations in determining grades. Components of these will reflect numerous and varied age-appropriate opportunities for students to succeed and demonstrate knowledge of subject matter. Some components may include:

Classroom Participation	Discussions	Journals
Note Taking	Daily Work	Special Projects
Class Assignments	Quizzes & Tests	

Grading scale for Grades 1 and 2:

S+.....	demonstrates strength
S.....	satisfactory
U.....	Unsatisfactory
I.....	shows improvement
N.....	needs improvement
NA.....	not applicable at this time

Grading Scale for Grades 3-4-5

A.....	90 - 100
B.....	80 - 89
C.....	70 - 79

D.....60 - 69
F.....59 and below

Report Cards will be distributed on a quarterly basis

Interim reports may be sent home at the midpoint of each grading quarter as a progress report.

ART - MUSIC - PHYSICAL EDUCATION

Students will receive instruction in these special areas as scheduled:

Kindergarten- Grade 5.....Art, 1 x week - 50 minutes
Music 2 X week - 25 minutes each
Physical Education 3 x week - 25 minutes each

Necessary supplies, materials and gym shoes are required to participate.

HOMEWORK

During the course of the 2008-2009 school year, the District #204 elementary school principals conducted an in-depth study on the topic of homework in order to guarantee that the district was current with best practices.

Several interesting results were found. They included:

- The focus on the purpose of homework should be student learning not compliance. Teachers know that certain learning skills require practice to perfect, and often homework is used for practice. Research confirms that mastering a skill requires focused practice (Marzano et. al, 2001.)
- Research does seem to verify that a small amount of homework may be good for learning, but too much homework may be bad for learning. Up to a point, homework appears positive, but past the optimal amount, achievement either remains flat or declines. Curiously, the research about the appropriate amount of homework for different grade levels is already consistent with an informal guideline that many teachers already practice – the “ten minute” rule (Cooper, 2007.)
- All homework can be used to check for understanding if we convince students not to be threatened by grades. Grades are not necessary for learning to take place. Grades on homework often get in the way of learning, demotivate students, and create power struggles between students and teachers and between students and parents (Guskey, 2003).
- The goal of assessment of learning should be to keep failure at a minimum and to maintain learner’s confidence – the opposite occurs when homework is graded. The most important question to ask about grading homework is “What is the effect on future learning?” (Stiggins, 2007.) Priority must be given to tasks that do not cause students to give up.
- All homework should receive feedback. Moving from grading to feedback encourages student ownership of learning. Allowing students to take control of their learning makes learning personal (Guskey and Anderson, 2008.)

As a result of these findings, the principals with input from the teachers revised the District #204 homework statement in order to confirm that reasonable time-limited homework, which provides feedback to our students, **is** still important to the learning process. Although homework will not be graded, reinforcement of learned skills is an essential part of the learning process. Generally, most students will

not receive good grades if they do not practice. Finally, in order to ensure school-parent communication and accountability regarding, homework completion to parents, the effort designations of S (Satisfactory) and U (Unsatisfactory) will be used on the quarterly report cards.

MAKE-UP WORK DURING ILLNESS

When a child is absent for **3 or more days**, we will provide homework as appropriate. Parents should contact the teacher to make arrangements. Generally, it takes one (1) day to prepare the homework. It is not unusual for a teacher to advise keeping a journal and assigning reading activities.

Much of what happens in the classroom goes beyond paper and pencil activity and simply cannot be made up via sending something home (direct instruction, discussion, group work, informal diagnosing, etc.) Often makeup work cannot be provided due to the fact that it represents new learning or concepts that need precise direct instruction before independent practice.

Parents are also asked to always consider the specific nature of the absence when requesting makeup assignments. Many illnesses don't foster individuals feeling well enough to devote the necessary thought and effort into producing a quality product.

Primary teachers in grades K-2 often prefer to send makeup work with the child upon returning to school to allow for explanation of concepts.

Teachers have the final decision over makeup work. The general practice for time to submit makeup work is one day for every day absent. Thus a child missing 5 days will have 5 days to turn in makeup assignments.

Teachers are under no obligation to provide assignments or work ahead of time for absences due to vacations, business trips or time out for private lessons.

LIBRARY MEDIA CENTER and COMPUTER LAB

The LMC and computer lab is open from 9:05 AM - 3:25 PM. With flexible scheduling, students use the LMC throughout the entire school day for book check out, research, small group learning, and whole class instruction.

The LMC is fully integrated into the curriculum and is central to the instructional process. The mission of the library media program is to assure that students and staff are effective users and producers of information resources. An integral part of the mission aims to encourage students to develop an enjoyment for reading. Components of the LMC include:

- K-5 library location skills
- Classroom curriculum research
- Technology and computer utilization
- Reading Promotion

The LMC has over 20,000 items consisting of books, magazines, computer software, references, videotapes, and AV materials. On an average, 2,700 items are circulated monthly in the LMC. The LMC is fully automated with an on-line card catalog and circulation system. There are 6 multimedia computers and 6 networked research stations for student use. The LMC maintains digital cameras, televisions and VCR's and projection capabilities.

The Computer Lab consists of 30 student Dell computers. The lab is fully networked and has Internet accessibility. The lab has a weekly schedule plus flexible time for classes and groups, which allows for student access throughout the entire day. The computer lab is a production lab, where students produce projects that support the school curriculum. Students write stories, newsletters, create cards, research, write reports and develop multimedia programs using software.

The LMC and Computer Lab are staffed with LMC Director, Mrs. Natalie Hoyle-Ross; LMC Aide, Mrs. Tracy Perna and over 75 PTA parent volunteers.

ACADEMICS / STUDENT DAY

GIFTED RESOURCE - PROJECT ARROW

Project arrow offers direct instruction to identified gifted students for grades 3-5. Standardized achievement tests, ability tests and teacher recommendations are used to determine eligibility. Approximately 5% within District # 204 are identified. Curriculum enhancement and higher level thinking is integrated with classroom units and cluster groupings to meet student needs.

ACCELERATED MATHEMATICS PLACEMENT

Accelerated math groupings are developed in grades 3-5 from math placement tests, teacher recommendations and standardized assessments. A student's mathematics ability is considered for this group since the pace and content is advanced.

STUDENT SERVICES

A continuum of services and technical assistance is available to support the education of all children. Services are provided for eligible children in the area of learning disabilities, developmental delays, multiple disabilities, behavior disorders, speech and language, vision or hearing disabilities, and physical disabilities. Social work, psychological support, physical therapy, adaptive physical education, and remedial reading are provided as related services.

Questions, inquiries and/or referrals are initially directed to the classroom teacher. Services are determined and monitored with regular classroom teachers, the support team, and the administration.

TESTING

District 204 uses general achievement and ability testing. The purpose of these tests include:

- (a) Helping parents see how their child is achieving in relation to other children
- (b) Helping teachers and schools plan instruction and
- (c) Form a record or pattern of student academic growth

Specific Assessments Parents need to be aware include:

- Curriculum Based Measurement throughout the school year
- Accelerated Mathematics and Project Arrow placement testing is conducted annually.
- PARCC (Partnership for Assessment of Readiness for College and Careers)

INTRAMURAL ACTIVITY PROGRAMS

Spring Brook will offer intramural programs for the 2017-2018 school year. These programs offer students a chance for positive social interaction and include activities involving sports, academics, and community service. Some of the activities offered in the past have included the following: Basketball, Volleyball, Running Club, Art Club, Chess Club, Computer Club, Drama Club, Safety Patrol, Student Council, and Spring Brook Singers. More information regarding offerings will be available after the school year begins.

The Spring Brook PTA sponsors some after school programs. Information regarding these programs will be distributed to students throughout the school year.

- Intramurals are generally designed and offered for intermediate students.

- Intramurals are most often held after school until 4:30.
- Intramural instructors are Spring Brook staff members.
- Permission slips are sent home with students for registration.
- Sessions may be limited, and will be filled on a first come, first served basis.
- Parents are responsible for providing transportation to and from programs.
- Students are expected to follow all Spring Brook expectations.
- Students should actively participate and contribute to the activity.

Due to the number of intramurals and volume of students participating, the office is unable to relay messages relating to intramurals. Please be sure your child is aware of their intramural schedule, as well as transportation arrangements.

SECTION 9 - LUNCH /RECESS

LUNCH / RECESS

Students in Kindergarten-Grade 5 may elect to purchase a hot lunch or bring a sack lunch from home on a daily basis. If you are interested in purchasing lunch for your child, please visit www.MealpayPlus.com.

LUNCH RECESS SCHEDULE

Grade 3	10:50-11:25
Grade 1	11:15-11:50
Grade 2	11:40-12:15
Grade 4	12:05-12:40
Grade 5	12:30-1:05
Kindergarten	12:55-1:30

The lunch sessions are generally divided into 20 minutes for eating and 15 minutes for recess.

We discourage lunches coming to school from fast food chains. Drinks brought from home should be in a thermos or drink box. Carbonated beverages are discouraged. Students are not permitted to exchange food or give others items from their lunch.

SNACK

Students may bring a snack to school which will be eaten in the classroom. The only snacks that are allowed are fresh fruit and/or vegetables as our goal is to promote healthy eating and protect students with allergies.

COLD WEATHER RECESS

DURING THE WINTER, STUDENTS WILL GO OUT FOR RECESS IF THE WIND CHILL INDEX IS AT OR ABOVE 5 DEGREES. The wind chill report will be obtained from the National Weather Service. Students are expected to dress appropriately for winter weather recess with hats, gloves, boots and winter coats.

FREE LUNCH - MILK

District #204 participates in the federally funded program to supply free lunch and free milk to children of families whose gross income qualifies them for such assistance. Parents may apply at any time during the school year by contacting the school office. Foster children may also be eligible for these benefits. No child will be discriminated against because of race, sex or ethnic origin.

SECTION 10 - TRANSPORTATION

PARENT PARKING

Spring Brook Elementary has students who ride the bus and walk to school.

A. Posted “No parking, stopping or standing” zones are provided for clear sight distances for pedestrian crossing, to keep vehicles off marked crossings, and to prevent motorists from parking too close to the intersections and entrance drives.

B. Posted “No parking, stopping or standing 8:45 - 9:15 AM and 3:15 - 3:45 PM zones area listed on the north side of Gateshead and the west side of Seiler and the south side of DeLaSalle. These are restricted areas for parent pickup or drop off to avoid having children crossing traffic. **DOUBLE PARKING IS NOT PERMITTED BY CITY ORDINANCE AND POLICE MAY TICKET YOU.**

C. Parents are asked to prearrange pickup locations with children to avoid congestion on the front sidewalk and doors.

D. The front circle driveway will be open as an alternative **AM drop-off area only from 8:50 AM - 9:05 AM**. The system will be a “**kiss and ride**” procedure to drop off students - parents may not park or leave their car along the driveway. All vehicles must enter from the south and exit north along Seiler Drive. The circle offers one way flow. Cars enter as space permits and are directed to pull forward for drop-off. Please be patient and cautious, as traffic will move through the circle quickly. **No left or U turns** into or out of the circle drive from Seiler is permitted.

E. Children must exit cars on the red safety curbside. Students may conveniently use all sidewalks to walk to entrances.

F. Circle drive passes are available in the office for students needing front pickup related to medical reasons.

G. **The front driveway is not to be used for student PM pickup.**

H. The **Parking Lot** north of the building is for the buses and daycare vehicles. It is not designated for pickup or drop off of students by parents. There is no admission / departure during arrival and dismissal times except for the buses and daycare vehicles.

BUS SAFETY AND BEHAVIOR

The following rules apply to students who ride the bus to and from school as well as students who ride the bus for field trips. The job of the bus driver is to transport students safely. Please review the following safety guidelines with your children:

- Students are to remain seated at all times.
- Eating and drinking is not allowed.
- Students should stay in the same seat for the duration of the ride.
- Students should talk only with those seated near them. Yelling and singing is distracting to the driver.
- Students must get off the bus at his/her stop. The driver is not authorized to discharge students to another students' stop.

MOTORIZED VEHICLES

The operation of motor vehicles of all descriptions on school property presents serious safety hazards to pupils and employees. Licensed, authorized motor driven vehicles may be operated only on paved drives and parking lots during authorized school functions in a manner and speed in keeping with the safety practices and posted city ordinances.

BICYCLE RIDERS

Only Grade 5 students are allowed to ride bikes to school. The riding of bikes to school is a privilege, not a right.

1. Teach your child the rules of the road
2. Always stop at the corners and follow traffic controls.
3. Students must walk their bikes on school property

Bikes should be locked in the bike rack during the school day.

SECTION 11 - MISCELLANEOUS INFORMATION

SOLICITATION

No person, firm, or business shall enter school property for the purpose of selling, trading, or bartering merchandise of any kind to a student, employee, school club or organization, nor shall any of the above enter school property for the purpose of soliciting money from a student, employee, school club or organization with out proper administrative approval.

MONEY

Any money sent to school for hot lunch, field trips, etc. must be sealed in an envelope marked with the child's name, teacher and classroom.

BIRTHDAYS

A student's birthday is a special day. Each classroom honors the child in a manner appropriate for the age and grade level. Each week the Principal recognizes the children having birthdays with a special pencil. Children with summer birthdays will be recognized before the summer break. We no longer share birthday treats sent to the school because many children have from food allergies. As an alternative to sending a birthday treat, you may purchase a birthday book to donate to the LMC.

Invitations to parties are to be handled by parents outside the school.

Please do not send or bring flowers or balloons to students during the school day.

CLASS PARTIES

Each classroom plans 3 parties during the school year. These are arranged by the teacher and the PTA room parents. A Halloween Parade will be scheduled on October 31. It is an optional activity. An optional Valentine's Exchange will be scheduled on February 14.

No refreshments or favors are planned for these days. Please do not send in candy or treats.

LOST AND FOUND

Please put your child's name on appropriate clothing and label personal items. This helps to avoid confusion when a question arises as to ownership. A lost and found table is located near the reception area. Items in the lost and found at the close of each quarter will be given to a worthy charitable organization. Please do not allow your child to bring toys, trucks, radios, CD's, games, etc. to school. Personal items are not the school's responsibility if they are lost, broken or stolen. Please check in the office for lost glasses or jewelry.

FUNDRAISERS

All student fund raisers must be approved by the Principal and should not interfere with instruction. Non-profit, non-school groups, including parent organizations must request permission from the principal to solicit funds at school and are required to follow established guidelines.

INTEGRATED PEST MANAGEMENT

Public Acts 91-0099 and 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, rodenticides and fungicides.

IPM 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.

- **This handbook was designed to supplement the Parent/Student handbook provided by the district.**
- **If you have any questions or concerns please feel free to contact our office.**

Updated: September 2017