

# PATTERSON PARENT-STUDENT HANDBOOK

PATTERSON ELEMENTARY SCHOOL  
3731 LAWRENCE DRIVE  
NAPERVILLE, IL 60564

PHONE: 630.428.6500

Dear Patterson Families,

Welcome to Patterson School where “kids comes first.” Please take some time to review our Parent Student Handbook. The Handbook is meant to provide you and your child with important information about our school policies, procedures, and schedules.

The Patterson staff uses a child-centered philosophy in building relationships and engaging students in the learning process. Strong academic programs are a tradition at Patterson School. Students are active participants in the learning process. Staff and I are committed to providing a nurturing and supportive learning environment, which promotes caring, fairness, respect, responsibility, trustworthiness, and citizenship in students.

Along with the dedicated staff, I welcome you as a partner in your child’s education and encourage you to visit and volunteer as often as possible. Your active participation will help to ensure success for all of our children. Please call the main office at 630-428-6500 if you have questions, concerns, or would like to volunteer at school.

We sincerely hope you will enjoy and contribute to the rich school experience that we share at Patterson School. The partnerships between home, school, and community provide a climate at Patterson where “kids come first!”

Sincerely,

Michele Frost  
Principal

General Information  
Arrival-Dismissal  
Emergency  
Transportation  
Health and Medical  
Lunch-Recess  
Food and Water in the Classrooms  
Curriculum  
Behavior

## General Information

### Attendance

#### Philosophy

Patterson'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

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

A parent should call the school office each day his/her youngster will be absent. An "absence hotline" answering machine is provided for this purpose at 428-6500, ext. 3. You may call this number from 7:00 p.m.-9:30 a.m. during the school week and at all times on the weekend. If you need to speak with someone about an absence, call our regular office number (428-6500) after 7:45 a.m. until 4:15 p.m. In the case of a known extended absence, please report all days at one time so only one call needs to be made. If we are not contacted about an absence, and the child is not in school, we will contact a parent as soon as possible in the morning.

If the sickness is interpreted to be a contagious disease, readmission to school will be by a back-to-school permit signed by a physician.

### **Excessive Absenteeism:**

Per guidelines of the County Superintendent of Schools, Patterson 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. Should a student's absenteeism begin to interfere with their learning, the following resources and supportive services are available to assist in addressing the problem with their parents or guardians: conference with school personnel; social workers and psychologists; schedule or program changes; problem solving assessment and possible special education assessment and placement; referral to community agencies for appropriate services.

### **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 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.

### **Early Dismissal**

A request to have a child dismissed early should be sent in writing with the child on the morning of the dismissal. Parents must come to the school office. We will send for the child as you sign him/her out for dismissal. A child will be released only to his/her parent(s) unless other arrangements have been made. **Please do not arrange for early dismissal after 2:30 pm for that same day.** This is so close to the end of the school day that messages may not get to students' teachers in time and it can interfere with safe dismissal procedures.

### **Late Arrival/Tardiness**

If a student arrives to school after 9:05 a.m., he/she should report to the main office for a pass before going to class.

### **Birthdays and Goody Bags/Gift Bags**

A student's birthday is a special day. Each classroom honors that child in a manner that is appropriate for his/her grade. No food items will be allowed in the classrooms for birthdays. Parents interested in an alternative to edible treats may want to purchase a classroom gift, book for the library, or send one item of small monetary value (such as a pencil or bookmark) to be shared with classrooms to honor their child's birthday. Please talk with the LMC Director for more details on donating a book. In addition, please note that party invitations and goody bags/gift bags cannot be distributed at school. **We are unable to distribute gift bags at school.** Thank you for your understanding and

cooperation with this procedure, which ensures our children's safety and addresses equity within the school environment.

### **District 204 Handbook**

Indian Prairie School District #204 provides a Parent/Student Handbook that contains information pertinent to the entire school district organization. This Handbook is available online at the start of each school year.

### **Lost and Found**

Please clearly label your child's clothing and other articles with his/her full name. Remind your child to check with the office and multi-purpose room for lost items. Feel free to come in to look for the items anytime.

### **Money**

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

### **OOPS POLICY**

If your child forgets an item(s) that he/she needs for class and/or a lunch, please drop the item off at the OOPS TABLE at the main entrance. Please make sure that the item is labeled with your child's name and grade level. It will be your child's responsibility to pick up the item at the table at an appropriate time during the school day. *Please note that phone, as well as, intercom calls to the classroom during the school day are not allowed unless there is an emergency, in order to maximize instructional time.* Thank you for your cooperation.

### **PTA**

The Patterson School PTA, an affiliate of both the Illinois and National PTA's, seeks parent membership and support in the many projects, events, and activities throughout the year. Patterson is also represented on the District #204 Indian Prairie Parents Council (IPPC) which works for the betterment of the entire school district.

### **Parties –Room Events-Treats**

Special parties are sponsored by the Patterson PTA in conjunction with room parents for Fall, Winter, and Valentine's Day. Individual classroom teachers may, on occasion, plan a special activity and ask for parent participation. Other treats, birthday parties and favors are not part of our school program.

### **Patterson Newsletter**

The Patterson newsletter is published and available online monthly. Enjoy reading it and reinforcing school activities with your child.

### **School Hours**

The student day begins at 9:05 and ends at 3:35 M, T, Tr, F. On Wednesdays, School Hours are 9:15 – 3:35. Everything (bus pick up times, supervision at school, etc. starts 10 mins. later on Wednesdays. If you are unable to adjust for this late arrival, please contact the school office and arrangements can be made to supervise your child(ren) for silent reading time in the MPR until 9:00am.

The office hours are 7:45-4:15 during the school year and 9:00 – 2:00 M-Tr unless otherwise posted during summer break. The main office number is 630-428-6500. Each day begins with the Pledge of Allegiance and student announcements.

### **Telephones**

Only messages (from parents) of an emergency nature will be given to students during the school day. Each classroom is equipped with a telephone that has its personal phone number and voice mailbox. (Your child's classroom teacher will provide his/her telephone number.) Written communication such as notes regarding early dismissal is still appropriate in certain situations.

If your message is informational in nature, or you have a question for a teacher, simply call the teacher's number and leave a message that includes your name, concern, a phone number so that we may respond as promptly as possible. Since ringers will be turned off during the school day, it is not appropriate to call the room during the school day for **urgent** situations. Message will not be checked until after the students' dismissal or possibly the next morning depending on the individual teacher's schedule. Therefore, any need that must be met during that particular school day should be directed to the office.

### **Visitors**

All visitors, including parents, are required by state law to report to the office upon entering the building. Everyone must sign in/out and state the purpose of his/her visit. 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 will be 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.

### **Withdrawal/Transfer From School**

Please notify the office as soon as possible if your child will be withdrawing from school. The office will request the following information in writing: the student's last day of attendance, the student's new home address, and the name and address of the student's new school.

A student transfer form along with the student's immunization records and current physical exam is given to the parent to give to the student's new school. Upon receipt of a request for records from the new school, the office will send the students academic and health records.

## Arrival-Dismissal

### Patterson Elementary School Arrival/Departure Procedures

Student safety is our priority. We realize that, arrival and departure times may be the most dangerous of the school day due to vehicular and bicycle traffic. Every effort is made to supervise and protect your child during these times. You can help insure our students' safety by following the procedures outlined here and ensuring your children understand these procedures along with your family's personal pick-up plans.

The official morning arrival procedure will begin the **second day of school each year**. Please follow these guidelines each morning.

- **Students will enter the building immediately upon arrival and proceed to classrooms.**
- **Students are not to arrive before 8:50 (\*9:00 on Wednesdays** unless the school office has been notified and your child is attending a special program.). Students arriving early for programs such as band, orchestra, chorus, or day care, should enter door #2. \*All elementary schools in district 204 start school at 9:15 every Wednesday morning. This allows time for teachers to engage in professional development opportunities and collaborative meetings, so that we can ensure we are providing the best possible education to our community of learners.
- Students may enter the building via doors 1 or 2 in the front or door 9 by the bike racks.
- Attendance will be taken at 9:05 daily and 9:15 on Wednesdays. We will delay attendance in the event inclement weather slows the arrival procedure.

#### Arrival / Dismissal Guidelines:

##### Driving your child to school:

- Remember cell phone use is prohibited in school zones.
- Students driven to school in private vehicles should be dropped off and picked up by heading **South on Lawrence Drive only and turning right into the main circle drive**. Please do not attempt a left hand turn into the circle drive. Making a "U" turn in a school zone is illegal (map #8).
- **A single line** should be formed so that no student will pass between cars. In the mornings, please **have students ready to exit the car on the curb side (passenger side)**. Speeds should not exceed 5 mph. Pull up as far as possible and let students **out on the sidewalk**.
- At dismissal, students will enter the gym and line up by car number. They may sit in the shelter of the gym and wait for your car to enter the front circle before exiting the building; therefore, there is no need to line up early. While waiting on Lawrence, please pay close attention to signage designating "clear view" areas at Grommon Road and Albert Hall court. **Display your pick up number (sent in this mailing) in the front**

- window, passenger side.** Staff will call the number when you enter the front circle. Please pull forward as much as possible. After their number is called, students will exit the front of the building and should promptly move to their parent's car. Please be alert to the supervisors' directions in the front circle.
- Be aware that special vans and daycare vans will load/unload students in the circle in a specially designated area at the south end. (#5 on map) Please remember to obey the stop arms and be cautious of students loading and unloading. According to state law, "You must stop before meeting or overtaking a school bus loading or unloading passengers. You may proceed when flashing lights are turned off and the stop signal arm is no longer extended". ([Illinois Rules of the Road](#)).
  - Signage provided by the City of Naperville indicates that "arrival" time regulations will be in effect from 8:30-9:15 and "departure" time regulations will be in effect from 3:15-4:00. During these times, the faculty parking lot will be closed except for vehicles needing the handicapped space with a office provided pass displayed in their window.

### **Bus Riders:**

- Bus stop routes and pick-up times will be posted on the district website, [www.ipsd.org](http://www.ipsd.org), in August.
- Bussed students are dropped off at the bus pad on Lawrence Drive. Supervisors will meet the bus and direct the students into the building. They should then proceed to their classrooms.
- At dismissal time, bused students will form lines in the gymnasium. Supervisors will walk the students from the gym to the bus loading area and supervise the loading procedure. A bus line will not leave the gym until the bus is in place in the loading area.
- Kindergarten students will be issued a lanyard that alerts the driver of their stop. They should return the lanyard to the driver as they exit the bus, so it can be returned for the next day.

### **Walkers:**

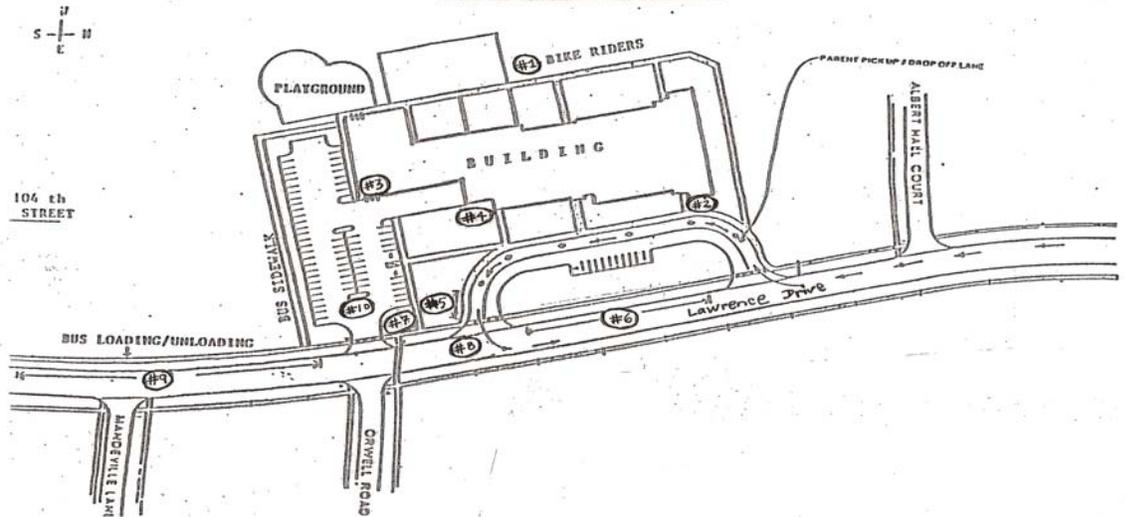
- Walkers and bikers should only cross streets at intersections with Crossing Guards (Lawrence and Orwell, Branford and Orwell, Lawrence and Grommon).
- Students who walk home and live west of Lawrence will be dismissed from door 11, (#2 on map). Students who cross Lawrence Drive at the Orwell crossing will exit the S.E. gym door (#3 on map)
- Primary students that need to meet older siblings/ neighbors before walking home may meet their party in the LMC.

### **Bikers:**

- Students who bike to and from Patterson should only cross streets at intersections with Crossing Guards ((Lawrence and Orwell, Branford and Orwell, Lawrence and Grommon).
- Bikers must **WALK bikes once reaching school property**
- Bike racks are located in the back of the school for our students. Bike locks are recommended.  
Bikers are dismissed earlier than other students, so they may exit the sidewalks before walkers.

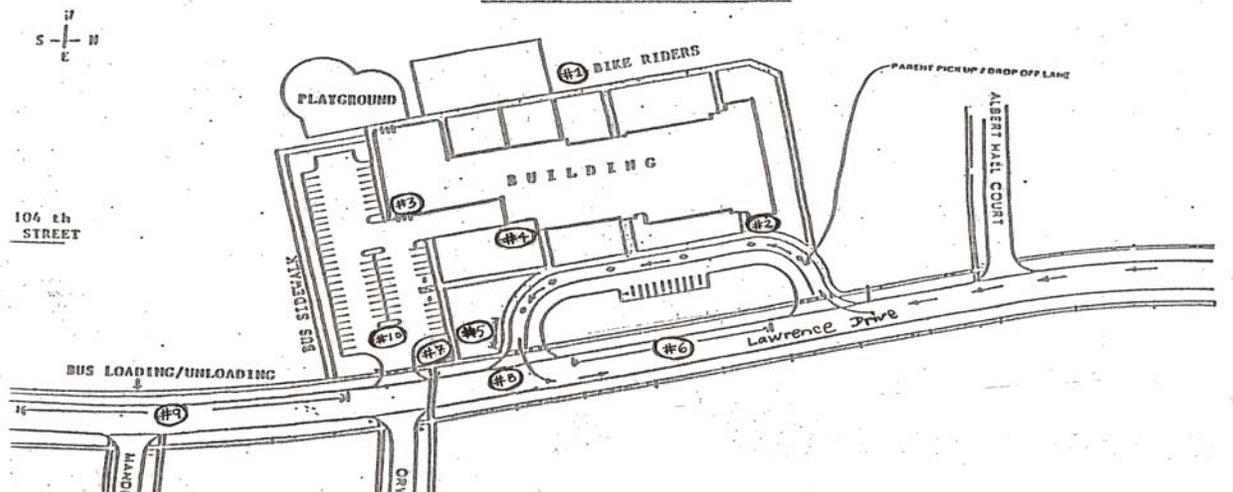
# PATTERSON ELEMENTARY SCHOOL

## ARRIVAL/DISMISSAL PLAN



# PATTERSON ELEMENTARY SCHOOL

## ARRIVAL/DISMISSAL PLAN



### MAP AREA:

- #1 K-2 bike riders will be dismissed at 3:25 and 3-5 bikers will be dismissed at 3:30
- #2 Students who walk and live west of Lawrence will be dismissed from door #11
- #3 Students who cross Lawrence Drive at Orwell will exit from the southeast (gym) door.
- #4 All students who are picked up by cars will exit the front of the building.
- #5 Day care and special education vehicles only for pick-up and drop-off.
- #6 Zone to be used only for parents who must leave car and come into building

- between 8:15-9:00 and 3:15-4:00 for emergency reasons.
- #7 Supervised crossing provided at Orwell for students crossing Lawrence
  - #8 Left turn only from 8:15-9:00 and 3:15-4:00. No U-Turns
  - #9 School Bus Unloading/Loading Zone ONLY (Cars may not pass school buses with extended STOP arms).
  - #10 Lot closed to traffic from 8:15-9:00 and 3:15-4:00.

## Emergency

### **School Safety, Fire and Tornado Disaster Drills**

A sufficient number of drills will be held during the year in order to familiarize the students with the fire and tornado alarm sound and procedures. In addition, school safety practice drills will be held two times each year.

### **Emergency Information**

It is of the utmost importance that your emergency telephone numbers listed on the registration form and health form are current. Please notify the office if emergency numbers need to be updated in your child's file.

### **School Closings**

In cases of bad weather or dangerous road conditions, school closings or early dismissals will be announced via Connect Ed whenever possible, and posted on the district website at [www.ipsd.org](http://www.ipsd.org). Please do not call the school, but check the website. We will strive to inform parents of such a closing as quickly and as possible:

***Please avoid calling the school during emergency situation when school is in session.***

This makes it difficult to make vital outgoing calls.

### **Early Closing**

In the event of an early closing (sending students home after they have already been at school), we will use the following procedure:

- As soon as the district-wide decision is made to close school early, radio stations will be notified. As extreme weather develops, you should monitor one of these stations. We will also attempt to send information via the Patterson Public email.

*Please do not call the school.*

- All students who are walkers will be kept safely at school until parents come into the building to sign out and pick up each child in their individual classrooms.

- Car pool parents who state that they need to pick up a child other than their own, will be allowed to do so, but they will be required to sign that child out in their individual classroom.

-The school office will contact all parents of bus students before allowing any child to ride the bus home to insure someone is at home to meet them.

-After the dismissal time, school staff will begin further attempts to contact parents whose children are still at school. The amount of time this takes will be determined by the number of students still at school and a limited number of phone lines.

-Students will be kept safely at school until a parent is contacted and arrives at school.

-A parent who arrives at school after the main dismissal should report to the LMC to pick up his/her child.

These procedures will also be followed in the event of severe weather conditions at the time of student dismissal. As weather conditions change quickly, it is highly unlikely that parents will be notified in advance.

## **Transportation**

### **Transportation**

A majority of Patterson students walk to school. State of Illinois guidelines provide bus transportation only for those students who live more than 1.5 miles to school, or who have a hazardous condition on their path to school. Questions concerning busing should be directed to the Director of Support Services, Transportation at the District 204 main office at 375-3000.

If your child does ride a daily bus and will not be riding the bus on a particular day, please send a note stating that he/she will not be riding the bus and who will be responsible for picking him/her up. Students may ride only their assigned bus and get on/off only at the stop closest to your home.

Only students assigned to a bus may ride it. These students may not bring “guests” home with them on the bus.

For bus transportation procedures to and from permanent, in-home day care providers, please call school.

As all children will ride a bus at certain times during the year, even if only for field trips, please review the following bus guidelines and regulations with your child.

1. Remain in your seat
2. Keep head and hands inside the bus

3. Do not throw objects on or from the bus
4. Do not eat or drink on the bus
5. Obey the driver
6. Be at your bus stop 5 minutes before the scheduled time
7. Be courteous to classmates and neighbors at bus stops while traveling on the bus

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

1. Disciplinary referral filed and parent notified.
2. Disciplinary action recommended:
  - 1<sup>st</sup> offense – warning
  - 2<sup>nd</sup> offense – bus privileges suspended for up to 5 days
  - 3<sup>rd</sup> offense – bus privileges suspended for up to 10 days
3. If it is deemed in the interest of the safety of the students riding the bus, and immediate bus suspension may be imposed without the 1<sup>st</sup> offense warning.

### **Bicycles, Skateboards, Roller Blades, Scooters**

**Students are not allowed to roller blades, skateboard, or use a scooter as transportation to, and from school.**

Students may ride bikes to school. Students who ride their bikes need to adhere to the rules listed below in order to ensure the well being of other children and adults whom they encounter along the routes to and from Patterson. Please review the following safety guidelines with your children.

For bike riders who travel to and from school along either the east or west side of Lawrence Drive:

-All bike riders must walk their bikes on school grounds, and along Lawrence until they cross Grommon. (On the way to school, the children must dismount bikes before they cross Grommon, and walk their bikes all the way to the bike racks behind Patterson.)

For bike riders who travel to and from school along Orwell:

-All bike riders must walk their bikes on school grounds, and across Lawrence until they cross Branford. (On the way to school, children must dismount bikes before they cross Branford, and walk their bikes all the way to the bike racks behind Patterson.)

Please note that bike riders will be dismissed from their classrooms at 3:25 (K-2) and 3:30 (3-5). This will allow extra time for bike riders to vacate the area surrounding the school and lessen congestion for walkers. Walkers will be dismissed no earlier than 3:35.

# Health and Medical

## Student Insurance

Student insurance is available for purchase during the time of registration or through our school office.

## 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. Should you have any medical concerns regarding your child that we should be aware of in the school setting please call the nurse's office.

The following are health policies practiced at Patterson 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 than (5) five school days, or who has a communicable disease must present a physician's release in order to return 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.

## Medical Emergency

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**

In the event that your child needs to take doctor prescribed medication during school hours, you will have the option of having district personnel administer the medication or request that your child be allowed to self administer. Both procedures are given.

### **Medication Procedures**

#### **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.
4. The student's parent or guardian must renew written orders for continuing medication at the beginning of each school year, whenever the medication or it's 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. 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.

## **Integrated Pest Control**

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 pesticides. In this context, “pesticide” includes insecticide, herbicide, rodenticide, and fungicide.

IPM also provides parents/guardians with prior notice of pesticide application. Please be aware that periodically, licensed District #204 grounds employees will apply pre-emergent herbicide (weed control) to your school’s plant beds. We have matched the application procedure and product to our school environment. Handheld rotary spreaders will be used to distribute the coarse, granular herbicide that has both low inhalation and aerosolization potential. Typically, this application will not present a health concern to students and staff, and it is an important part of maintaining our grounds. However, it is the intent of IPM to allow those with special sensitivities to take appropriate precautions, as determined by their parents/guardians.

For purposes of efficiency and economy, Integrated Pest Management (IPM) legislation allows for the creation of a registry of people who wish to be notified prior to pesticide applications. To be included in future notification, please contact the school office and a form will be provided in order for you to be placed on the registry.

If you have questions, please contact the Director of Building Operations, at 375-3775.

## **Food & Water in the classrooms**

### **Food in the Classroom**

We recognize that there will be times when food will be included in a specific classroom as part of a learning activity. To insure the safety of all children, only commercially prepared foods with a preprinted ingredient statement and nutritional label will be used. The classroom teacher will then work with families to make appropriate decisions for their children. Birthday treats are not allowed. For our scheduled class parties, our PTA will select one snack for the entire school that is pre-approved.

### **Water Bottles**

Students are permitted to bring water bottles to school on hot days. Water bottles that pose a distraction (use 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. Tip: freeze the water bottle the night before school. Please make sure that all bottles sent to school are non-glass. Thank you.

## Lunch/Recess

Students will have a thirty-five minute lunch/recess each day. A hot lunch program is available to your child. Your son or daughter may still bring a lunch from home if they wish. Milk (chocolate and white 2%) is available and is paid for by the year.

### Hot Lunch

As you probably know Patterson Elementary School offers hot lunch to students in grades K through 5. Information about our Food Service is available on the district website, [www.ipsd.org](http://www.ipsd.org) or visit [www.Mealpayplus.com](http://www.Mealpayplus.com)

### Playground Guidelines

A short recess is held each day after lunch. During the winter, we will go outside for recess if the wind chill index is at zero degrees or above. 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. All students participate in recess unless a doctor's note is provided to the school. Bad weather dictates the frequency of indoor recesses, and we typically have several.

Students are to stay away from the fences and private property around the playground. If a ball goes by or over a fence they should tell a supervisor.

**Be aware the playground is not supervised before 8:50 or after 3:45.** Students are not to play on the playground equipment before school or immediately after school without parent supervision.

## Curriculum

### Parent/Teacher Conferences

Parent/teacher conferences are an important opportunity to dialogue with your child's teacher about your students' progress in school. Information about specific dates and sign-up opportunities will be communicated by the classroom teacher.

### Homework

Homework is seen as an extension of practice in the classroom. It is not graded, however completion or lack there of may affect class participation ratings.

### Make Up Work

If a student is unable to attend school for two or less days, he/she will receive make-up work upon return to school and be given an appropriate due date. For extended emergencies/illness, a parent may call the office on the morning of the third day of

absence to request make-up work. A parent may then come to the office the following morning to pickup homework. If the extended illness results in an absence of more than two weeks, a homebound tutor will be available. Please contact the school office.

### **Art/Music/Physical Education**

Each student will receive instruction in the following special areas:

<u>Grades K-5:</u>	Art	-	50 minutes once per week (2 – 25 minutes for K)
	PE	-	25 minutes three times per week
	Music	-	25 minutes twice per week

### **P.E. Clothes**

All students need a few basic supplies for P.E. It is recommended that all children have a separate pair of gym shoes to leave at school for P.E. use only. This is so we have dry shoes for emergencies and for changing when the ground is wet outside. Additionally, everyone should have a gym jacket or sweatshirt of some sort to leave at school. This should be something that can get dirty and wet, and is not new.

### **P.E. Participation**

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

### **Library Media Center (LMC)**

Our LMC is integrated into the curriculum and is central to the learning process. The LMC is a service center for all students. Students will have the opportunity to learn about and effectively use the resources available in the LMC as well as choose personal reading books.

### **Technology in #204**

The Internet Use Policy – Board Policy 645 - allows all students to use the internet at school. **Parents who want to exclude their child from Internet access can pick up a form in the main office. The signed form should be returned to the main office.**

### **Book Fines**

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

## **Extra-Curricular Activities**

Intramural activities may be offered during the school year. Other activities will include band, orchestra, and chorus. More information concerning these activities will be sent home at a later date.

## **Behavior**

### **School Dress**

A student's dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, modesty, and decency as determined by the building principal, the Superintendent, and /or the Board of Education.

Student dress or attire will conform to the following minimum standards:

Clothing must effectively cover the student's torso. Underwear must be covered. Bare midriffs are not permitted. Prohibited shirts include but are not limited to, backless, one shoulder, strapless, or thin-strapped shirts or blouses. Also prohibited is clothing with revealing holes or low-cut necklines. Shorts and skirts must come to at least mid-thigh.

Please refer to the District #204 Handbook for additional details.

### **“Outerwear” During The School Day**

Unless there are special circumstances, students are not allowed to wear coats, hats, sunglasses or any similar articles, inside the building, during the school day.

### **Discipline/School Rules**

We believe and expect that all students can behave appropriately at school. We will not allow any student to disrupt teaching-learning time. We continually promote the positive approaches by recognizing those who behave appropriately. Our goal is to provide an organized and positive learning climate for all students and staff. See District Handbook for specific discipline procedures.

### **Threats and School Safety**

With the recent publicized episodes of violence in some schools across the nation, we intend to take irresponsible threats seriously. We caution all students that threats may result in serious disciplinary consequences. Police investigation, arrest, suspension, and recommendation for expulsions may be warranted.

## **Patterson Positive Pillars**

### **Positive Behavior Interventions and Support Plan**

PBIS is a systems approach designed to enhance the capacity of schools to educate all students and adopt and sustain the use of best practices for *teaching* academic and social behavior. This plan emphasizes an instructional and positive approach to discipline. At Patterson Elementary School, we expect and encourage all children to follow the “**Patterson Positive Pillars**”: **BE SAFE, BE RESPECTFUL, BE RESPONSIBLE**.

Students will be encouraged to display the “**Patterson Positive Pillars**” and will be recognized in the following ways:

- \*Teacher Praise!!!!
- \*Earning tickets for grade level rewards and for office raffle
- \*Positive communication home via notes, email, phone calls

In conjunction with the “**Patterson Positive Pillars**”, students will be participating in class meetings and “cool tool” lessons in classrooms. Both will:

- \*teach students to become independent, responsible, problem solvers/choice makers
- \*held on regularly scheduled basis and/or as issues arise in the classroom.
- \*teaching and building life-long skills that promote learning and mutual respect towards others.

## **Patterson Spirit Days**

Every Friday is Patterson School Spirit Day. These days we dress in our school colors – green and gray, or “Patterson / Prairie Dog” wear. Please know that anything green and/or gray is appropriate for these days. We are just celebrating being part of a great school community!