

# **Hickory Bend Elementary School/**



## **Parent/Student Handbook 2011-2012**

**Ms. Josephine Blackmon  
Principal**

## MISSION STATEMENT

THE MISSION OF HICKORY BEND SCHOOL, TOGETHER WITH THE COMMUNITY, IS TO SUPPLY POSITIVE EXPERIENCES THROUGH WHICH OUR STUDENTS WILL LOVE LEARNING, RESPECT DIVERSITY, AND DEVELOP INTO PROUD CITIZENS.

Welcome to a new year at Hickory Bend School! We believe in the concept that Together Everyone Achieves More! The Hickory Bend **TEAM** Stakeholders, include our teachers, staff, students, parents, extended families and community members. We invite you to be in partnership with our school and to share in your child's learning and activities throughout the year. This handbook has been developed to provide useful information about our school that will assist in developing our partnership.

Parents/Guardians have a critical role in the education of their children and in our schools. Years of research and numerous studies reveal that the children of parents/guardians who are involved in their education do better in school and in life than the children of parents who are not involved. We encourage you to participate in school activities as they occur during the year and to support education in your home.

Our staff is here to help our children. If we, as adults, work together your child will have a great learning experience here at Hickory Bend Elementary.

This handbook is not intended to take place of personal communication between the home and school, however we suggest you read it carefully and keep it so you can refer to it during the year. We welcome your call (758-4520) or visit if you should ever need further information or clarification.

Sincerely,

Josephine Blackmon  
Principal

## **ABSENCE REPORTING**

When a student will be absent, the parent or guardian is requested to call the school office before 8:30 a.m. This call is important in confirming the safety of your child. An auto-answer service is available from 3:30 p.m. to 8:30 a.m. The number to call is 757-2120. Between 8:30 and 9:00 a.m. you may call the school direct at 758-4520 to report your child's absence.

If we have not received your call by 9:00 a.m., our office staff must reach you by calling home, work or your emergency contact. Please help us use the time needed to make MANY calls in a better way by making the ONE call to us for your child!

On the answering machine, you will be asked to spell your child's name, identify his/her teacher, to leave your name and a number where you may be reached, and to share the reason for the illness.

In case of extended absences, you need not call each day. Rather you can advise us of the approximate length of the absence along with the nature of the illness (such as chicken pox, etc.)

## **ATTENDANCE PROCEDURES**

All students are expected to be in regular attendance in accordance with the compulsory attendance requirements as established in the School Code of Illinois. The School Code Of Illinois states "Whoever has custody or control of any child between the ages of 7 and 17 years, shall cause such child to attend school in the district in which they reside, during the entire time it is in session during the regular school term." This statement places the responsibility for daily school attendance with the parent/guardian of the student.

One of the best ways to insure success in school is through regular attendance. The child who is frequently absent misses valuable class instruction and discussion, even though written work is made up.

Punctual and regular attendance are two important factors in reaching academic success. Students who are frequently absent may encounter difficulty keeping pace with their classmates. Being absent too many times tends to inhibit a student's opportunity to learn.

**AYP NOTICE AND NOTICE OF AVAILABILITY OF SUPPLEMENTAL SERVICES (20**  
**U.S.C. 6316(b) (6) (A) - (F)**

The *No Child Left Behind Act of 2001* requires all states to measure each public school's and district's achievement and establish annual achievement targets for the state. The overarching goal is for all students to meet or exceed standards in reading and mathematics by 2014.

Each year, the state will calculate a school or district's Adequate Yearly Progress (AYP) based on the Illinois Standards Achievement Test determine if students are improving their performance based on the established annual targets.

No Child Left Behind (NCLB) only includes consequences for public schools that participate in the federal Title I program and do not make AYP. Title I schools, those with high percentages of students from low-income families, receive additional federal funding to help educate these at-risk students. After not making AYP for two consecutive years, Title I schools enter Improvement Status. School Improvement Status consists of a series of interventions that become more extensive for each successive year that the school does not make AYP, including: 1) School choice; 2) Supplemental services; 3) Corrective action; 4) Restructuring planning and 5) Restructuring implementation. It takes two consecutive years of not making AYP in the same subject area (English or Math) to enter school improvement status and two consecutive years making AYP in that subject to be removed from improvement status. A school that has demonstrated one year of progress remains in the current level/year of improvement and must continue to implement requirements for that specific year of school

If applicable, notice of the school district's failure to attain Adequately Yearly Progress (AYP) will be given to parents/guardians. Along with the notice will be what the school is doing to address the problem of low achievement, what the local educational agency and/or state educational agency is doing to address the problem, and ways in which the parents may become involved. The school must notify parents and offer supplemental educational services (SES) tutoring provided outside of the school day or year to eligible (low-income) children that parents select from a list of state approved providers. The school must implement a public school choice program and notify parents that they may send their child to another public school (including a charter school) in the district that has not been identified for school improvement.

### **BEFORE AND AFTER SCHOOL**

PARENTS WHO DRIVE THEIR CHILDREN TO AND FROM SCHOOL ARE ASKED TO DROP THEM OFF AND PICK THEM UP IN THE WEST PARKING LOT WITH ENTRY OFF COTTAGE GROVE AVENUE. PLEASE FOLLOW ARROWS FOR THE FLOW OF TRAFFIC AND OBEY "NO PARKING" MARKINGS, and HANDICAPPED PARKING AREAS. SLOW, CAREFUL DRIVING HABITS WILL ASSURE SAFETY FOR ALL.

The EAST entry to our school is designated for staff parking and bus drop-off ONLY. Parents are asked NOT to enter on the EAST side of the building for safety reasons. There is not adequate room for cars to turn around when children are present. The circle driveway is to be used by BUSES ONLY.

At the close of the school day, all students are to go home promptly unless they have a supervised activity or they are staying to see a teacher after school. The school is not responsible for the supervision of children who return to the school grounds after the school day.

### **BICYCLE RIDERS**

Bicycles may be used as transportation to and from school. They are, however, not to be ridden at any other time during the school day. Those riding bicycles must dismount at the edge of the school grounds and walk their bikes to the rack. Locks should be used on all bicycles.

### **BIRTH CERTIFICATE REQUIREMENTS** **(325 ILCS 50/5)**

Parents/guardians must provide the district with a valid (raised seal) certificate within 30 days of student enrollment. Failure to do so, will result in the school contacting authorities as per the Missing Children's' Act. Public Act 95-0439 amends the Missing Children Records Act (325 ILCS 50/5) to require, effective January 1, 2008, all preschool educational programs, child care facilities, and day care homes or group day care homes licensed under the Child Care Act of 1969 to collect a certified copy of a child's birth certificate or other reliable proof of the child's identity and age, such as a passport, visa, or other governmental documentation, when a child is enrolled for the first time.

## **BREAKFAST AND LUNCH PROCEDURES**

A free breakfast will be offered daily to every student who arrives to school on time. This food will be distributed in the classroom as morning announcements are made so as to minimize the loss of learning time.

Students may bring a sack lunch to school. All lunches from home should be labeled with the child's name. Milk is available for purchase on a daily basis for 25 cents.

Hot lunch may be purchased for \$2.00 per day. Those approved for Reduced Lunch will pay 40 cents per day. This includes an entrée, fruit or juice, and milk. Money for hot lunch must be sent, in the exact amount, to school EACH DAY. Multiple payments cannot be accepted. The money should be sent IN AN ENVELOPE, labeled with the child's name.

All students must eat lunch at school unless the parent makes previous arrangements with the building principal. Students have approximately twenty minutes to eat their lunch. Once their eating area is clean, children are dismissed to go outside for recess for the remainder of the lunch period weather permitting.

## **BUS REGULATIONS AND SAFETY**

Students who do not reside within a 1.5 mile radius of the school are entitled to receive bus transportation to and from school. On occasion it is necessary for parents to pick their child up at school. This is appropriate providing that the child has a written note from home indicating that they will not be riding the bus that day. If the child DOES NOT HAVE A NOTE, he/she will be sent home on the bus. This is to avoid confusion about the situation and to insure that the child has proper transportation home.

Bus transportation is a privilege, not a right. Any student who jeopardizes the safety of other occupants can have his/her bus privileges taken away. Any student who loses bus privileges either temporarily or permanently will still be required to attend school. Failure to attend school on this basis will be considered truancy. In the event of lost privileges, the parent or legal guardian will assume responsibility for transportation.

## **BUS ROUTES**

Bus routes for Hickory Bend Students are being provided to inform parents of their child's bus route number and stop. The routes are designed to:

- A. Pick up and drop off children at the stop nearest their home.
- B. Maintain a passenger capacity of 72 persons or less.

Students are expected to adhere to the bus route and stop ASSIGNED to them. Any deviation from this assignment may result in disciplinary action.

### **CARE OF SCHOOL PROPERTY**

Brookwood students are expected to share in the task of maintaining the quality condition of the building and grounds. Students will be required to reimburse the school district for any damage to facility or equipment resulting from careless or willful destruction/defaceme.

### **DISCIPLINE**

In providing quality education for all students, discipline becomes an essential component. The classroom teacher is responsible for classroom management.

There are times when a child must be sent to see the principal. The principal will review the situation and take whatever course of disciplinary action is appropriate.

The following are disciplinary measures which the principal may choose to use, but to which the principal is not limited:

- A. Conference with student and/or teacher, parent.
- B. Loss of recess privileges.
- C. Detention:
  - 1. Lunch hour
  - 2. Before/after school
- D. Loss of participation in extra curricular activities.
- E. In-school suspension (alternate school day assignment).
- F. Out-of-school suspension.

Out- of-school suspension is used as a last resort when other corrective measures have been pursued with little or no success OR when the severity of a single action deems it necessary. When possible, parents will be informed of these possibilities before they occur.

### **EMERGENCY CLOSING**

Every effort will be made to keep the schools open. However, in cases of extreme emergency, such as severe weather conditions or mechanical failure in the school plant, the Superintendent will take the action necessary to protect the health and safety of all students and personnel. In the event it is necessary to close the schools, the following TV and radio stations will be announcing school closings:

#### AM STATIONS:

WMAQ 670

WGN 720

WBBM 78

WLS 890

#### TV STATIONS: CHANNELS

2,5 9,32 AND CLTV News

### **EXPLORE PROGRAM**

District 167 provides instructional programs based on differentiated instruction strategies which modify, extend and enrich the standard educational program. Students who consistently excel or show the potential to be consistently superior in intellectual ability and/or specific talents are identified for explore classes annually. Ability/achievement test, school performance, teacher and parent recommendation may serve as identification criteria.

### **FIELD TRIPS**

Field trips are planned by classroom teachers to enrich and extend student learning beyond the classroom. The cost of field trips is paid by students who are assessed a per capita fee for each trip. Written permission slips are required from parents or guardians for students' participation. Appropriate dress and decorum will be required on all field trips.

### HOMEWORK REQUESTS

Homework requests for students who are absent will be granted. Homework will be in the school office to be picked up 24 hours after the request.

### ILLNESS OR INJURY AT SCHOOL

If a child becomes ill or is injured while at school, the parents, or other responsible adult designated by the parents, will be notified immediately. Therefore, it is extremely important that we have up-to-date emergency information on each student.

Whether one or both parents of children enrolled in the school are at work, it is important that all working parents register their business phone number with our office staff. If the phone number changes, kindly register the change. Also, please furnish the school with the name and telephone number of a responsible adult to be contacted in the event that the parent cannot be reached.

### LEAVING DURING THE DAY

Any student leaving early should have a written note, signed by the parent or legal guardian. This note should be given to the child's homeroom teacher, who will send it to the office. Parents or legal guardian must report to the school office to sign the student out of the building. For safety reasons, students leaving early are not permitted to wait outside or to walk home alone. CALLING OR COMING TO SCHOOL TO SIGN OUT A CHILD A FEW MINUTES EARLY STRICTLY FOR CONVENIENCE IS DISRUPTIVE TO THE CLASSROOM AND OFFICE. PLEASE RESERVE THIS ACTION FOR EMERGENCIES ONLY.

### LOST AND FOUND

Hickory Bend School has a "**Lost and Found**" box near the school office. Articles which are found should be brought in immediately and children should check this box as soon as they lose an item. Parents are also encouraged to "go through" the Lost and Found box. A GREAT NUMBER OF ITEMS IN GOOD CONDITION HAVE BEEN LEFT IN THE BOX THIS PAST YEAR.

### **MARKING CLOTHING**

Articles of clothing, boots, tennis shoes, and lunch boxes should be marked with the child's name so they may be returned if lost.

### **PARENT INVOLVEMENT POLICIES AN ACTIVITES** **(20 U.S.C. 6318)**

The parent school compact provides parents of students attending schools receiving Title 1 funds to participate in policies and activities. School-parent compacts are agreements developed between parents and school staff to help children achieve to high standards. The compacts recognize that families and schools need to work together toward mutual goals and that they share responsibilities for each student's performance. Specifically, the compacts are intended to promote shared responsibility for learning and ongoing communication.

### **PARENTS RIGHTS TO KNOW** **(20 U.S.C. 6311 (h) (6) (B) (ii)**

Parents/guardians have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows parents/guardians to ask for certain information about your child's classroom teachers and may request in writing to review student's teacher qualifications (20 U.S.C. 6311(h) (6) (A)

Parents/guardians will receive notice when student has been taught by a teacher who is not highly qualified for 4 or more consecutive weeks. (20 U.S.C. 6311 (h) (6) (B) (ii)

### **PARENT TEACHER CONFERENCE**

Teacher conferences are to be held before/after school or during the teacher's planning period. All conferences must be prearranged with the teacher. Arrangements can be made by calling the teacher between 8:00-8:25 a.m. and 3:00-3:15 p.m. or by sending a written note.

## **PARTIES**

There are three scheduled parties: Fall Celebration, Winter Holiday and Valentine's Day. Simple refreshments are served at these parties. Parents may be asked to voluntarily contribute toward the cost of these parties.

All other party requests must be approved by the school principal.

## **PESTICIDE APPLICATION PROCEDURES** **(225 ILCS 235/10.3, 415 ILCS 65/3(f))**

The district will provide written notification to parents/guardians of students before pesticide application. The written notification must be given at least two business days before application of the pesticide and should identify the intended date of the application and the name and telephone number for the school personnel responsible for the pesticide application program.

## **PLAYGROUND**

A. Students are expected to use all playground equipment in the proper way it was intended to be used.

B. Students are to play on the blacktop area east of the yellow line and/or on the grass field, weather permitting.

C. Students are not to go into the parking lot unsupervised. When arriving at school, they are to remain on the sidewalk until they reach the entrance.

D. Students are not to throw, kick, blow or swish snow at other people for any reason. Snowball making and throwing is not permitted.

E. During school hours, visitors are not allowed on the playground without the permission of the school principal.

F. Games requiring contact are forbidden - i.e.; tackle football, king of the hill, etc.

G. Touch football playing is restricted to the far section of the playground area.

### **PROPER DRESS**

Good grooming and pride in personal appearance are two very important personal characteristics. When parents permit children to be involved in selecting their clothing, the children need to have experience in selecting dress which reflects good taste.

Parents can help by serving as a guide and a consultant to their children. The school would like to have the parents exercise supervision over what their children wear to school. It is difficult to conduct classes if the children wear clothing which would disturb their learning, health, or safety.

The school does not prescribe the type of clothing children are to wear. However, for parents who wish guidelines for appropriate dress, it is suggested that a distinction be made between classroom and recreation attire.

When the safety, health, or disruptions of instructional programs are at risk because of a student's dress, the school shall take appropriate action.

### **PUNCTUALITY**

Punctuality is also an important part of school training. Students who are frequently late, or who come unprepared, may be expected to have privileges taken away. At the primary age, the responsibility for getting to school on time usually falls to the parent. Parents are urged to help their children develop punctual habits not only in arriving at school on time, but in getting their work completed and handed in on time.

### **RECESS**

Weather permitting; students have recess periods during the week. Students should come to school prepared for outdoor activities. No child is allowed to remain indoors during outdoor recess unless there is a physician's written excuse requesting exclusion from outdoor play.

The principal in each school determines the days when weather permits outdoor recess.

**RIGHT TO REVIEW BOARD POLICY**  
**(105 ILCS 5/10-20.5)**

Parents/ guardians have the right to review Board policies available to the public at the Central Office. Questions pertaining to any policies should be addressed in writing to Central Office. The handbook is only a summary of board policies governing the district. The handbook may be amended during the year without notice. The Board of education recognizes the need for administrators to implement additional rules and procedures as needed.

**RULES AND REGULATIONS FOR SCHOOL BUS RIDERS**

Listed below are the rules and regulations to be followed by all students who, at some time or other, will be passengers on a school bus.

Kindly review the following rules with your child:

1. Be at the designated school bus stop 5 minutes before the scheduled pick up time.
2. Wait for the bus in an orderly manner. Be mindful of the rights of property owners.
3. Stay off the road at all times while waiting for the bus.
4. Be careful in approaching the place where the bus stops. Do not move toward the bus until the bus has been brought to a complete stop.
5. Drivers may assign students to seats for safety or disciplinary reasons. Students must not stand or leave their seats while the bus is moving.
6. Be alert to a danger signal from the driver.
7. Remain in the bus in the event of a road emergency until instructions are given by the driver.
8. Keep hands and head inside the bus at all times. Do not throw anything out of the bus window.
9. Be absolutely quiet when approaching a railroad crossing.

10. Never tamper with the bus or any of its equipment.
11. Assist in keeping the bus safe and sanitary at all times.
12. Keep books, packages, coats, and all other objects out of the aisles.
13. Leave no books, lunches, or other articles on the bus.
14. Be courteous to fellow students and the bus driver.
15. Observe safety precautions at discharge point. Where it is necessary to cross the street, proceed to a point at least 10 feet in front of the bus on the right shoulder of the street where traffic may be observed in both directions. Wait for a signal from the bus driver permitting you to cross.
16. Observe the same rules and regulations on other trips under school sponsorship as you observe between home and school. Respect the wishes of the chaperone appointed by the school.

Students not complying with these rules and regulations may forfeit transportation privileges.

#### **SECTION 504 SERVICES**

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against persons with handicaps by school districts receiving federal financial assistance. The Section 504 regulation requires a school district to provide a "free appropriate public education" (FAPE) (105 ILCS 5/14-6/01) to each qualified person with a disability who is in the school district's jurisdiction, regardless of the nature or severity of the person's disability. Section 504 protects all students with handicaps, defines as those having any physical or mental impairments that substantially limits one or more major life activities, including learning. Examples of students who may be eligible under Section 504 are students with chronic health conditions such as sickle cell disease, AIDS, ADD, or ADHD.

If you believe your child is eligible under Section 504, contact the office of Pupil Personnel Services located in Central Office, 708-758-5190 or the building administrator regarding the identification, assessment, and placement of student.

Parents/ guardians are informed that their special education child's educational rights are transferred to that child on the child's 18<sup>th</sup> birthday. The District will provide written notice of the transfer of rights to the student and the student's parents/guardians at an IEP meeting during the year that the student turns 17.

Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 CFR Part 99)

Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. Schools must notify parents and eligible students annually of their rights under FERPA.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

#### **SEVERE WEATHER CONDITIONS**

Each principal has a basic plan for the protection and overall security of the students and faculty during a tornado warning or watch. Students are instructed in tornado drills, as well as fire drills, in the event it becomes necessary to evacuate a building.

In addition, each school has a weather alert receiver to inform the administration of severe weather conditions in the immediate vicinity. If a tornado or a severe storm is in progress just prior to, or at dismissal time, children will be kept in school until the building principal or superintendent has determined that it is safe for them to leave.

#### **SPECIAL EDUCATION PROGRAMS**

The District provides educational programming for children with disabilities from birth through eighth grade. Special education related services are provided by the school nurse, speech therapist, social worker, and school psychologist.

#### **Referral Process**

Each school operates a student services team/ Building student services teams review referral data and determine appropriate consultative interventions, diagnostic services, and /or the need for a case study.

### **Pupil Personnel**

Pupil personnel services consist of health, psychological, guidance, social work, speech/language and accommodations to assist with educational programming. These services are available to all students in regular and special education programs.

### **Psychological Assessments and Consultation**

The school psychologist is available to provide individual diagnostic evaluations of a students intellectual, academic, and emotional functioning. Preventive, supportive, and/or therapeutic intervention may be recommended following an evaluation.

### **Social work**

Social work services are available at each building. The social worker is available to identify and assist students in resolving social and emotional difficulties which interfere with their attendance, adjustment to and achievement in school. Referral for these services can be made to the building administrator or social worker.

## **SPECIAL SERVICES**

Brookwood Schools are dedicated to creating a caring environment in which all students will learn. Sometimes students can benefit from additional support services. If you suspect your son/daughter has a disability or may need some reinforcement to learn, discuss your concern with the classroom teacher. If classroom interventions are not sufficient to address the concerns, contact the building principal. A referral for special education, section 504, or Title I services can be initiated through the building principal. Parents may request a copy of "A Parents Guide to The Educational Right of Students with Disabilities" and/or Responsibilities Under Section 504 of the Rehabilitation Act of 1973.

District #167 provides a full range of Special Education services to all students residing in our district who attend public, private or parochial schools. The Special Education services available to eligible students address:

\* Speech and Language,

- \* Learning Disabilities and behavior difficulties,
- \* Physical and mental impairments.
- \* Early intervention services are available for children ages birth to five. Please call Sharon Murphy-Price at (708)758-5190.
- \* Hospital-homebound tutoring is provided for students confined at home or in a hospital for more than two consecutive weeks or on a recurring basis, with appropriate medical documentation. Contact your building principal.

### **STATE REPORT CARD**

All schools within the State of Illinois are required to dispatch a Report Card to the public by October 31 of each year. This Report Card contains information regarding student characteristics, performance characteristics, instructional resources, and financial information of Brookwood School District 167.

### **STUDENT BULLYING POLICY** **(105 ILCS 5/27-23.7)**

Brookwood School District does not tolerate bullying in any form. All members of the school community are committed to ensuring a safe and caring environment which promotes personal growth and positive self-esteem for all. The policy regarding this is annually provided to parents/ guardians in the Brookwood School District 167 Discipline Handbook.

### **STUDENT CONDUCT**

All students are considered to be under the jurisdiction of the regulations of the school while going to, remaining at, attending, participating in activities of, and returning from school, and at any time they visit another school. While education is a right of our youth, it is not an absolute right. It is qualified by eligibility requirements and, secondly, by compliance with rules. The school must be concerned with the individual and his/her welfare, but in working with the individual must at the same time be

concerned with the welfare of the group as a whole.

**THE FOLLOWING OBLIGATIONS APPLY TO ALL STUDENTS:**

- A. TO OBEY THE RULES OF THE SCHOOL.
- B. TO APPLY THEMSELVES TO THE ESTABLISHED COURSE WORK.
  - 1. BE PROMPT AND REGULAR IN ATTENDANCE.
  - 2. COMPLETE SCHOOL ASSIGNMENTS ON TIME.
  - 3. PAY ATTENTION TO TEACHERS.
  - 4. BE WILLING TO WORK AT SELF-IMPROVEMENT.
  - 5. LEARN TO CRITICIZE FAIRLY AND TO ACCEPT CRITICISM.
- C. TO RESPECT THE RIGHT OF OTHER STUDENTS TO LEARN.
- D. TO RESPECT THE AUTHORITY OF TEACHERS AND STAFF MEMBERS.
- E. TO RESPECT SCHOOL PROPERTY.
- F. TO CONDUCT THEMSELVES PROPERLY IN SCHOOL, ON SCHOOL GROUNDS BUSES, AND AT SCHOOL FUNCTIONS.
- G. TO REFRAIN FROM DISRUPTION, DEMONSTRATIONS, OBSCENE AND VULGAR LANGUAGE, VIOLENCE AND OTHE FORMS OF INCITEMENT.
- H. TO LEAVE THE SCHOOL GROUND IMMEDIATELY UPON BEING DISMISSED, GO TO OR FROM SCHOOL IN AN ORDERLY MANNER AND WITHOUT DELAY. REFRAIN FROM INTERFERENCE WITH OTHER STUDENTS ON THE WAY TO WITH OTHER STUDENTS ON THE WAY TO AND FROM SCHOOL.

**STUDENT FEES**

Textbook rental fees are expected to be paid at the time of registration, or no later than the first day of school. The cost of fees during registration on August 11<sup>th</sup> & 12<sup>th</sup>, 2010 is \$50.00. Fees are \$60.00 after August 12<sup>th</sup>.

Additional fees may be assessed during the school year for the following reasons:

- A. Field trips
- B. School parties
- C. Damaged or lost text and/or library books

**STUDENT RECORDS**

The District adheres to the provisions of the Illinois Freedom of Information Act of 1984 and the provision of the School Student Records Act and Federal Family Educational Rights and Privacy Act. Disclosure of information about the student or from the student's cumulative file is in accordance with such laws and the applicable rules and regulations of the State Board of Education.

The District maintains records on each student in accordance with school code. Records are of two types:

**Permanent Records** consist of basic identifying information, academic transcripts, attendance records, accident and health reports, records of release of permanent record information and other basic information. These records are kept for sixty (60) years after graduation or transfer.

**Temporary Records** consist of all information not required to be in the permanent record, including family information, race and gender, test scores, psychological evaluations, special education files and records of release of temporary records. The temporary record is reviewed every five years for destruction of out-of-date information and upon graduation from eighth grade the record is sent to the receiving high school. Temporary student records will remain in the student's file until the student transfers, has graduated, or permanently withdraws. Upon transfer, graduation, or withdrawal, temporary records may be destroyed at any time and must be destroyed within five (5) years.

Eligible students of eligible parents/guardians may inspect and review student's records as provided by law, by submitting a written request to the building administrator. When a student reaches eighteen years of age, graduates from high school, marries, or enters military service, all rights and privileges accorded to a parent/guardian under the Illinois School Student Records Act may become exclusively those of the student.

In cases of divorce or separation, both parents/guardians may be permitted to inspect and copy the students school records unless a court order indicates otherwise. At the option of the eligible student of eligible parent/guardian or a designee of the eligible person, a qualified professional may be present to assist in the interpretation of the student's records.

Personally identifiable information from student educational records may be disclosed without the written consent of the parent/guardian to school officials who have legitimate educational interest in the material.

Eligible students or eligible parents/guardians of a student may seek the correction of educational records through a written request to amend the records. If the request is denied, the individual may request a hearing. If dissatisfied with the outcome of the hearing,

the individual may request permission to place a statement in the education records of the student.

Directory information is defined as identifying information: name, addresses, gender, grade level, birth date, birthplace, parent's/guardian's name and addresses; academic awards, degrees, and honors; information in relation to school-sponsored activities, organizations and athletics; major field of study; and period of attendance in the school.

The District may release directory information regarding any student unless the eligible student or eligible parent/guardian requests in writing that any or all of such information not be released. Prior to the release of directory information, the District must provide written notification to the affected students or parent/guardian. Such notification may include the date of notification to the affected students or parent/guardian. Such notification may include the date of notification, the names of the parent/guardian and student, the directory information to be released and the scheduled date of release.

Records will not be sent to another school district when a student transfers unless the parent/guardian requests it. Records of eighth grade graduates are forwarded to home High School unless the parent/guardian requests that records be sent to a different high school district.

#### **SUPPLIES**

Grade level supply lists are distributed at the time of registration. Extra copies are available in the office if needed. Parents should check their child's supplies periodically and replenish as needed.

#### **TARDY/TRUANCY**

Any student who cannot be in HIS/HER CLASSROOM BY THE 8:30 A.M. BELL is considered tardy. When tardy, parents must accompany their child to the office in order to sign him/her in.

Students are expected to be on time to school and class each and everyday. The district follows the State School Code regulating truancy. Truancy is defined as unexcused absence from school with or without the knowledge and consent of the parents, leaving school

before the end of the day without permission, or staying out of class without permission. Whoever has custody or control of any child between the ages of 7 and 17 years shall ensure such child to attend a public, parochial, or private school in the district wherein the child resides the entire time it is in session during the regular school year. Absences which are in violation of the compulsory attendance law/chronic truancy (10% or more of the last 180 school days) will result in the school contacting the Truancy Officer. The truancy officer may proceed to file a "Class C" misdemeanor of noncompliance against the parent/guardian.

When children come late to school or leave early, they are losing valuable educational time. Students who arrive at school after the start of school will be considered tardy. When students are tardy, they will report to the office for a tardy slip. Parents will be notified about excessive tardiness. A grace period of two weeks at the beginning of the school year will be allowed for students to get familiar with the routine of being back in school. A student is considered tardy if he/she is not in class when the bell rings at 8:35AM.

Excused absences are absences which are beyond the control of the student and have been reported to the school by the parent including situations such as illness, observance of a religious holiday, death in the family, or family emergency.

To be marked present for one-half day, the student must be in school for 150 minutes.

#### **TELEPHONES**

The school phone is intended for school business. Parents who wish to confer with a teacher should call the office and leave a message. Students are asked to use the office phone only in emergencies.

#### **TEXTBOOK LOAN**

**(105 ILCS 5/18-17, 5/28-15, 23 Ill. Admin. Code 350.15)**

Most textbooks which are used are rented to our students. Rental fees are charged for the purpose of paying for the actual cost of the books over the period of time the books are expected to last. Lost or damaged books will be reported to the teacher. Payment for such books will be required.

The State Board of Education shall provide the loan of one set of secular textbooks free of charge to any student in this State who is enrolled in grades kindergarten through 12 at a public or non-public school.

The Textbook Loan Program was authorized in 1975 and the program operates by providing funding to eligible applicants (see Section 350.10) to purchase approved materials and provide those to students who request the loan of such materials. The textbooks re purchased by the Illinois State Board of Education and are the property of the State "on loan" to both public and nonpublic students. Each year, the agency determines which grade levels will be funded. The program funding is intended to provide supplemental dollars for student materials and does not provide total funding for all instructional materials. No consumable materials are available through the program.

#### **TIME SCHEDULE**

8:25 a.m. Students line up by class to enter the building. Kindergarten and first grade line up by the Southwest doors, second grade meets at the Northwest door, third and fourth grade by the Northeast door. The teacher will meet students and lead them to the classroom. Parents are asked not to conference with the teachers at this time.

Students are not to report to school before 8:15 a.m. Adult supervision is not available until this time.

Upon arriving at school, students are not to enter the building before the bell rings. There are teacher supervisors at the entrance to assist any child with a problem.

Inclement weather: On days when the weather is inclement due to rain, snow, or temperature, the children will come indoors upon arriving to school at 8:15.

8:25 a.m. First bell for children to line up.

8:35 a.m. Tardy bell rings /Classes begin.

11:15 a.m. Kindergarten lunch begins.  
11:40 a.m. First grade lunch begins.  
12:05 p.m. Second grade lunch begins.  
12:30 p.m. Third grade lunch begins.  
12:55 p.m. Fourth grade lunch begins.  
  
3:00 p.m. All students dismissed.

**TRANSPORTATION POLICY**  
**(105 ILCS 5/29-1, 23 Ill. Admin. Code 275)**

The school district provides bus service in accordance with guidelines established by the Illinois State Board of Education. Free transportation is provided to students residing more than 1 ½ miles from school or in areas designated as hazardous, following Illinois Department of Transportation guidelines. Notice of transportation reimbursement eligibility requirements will be provided by November 1 of each year. Claim forms for transportation reimbursement will be available by March 1 of each year. Notice will also be given to inform parents/guardians of the existence of dispute resolutions procedures regarding reimbursement.

**VANDALISM**

We encourage all residents to immediately notify the Police Department upon witnessing any damage to school buildings and/or grounds. Your assistance will help us in keeping the schools free from vandalism.

With the cooperation of the Glenwood Police Department and other agencies, full restitution will be sought from those parties responsible for any vandalism involving school property.

**VISITORS TO THE SCHOOL**

Parents and visitors are always welcome to visit the school. However, to provide safety for students and staff, and to keep classroom disruptions to a minimum, ALL PARENTS AND VISITORS MUST REPORT TO THE SCHOOL OFFICE IMMEDIATELY UPON ENTERING THE SCHOOL. They will be asked to sign in and will receive a visitor's pass.

Parents are not to deliver items to the classroom which the student may have forgotten. These items should have the child's name on them and be left in the school office.

We appreciate help from parents who arrange to volunteer in the school. However, that help is not as effective if, in order to be here, it is necessary to bring other children along. We would respectfully ask our volunteers to make other arrangements for pre-schoolers whether working at school or chaperoning field trips.

#### **WALKERS**

Students who walk to school should arrive no earlier THAN 10 MINUTES BEFORE SCHOOL BEGINS or remain more than 10 MINUTES AFTER DISMISSAL. Students are to remain outside the building upon arrival in the morning, except during inclement weather or if previous permission to enter has been given.

#### **WITHDRAWALS**

Withdrawal students shall be issued a transfer upon leaving this school district. Upon receiving an authorized request from the student's next attended school, records will be forwarded directly to that school. In no instance will the student's records be given to the student or parent. A copy of the health records may be hand carried by the parent/guardian.

# Teacher and Staff Directory

## OFFICE STAFF

Phone (708) 758-4520

Fax (708) 758-0364

### Principal

Ms. Josephine Blackmon

[jblackmon@brookwood167.org](mailto:jblackmon@brookwood167.org)

### Secretary

Ms. Robin Powell

[rpowell@brookwood167.org](mailto:rpowell@brookwood167.org)

### Clerk

Ms. Danielle Austin

[daustin@brookwood167.org](mailto:daustin@brookwood167.org)

## KINDERGARTEN

Room 16 – Mrs. Geraldine Toth

[gtoth@brookwood167.org](mailto:gtoth@brookwood167.org)

Room 17 – Ms. Karen Szotek

[kszotek@brookwood167.org](mailto:kszotek@brookwood167.org)

Room 18 – Mrs. Courtney Trainor

[ctrainor@brookwood167.org](mailto:ctrainor@brookwood167.org)

## FIRST GRADE

Room 11 – Miss Ashley Navarro

[anavarro@brookwood167.org](mailto:anavarro@brookwood167.org)

Room 14 – Mrs. Melissa Gajewski

[mgajewski@brookwood167.org](mailto:mgajewski@brookwood167.org)

Room 15 – Mrs. Julia Lemmon

[jlemmon@brookwood167.org](mailto:jlemmon@brookwood167.org)

## SECOND GRADE

Room 5 – Mrs. Karen Hines

[khines@brookwood167.org](mailto:khines@brookwood167.org)

Room 6 – Mrs. Kelly Johnston

[kjohnston@brookwood167.org](mailto:kjohnston@brookwood167.org)

Room 7 – Miss Lauren Bonfitto

[lbonfitto@brookwood167.org](mailto:lbonfitto@brookwood167.org)

## THIRD GRADE

Room 19 – Mrs. Deeanna Torres

[dtorres@brookwood167.org](mailto:dtorres@brookwood167.org)

Room 20 – Mrs. Susana Jackiw

[sjackiw@brookwood167.org](mailto:sjackiw@brookwood167.org)

Room 21 – Ms. Wendy Skinner

[wskinner@brookwood167.org](mailto:wskinner@brookwood167.org)

## FOURTH GRADE

Room 25 – Mrs. Pamala Walker

[pwalker@brookwood167.org](mailto:pwalker@brookwood167.org)

Room 26 – Mrs. Rebecca Moore

[rmoore@brookwood167.org](mailto:rmoore@brookwood167.org)

Room 27 – Ms. Michele Gena

[mgena@brookwood167.org](mailto:mgena@brookwood167.org)

## ADDITIONAL STAFF

### P.E. Teacher

Rhonda Burras

[rburras@brookwood167.org](mailto:rburras@brookwood167.org)

### Art Teacher

Nancy Wartman

[nwartman@brookwood167.org](mailto:nwartman@brookwood167.org)

### Music Teacher

Katie Westerfield

[kwesterfield@brookwood167.org](mailto:kwesterfield@brookwood167.org)

<b>Special Education</b>	Lisa Panozzo	<a href="mailto:lpanozzo@brookwood167.org">lpanozzo@brookwood167.org</a>
<b>Explorer</b>	Elaine Costello	<a href="mailto:ecostello@brookwood167.org">ecostello@brookwood167.org</a>
<b>Reading Coach</b>	Jenny Binning	<a href="mailto:jbinning@brookwood167.org">jbinning@brookwood167.org</a>
<b>Title I</b>	Linda Prafke	<a href="mailto:lprafke@brookwood167.org">lprafke@brookwood167.org</a>
<b>District Librarian</b>	Linda Tatum	<a href="mailto:ltatum@brookwood167.org">ltatum@brookwood167.org</a>
<b>Library Clerk</b>	Barbararose Whalen	<a href="mailto:bwhalen@brookwood167.org">bwhalen@brookwood167.org</a>
<b>Psychologist</b>	Bernard Chapin	<a href="mailto:bchapin@brookwood167.org">bchapin@brookwood167.org</a>
<b>Social Worker</b>	Joyce Johnson-James	<a href="mailto:jjohnsonjames@brookwood167.org">jjohnsonjames@brookwood167.org</a>
<b>Paraprofessional</b>	Letice Johnson	<a href="mailto:ljohnson@brookwood167.org">ljohnson@brookwood167.org</a>
<b>Paraprofessional</b>	Dolores Luxford	<a href="mailto:dluxford@brookwood167.org">dluxford@brookwood167.org</a>
<b>Paraprofessional</b>	Olga Martinez	<a href="mailto:omartinez@brookwood167.org">omartinez@brookwood167.org</a>
<b>Paraprofessional</b>	Julie Mirowski	<a href="mailto:jmirowski@brookwood167.org">jmirowski@brookwood167.org</a>
<b>District Nurse</b>	Brenda Porter	<a href="mailto:bporter@brookwood167.org">bporter@brookwood167.org</a>
<b>Health Clerk</b>	Mischa Terry	<a href="mailto:mterry@brookwood167.org">mterry@brookwood167.org</a>
<b>Lunch Server</b>	Pat Sebek	
<b>Lunch Server/Custodian</b>	Jonathan Henry	
<b>Night Custodian</b>	Marilyn Adams	
<b>Day Custodian</b>	Richard Banks	

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# NOTES

We received a copy of the Hickory Bend School Handbook. We have read and/or discussed this important information. We also understand that students are not to arrive at school more than 10 minutes before school begins and remain more than 10 minutes after dismissal.

Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Homeroom Teacher: \_\_\_\_\_

Comments - If you have any additional recommendations or suggestions, please indicate them below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please return this form with proper signatures within one week.  
Thank you.