

Owen Elementary School

Parent/Student Handbook 2016



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Foreword

Welcome to Owen Elementary School. We recognize that a successful district is one that has the cooperation of students, parents, and school personnel. This Parent-Student Handbook was prepared to inform students and parents about the school's policies and procedures. Parents will be asked to acknowledge familiarity with the policies and procedures in the handbook.

Please note: you may notice this handbook is much shorter than in previous years. The elementary principals have worked together this summer to streamline the handbooks. Information that already appears in the district Parent-Student Handbook has been removed. You may access the district handbook online at <http://ipsdweb.ipsd.org/Uploads/1617/ParentStudentHandbook1617.pdf> You may also refer to the School Board Policies section on the district website for more information.

The information presented in this handbook is considered accurate at the time of printing. However, circumstances and school board policy could change after printing. Parents and students will be notified through the school of any policy changes to the information in this handbook.

Indian Prairie School District 204

Philosophy

Many segments of our society, but primarily the school, the home, and the individual student share the responsibility for the academic success of each student. Indian Prairie School District 204 believes that every student has the right to a comprehensive, meaningful education and the right to be treated with respect and dignity. Each student is unique, learns at a different rate, and has different needs. As a result, the district offers a broad curriculum and strives to meet those needs while developing the knowledge, skills and experiences that will enable our students to be life-long learners.

Our Mission

Inspire all students to achieve their greatest potential.

Guiding Principles

Students will be best prepared to achieve their greatest potential if equipped to:

- engage in relevant and rigorous learning.***
- live and work productively with others.***
- embrace their role and responsibility within their community and world.***
- value and respect self and others in a diverse society.***
- become lifelong learners.***

We will best serve our students if our:

- schools, families and community are actively engaged in the district's mission.***
- staff is highly skilled and motivated.***
- culture is characterized by high expectations and excellence.***

□ *schools are safe and caring places where all are valued.*

Owen's Mission

To create a learning community to prepare students to become responsible, respectful, risk-taking, critical thinking, resourceful citizens who can reach high standards and are prepared for college, careers, and life.

Vision

We will create a student-centered professional learning community who meets the needs of all learners through differentiated instruction and best practices.

Owen's School Song

We are the Owen owls.
We do our best each day.
Learning and growing always
to become wise and true.

Today and forever
we celebrate our gifts
by offering what we know
to those we meet along the way.

We owls are like our colors.
Creative and precious
purple and silver.
We will make our mark throughout the world.

Who, who, who's the best?
Who, who, who's the best?
The owls at Owen are the best!

Owen Elementary School
Illinois School of Excellence
1560 Westglen Drive
Naperville, IL 60585
630-428-7300

Kim Earlenbaugh, Principal
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Jeff Martin, Student Services
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August 2016

Dear Parents and Guardians:

Welcome to the 2016 school year! Whether this is your child's first year in school or sixth, our goal is to create an environment where your child will grow academically, and emotionally, create lasting memories and will establish many friendships. We strive to make our school child-centered and open to all learning and sharing. We would like to have parents and students share their voices in making our school the best it can be on a daily basis as well as in a more global vision. This approach has helped us to build strong ties throughout the school community, ensure academic success and to maintain a safe, nurturing and inclusive environment for all children.

The information presented in this handbook should be used as a resource. It reflects the current policies and procedures of the district and also of Owen Elementary School. A number of changes have been made to the Owen Parent/Student Handbook to assure that our school runs smoothly and remains a quality educational facility. It is designed to offer a glimpse into our many programs and services and to help answer your questions and explain our procedures, practices and culture. Please review relevant sections with your child in an age appropriate manner.

I invite you to be involved in your child's educational experience and take advantage of the rich opportunities that Owen has to offer. It is important to us that communication is a dialogue between school and home. We want all parents to feel welcome and comfortable contacting teachers or the office with questions or comments. If you have any questions please contact your child's teacher, the office staff or me for further information. I look forward to meeting many of you through the many wonderful things happening in our school. Together we will make Owen an outstanding school!

Kids First,

Ms. Kim Earlenbaugh
Principal



CHARACTER COUNTS! Everywhere all the time!

OWEN ELEMENTARY SCHOOL

(Named after Owen C. Wavrinek)

Owen Elementary School has been opened since August of 2003. The school was named after one of District's 204's dedicated retired school board members. Mr. Owen C. Wavrinek was appointed to the School Board of Indian Prairie Community Consolidated District 204 in 1980, and served on the board for twenty-one years. While serving as a board member, Mr. Wavrinek made decisions that benefited children in the district he served. Mr. Wavrinek worked closely with three superintendents Dr. Clifford Crone, Dr. Tom Scullen and Dr. Gail McKinzie to develop policies and procedures for the district. Mr. Wavrinek was influential in keeping up with the rapid growth of the district and assisting the district in passing eight referendums. Mr. Wavrinek did not have any children of his own, but attended countless numbers of school functions including school plays, field trips, assemblies, open houses, and sporting events. He was often quoted as saying; "I view all the kids in the district as my kids."

Still a member of the Board of Directors of the Indian Prairie Educational Foundation, Mr. Owen C. Wavrinek worked for Amoco Corporation as a writer, editor and photographer for more than 25 years. At the present time, he is working out of his home as a free-lance writer. Mr. Wavrinek visits Owen School on a regular basis and enjoys seeing the students' accomplishments.

In addition to Mr. Wavrinek's District 204 experience, education has always been an important part of his family life. His mother taught third and fourth grades in south suburban Matteson, Illinois for 20 years; his father served on the Rich Township High School Board of Education in Park Forest; his aunt taught elementary school students near North Salem, Indiana for 38 years. Also, as a Big Brother (of Metropolitan Chicago) volunteer, he helped teach his Little Brother Josh, who lived across the street from Lincoln Park Zoo. Josh, now 47, has his own telecommunications business in Bangalore, India where he is raising his thirteen-year old son.

Mr. Wavrinek asked the district to use his first name rather than his Czechoslovakian last name. Calling the school Owen also would honor his mother and his aunt who were strong influences in his life. Mr. Wavrinek is the second board member in the district's history to provide a new name for a District 204 school.

ANIMALS

In consideration of allergies and personal safety, Owen asks students and families to refrain from bringing animals to school or onto school grounds.

ARRIVAL/DISMISSAL PROCEDURES

In all aspects of the arrival/dismissal plan, safety takes precedence over expediency. We will strive to promote an efficient plan; however, we will not compromise safety standards in order to hasten the arrival/dismissal process. We appreciate the patience that is required as the Owen staff safely receives and dismisses the students each day.

It is of great importance that Owen School is a safe place for your child. Safety duty assignments are in place before and after school to supervise and protect our children during arrival and dismissal. Your partnership is essential in ensuring the safety of the students. In addition to promoting safety, you will demonstrate respect and consideration for neighbors by following the prescribed plan.

For safety reasons, students are NOT to play on the playground equipment before school begins unless supervised by a parent. There is no adult supervision prior to 8:50, so student should not arrive before 8:50 a.m. EXCEPTION: On Wednesdays, all elementary schools will have a student arrival time of 9:00 a.m., 10 minutes later than the other four weekdays.

STUDENT ENTRY DOORS:

Door 1 -all bus riders will enter and exit through this door.

Door 2 -all car riders and daycare riders will enter and proceed to their classrooms through this door

Door 5 (gym) -all car riders daycare riders will exit through this door

Door 9, 11, or 12 -All walkers and bike riders will enter and exit through this door

Arrival Procedures:

Schedule Note: the times referenced below apply to all weekdays except Wednesday. On this day, our schedule is moved back 10 minutes to accommodate our teachers' professional learning.

Please follow these safety guidelines for dropping off your children by car or day care van:

1. Drivers are to follow directions given by staff members supervising the vehicle drop-off area.
2. **PERSONAL VEHICLES WILL NOT BE PERMITTED TO USE THE CIRCLE DRIVE FOR DROP OFF OR PICK UP.**
3. Turn into the entrance of the parking lot on the west side of the building and stay to the RIGHT.
4. Do not block crosswalks or yellow zones.
5. Pull in as far as possible or to where directed in the drop-off lane. We want to get as many cars as possible out of the street.
6. Do not pass vehicles in front of you, i.e. stay in the right lane.
7. Drop and go! **No drivers are to leave their vehicles.**
8. Do not unload anywhere but the appropriate place in the drop-off lane.
9. Staff members will meet buses, cars and day care vans and supervise students as they enter the building.

Students who are car or day care van drop off will follow these safety guidelines:

1. Students are to follow directions given by staff members supervising the vehicle drop-off area.
2. Students are to stay on the sidewalk at all times after exiting their vehicle. They are NOT to exit vehicles in the parking lot and cross the drop-off lane.
3. Students will enter the building using Door #2.

Students who walk to school or ride their bikes will follow these safety guidelines:

1. Students are to follow the directions given by staff members.
2. Students should not arrive at school before 8:50 a.m. when supervision is provided and they are permitted to enter the building.
3. Students must cross with the crossing guards at the painted crosswalks. Establishing this pattern with and without parents will insure the safety of the students.
4. Students and adults should walk their bikes while on school property.
5. All bikes should be secured with a lock on the bike racks.
6. Students should not cross the entrance to the parking lot at any time.
7. Students will enter the building using Door 9, 11 or 12.

Students who ride the bus will follow these safety guidelines:

1. Students are to follow the directions given by staff members supervising the bus/daycare van pick up areas.
2. Students who ride busses enter the building through Door #1 no earlier than 8:50 a.m.

Parents of kindergarten students are responsible to meet their child's bus each day or to designate a responsible individual to be with their child during pickup and drop off times.

For safety reasons, students may ride only their assigned bus. Students may NOT bring "guests" home with them on the bus.

Bus Safety Rules:

Please review the additional following bus guidelines and regulations as they apply to your children. Even children who do not ride the bus to and from school on a daily basis will need to practice safe bus behavior on field trips.

Proper Bus Conduct

1. Obey the driver.
2. Remain in your seat at all times.
3. Do not throw objects on or from the bus.
4. Keep your head and hands inside the bus.
5. Do not eat or drink on the bus.
6. Do not use profane language.
7. Be at you stop 5 minutes before the scheduled time.
8. Respect other space and property at the bus stop at all times. Do not vandalize equipment (seats will be assigned on vandalized buses).
9. Respect the rights and safety of others on the bus.

10. Be cautious when boarding and exiting the bus. Be alert to potential danger posed by other vehicles.

Dismissal Procedures:

PLEASE NOTIFY YOUR CHILD'S TEACHER IN WRITING ANYTIME THAT YOUR NORMAL PICK-UP PLANS CHANGE.

Please follow these safety guidelines for picking up your children by car or day care van:

1. Drivers are to follow directions given by staff members supervising the vehicle drop-off area.
2. **PERSONAL VEHICLES WILL NOT BE PERMITTED TO USE THE CIRCLE DRIVE FOR DROP OFF OR PICK UP.**
3. Turn into the entrance to the parking lot on the west side (off of Westglen Drive) of the building and stay to the RIGHT instead of entering the parking lot. Do not pass vehicles in front of you, stay to the right.
4. Do not block crosswalks or yellow zones.
5. Pull in as far as possible or to where directed in the pick-up lane. We want to get as many cars as possible out of the street.
6. Children are to get in vehicles on the passenger side only when directed to do so by a staff member supervising the pick-up area.
7. **No drivers are to leave their vehicles.**
8. Do not pick up children anywhere but the appropriate place in the pick-up lane.
9. Staff members will supervise students as they exit the building at dismissal and assist students onto buses, into cars and day care vans.

Students who walk or ride their bikes home will follow these guidelines:

1. Students are to follow directions given by staff members supervising.
2. Students are to stay on the sidewalk at all times. They are NOT to cross the drive to go to vehicles in the parking lot.
3. Students and adults must walk bikes until off of school property.
4. Students should cross at the painted crosswalks at Westglen Drive and Bovidae Circle. Establishing this pattern with or without parents will insure the safety of students.

Students who ride the bus will follow these safety guidelines:

1. Students are to follow directions by staff members supervising the bus/day care van pick-up area.
2. Students will follow all bus regulations.
3. Students will wait for the bus or day care van in the designated area AWAY from the curb.
4. Students will stand in line in an orderly manner while waiting to board the bus.

ART/MUSIC/PHYSICAL EDUCATION

Each student will receive instruction in the following special areas:

Grades K-5:

ART	50 minutes once a week
PE	25 minutes three times a week
MUSIC	25 minutes two times a week

During PE students are responsible for wearing gym shoes on the appropriate days. All children must wear gym shoes (rubber-soled “tennis shoes”) that cover their heels and toes.

ATTENDANCE

The Indian Prairie School District operates under the authority, policies and laws set forth in the School Code of the State of Illinois. Attendance is maintained in the eSchool student information system. The administration monitors attendance regularly and will notify parents at least quarterly of their child’s attendance and tardiness.

Punctual and regular attendance is important and expected. Regular attendance in school is the joint responsibility of the student and his/her parent(s) or guardian(s). The responsibility of Owen Elementary School is to provide each student with quality instruction.

Reporting Absences: If a student is absent, his/her parent(s) **MUST call the school attendance office at 630-428-6030 by 9:10 a.m. on the day of the absence.** The Owen attendance line may be accessed 24 hours a day. If we are not contacted by 10:00 a.m., a parent or emergency contact must be called.

*Remember that notes or a call to the classroom teacher does not preclude a call to the attendance line of main office.

*A student must be present for the entire school day in order to participate in any extra-curricular activity or special event.

BICYCLES/ROLLER BLADES/SCOOTERS/SKATEBOARDS/HEELYS

Bicycles are to be walked on school property and locked in the bike rack during the day. Children should obey all traffic rules when riding to and from school. Children should not use skates, rollerblades, scooters, skateboards, Heelys, or any motorized vehicles when coming to school.

BIRTHDAYS

Students’ birthdays will be announced each morning during announcements. Summer birthdays will be announced during the month of May. Students will come to the office for a birthday gift and recognition from the principal after announcements or a time that works best in child’s daily schedule.

Grade level teams will establish birthday recognition guidelines and share these with parents. Food items, store bought or homemade, are not permitted due to food allergies. Parents are encouraged to consider purchasing a book for the LMC or a classroom game for indoor recess rather than providing food treats. Please see the LMC Director for suggested titles.

BUILDING ACCESS HOURS:

School Hours: 9:05 a.m. – 3:35 p.m. 9:15a.m. – 3:35p.m. on Wednesday
Office Hours: 7:45 a.m. – 4:15 p.m.

Building Access/Visits

All outside doors will be locked at all times. All visitors will therefore be required to enter through the front of the building (Door #1), after ringing the entrance buzzer and being admitted by the office staff. Section 24-25 of the School Code of Illinois states that any person entering a public building is required to identify himself/herself and the purpose of the entry. Parents and building visitors are required to proceed to the main office, sign-in, and have their ID scanned to print a visitor's badge if they are going into the school. We ask for your cooperation in presenting your valid Illinois ID or Driver's License when entering a school. Visitors' IDs will be kept in the main office in a secure location during the visit to the school. Upon leaving the building, all visitors must sign out in the main office, return their badge and their ID will be returned at that time. If you are attending a school event during school hours, please arrive a few minutes early in order to allow for time to have your ID scanned and an ID badge printed.

Parents should make prior arrangements before visiting a teacher and/or classroom at least 24 hours in advance. It is most important that the classroom not be interrupted for individual matters. As always, students' safety and good educational practice are our main concerns.

Animals should not accompany visitors onto school grounds at any time including drop-off and pick-up times, unless the animal is a guide for the visually impaired.

Visitors to the Schools

Indian Prairie School District Policy #840 states: the Board encourages the public to visit District 204 schools because it is important that all members of the community be knowledgeable about school programs and student activities. In receiving visitors, District personnel will be cognizant of student welfare and safety, and the continuity of the educational program. In order to provide for an orderly process and worthwhile experience for visitors, the following guidelines will govern school visits:

1. Visitors will pre-arrange visits to the school with the building principal at least 24 hours prior to the visit.
2. Absent unusual circumstances previously discussed with the building principal, school visits will be limited to 1 hour per day.
3. School visits will generally be limited to adults. Parents should avoid visiting school accompanied by siblings or other children.
4. School visits to individual classrooms should generally be made only when the regularly assigned teacher is present.
5. In all cases, visitors must report to the Main Office upon entering the school building.
6. School and classroom visits must not be disruptive or in any way interfere with the instructional program. All visits and visitors will be subject to the authority of the building principal, who may restrict or limit visits, or visitors, as he/she considers necessary.
7. Each visitor will be asked to wear an identification badge when visiting District classrooms. This is to be obtained at the Principal's Office or from the campus monitor/aide located at the front door.

BUILDING-WIDE CLIMATE AND BEHAVIORAL EXPECTATIONS

We believe and expect that all students can behave appropriately at school. All expectations build on the premise that respect for oneself, other individuals and property is key to establishing a safe, positive school climate. Our school-wide focus is on positive behavior.

We continually promote positive behavior by recognizing respectful and appropriate choices. Our goal is to provide an organized and positive learning climate for all students and staff. We will not allow any student to disrupt teaching/learning time.

Student behavior is purposeful and need based. Students need positive behavioral instruction as well as consistent discipline policies. Therefore an effective school-wide approach to behavior needs to include strategies that are preventative, instructional, problem solving in nature, and must offer dignified ways to develop responsible and respectful leaders.

We believe that the most successful schools have teams of educators who actively teach students how to be respectful, define behavioral expectations, monitor and follow up on student behavior and acknowledge appropriate behavior. Owen Elementary School has developed a plan for responsible behavior that encourages personal growth and learning. This plan includes clear expectations; methods for teaching and encouraging expected behaviors, and strategies for discouraging problem behaviors.

Maintaining a safe and positive learning environment for all students is a high priority at Owen Elementary School. Any actions that compromise student safety, including any form of harassment, bullying or threats of violence, will be taken seriously and will not be tolerated. These situations will be handled by the Student Services Coordinator or the Principal and parents will be notified.

As a part of Owen's Positive Behavior Intervention System (PBIS) the students are reminded to follow the six pillars of CHARACTER COUNTS!

Trustworthy, Respectful, Responsible, Fair, Caring, and a Good Citizen.

CHAMPS is a strategy designed to assist classroom teachers in developing (or fine tuning) a classroom management plan that overtly teaches student expectations and behaviors. This results in higher rates of student achievement and a reduction in the frequency and/or intensity of misbehavior. In addition, implementing CHAMPS effectively changes a school's climate to safe and welcoming.

- C** Conversation: How, why and to whom may students talk?
- H** Help: How do students get help or teacher attention?
- A** Activity: What is the task or end product of the activity?
- M** Movement: When and why may students move around?
- P** Participation: What does the on-task behavior look like?
- S** Signal: How do you signal your students?

The biggest component of the CHAMPS program is that the students are hearing a consistent message throughout their day. At Owen, we have implemented a voice system and four simple school rules that are universal throughout our building and buses. These can be seen below.

CHAMPS SCHOOL WIDE RULES

- Keep hands, feet and objects to yourself.
- Follow directions the first time they are given.
- Stay on task during all work times.
- Check your body language, voice level and words.

Voice Levels

Silent = 0



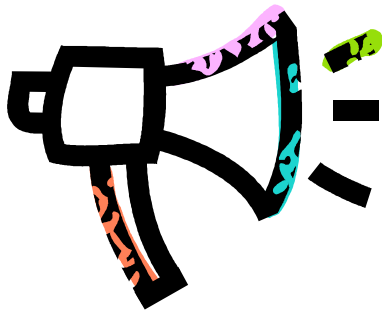
Whisper = 1



Normal = 2



Outside = 3



Classroom Expectations:

Each classroom teacher establishes classroom rules and consequences, which are reviewed regularly. Please watch for this plan early in the school year and review it with your child. Parental support is an important component of any discipline plan. As a guideline, parents will be called as an intervention for support and cooperation.

EARLY DISMISSALS AND LATE ARRIVALS

Parents are asked to make every effort to schedule appointments for children during non-school times. Early dismissal requests for medical appointments should be sent to the classroom teacher. These requests are sent to the Main Office with attendance. A student will be called to the office after a parent/guardian reports to the Main Office. A child will not be released from class until a parent or guardian is present. Students are required to be signed out in the office before dismissal. To avoid conflicts with bus arrival, please sign out all early dismissals prior to 3:00pm.

Consistent and regular attendance is an important component of academic performance. Being tardy on a regular basis may negatively affect performance. Any student entering the building after 9:05 a.m. must report to the Main Office for a tardy slip. Parents are asked to include the reason for the tardy during the sign in process. An unexcused tardy to school may result in disciplinary measures.

ELEMENTARY HOMEWORK STATEMENT

The following information supports District 204's Homework Policy 725.03, current research, and the philosophy and practices of elementary school educators.

Please keep in mind as homework is assigned and completed that homework benefits student learning when it connects to, not replaces, direct instruction. It should be used for remediation, meaningful practice, and to expand concepts taught in the classroom.

The following specifics support positive, productive homework as a tool for learning:

- The "Ten Minute Rule" should be applied as a general rule for homework assignments; ten minutes multiplied by the grade level per night. (up to 10x1 for kindergarten, 10x1 for first grade, 10x5 for fifth grade, etc.) These minutes represent a total expectation from all teachers with which a child works but do not include independent reading. The time requirements and the frequency of homework will vary according to each student's abilities, grade level, and the subject matter; however, if a child is consistently devoting time beyond the "Ten Minute Rule", parents should contact the classroom teacher. Workload adjustments, time management improvements, and/or motivation strategies are examples of ways to address such issues.
- Projects assigned as homework should be included in the "Ten Minute Rule."
- Nightly study to include homework assignments should occur on weeknights only. Weekends and vacation periods will be avoided for specific assignments unless students are making up work previously assigned. Independent reading is encouraged on a routine basis, including over the weekend and during vacation periods.
- Once homework is assigned the teacher is responsible for appropriate follow through until the assignment is completed with feedback offered in a timely fashion.
- It is appropriate for parents to answer occasional questions or provide guidance regarding an assignment. It is not appropriate for parents to do most of the assignment for their child. It is not

appropriate for an assignment to require a parent to be the primary instructor. If parents feel that their child is particularly struggling with an assignment or is confused, parents should contact the classroom teacher.

Make Up Work:

Make up work is determined by the teacher involved. Considerations include length of absence and nature of absence.

Homework is given for an illness absence for 2 days or more. If your child is absent for 2 or more days, and you would like homework, please call by 9:15 and arrange for someone to pick it up at the end of the school day.

Homework assignments will not be sent home before children leave on family vacations. Children will be given additional time upon returning from their vacation to make up any work which has been missed.

GRADING SCALE

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

Participation	Note taking	Discussion
Daily work	Special Projects	Quizzes and Tests
In-Class Assignments		

Grading Scale for Grades 1 and 2:

S	Satisfactory
U	Unsatisfactory
I	Showing Improvement
N	Needs Improvement
N/A	Not applicable at this time

Grading Scale for Grades 3, 4 and 5:

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

Report Cards/Progress Reports:

Report cards are issued 4 times per year. You are able to view your child's report card via eSchool Home Access. All students will receive a second quarter Progress Report from their teacher mid-way through quarter.

HEAT PLAN for NON-AIR CONDITIONED BUILDINGS

The district monitors internal/room temperatures in non-air-conditioned schools throughout hot days. When the temperature exceeds the recommended guidelines of safety, which is when the Effective Temperature calculation (ET) reaches 85 degrees, we recommend the following early dismissal plan for students be implemented at the non-air-conditioned buildings.

Two examples of the Effective Temperature calculation (ET) follow:

- when the inside temperature is 92 °F with 70% relative humidity which results in an ET of 85°F
- when the inside temperature is 100°F with 30% relative humidity which results in an ET of 85°F.

The decision to have early dismissal will be made by the superintendent by 12 noon.

- It will apply to all non-air-conditioned buildings.
- Parents will be notified via the Connect ED emergency phone system.
- Dismissal will be at 1 p.m.

Principals will maintain a routine for relief on hot days that includes rotating classes through air conditioned rooms, utilizing the gym for second floor classes, and moving outside when appropriate.

LIBRARY MEDIA CENTER (LMC)

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.

LOST AND FOUND

Please clearly label your child's clothing and other articles with his/her name. Remind your child to check for lost items in the bin in the multi-purpose room. Glasses, jewelry and other delicate items can be found in the main office. Unclaimed items are donated periodically if unclaimed.

LUNCH/RECESS

When sending in money for lunch, there is a white locked drop box located outside the main office door for parents and students to drop their lunch money envelopes in. A lunch provider employee will have access to the lunch drop box each morning. Be sure to pay on-line for your child's lunch or provide payment in a sealed envelope (preferably checks). Write your child's full name, classroom, and the dollar amount on the outside of the envelope before depositing it in the lock box.

We will have a thirty-five minute lunch/recess period for all grades. Sack lunches are needed unless your child participates in the Hot Lunch program. Milk is available and may be paid for individually if desired.

Lunch Schedule	
10:40-11:15	Kindergarten
11:05-11:40	1st Grade

11:30 -12:05	2nd Grade
11:55 -12:30	3rd Grade
12:20 -12:55	5th Grade
12:45 - 1:20	4th Grade

During the winter, we will go outside for recess if the wind chill index is at five (5) 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. Snow pants are required in the winter to play in the snow. All students participate in recess unless a doctor's note is provided to the school.

Bad weather and black top conditions dictate the frequency of indoor recesses, and we typically have several. If a student is excused from PE class, they will be on restricted recess. In this situation, students will be asked to sit on the bench near the playground during outdoor recess.

Recess is provided to allow students some well-needed exercise after students' academic morning. Recess supervision is provided by hired, trained recess supervisors.

Recess Rules:

1. CHAMPS rules apply here also.
2. Play safely on equipment and with friends
3. Include others, play fairly and use nice words
4. Listen and follow directions
5. Use equipment correctly and put equipment away at the end
6. When snow is on the ground, only students with boots and snow pants are allowed to play in the field or the playground. All others must remain on the blacktop.

Lunch Rules:

1. Eat your own food.
2. Stay in your seat.
3. Use your manners and inside voices
4. Respect self and others
5. Listen and follow directions
6. Clean your own area

Students may lose recess or lunch privileges for disciplinary reasons if necessary.

MONEY

The district encourages parents to write checks or pay on-line whenever possible. 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 for the money and the amount enclosed.

PARENT INVOLVEMENT

Parents and guardians are encouraged and welcome to volunteer for activities throughout the school year. Please let your child's classroom teacher, main office personnel, or a PTA member know if you would like to volunteer.

PERSONAL ITEMS/VALUABLES

Students are encouraged not to bring personal items to schools. These include a portable radio, iPod, MP3 player, tape player, Walkman, CD player, game boy, electronic game or trading cards. The items can be a distraction to the educational environment and purpose. Failure to do so will result in confiscation of the device and/or disciplinary action. The school is not responsible for any lost or confiscated item.

SCHOOL CLOSINGS

In cases of severe weather or dangerous road conditions, school closings or early dismissals may be announced. Do not call school; instead, you may call the Emergency Closing Center, or tune your radio or TV to one of the following stations: **WBIG 1280 AM, WLS 720 AM, WMAQ 670 AM, WGN 720 AM, WBBM 780 AM, WPCB 1610 AM, or WSPY/WAUR 930 AM/107.1FM. TV Stations: CBS –2, WLS – 7, FOX – 32, WMAQ – 5, WGN – 9, and CLTV – Cable. Emergency Closing Center Hotline: 1-847-238-1234-** Once you have dialed into the system, enter the school's main phone number (630-428-7300). Area code must be included. Information for additional schools can be obtained by staying on the line and entering the area code and main number of another school. The Emergency Closing Center's website is <http://www.emergencyclosings.com>. The school district will also post school closing information on its website at **Indian Prairie District 204 website:** <http://www.ipspd.org>

If severe weather develops during the day, please listen to the radio for instructions. The School District also uses the Connect-Ed system to make parent contact to inform of school closings.

SPIRIT DAYS

At Owen we would like students to show their school spirit. Each Friday students are encouraged to wear school colors - purple/silver or gray. Please know that any purple and silver clothing that meets the district's dress code is appropriate for these days.

The last Friday of each month that students are in attendance will be a special school-wide spirit day. The theme for these days can be found on the Owen Calendar.

WEB SITE

The Indian Prairie School District encourages you to visit their web site for district information. Their address is <http://www.ipspd.org>.

Owen also has a web site, which we will update regularly with information pertinent to our school. This web site has calendars, classroom updates and other information, which will help coordinate your schedule with that of your child's school events. The address for the Owen web page is <http://owen.ipspd.org>. We will be using the Owen list subscriber to distribute information (Connect-Ed). Please read your regular communication from your child's teacher for the most current classroom information. Teachers may also have other avenues of communication for you as well.

Office Use Only

Teacher initial: _____

Student Serv: _____

2016-17 STUDENT ARRIVAL AND DEPARTURE INFORMATION

This form must be completed and returned to the office by September 5th.

Please provide us with details of your arrival and departure travel arrangements so we may assist your child. We will also use this information in the event an emergency takes place during arrival and dismissal times.

It is VITAL that you inform the classroom teacher by sending a note with your child explaining the change in their backpack even if only for one day. Young children often get confused, so we will not allow them to make a change in arrival/dismissal routines. **Therefore, unless we hear from you directly, we will follow exactly what is on this sheet.** This is for your child's safety. If an emergency arises during the school day which will necessitate a change to their routine, please call the main office **before 3:00 pm** as all notes are delivered to the classroom at 3:00 pm. **Please DO NOT rely on phone calls or emails to the classroom after 8:00am as the teacher may not access that information until after dismissal.**

It is important that you review this information with your child. During dismissal, we generally do not ask or direct a child to a particular bus or location unless they seem lost, or ask us for help. Every child should know their bus number & stop, daycare provider, neighbor's name who will be picking them up, etc. If you are carpooling, it is important that *we* know who has permission to take your child home in the event of an emergency or last minute change due to inclement weather. **Thank you for your assistance in following our arrival and dismissal procedures for your child's safety.**

Student's Name: _____ Grade _____ Teacher _____

Parent/Guardian's name: _____

Phone number to reach you: Before School _____ After school _____

For safety reasons, students are not allowed to switch buses. You must only ride the bus you are assigned.

ARRIVAL

- SCHOOL BUS # _____
- PARENT CAR DROP OFF/PICK-UP
- WALKING
- BY DAYCARE PROVIDER _____ Phone# _____

DEPARTURE

- SCHOOL BUS # _____
- PARENT CAR DROP OFF/PICK-UP
- WALKING
- BY DAYCARE PROVIDER _____ Phone# _____

Is this a change from a previous transportation sheet?

Yes No

If yes, how did your child previously arrive/depart school?

Bus Number? ____ Walk Parent Pick-up/drop-off

Carpool: The following people have permission to pick-up my child for transportation purposes.

Name _____ Phone _____

Name _____ Phone _____

Remember, unless we hear directly from a parent, we will follow exactly what is on this sheet. If there is a permanent change, a new **blue** sheet may be obtained from the office.

Parent/Guardian Signature: _____ Date _____

Indian Prairie School District 204

We are dedicated to inspiring all students to achieve their greatest potential.

Please complete this form and return it to Owen Elementary School by September 14th, 2016.

I acknowledge that I have read the District 204 Parent-Student Handbook, online or requested a paper copy through the school office. The handbook contains information about the new PL 99-0456 (formerly SB 100) which will go into effect this school year.

I have read the handbook and discussed the information with my student(s).

Student Name and Grade Level/Teacher:

Parent Name: _____

Parent Signature: _____

Date: _____