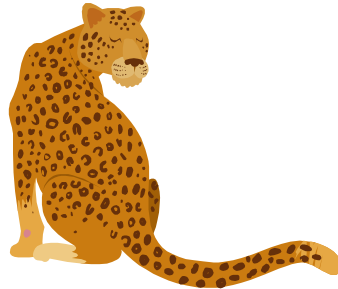


**LAKE IN THE HILLS  
ELEMENTARY SCHOOL**



**PARENT / STUDENT HANDBOOK  
2011-2012 School Year**

519 Willow Street  
Lake in the Hills, Illinois 60156  
(847) 532-6900 MAIN OFFICE  
[www.lith.d300.org](http://www.lith.d300.org)

**Other Important Numbers**

Fax 847-658-2563  
Transportation 847-658-3262



**SCHOOL HOURS**

**GRADES 1-5/KINDERGARTEN ACADEMY 8:25AM – 2:45PM  
MORNING KINDERGARTEN 8:25AM – 11:05AM  
AFTERNOON KINDERGARTEN 12:10PM – 2:45PM**



**COMMUNITY UNIT SCHOOL DISTRICT 300**

Lake in the Hills Elementary School  
Tamara Poole, Principal

519 Willow Street  
Lake in the Hills, IL 60156  
(847) 532-6900  
(847) 658-2563 Fax

August 2011

Dear Families,

Welcome to the 2011– 2012 school year! The Lake in the Hills Parent/Student Handbook has been revised and contains new information. Please take the time to read the handbook to learn about changes and improvements. Familiarize yourself and your child/children with school policies, rules, and procedures.

If you have any questions related to information contained within, or concerning anything not covered in the District 300 or Lake in the Hills Elementary Handbooks, please contact our office at (847) 532-6900 for clarification.

The Lake in the Hills staff looks forward to working together with our families to make this school year the best it can be for each and every child and family.

Sincerely,

Tamara Poole  
Lake in the Hills Principal

LITH ELEMENTARY SCHOOL  
2011-2012 CALENDAR

Monday, August 15, 2011 Thursday, August 18, 2011 Thursday, August 25, 2011 Friday, August 26, 2011	Classes Begin Parent Information Night Grades 3, 4, and 5 @7:00PM Parent Information Night Grades K,1, and 2 @7:00PM 5 <sup>th</sup> grade Band Instrument Recruitment at Algonquin Lakes 3:30PM-8PM
Tuesday, August 30, 2011	Picture Day
Monday, September 5, 2011	No School-Labor Day
Thursday, October 6, 2011  Friday, October 7, 2011 Monday, October 10, 2011 Monday, October 31, 2011	School Improvement Day/Early Release / 12:30 Grades 1-5 and all day kindergarten students AM/PM Kindergarten students attend at regular time Non-Student Attendance Day/School Improvement Day District 300 Closed- Columbus Day School Improvement Day/Early Release /12:30 Grades 1-5 and all day kindergarten students
Friday, November 4, 2011 Friday, November 11, 2011 Monday and Tuesday, November 21 & 22, 2011 Wednesday, Thursday, and Friday, November 23, 24, & 25, 2011	End of 1 <sup>st</sup> Trimester Report Cards Go home Parent/Teacher Conferences-No Student Attendance Thanksgiving Recess-District #300 Closed
Monday, December 19, 2011-Monday, January 3, 2012	Winter Recess - No Student Attendance
Tuesday, January 3, 2012 Monday, January 16, 2012	Classes Resume Martin Luther King's Birthday-District #300 Closed
Friday, February 17, 2012  Monday, February 20, 2012 Friday, February 24, 2012	End of 2 <sup>nd</sup> Trimester School Improvement Day/Early Release / 12:30 Grades 1-5 and all day kindergarten students President's Day-District #300 Closed Report Cards Go home
Friday, March 2, 2012 Monday, March 5 - Friday, March 16, 2012 Monday, March 26 - Friday, March 30, 2012	Kane County Institute Day- No school for students ISAT Testing Spring Recess-No Student Attendance
Monday, April 2, 2012 Friday, April 6, 2012	Classes Resume District #300 Closed
Friday, May 4, 2012  Wednesday, May 23, 2012	School Improvement Day/Early Release / 12:30 Grades 1-5 and all day kindergarten students AM/PM Kindergarten students attend at regular time Last Student Attendance Day if no emergency days are used

**School Improvement Early Dismissal Dates half day will be a 12:30 release time for students in grades 1-5 and full day kindergarten. Half day kindergarten students will attend classes according to their regular time of morning or afternoon on early dismissal days.**

**SCHOOL HOURS**

**GRADES 1-5/KINDERGARTEN ACADEMY 8:25AM – 2:45 PM**  
**MORNING KINDERGARTEN 8:25AM – 11:05 AM**  
**AFTERNOON KINDERGARTEN 12:10 PM – 2:45 PM**

## **LITH ELEMENTARY SCHOOL POLICIES**

### **ABSENCES**

Student absences must be reported by calling 847-532-6920. When calling, please be prepared to give the following information:

- 1) Child's name
- 2) Teacher
- 3) Reason for absence

You may also reach our nurse, Mrs. Fuerst, at (847) 532-6911. We do have voice mail now so you are able to leave a message at anytime.

### **ABUSIVE LANGUAGE AND PHYSICAL AGGRESSION: READ THIS POLICY CAREFULLY!**

The primary purpose of our school district is to help students reach their full potential as self-directed learners and responsible citizens. ALL STUDENTS ARE EXPECTED TO DEMONSTRATE BEHAVIOR THAT IS IN COMPLIANCE WITH THE LAW AND MAINTAIN AN ATMOSPHERE CONDUCIVE TO LEARNING. There are numerous prohibited activities listed in the D300 Parent/Student Handbook that must be read by each and every family. Behaviors such as VERBAL ABUSE and PHYSICAL AGGGRESSION are considered acts of gross disobedience and misconduct, and students exhibiting these behaviors are subject to suspension from school or from riding the school bus. Physical aggression is assault or battery, which is any fighting, physical attack, or threat of physical attack on another person, with or without a weapon. Verbal abuse is name-calling, racial or ethnic slurs, or derogatory statements. Respect for all is an expectation for everyone. Students who choose to verbally abuse, intimidate or physically harm others will be provided an opportunity to explain the incident to a building administrator. Fair and logical consequences will be implemented depending upon the nature of the misbehavior and circumstances. Suspensions from classroom activities, specific school settings, or from school completely are possible consequences. EVERY CHILD AND ADULT DESERVES TO WORK AND PLAY TOGETHER IN A WHOLESOME ENVIRONMENT. Please be sure your child understands the expectations and consequences.

### **AFTER SCHOOL**

Students are discouraged from returning to school for things they have forgotten. They should be encouraged to be responsible to gather what they need before they leave school. If a student or parent does return to school, they should check in at the office to gain admittance to the classroom.

Due to traffic and the use of school facilities after school hours, students are discouraged from loitering on school grounds after dismissal.

**ALLERGIES**

We are seeing an increase in the number of students with severe allergies to various foods. Peanuts and peanut products seem to be the biggest issue. We have taken several precautions as a school, and a district, to assist with this growing issue. We have a designated peanut free table in the cafeteria that students who suffer from peanut related allergies may sit at for lunch. Any students sitting at this table will not be permitted to bring peanut products to lunch if they are choosing to sit at this table. This is for the safety of those students who suffer from peanut allergies. In addition, certain classrooms will not be permitted to bring birthday treats with peanut products in them. You will be notified if your child’s classroom is affected. Thank you for your help in this very important matter.

**ARRIVAL AND DISMISSAL PROCEDURES**

**ARRIVAL:**

Students proceed to the west blacktop area upon arrival. Students are then expected to line up by classroom with classroom numbers painted on the blacktop. In case of inclement weather, students will enter the building and line up in the gym by classroom. Supervisors are present beginning at 8:15 AM. Please do not drop off students prior to this time.

- Parents should be sure students who walk, ride bikes, or come by car **arrive at school between 8:15 and 8:25AM. Supervision does not begin until 8:15AM.**
- Students are marked tardy if they arrive after 8:30AM. Students arriving late should enter by the front door and stop at the office for a tardy pass. Students riding a bus, which is late, are not marked tardy.

**DISMISSAL**

- All students must have a GOING HOME sheet on file (see sample below). Students will be sent home in the normal manner on a daily basis unless the student has a note indicating otherwise.
- Students listen for their busses and exits to be announced over the intercom. Walkers, bike riders, and car riders are dismissed first. Then bus riders are dismissed.
- Parents are requested to wait in their vehicles to avoid additional congestion. **Please do not leave your vehicle unattended in the car lane. Please remain in your car and a staff member will escort your child to your vehicle.**

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GOING HOME

STUDENT NAME: \_\_\_\_\_ GRADE: \_\_\_\_\_ DATE: \_\_\_\_\_

I will leave school by:



**All schedule changes must be sent to the teacher in writing!**

\_\_\_\_\_ **Parent signature**

Students should know before they arrive at school how they are going home each day. They become very insecure when they don't know what to do. Students are responsible for getting on the correct bus or asking for help from a teacher or supervisor. Bus riders should have their passes every day.

Students who are unsure what to do or who miss the bus should go to the office for help. It is vital that parents keep the school office advised of any changes in home, work, and emergency phone numbers.

**Per District #300 Transportation Policy: Students will not be allowed to ride home on any bus they are not assigned to ride.**

**ASSIGNMENT BOOKS**

LITH Elementary assignment books are distributed to every first through fifth grade student at the beginning of the school year. They are to be used by students to record homework assignments. Assignment books should be taken home every day and checked by parents to see that assignments are completed. New assignment books must be purchased if students misplace the one they were issued. New assignment books cost \$2.00 and can be purchased in the office.

**ATTENDANCE**

Regular attendance is necessary for your child to learn; it is required and defined by state law. Children who are seriously ill must, of course, remain home. Absences due to vacations are considered unexcused. Students may only make up work if a prearranged absence form has been completed at least one week prior to the absence. Any excessive absence (more than 10% of total number of school days) may be referred to the Kane County Truancy Office.

Tardiness is one component of truancy. It is disruptive for the child, his classmates, and the teacher. All children should be in line when the first bell rings at 8:25. Students arriving in the building after the 8:30 bell rings will be marked tardy and should report directly to the office. A school conference or referral to the Kane County Truancy office will occur if the tardiness continues. **If your child must be late or absent due to a doctor or dental appointment, you must turn in a written note stating the reason for the tardy/absence from the doctor's office for the tardy/absence to be considered excused.**

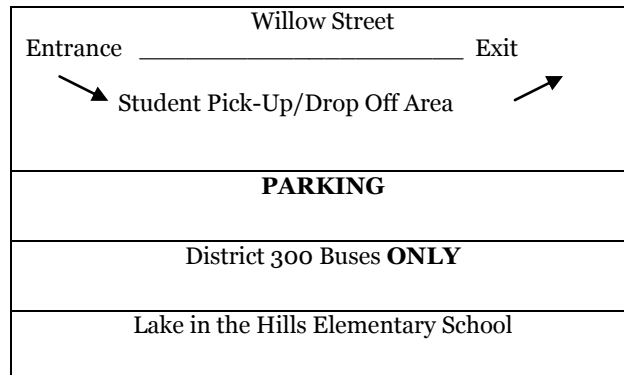
**Any student who is absent from school may not attend or participate in any school supported activities during that day and evening. These activities include, but are not limited to, after school activities, evening performances or PTO activities.**

**SCHOOL HOURS ARE FROM 8:25AM to 2:45PM for Kindergarten Academy/grades 1-5.** Attendance hours for morning kindergarten classes are from 8:25AM -11:05AM. The afternoon kindergarten classes are from 12:10PM. – 2:45PM. **Students attending afternoon kindergarten should not arrive prior to 12:00.** At that time adult supervision will be available. **Students walking or being driven to school should not arrive prior to 8:15 AM.** Students should arrive at the west lot between 8:15 AM and 8:25AM. We will begin entering the building at 8:25AM this will allow students to arrive in their classrooms before the 8:30 tardy bell.

**Please refer to the following map for designated student drop-off/pick-up areas.**

This plan was developed in order to ensure a safe arrival and dismissal area for all students. The inside lane (closest to the building) is for District buses only. The outside lane is for all other vehicles. When dropping off or picking up your children, please do so in a manner that allows traffic to continue to flow, in doing so; please pull forward as far as possible. School personnel will

be outside to assist the students in getting out of vehicles. As a result, please do not get out of your vehicle. This will allow traffic to move at a faster pace, as well as, provide a safer environment for students as they exit the vehicle. Please do not park cars, or leave them unattended in the drop-off area. In addition, please do not drive around the back of the building to drop off or pick up your children. **We encourage your children to utilize the transportation provided by the School District.**



**BEHAVIOR EXPECTATIONS**

At Lake in the Hills Elementary we will be implementing a system called, PBIS, which stands for Positive Behavior Intervention Systems. In doing so, we as a staff, will be teaching the students the expected behaviors that we are looking for and recognizing students for making good choices. Ways of behaving properly in school are learned, just like other behaviors. All classroom teachers use classroom rules as part of their program to teach students to behave responsibly. Classroom discipline requires that the adults be very clear about what kind of behavior is expected. In turn, students are expected to behave in a manner that allows instruction to be the focus in each classroom. As a result, we will be focusing on positive behaviors which revolve around the concept of respect. The following rules and expectations are consistent throughout the school in regards to our PBIS model.

**BUILDING BEHAVIOR EXPECTATIONS**

- **Respect for Self**
- **Respect for Property**
- **Respect for Others**
- **Respect for Teaching**

**BICYCLES**

Students may ride bicycles to school at the discretion of their parents. **Bicycles must be walked on school property.** Students should bring a lock to secure his/her bicycle to the bike rack. Bicycles are brought to school at the risk of the owner. Lake in the Hills residents may register their bicycles at the Police Department. We encourage you to do so. For safety reasons, bicycles should not be ridden to school for evening programs.

### **BIRTHDAY BOOK PROGRAM**

The Birthday Book program provides a way for students to help build the library collection. Students may purchase a hard cover copy of their favorite book to donate to our school Media Center. A bookplate will be added to the book stating, "This book was donated by..." The book will then be given to your child's teacher who will read parts of the book to the class in recognition of the birthday book donation. Students whose birthdays are in the summer may donate a book at anytime in honor of their birthday. This program will greatly help to encourage reading by providing more quality books for the Media Center.

### **BREAKFAST**

Aramark provides a breakfast program to the Lake in the Hills students. Students who wish to have breakfast at school may arrive as early as 8:00 and go straight to the cafeteria to eat. Research has proven that eating breakfast helps students perform better, have a more positive attitude towards school, have higher test scores and are absent less. Breakfast improves energy and brain function.

- Cost of breakfast is \$1.50
- Breakfast can be purchased using your lunch account monies or you can pay cash
- Students can not charge breakfast
- Breakfast will be served in the cafeteria starting at 8:00
- If approved for free or reduced lunch, you will qualify for breakfast as well.  
Reduced breakfast cost is \$.30

Further questions regarding the breakfast program can be directed to Aramark Food Service at 847-844-3501.

### **BUS RIDER RESPONSIBILITIES**

Behavior while waiting for the bus and while walking to and from the bus must be orderly. Behavior management at bus stops within the community is beyond the authority of school officials. We recommend parents monitor children's behavior at bus stops. Students running, pushing, and crowding while getting on and off the bus are examples of unsafe and unacceptable behavior. Behavior on the bus should be the same as behavior in the classroom – orderly. The bus driver is to be obeyed on the bus, just as the teacher is to be obeyed at school.

Excessive noise, standing, exchanging seats, and distracting behavior interferes with the safe operation of the bus. Students who create unsafe traveling conditions due to their behavior can be suspended from riding the bus.

Under no circumstances, including a late bus, are bus riders to leave the school grounds and walk home. A bus-riding student must always take his/her bus home unless his/her parent/guardian has sent a note permitting another arrangement. Student word of mouth will not be accepted in lieu of a note.

Failure to follow these procedures will result in disciplinary action including issuance of a Bus Conduct Notice.

### **BUS RIDER RULES FOR LINING UP**

- ◆ Walk to your bus
- ◆ Stay in your line (no running around)
- ◆ Keep your hands and feet to yourself
- ◆ Respect the rights and property of others
- ◆ Respect and respond to patrols

### **BUS RIDER RULES AND DISCIPLINE POLICIES**

The following rules are in place to help ensure everyone's safety while riding the school bus. Violation of these rules will result in a Bus Conduct Notice and may result in the loss of bus riding privileges.

1. Do not throw objects in or at the bus.
2. Do not push or shove other students.
3. Do not stick hands, arms or head out of the bus window.
4. No food or drink is allowed on the bus.
5. The driver has the right to assign seats.
6. Fighting, striking or intimidating another student is prohibited.
7. Do not litter at the bus stop or in the bus.
8. Remain seated while in the bus.
9. Face the front while in your seat.
10. Do not get up from your seat until the bus is stopped.
11. No profanity or foul language on the bus.
12. Students who do not normally ride a bus may not accompany a friend on his/her bus.
13. Be respectful, polite and well mannered on the bus at all times.
14. Student radios are not allowed on the bus.
15. No sports equipment, toys or animals of any kind are allowed on the bus.
16. Students must be at the bus stop five minutes before the designated pick-up time.

### **BUS DISCIPLINE PROCEDURES**

- In the event of serious or repeated instances of student misconduct, a "Bus Conduct Notice" will be filled out by the bus driver or other school personnel and given to a Building Administrator who will meet with the student within 24 hours, if at all possible. The Building Administrator will determine whether the Bus Conduct Notice will remain in effect or be rescinded. The school will send out a copy of the Bus Conduct Notice, indicating the action taken, to both the parent and the Transportation Department.
- If a second "Bus Conduct Notice" is issued by a bus driver or other school personnel and confirmed by a Building Administrator, the student may be suspended from bus transportation for a period of up to one week. Parents will be responsible for transporting the student.
- If a third "Bus Conduct Notice" is issued by a bus driver or other school personnel and confirmed by a Building Administrator, the student may be suspended from bus transportation for a period of up to one month by the Board of Education. Parents will be responsible for transporting the student.
- If a fourth "Bus Conduct Notice" is issued by a bus driver or other school personnel and confirmed by a Building Administrator, the Board of Education may suspend the student from riding the bus for a period of up to one semester for safety reasons.
- In cases of severe misbehavior, confirmed by a Building Administrator, a student may be immediately suspended from bus transportation for a period of 10 days and permanently prohibited from riding a bus by the Board of Education. Parents will be responsible for transporting the student.

Parents have a right to review any suspension of bus privileges. The same procedures for review of a school suspension shall apply.

### **CHANGE OF ADDRESS AND/OR TELEPHONE**

If during the school year, your home address or telephone number should change, please inform the office as soon as possible. If you plan to move from the community, please notify the office as soon as your plans are complete. With the new D300 Emergency Notification System it is imperative that the school has the correct phone number to reach you in the event of an emergency.

It is not uncommon for parents/guardians to change work phone numbers, cell phone or pager numbers several times during the school year. Please put LITH Elementary on your list of places to notify whenever your contact number at work changes. Also, if a child's caretaker (daycare, sitter, etc.) changes, please inform the school of the new arrangements and the new contact numbers.

### **CHARACTER EDUCATION**

Our character education will be reinforced and taught via our PBIS Program (Positive Behavior Intervention and Support). The basis for PBIS is that students are taught the correct behaviors for daily situations such as lining up in the hallway, respect for school property and for adults. In implementing the PBIS model we will have four basis school wide expectations:

- **Respect for Self**
- **Respect for Property**
- **Respect for Others**
- **Respect for Teaching**

### **COMMUNICATION:**

Communication is important to the success of your child and the effectiveness of our school. You should feel comfortable contacting your child's teacher, support staff, and administrators. Every teacher and administrator has an e-mail address that you may use for communication purposes. Please remember though that many/most teachers do not check email until the end of the day after the students have gone home. Therefore, time sensitive issues should not be sent as an email. If you have a concern about your child's academic progress or behavior, you are encouraged to contact your child's teacher. If, for some reason, you are having difficulty communicating or need additional assistance, contact the school principal. If you have concerns regarding transportation, please call the transportation department at 847-658-3262. If you have a concern about building policies, programs, or processes, check with your child's teacher or the administrator. LITH Elementary School will make every effort to work with you positively to address your concerns and answer questions. We welcome your input and value your opinion.

### **DRESS CODE**

Students reflect their attitudes toward school in many ways. One of these is the way they dress. Clothing which is disruptive or inappropriate takes attention away from the learning process. We recognize that fashion is always changing; however, some fashions are suited for casual, outside recreational activities. The building is air -conditioned most of the year. Clothing such as gym, running, cycling and short shorts; tank, mesh, tube, spaghetti straps, midriff tops and anything which is ripped or torn, is not appropriate for school. Hats, bandanas and sunglasses are not to be worn inside the building. Use of make-up is also inappropriate for elementary age students. Gym shoes also need to be appropriate for active participation in physical education class. We are confident that the parents of LITH Elementary students will provide them with proper guidance regarding their appearance while they're at school.

### **EMERGENCY SCHOOL CLOSING/DISMISSAL/RAPID COMMUNICATION SYSTEM**

School will be in session according to the district calendar unless an early release day has been planned in advance or if there is an emergency. An emergency might be an extended power failure, gas leak, break down in the heating system, fire, or severe weather. Should an emergency situation dictate the early dismissal of students, we must have the cooperation of parents/guardians in order that all students arrive home safely.

All building principals are allowed and encouraged to use the D300 Rapid Communication System (RCS) from AlertNow. This is at no additional cost to D300. However, it is important to note that all emergency announcements (such as safety/health alerts and snow day notices) will continue to come directly from the D300 Superintendent or his designee. *When you see 411-000-0000 on your caller ID, this is an emergency announcement from the District. But when a principal uses the RCS, you will just see the school's office phone number on your caller ID.* This is how you will know the difference between RCS calls that contain general school information and those that contain urgent news directly from the D300 Superintendent or his designee. D300 hopes that parents and school staff find this tool beneficial for improved home-school communication. Please take the time to listen to the message before calling the school office.

### **FIELD TRIPS**

Field trips may be taken throughout the year by the various classes. Related costs are the responsibility of the student. Permission slips are necessary and must be signed by the parent before any child may go on the trip. If a field trip is postponed and rescheduled, the original permission slip is valid for the rescheduled trip. If a child is unable to pay his/her financial part of the field trip expenses, the parent should notify the classroom teacher or main office.

A limited number of parents may be asked to help chaperone the children on field trips. All field trip volunteers/chaperones must be screened, by the office, via the Sex Offender Database. In addition, parent chaperones **may not** bring along other children. These additional children are not covered by school insurance, they take away attention from the school children, and the purpose of the chaperone is diminished.

### **FIRE, DISASTER AND LOCKDOWN DRILLS**

Illinois state law mandates that all schools hold periodic fire and disaster drills. It also requires us to have the fire department here to supervise one of our fire drills and the LITH Police Department must be present for one of our lockdown drills. This will not be a change for us at LITH as we have already requested the assistance of these two groups for previous drills. Drills will be held at various times throughout the year. The purpose of these drills is to familiarize students with procedures to follow should an emergency situation arise. The fire alarm is a loud continuous buzzing sound. Students will practice exiting the building in a safe and expedient manner. The signal for a disaster is a long series of short rings of the bell system. During a disaster drill students become aware of the procedures to follow in case of a severe weather emergency. We also practice how to respond should there be a situation in which we need to lockdown the building. There are various levels of lockdown and procedures may vary depending upon the situation. As in all drills, students are aware they must remain quiet in order to hear any directions that are given related to the situation at hand. Should you be visiting the building at any of these times, you will be instructed as to how to proceed.

### **GIFTED EDUCATION**

District 300 has changed the delivery approach for gifted instruction. Students will no longer be “removed” from the classroom for one hour per week for enrichment activities. Identified students will now receive differentiated instruction from trained classroom teachers at each grade level for qualifying students in Grades 3-5. Critical thinking, creative problem solving and decision-making skills are still part of the gifted curriculum. The district’s identification criteria includes:

- A score of 120 or above on the Otis-Lennon School Ability Test
- General Screening Questionnaire
- Learning-Motivation-Creativity (LMC) Checklist
- Cumulative Record Review

### **GUIDED READING**

Guided Reading is an *instructional approach* where teachers work with students in small, flexible groups. It provides an opportunity for teachers to work with students using specific books at their instructional level. Teachers facilitate, or guide children, to become active readers. By reading at their instructional level, children are provided with successful experiences that lead to independence. This approach gives teachers the opportunity to observe readers, assess their progress and seize teachable moments. The guided reading approach works together with a variety and balance of other instructional approaches in reading and writing.

### **HOMEWORK**

Students are expected to turn in all homework, notes from home, etc. Generally, teachers will not check backpacks for these items.

### **LICE POLICY**

The policy in place at LITH Elementary to treat children with head lice is designed to ensure the health and safety of all children, staff members and volunteers who are in the building on a day-to-day basis. This policy is consistent with what the Illinois Department of Public Health recommends in terms of controlling and preventing the spread of head lice. It is as follows:

1. Once one student is identified as having head lice, a complete examination is made of that particular student’s entire class.
2. An examination is completed of siblings of students who have been identified as having head lice, as well as the sibling’s entire classroom.
3. Students who have been identified as having head lice are sent home with a letter, which contains a recommendation for treatment.
4. Proof of such treatment is required before students are readmitted to school, which is followed by a reexamination of those students upon their return to school.
5. Students who have been identified as having head lice are required to show proof of a second treatment seven to ten days after the initial treatment.

The LITH administration asks that you routinely check your children for head lice and report the findings to the school should there be a positive case. ***In situations where specific students have been positively identified as having head lice on multiple occasions, LITH Elementary School reserves the right to require those students to be “nit-free” prior to returning to school.***

### **LOST AND FOUND**

All large lost articles will be kept on the shelf and rack in the front hallway. Small lost articles (jewelry, money, glasses, etc.) will be kept in the office. Unclaimed articles are given to local charities on the last day of school before winter break, the last day of school before spring break, and on the last day of school. Articles left on the school bus may be kept on the bus; have your child ask the driver if they have lost an item.

## LUNCH

District 300 has a contract with ARAMARK Food Services to supply hot lunches to our students. The cost of a hot lunch is \$2.50. Milk is .50. Monthly lunch menus will be sent home in the Tuesday folders. The lunch and recess period is approximately 55 minutes this year which is a change from previous years. Students will have a longer lunch recess rather than a separate classroom recess. **Students will have approximately a 20-25 minute recess first and then will come inside to eat lunch for the remaining 32 minutes.** Parents are permitted to eat lunch with their child. However, due to safety and supervision issues parents are not permitted on the playground during lunch recess. Due to limited spacing at lunchroom tables, parents are asked to eat at a separate table with their child(ren) so as to provide plenty of space for all of the students at the table since students eat together by classroom. Parents are welcome to bring in a lunch to their child(ren) but they may not provide lunches for other children.

## LUNCHES FROM HOME

We have observed that many students do not eat all or part of their lunches brought from home. Please discuss the nutritional value of a good lunch with your child. Also, **children are not allowed to trade food items with other students.** Unopened foods or whole pieces of fruit should be brought back home so that parents can monitor their child's eating habits

## LUNCHROOM RULES

- Use your inside voice
- Walk
- Be respectful and courteous to everyone
- Keep hands, feet, and objects to yourself
- Raise your hand to ask permission to use the washroom or leave your table
- Do not touch other people's food, trade food, or share food
- Clean up after yourself
- Stop and listen when the bell rings

## LUNCH SCHEDULE

## Early Release Lunch Schedule

5th Grade	10:33-11:05	10:30-11:00
4th Grade	11:08-11:40	11:05-11:35
1st Grade	11:43-12:15	11:15-11:45
2nd Grade	12:18-12:50	11:50-12:20
3rd Grade	12:53-1:25	11:30-12:00
All Day Kindergarten	10:45-11:15	10:40-11:10

## MEDIA CENTER

Library Book Circulation: Children benefit both personally and academically when they read books from our school library. Using library materials also provides children with the opportunity to learn responsibility and consideration, as they care for and return books on time, so that others may also enjoy them. Student books may be checked out for two weeks and renewed in some cases.

In the event that a book becomes overdue, the classroom teacher is informed and the child will receive a notice to place in their homework folder. Students who have overdue books cannot check out another book until the overdue material is returned. At the end of the month, on the 4<sup>th</sup> notice, a bill will be mailed home. The book should be returned or paid for at this time. A receipt will be issued to the child. If the book is returned, at a later date (in good condition), the book payment will be credited to the student's District 300 account. A fee will be charged for books that are returned in a damaged condition.

### **MEDICAL GUIDELINES FOR EXCLUSION AND READMITTANCE**

Children will be excluded from school if they have any of the following symptoms:

- fever over 99.8
- nausea, stomach ache, and/or diarrhea
- undiagnosed rashes (unless the rash is gone, the student must present a release from a doctor to return to class)
- red/running eyes (suspected pink eye)
- Pedicula (head lice)
- undiagnosed swollen glands

Children who have been absent due to communicable diseases may return if either of the following conditions has been met:

- present a release from a doctor
- fever, rash or other symptoms of the disease have completely disappeared – providing the child has been absent a minimum of five school days

### **MEDICATION**

District policies regarding medication for students are covered in the District Handbook. Medication is defined as prescription or non-prescription (over the counter) drugs including vitamins and supplements. Administration of any medication requires both a physician's written order and parental permission. Permission slips for the administration of medication can be picked up in the main office. Medication **cannot** be dispensed without the proper forms on file.

Office personnel are unable to track medication schedules for all students. Parents must be responsible for reminding students to report to the office for prescription medications.

Medication must be brought to the school by the **parent/guardian** in the original container. ***STUDENTS MAY NOT CARRY MEDICATION AT ANY TIME.*** A parent/guardian must pick up any unused medication at the end of the school year. Any medication not picked up by June 01, 2011 will be disposed of by the nurse.

### **NUTRITION POLICY**

Lake in the Hills Elementary believes in promoting proper nutrition and educating our students about the importance of good nutrition and exercise. As a result, we would like to stress the importance of sending only healthy snacks to school for birthday treats and classroom parties. Such examples of healthy snacks include but are not limited to: cheese and crackers, fruit, vegetables, etc... **Cupcakes, ice-cream, cake etc... will not be permitted in accordance with the nutrition policy.** Of course, you are always welcome to send in non-edible birthday treats as well such as pencils, notepads etc.

### **OUTDOOR RULES**

All children are required to go outside for recess unless they have a **written** excuse. Students who are to be excused from physical education class or who are to stay indoors for recess due to health/medical reasons must have a note from their parent stating the reason and date. Students who need to be excused from PE or recess for more than three consecutive days must have a doctor's note. Outdoor playtime requires rules to provide a safe and happy environment for all of our students. Students are expected to observe these rules while outdoors.

• **GAMES WHICH MIGHT PROMPT PHYSICAL AGGRESSION IN THE STUDENTS ARE FORBIDDEN.**

- Play equipment – Balls, jump ropes and play structures are all provided by the school for play.
- Obey and respect all adult supervisors.
- Respect other students.
- Stay on the paved play area when the grassy areas are wet.
- Line up quickly and quietly when the bell rings or the whistle is blown.
- Enter the building only with permission.
- No fighting, kicking, pushing, etc... real or pretend

**PARTY INVITATIONS**

**Party invitations may not be distributed at school (or on the bus).** Please use the mail. This will help to avoid hurt feelings and assure the invitations are delivered.

**PETS ON SCHOOL PROPERTY**

There are many safety concerns regarding having pets on the property of school – either inside or outside. For the safety of the children and your pet, please do not bring animals on school grounds.

**POSSESSIONS**

- The LITH Staff reserves the right to prohibit items that might prove to be a distraction among students or in the classroom.
- Headsets, radios, and electronic games should not be brought to school.
- Cell phones must be left in backpacks and turned off. Cell phones that are in student desks during the day will be taken by the teacher for the parent to pick up at school.
- Trading cards, toys, dolls, etc. should not be brought to school unless the classroom teacher has granted specific permission.
- Any toy weapons, look-alike weapons, or objects that may be used as weapons, which do not have a specific purpose at school, will be confiscated. The student may be placed on alternative educational placement (office suspension) until parents are available to come to school for a conference. In some cases, local law enforcement authorities may be notified.
- Inappropriate objects or those used inappropriately will be held in the office. They will not be returned to students, but may be picked up by parents.
- Students may not trade or sell items on school property.
- Parents and students should be familiar with the guidelines regarding inappropriate items in school as outlined in the District 300 Parent/Student handbook.

**RECESS**

Going outdoors provides a healthy and necessary break for students. All students will have a daily recess of approximately 22 minutes in length. Students are expected to dress so that they can go outside every day. This includes hats, gloves, boots, snow pants, and coats. If your child is not wearing boots and snow pants, he/she must remain on the shoveled blacktop area. All students are responsible for putting on and fastening their own hats, coats, boots/shoes, snow pants, etc. Please keep this in mind when purchasing winter clothing and have your child practice at home.

Students will stay indoors if the temperature, measured at school, is less than 10 degrees or it is raining. Staff discretion may be used in other cases, such as an eclipse or when a weather front

comes through. Students may remain inside with a doctor's excuse for either long- or short-term medical conditions.

### **REPORT OF ABUSE OF CHILDREN**

In accord with the Abused and Neglected Child Reporting Act, each school administrator, teacher, social worker, registered nurse, or other personnel employed by the school system and suspecting child abuse or neglect, must report such suspicion to the Department of Children and Family Services subject to the district's administrative procedures.

### **SCHOOL IMPROVEMENT TEAM**

The LITH School Improvement Team exists to realize the stated mission of the school and oversee the achievement of goals. The School Improvement Team is made up of parents, teachers, community members, and administrators. Design Teams are formed to plan, develop and implement programs for each goal. Design Teams are also made up from a broad cross section of the community. School Improvement news is included in the monthly newsletters. Any parent may become a member of the school improvement team or a design team, and we encourage your participation. If you are interested in serving on either of these teams, please contact the school administrator.

### **SCHOOL SAFETY**

In order to ensure safety at all District 300 schools it is the expectation that students will immediately report to school personnel anything that they see, read, or hear that could impact the safety or welfare of the staff or students.

### **SNOW RULES**

1. Children **must wear snow pants, gloves and boots** to play in the snow.
2. No sliding on snow or ice.
3. Children are encouraged to create structures with snow, **BUT CANNOT THROW SNOW OR ICE.**
4. Brush snow off of clothing and boots before entering the building.
5. Students will be outside unless the temperature is below 10° F (actual temperature or wind chill).

### **STUDENT RESPONSIBILITIES**

The primary focus of our school is academic learning. It is the joint responsibility of parents and educators to see that children develop thinking, literacy, and math skills, as well as demonstrate behavior conducive to learning.

This development takes place in a unique setting – a concentrated community of over 1000 children and adults. At school, a large number of people spend many hours working together in limited space and overcrowded conditions.

In order to work effectively in this setting, it is absolutely essential that each person give consideration to other's wishes, as well as their own. *Children must learn to take responsibility for their own behavior. When children know what is expected and act accordingly, learning and teaching can proceed.* Please reinforce with your children for them to treat others the way they would like to be treated.

### **TECHNOLOGY AND THE INTERNET**

At LITH Elementary students are offered many opportunities to interact with technology. A computer station is set up in our media center which provides opportunities for students to compose, edit, publish written assignments and access the Internet. Skill builder programs such as keyboarding, mathematical and thinking games are also available in the lab. Classroom teachers also use the Internet and other technologies as tools for teaching. Each classroom is equipped with a computer.

The library portion of the media center offers automated materials checkout. Each student is identified by a number code, which allows students to determine what books have previously been checked out and which ones are late, if any.

### **TELEPHONES**

School telephone lines must be kept open for emergencies, attendance calls, and school business. In general, students are not allowed to call home. Allowing students to phone home for forgotten items does not teach responsibility.

We ask that you inform your child of changes in transportation or after school plans before they leave for school in the morning. Messages to classrooms interrupt the instructional program.

### **TRANSPORTATION**

Information related to Transportation may be found in the District 300 Parent/Student Handbook. The telephone number for the Transportation Department is (847) 658-3262.

### **TREATS BROUGHT FROM HOME**

Per the Kane County Health Department, it is recommended that food brought into the school for classroom parties, luncheons, birthday treats, etc. be purchased at a commercial food establishment or retail food store. This is to better protect the students and faculty from possible contamination of the food that is served.

### **TRIMESTER CALENDAR**

All District #300 elementary schools operate on a trimester system for grading purposes. Report cards are completed three times during the year. This allows the teacher more time with the students before assigning grades. Mid-term progress reports will be sent home district wide for all students in alignment with our strategic plan of providing more communication to parents. However, you are encouraged to contact your child's teacher at any time with concerns about grades.

### **TUESDAY FOLDERS**

To improve home/school communication, school wide notices will be sent home with one child in each family on Tuesdays and are filled by parent volunteers. These will include newsletters, Market Day forms and notices about upcoming events. Folders must be returned to school on Wednesdays.

### **VISITORS – SAFETY – SECURITY**

Parents and visitors are welcome at LITH Elementary School. Classroom visits are encouraged after confirming a mutually convenient time with the teacher. ***Visitors should not confer with teachers during instructional time as it reduces the time of our instructional day.*** In order for this plan to be effective, we need the cooperation of ***everyone*** who visits the building. Please familiarize yourself with the following:

- All parents and visitors must use the main entrance of the building and immediately report to the main office. Please state your name and purpose of the visit.
- After entering the building and proceeding to the main office, please sign in and receive a visitor's badge. Any individual not displaying a visitor's badge will be asked to return to the main office to secure one.
- If you are dropping off an item for your child, please leave it at the main office. Please make sure the student's name and classroom is identified on the item.
- During the first week of school, all teachers will meet their students outside at the busses, prior to the start of the school day. After this week, students should feel comfortable entering the building and finding their classroom under the direction of the teacher/bus supervisors on duty. In addition, our fifth grade safety patrol students are also stationed throughout the building to assist students before and after school.
- Parents are strongly discouraged from being on the school playground during recess, which also includes lunch recess. While many of you have the best of intentions by being there, please understand that we have numerous children whose safety we must protect. By limiting our playground to school personnel only, we are better able to oversee the safety of the students. Thank you for your cooperation.

**VOICE MAIL**

All District #300 schools now have voice mail including Lake in the Hills. When you call the main number 847-532-6900 you will hear the directions to access the directory. However, you may also call the office directly if you prefer to speak to the office staff for assistance. When calling teacher extensions please do not leave important information regarding changes in bussing or pick up for the day, most of the teachers do not have an opportunity to check phone messages before dismissal. Messages of this nature should still be left with the office staff.

**VOLUNTEERS**

There are many opportunities for you to volunteer at LITH. In the TAP (Teacher Assistance Program) parents offer their time and/or talents to work in classrooms with students, or to assist teachers in various ways. The PTC (Parent Teacher Council) sponsors a variety of events throughout the year and is in need of volunteers to assist in their endeavors. We hope that you will be involved in your child's education here at school as well as at home.

**PTC Officers for the 2011-2012 School Year are:**

President	Misha Niklaus	(847) 658-3449
Vice-President	Cara Rojas	(847) 980-8939
Vice- President	Lena Maratea	(847) 815-1706
Secretary	Trisha Murphy	(847) 658-1870
Treasurer	Vickie Bastin	(847) 702-1090
e-mail	<a href="mailto:lithptc@gmail.com">lithptc@gmail.com</a>	

Parents are encouraged to attend PTC meetings. All meetings are at 7:00 in the Media Center unless otherwise noted. Your opinion and input are valuable to our school. Following are the PTC meetings for the year:

**PTC Meeting Schedule for 2011-2012**

Thursday, September 8	7PM
Thursday, November 10	3PM
Thursday, January 12	3PM
Thursday, March 8	7PM
Thursday, May 10	7PM

