

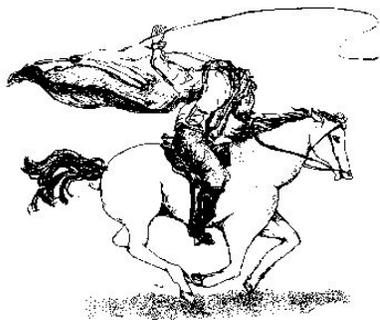
Sleepy Hollow Elementary School Parent/Student Handbook

898 Glen Oak Drive
Sleepy Hollow, IL 60118
(224) 484-4900

Angela Reincke
Principal
angela.reincke@d300.org

Other Phone Numbers
Attendance: (224) 484-4900
Fax: (224) 484-4915
Nurse: (224) 484-4911
Transportation: (847) 658-3262

SCHOOL HOURS
Office Hours = 7:00am - 3:30pm
Outdoor Supervision Begins = 7:45am
First Bell Rings = 7:55am
School Begins = 8:00am
Students are Dismissed = 2:15pm
Early Dismissal Days = 11:45am



Dr. Angela Reincke, Principal
Sleepy Hollow Elementary School
898 Glen Oak Drive
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August 2018

Dear Families,

Welcome to the 2018-2019 school year! The Sleepy Hollow Parent/Student Handbook has been updated from years past. 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 Sleepy Hollow Elementary Handbook, please contact our office at (224) 484-4900 for clarification.

You have my commitment that safety is our top priority. Sleepy Hollow Elementary School has a team of staff members who take part in our Building Safety Team to continue to look at ways to make our school as safe as possible. As your principal, I want you to feel comfortable while your children are at school.

I take responsibility as the academic, emotional, and behavioral leader of the building. At Sleepy Hollow we have high expectations for learning and strive to reach each student at their own differentiated level. We are committed to creating an environment that is warm and friendly where we also have fun. Please know that you may contact me anytime at (224) 484-4900 or by email at angela.reincke@d300.org.

The Sleepy Hollow 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,

Angela Reincke
Principal

Elementary Building Level Handbook 2018-19

DISCLAIMER

The provisions of this handbook are not to be considered irrevocable contractual commitments between the school and the student. Rather, the provisions reflect the present status of the rules, practices, and procedures and are subject to change.

Furthermore, this handbook is not considered the only complete resource for all district policies, procedures, or regulations. Parents and families are also responsible for information contained in the district handbook. The final section of this school-level handbook contains the link to the district handbook.

Academic learning is the primary focus of our school. 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. 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.

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ABUSIVE LANGUAGE & PHYSICAL AGGRESSION

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 family. Behaviors such as verbal abuse and physical aggression are considered acts of gross disobedience and misconduct, and students exhibiting these behaviors are subject to disciplinary action.

Physical aggression is prohibited. 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. Suspension 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 positive learning environment. Please be sure your child understands the expectations and consequences.

ACCESS TO BUILDING DURING NON-SCHOOL HOURS

It is the responsibility of the students to organize their school items and personal belongings at the end of each school day. Students are discouraged from returning to school after hours to secure forgotten items. The office hours are 7:00 a.m. – 3:30 p.m. If it is imperative that a family access the building after the student attendance day, they may do so until 3:30 p.m. assuming the office staff is available to provide assistance. The principal has the authority to deny access to the building for students / families who consistently request access after school hours.

APPLICATION OF PESTICIDES

Illinois compiled statutes 225 ILCS 235 and 415 ILCS 65 requires schools to maintain a registry of parents/guardians of students and staff who have requested written notification prior to the application of pesticides to school property. All pesticide application dates will be posted on the D300 website. For further information, please refer to www.d300.org.¹

ARRIVAL & DISMISSAL PROCEDURES

Drop-Off and Pick-Up: When driving a child to school, please use the far parking lot drop-off/pick-up point. A staff member will be present to help students out of/into their cars. Please pull forward along the sidewalk to allow for others behind you to pull up as well. The main parking lot bus drop-off lane remains reserved for the buses.

Arrival:

- ❖ Students should arrive to school between 7:45 am and 7:55 am. **Supervision does not begin until 7:45am.** Students are marked tardy if they arrive after 8:00 am. Students arriving late should enter the main door and stop at the office for a tardy pass. Please call

the office or walk your child into the office when they are tardy. Students riding a bus that arrives late to school will not be marked tardy.

Dismissal:

- ❖ School dismissal is at 2:15 p.m. Students are supervised by teachers as they leave the building each day. Supervisors are located throughout the building and outside to ensure an orderly and safe dismissal.
- ❖ If you know before your student goes off to school that their transportation is going to change for the day, you must notify the teacher/main office indicating the change. Please be advised that students will not be allowed to ride on a bus other than the one they are assigned to.
- ❖ 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.

BICYCLES

SHES allows students to ride bicycles to school and this is at the discretion of the parents. Bicycles must be walked on school property. Students should bring a lock to secure bicycles to the bike rack, located between the two parking lots. Bicycles are brought to school at the risk of the owner. For safety reasons, students should not ride bicycles to school for evening programs.

CELL PHONE PROCEDURES

Students should silence cell phones. Unless approved by the teacher, cell phones should be kept out of sight during the course of the school day.

CHANGE OF ADDRESS AND/OR TELEPHONE

If, during the school year, your home address, email address, or telephone number should change, please inform the office as soon as possible.

COMMUNICATION

Communication is important to the success of your child and the effectiveness of our school. You should feel comfortable contacting your child's teachers, support staff, and administrator. Every teacher and administrator has an email address and voicemail which you may use for communication purposes. Contact information is posted on our school website. 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, please contact the building principal. If you have concerns regarding transportation, please call the transportation department at (847) 658-3262. If you have concerns about building policies, programs, or processes, check with your child's teacher or the main office. The staff will make every effort to work with you in a positive manner to address your concerns and answer questions. We welcome your input and value your opinion.

EARLY RELEASE DAYS

School District #300 allots Early Release Days throughout the school year for the purpose of professional development for staff members. The school calendar is posted on the district website at <https://www.d300.org>. Students are dismissed at 11:45 a.m. on Early Release Days and lunch is built into the modified day.

EMERGENCY SCHOOL CLOSING/INCLEMENT WEATHER

The www.emergencyclosingcenter.com website feeds automatically into Chicago-area TV and radio stations.

Question: *How will I know when school is closed due to weather?*

Schools will be in session according to the district calendar unless there is an emergency and corresponding announcement. YOU MAY ASSUME THAT D300 SCHOOLS ARE IN SESSION AS NORMAL, UNLESS THE DISTRICT ANNOUNCES OTHERWISE. In the case of a school closing due to severe weather, the district will make the announcement as soon as possible through these additional methods:

- ❖ The D300 ParentLink Communication System.
- ❖ The D300 website (www.d300.org)
- ❖ The district's main phone line, 847.551.8300. (You may assume schools are open unless the message specifically lists the day/date that schools are closed.)
- ❖ Local news media (radio, newspapers, TV)

Question: *Does the district ever delay the start of school, or release school early, due to bad weather?*

Rather than completely closing schools, if forecasted conditions warrant, the Superintendent / designee may institute an "EMERGENCY DELAYED START" or an "EMERGENCY EARLY RELEASE" as follows:

- ❖ **Emergency Delayed Start:** This means that the school day begins two hours later than normal and bused students will be picked up at their bus stop two hours later than the regularly scheduled time. Families and staff will be contacted via the D300 ParentLink Communication System in the event of a delayed start. The announcement will also be posted to the website.
- ❖ **Emergency Early Release:** This means that the school day will end earlier than normal, which in most cases would range from one to three hours depending on forecasted conditions. Families and staff will be contacted via the D300 ParentLink Communication System with further details before the emergency early release. The announcement will also be posted on the website.

FIELD TRIPS

Field trips may be taken throughout the year. Related costs are the responsibility of the parent. 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, please notify the classroom teacher or building principal. The school will work with the families to provide assistance as needed.

A limited number of parents may be asked to help chaperone the children on field trips. Volunteer Information Form and Waiver of Liability needs to be completed by the volunteer prior to the trip. Volunteers also must complete a background check form prior to attending any field trips. Parent chaperones may not bring along other children. These additional children are not covered by school

insurance. In addition, they take away attention from the school children and the purpose of the chaperone is diminished. Chaperones should plan on riding the bus to and from the field trip location. It is important to communicate with the classroom teacher if you have any questions about the field trip process.

FORGOTTEN ITEMS

It is each student's responsibility to bring the necessary materials to school each day (homework, supplies, lunch, etc). If a child forgets items, we encourage parents to let them learn from that experience so they will take more responsibility in the future. If a parent chooses to bring forgotten items to school for a child, we ask that you drop them off at the office. The office staff will contact the teacher to let her / him know that materials have been delivered.

HOLIDAY CELEBRATIONS IN THE CLASSROOM

Elementary students participate in three holiday parties (Halloween, Winter Party, and Valentine's Day) during the school year. Students will be provided an alternative activity for families who do not want their children to participate for religious or personal reasons. Please contact your child's teacher or building principal with specific concerns.

HOMEWORK GUIDELINES

- Homework must be relevant to instruction in the classroom and should reinforce learning through independent practice.
- Homework assignments should be reasonable in length and consider the age and needs of the student.
- Homework should be purposeful – not busy work.
- Homework assignments should be planned and communicated to students and parents.
- Homework may not be assigned as a punishment.
- Teachers are expected to provide feedback on all homework assignments. This feedback should be accurate, prompt, and point to areas for improvement.
- Teachers should limit homework on weekends or during holiday breaks.
- Should a student struggle with an activity or should the activity become a point of frustration, a note may be written by the parent indicating that the student had difficulty with the work. Punitive action should not be taken in response to this. *This should not be habitual.*

LICE POLICY

If a student is suspected of having head lice, the nurse will contact the parent/guardian for permission to perform a sensitive head check. If permission is granted, the nurse will perform the sensitive head check. If live lice are found, the parent/guardian will be notified and encouraged to begin treatment as soon as possible. The nurse will provide the parent/guardian with information regarding head lice treatment.

LOST AND FOUND

Lost and found items are kept in a central location in the school. If needed, the school office will direct students / parents to the lost and found table. 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 for the year. 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 POLICIES

It is important that students eat a healthy breakfast and lunch. Elementary students are provided 20 minutes each day to eat lunch in the cafeteria and a 15 minute lunch recess. If some children need additional time to eat their lunch, additional time will be allotted. In addition to lunch at school, students are able to participate in the breakfast program.

BUYING A SCHOOL LUNCH OR BREAKFAST

District 300 has a contract with ARAMARK Food Services to supply hot lunches to our students. The students have three entrees to choose from with an occasional salad bar. Three ways of payment consist of cash, check payable to CUSD 300 or prepay online at www.mypaymentsplus.com. **Check or cash should be placed in an envelope with your child's name, grade level, and the name of his/her classroom teacher. Please write 'Lunch Money' on the outside of the envelope.** If you choose to prepay online, please contact the school office if you need your child's student ID#. Families are responsible for unpaid balances. Applications for free and reduced lunch are available in the main office or online at www.d300.org.

Breakfast is the most important meal of the day and studies have shown children who eat breakfast are more alert and less tired during the day. District 300 is pleased to continue the breakfast program. Students can enjoy great tasting morning favorites, such as fruits, cereals, breakfast sandwiches, yogurt and juice beverages. Each morning in the school cafeteria students are able to receive a grab and go breakfast or sit-down breakfast prior to the start of the school day. All students who qualify for free lunch will also be eligible to receive breakfast at no charge to the family.

LUNCHES FROM HOME

It is each student's responsibility to bring their lunch to school each day. If a parent brings a lunch in during the day, we ask that you drop it off in the office and clearly label the lunch. The office staff will email teachers to let them know that lunch has been delivered, but we will not interrupt instruction time to notify teachers. This means your child may not receive the lunch in a timely manner. ***It is important that you instruct your child to come to the office just prior to lunch time if they have no lunch. We want every child to eat.*** Any student who has forgotten their lunch may charge a school lunch. The child should bring the money to pay for this lunch the next school day.

LUNCH WITH YOUR CHILD

Eating lunch with students requires administrative approval - please contact the office ahead of time. Parents wishing to have lunch with their child must check into the main office upon their arrival to school to receive a visitor's badge to enter the lunchroom.

PARENT'S GUIDE TO FOOD SERVICE

Aramark provides a variety of services to the families in the D300 community. Go to the district website at <https://www.d300.org/> for specific information regarding the services provided by Aramark Education K-12.

MEDIA CENTER

Students are encouraged to utilize the media center to check out books. Student library books circulate for one week. Most may be renewed. Child / parent will be notified if the child has an

overdue book. A fee will be charged for books that are returned late, lost, or returned in damaged condition. Book fines may be paid by check or cash. A receipt will be issued to the child upon receipt.

MEDICAL GUIDELINES FOR EXCLUSION AND RE-ADMITTANCE

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

- ❖ Fever over 99.8, students should be fever free for 24 hours before returning to school.
- ❖ 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).
- ❖ 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.

PEDESTRIAN SAFETY

Children who attend schools where walking is permitted should stay on the sidewalk at all times. Additionally, students and families should be conscious of stop signs and be alert for passing automobiles. Students who walk should be reminded to walk directly to and from school / home. There are no sidewalks in Sleepy Hollow so parents should use discretion. Students are not encouraged to walk to school.

PETS ON SCHOOL PROPERTY

There are many safety and medical concerns regarding having pets on the property of school - either inside or outside. For the safety of the children and your pet, animals are not permitted on school grounds.

PLAYGROUND/OUTDOOR RULES

Students receive daily recess time.

Going outdoors provides a healthy and necessary break for students. Students are expected to be dressed appropriately to go outside every day. This includes hats, gloves, boots, snow pants, and winter coats when appropriate. 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, actual or wind chill, measured at school, is less than 10 degrees or it is raining. Students may remain inside with a doctor's excuse for either long or short-term medical conditions.

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 of chase, tackle football, or any other game that might prompt physical aggression are forbidden at recess.

POSITIVE BEHAVIORAL INTERVENTION SYSTEM

PBIS is a school-wide system designed to recognize and reinforce positive behaviors. Students are recognized monthly as well as each quarter for demonstrating desired behaviors.

POSSESSIONS

The school staff reserves the right to prohibit items that might prove to be a distraction among students in the classroom.

- ❖ Headsets, radios, iPods, and electronic games should not be brought to school unless the classroom teacher has granted specific permission.
- ❖ Cell phones may be brought to school (see [Cell Phone Procedures](#)).
- ❖ Trading cards, toys, dolls, stuffed animals, 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. Disciplinary action may result when inappropriate items are brought from home.
- ❖ 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.

REPORT OF ABUSE OF CHILDREN

In accordance 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.

TECHNOLOGY AND THE INTERNET

Students are offered many opportunities to interact with technology. Students in Kindergarten will have access to iPads during school, while each student in grades 1 and 2 will be assigned a Chromebook for use at school. Students in grade 2 will be able to take their Chromebooks home second semester. Each student in grades 3-5 will be assigned a Chromebook and will take the device to and from school (start of the school year). *Students are expected to appropriately utilize technology when in school and follow all teacher instructions.*

TREATS BROUGHT FROM HOME

Per the Kane County Health Department, food brought into the school for classroom parties, luncheons, birthday treats, etc. **must be purchased at a commercial food establishment or retail food store and contain an ingredients label.** This is to better protect the students and faculty from possible contamination of the food that is served and avoid allergic reactions. Balloons are not allowed. Please notify the classroom teacher prior to sending in classroom treats.

VIRTUAL BACKPACK AND HOME SCHOOL COMMUNICATION

School wide information and announcements will be sent home via ParentLink communication system. This automated process will send information to parent emails that are on file. It is

essential that any changes in email addresses are communicated to the school office. Also, the PTC sends home information in the weekly *eLedger*. To receive the PTC *eLedger*, please send a request to sleepyhollowptc@gmail.com. Families without access to email can obtain a copy of the routine communication in the main office.

VISITORS - SAFETY - SECURITY

Parents and visitors are welcome to visit the school. Classroom visits are allowed after confirming a mutually convenient time with the teacher. 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, you will be asked to provide identification so the office staff can sign you in using our Raptor Visitor Management System. Any individual not displaying a visitor's badge will be asked to return to the main office to secure a badge.
- ❖ If you are dropping off an item for your child, please leave it in the main office. The teacher will be notified via email regarding the item.

VOLUNTEERS

There are many opportunities for you to volunteer at our school. At the beginning of the year, teachers will reach out to parents asking for volunteers. Parents can offer their time and/or talents to work in classrooms with students or assist teachers in various ways. Our parent organization (PTC) sponsors a variety of events throughout the year and is in need of volunteers to assist with the activities. We hope that you will be involved in your child's education here at school as we work together to provide all our children with a positive school experience. To receive the PTC *eLedger* weekly newsletter, please send a request to sleepyhollowptc@gmail.com.

DISTRICT WIDE (PRE-K THROUGH GRADE 12 INFORMATION)

In addition to information outlined in this elementary handbook, the district provides additional district-wide policies that are aligned to School Board Policy. The K-12 district-wide handbook is available on the district website at <https://www.d300.org>.