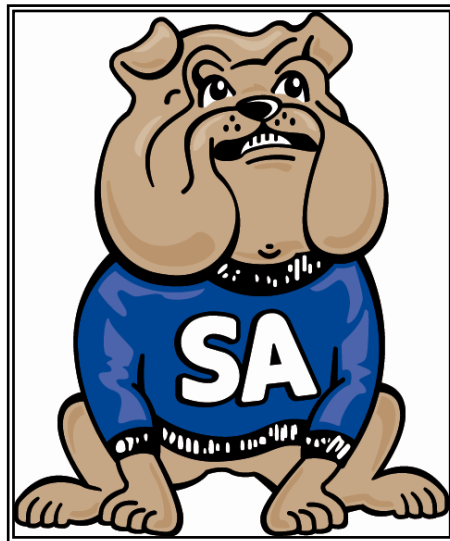


**Community Unit School District 95**  
**SARAH ADAMS ELEMENTARY SCHOOL**

**Parent/Student Handbook**



**555 Old Mill Grove Road, Lake Zurich, IL, 60047 Phone: 847- 438-5986 Fax: 847- 438-7740**

# SARAH ADAMS ELEMENTARY

555 Old Mill Grove Road, Lake Zurich, IL 60047  
Phone: 438-5986 Fax: 438-7740

**Home of the Bulldogs**



Principal:  
*Mrs. Claudia Mall*

Secretaries:  
*Mrs. Kandy Keller*  
*Mrs. Cathy McGuire*

Nurse:  
*Mrs. Diane Slonski*

Attendance Line:  
847-540-2898

District Website:  
[www.lz95.org](http://www.lz95.org)

School Website:  
<http://www.lz95.net/sa/>

Dear Sarah Adams Family,

It is a pleasure to partner with you in the education of your child. As a neighborhood school in the heart of Lake Zurich, Sarah Adams proudly upholds the mission of Community Unit School District 95—***To inspire all students to be passionate, continuous learners and to prepare them with the skills to achieve their goals and flourish as responsible, caring citizens in a global community.*** Upholding a culture of learning, caring and responsibility, the parents, staff and students participate in numerous academic and extra-curricular activities throughout the school year. Parent involvement for student achievement is a hallmark of Sarah Adams, and our Parent Teacher Organization is a testament to that belief and practice.

Over the years, this handbook has been often revised to reflect the growing changes a school must make to better serve the children it teaches. Please know that the provisions of this handbook are not to be considered as irrevocable contractual commitments between the school and the student. Rather, they are to reflect the status of the rules, practices, and procedures as currently practiced, and which are subject to change. **We ask all families to review the Handbook with their children, print and sign the final page (1 per family) and return to your child's teacher.**

We trust that you will familiarize yourself with the contents of this publication and use it as a reference guide throughout the school year.

It is our hope that your child will enjoy their days at Sarah Adams, and progress academically and socially to become continuous learners and responsible, caring citizens in a global community.

Sincerely,

A handwritten signature in cursive script that reads "Claudia Mall".

Claudia Mall,  
Principal

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## DAILY SCHEDULE

The daily schedule at Sarah Adams includes beginning and ending times for all grades—K through 5<sup>th</sup>. All individual classroom schedules will vary according to the various reading, math, and intervention blocks as well as specials.

Student Supervision Begins	8:15 A.M.	A.M. Kindergarten Dismissal:	11:10 A.M.
First Bell Rings:	8:20 A.M.	P.M. Kindergarten classes begin:	12:15 P.M.
Tardy Bell: Classes Begin	8:35 A.M.	Dismissal:	2:50 P.M.

### STUDENT ABSENCE AND CALL-IN PROCEDURE

Parents are urged to call to the school office each day a child is absent. Please call with specific information (as listed below) before 8:25 A.M. and before 12:15 P.M. for the afternoon kindergarten children.

**SARAH ADAMS PHONE NUMBER: 438-5986**

**SARAH ADAMS ATTENDANCE LINE: 540-2898**



- For your convenience you may call the school office 24 hours a day and **leave a message on the school attendance voice mail** stating your child's name, date, classroom teacher, and reason for absence.
- Each morning, after the attendance process is completed, **a call will be placed to the home of each child who was reported absent by his/her teacher and for whom the office has not received a call reporting the absence.** These calls will be placed between 9:00 A.M. and 10:00 A.M. (12:45 P.M. and 1:30 P.M. for afternoon kindergarten). Parents who wish to have a number called other than their home number should notify the school. Calls to teachers are appreciated; however parents must notify the office of absences or late arrivals.
- In order to participate in extracurricular activities a child must be in school from noon until the end of the day, including, but not limited to musical performances, band and orchestra concerts, clubs, etc.

### BEFORE SCHOOL PROCEDURES

Each morning, **teacher supervision begins at 8:15 a.m. and doors open at 8:20 a.m.** The children line up in the designated areas for each grade level. Use of playgrounds and games are not allowed. Parents, please use the circle drive in front of the school for drop-off. Students are to exit vehicles on the curb side **ONLY**. **Refer to the Arrival and Dismissal Procedure flyer sent home at the beginning of the year and posted on our website.** Bike riders park their bikes in the racks near the circle drive in front of the building. Safety Patrols will not be on duty during severe inclement weather.

**BUS ZONE – The back parking lot is reserved for school bus loading and unloading!**

**ALWAYS KEEP IN MIND THE SAFETY OF THE CHILDREN WHEN PICKING UP OR DROPPING OFF YOUR CHILD.**

*Drive slowly and be prepared to wait in line.*

## AFTER SCHOOL PROCEDURES

Parents picking-up students use the circle drive in front of the building. **Please pull up as far south as you are able.** No child is to walk between cars to a standing vehicle. Parents are responsible for



accompanying their child across the driveway on those rare occasions when their car is parked in the several parking spots on the east side of the drive.

**License plate numbers of vehicles that violate safety procedures and/or bus loading zones will be referred to the local police department.**

**Bike riders:** Those students who ride bikes to and from school will exit from their designated doors and proceed to the bike racks. Bikers must remain on sidewalks or marked areas and **walk** their bikes on school grounds. Walking bikes will prevent crash injuries with walkers. Think safety.

**All doors to the building are locked once school begins. Doors can be exited, but not entered. Please enter the building through the front office door only by ringing the door bell the school office.**

## POLICIES AND PROCEDURES

Please read the District 95 handbook for a complete list of District 95 Policies and Procedures.

### **ABSENCES—Non-Essential Student Absences**

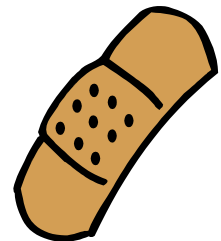
There are occasions when a student is absent from school for reasons other than illness or serious emergency. District #95 discourages the removal of a child from school for an extended period for purposes such as family vacations. Make-up work is usually difficult for a child to complete when he/she is away from the daily routine and is an unsatisfactory substitute for the supervised class discussions and group activity that are essential ingredients to maximum school achievement.

Should a parent decide to keep the child from attending school for several days, the following procedure is to be followed by staff:

1. Parents should notify **the school office** and the teacher of the family's plans at least one week in advance.
2. Upon request from a parent, the teacher will inform the parent or student of the general topics that will be addressed in class during the anticipated absence.
3. Any make-up assignments will be made up on the child's return to school and not before the child leaves. Teachers will direct the make-up work.

### **ACCIDENTS**

When an accident occurs at school, first aid is administered and a report filed in the office. Parents are notified of all accidents except minor scrapes and bruises. If an accident is major, parents will be contacted immediately and are responsible for taking the child to the doctor or hospital. In extreme emergencies, the Lake Zurich Paramedics will be called. Parents are asked to notify the office as soon as possible of any accidents that occur on the way to or from school.



### **ANTI-VIOLENCE STATEMENT**

The physical safety and well being of each Sarah Adams child is of paramount importance. No violent or harmful physical behavior against any students or staff will be tolerated. Refer to District Handbook for Code of Conduct consequences.



## ASSIGNMENT NOTEBOOKS

**Grades 3-5:** Sarah Adams teachers use assignment notebooks with their students. We find that this improves student organizational skills and also helps keep parents informed of daily and long range assignments. Students who use assignment planners have found the practice of writing down assignments and directions beneficial. In order to better address the needs of all students and to continue to develop consistency among and between grade levels, we want all students to use an assignment notebook purchased through the school. If your child loses his or her assignment notebook, we ask that you purchase a replacement at the same cost.

## BEFORE AND AFTER SCHOOL CARE

District 95 contracts with the Foglia YMCA to provide after school day care for students in each elementary building, and before school care at Isaac Fox, May Whitney, and Seth Paine. Space, however, is limited. Please contact the Foglia YMCA, at 438-5300. (Before school care is not provided at all schools.)

## BIRTHDAY TREATS

Parents may provide birthday treats for their child's classmates, to celebrate his/her birthday. All birthday treats must be either **non-food items** such as pencils, erasers, stickers, trinkets, party favors, etc., or **healthy choice food items** that are individually packaged (single serving size), store bought and nut free.

## CELL PHONES

**Students:** Cell phones brought to school by students must remain turned off and in their backpack stores in their locker throughout the school day. At no time will students use the phone during the day. Phones must remain off until the students exit the building at the 2:50 p.m. dismissal. If a student chooses to use a cell phone during the day, the phone will be confiscated and will need to be picked up by a parent. It will not be returned to the student. If you need to get in touch with your child during the day, please contact the school office or your child's teacher. We appreciate your support with this matter.

**Volunteers/Visitors:** Maintaining an instructional environment conducive to learning is our priority, so we ask that volunteers and visitors turn off their cell phones while in the school and while on field trips. If you need to make phone calls, we ask that you exit the building.

Cell phone use is prohibited while driving in school zones. Public Act 096-0131 amended the Illinois Vehicle Code to include "... A person, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school speed zone..." For more information about this law, visit: <http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=096-0131>

## CHANGES IN ADDRESS, TELEPHONE, OR OTHER INFORMATION ON FILE

Maintaining accurate contact information is important for the safety of our students. If at any time during the school year your address, telephone number, or other information (such as emergency phone numbers) 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. There are forms which require parental signature for withdrawal of students.

## CLASSROOM VOLUNTEERS

Volunteer help is always welcomed at Sarah Adams. We welcome parents to help provide support in classrooms, the library, and for cut-and-copy tasks. Classroom teachers often assume responsibility for recruiting their own classroom volunteers, and the PTO helps as well. If you are interested in volunteering in the classroom, please inform your child's teacher(s) or the PTO Parent Volunteer Coordinator. All volunteers must have a current Volunteer Form filled out prior to volunteering. The Office will also request to see (and make a copy of) your driver's license or state ID and keep on file upon your first volunteer time of the school year.



## CUSTODY AND DIVORCE ISSUES

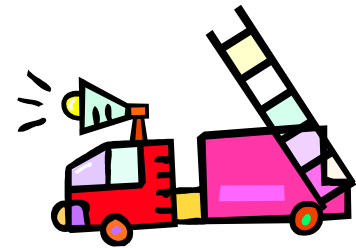
From time to time we find that issues are raised regarding guardianship or circumstances related to divorce settlement issues. Many of these problems are avoided when we are provided a copy of the legal documentation that would guide us regarding issues of communication, classroom participation and child contact. Please take the time to inform us in such matters. We seek to fulfill our responsibilities, but need current and accurate information to do so.

## DAMAGE TO OR LOSS OF SCHOOL PROPERTY

In the event a student causes damage to school property through carelessness or deliberately, damages are expected to be paid for by parents. Books must be treated with care, as other students will use them in future years. Any damage beyond natural wear and tear to a textbook will be brought to the parent's attention and a replacement will be considered. We request your cooperation in helping us instill in our children care and respect for school property, such as books, instructional materials, room furnishings, classroom equipment, and the building itself.

## DISASTER/ FIRE DRILL PROCEDURE

During the school year, we routinely conduct fire and tornado drills. If dismissal were to occur during a tornado warning and local conditions indicate children may be unable to safely travel home, dismissal will be delayed until the danger subsides. During this period, parents may come to school and pick up their children; however, children will not be released to anyone but a parent without written authorization from the child's parent. Parents are requested NOT to call the school since the phone lines are needed for communication regarding any emergency.



## DISCIPLINE

The staff at Sarah Adams makes a conscientious effort to remain consistent in student management and discipline. Self-discipline is stressed and corrective measures should contribute to individual student growth. Good citizenship and respect for others is a fundamental expectation of students in all school situations including situations that occur outside school grounds provided that a direct relationship exists between the conduct of the student and the school's educational function.



The **Lake Zurich School District 95 Parent Handbook** contains the complete code of conduct that has been developed by a committee of parents, students, teachers, administrators and board members. It has been created to assist students, parents, staff and the Board of Education in realizing that they have the right to make choices and are responsible for those choices.

Responsible citizenship is the result of responsible choices and conduct. In an effort to prepare the students, parents, staff, and Board of Education with the skills to achieve their goals and flourish as responsible, caring citizens in a global community, District 95 will provide knowledge regarding responsible citizenship. Therefore, this Code of Conduct will assist the students, parents, staff, and Board of Education to realize they have the right to make choices, are responsible for their choices, and understand there are consequences (favorable and unfavorable) for their choices.

- **Everyone is entitled to a safe, secure, orderly environment in which to learn and work.**
- **Student growth is dependent upon positive and successful school experiences.**
- **Discipline is a shared responsibility: students and adults are both responsible for an orderly, safe, equitable learning environment.**
- **Actions are what we have chosen to do; actions are a product of choices.**
- **High expectations and courteous, respectful behavior, on the part of all, foster a climate of achievement.**

**These expectations are in effect at all events sponsored by the Lake Zurich Community Unit School District 95, i.e. off-campus events, on the way to and from school, and school-sponsored transportation. Individual school officials and staff may develop more specific rules for students. These rules must also be consistent with Board policy and philosophy.**

## EARLY PICK-UP FROM SCHOOL

If a student is to be picked-up from school earlier than the regular dismissal time, a parent note or telephone call is required. The student should give the note to the classroom teacher in the morning, and the teacher will send the note to the office. Telephone calls for early dismissals should be directed to the school secretary, who will inform the teacher of the request. The student is to be picked up at the designated time in the school office by a parent or another responsible adult so identified in the parental note or phone call. **STUDENTS MUST BE SIGNED OUT FOR AN EARLY PICK-UP BY AN ADULT.**

**Parents are to go directly to the office.** Once the parent has signed out the child, **the secretary will call the classroom to have the student dismissed from class.**

For students returning to school (such as returning from a doctor's or dentist's appointment) they are to stop in the office and SIGN IN going back to the classroom. It is not necessary for an adult to sign in the student.



## E-MAIL

All staff members have e-mail. To reach a staff member, type the first name, then a dot, and the last name. Then add @lz95.org– all typing must be in lower case. Example: jane.doe@lz95.org. Incoming e-mail may be blocked from time to time. For assistance please call (847)540-7036. Staff emails are listed on the SA webpage.

## EMERGENCY NUMBERS

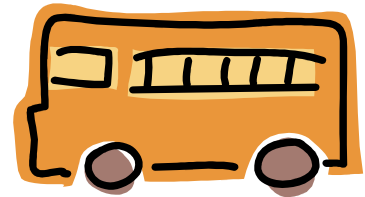
It is imperative that our office has **UP-TO-DATE** emergency numbers. Please contact the school immediately by note when there is a change in an emergency or job phone number. In cases of emergency or injury, every second saved in reaching a parent is vital.

## FIELD TRIPS

Field trips are a valuable part of the instructional program and serve an educational purpose. Sarah Adams students will have the opportunity to participate in such trips. The extent to which a class goes on a field trip is not a function of a prescribed minimum or maximum of trips, but is instead a function of the teacher's decision as to whether a field trip can support and supplement that which is being taught in the classroom.

Parents will be notified of all field trips and any student costs.

**STUDENTS SHOULD NEVER HAVE TO MISS A FIELD TRIP FOR MONETARY REASONS.** If money is a problem, please contact the office or the principal. All such contact will remain confidential. **Parents may not accompany their child on a field trip without prior permission from the classroom teacher. These events are for the students only; siblings are not allowed to attend.**



## GUM AND CANDY

Students may not or chew gum in school. In accordance with our Wellness Plan, students are requested not to bring candy to school. The sale of candy, gum, or any other item in school is prohibited unless approved by the principal. You may read all about our district's Wellness Plan by following this link, [http://www.lz95.org/departments/health\\_services/wellness\\_plan.aspx](http://www.lz95.org/departments/health_services/wellness_plan.aspx)

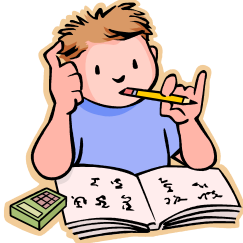
## HOME/SCHOOL COMMUNICATION

As educators we know that student progress is of vital concern to both parents and teachers, and the need for communication is of paramount importance. Staff members will communicate with parents in the form of written notes, telephone calls, emails, and conferences as needs arise. Likewise, parents are encouraged to contact the school whenever they have a concern or question. Parent/Teacher conferences will be scheduled during the year. Student progress is formally reported by the staff three times a year via report cards. These go home in November, February and June.

The Measures of Academic Progress (MAP) test is administered in the fall, winter and spring to all students in grades 2-5. These assessments measure student progress in the areas of reading, and mathematics. Parents will receive reports after each testing session.

In addition, students in third, fourth and fifth grade are given the Illinois State Assessment Test (ISAT) each spring, which consists of a reading, mathematics, and science test (4<sup>th</sup> grade only). Parents will receive a student report for each of their children in the fall of the following school year, and the compiled school's results are published annually in the fall School Report Card.

## HOMework



Homework is an important part of the educational process by extending student learning or practice time. Students may be assigned homework to reinforce and supplement academic instruction that has been presented in class, or to finish assignments that should have been completed in class. We want parents to know that homework is given and is expected to be completed. Please help your child organize to complete it, and provide appropriate guidance and assistance. Time limits or lengths vary and are difficult to determine, but the amount of time spent on

homework will increase as the student progresses through the grade levels. If the student consistently has a tremendous amount of homework, it would be wise to consult with the teacher since this is not typical. There may be problems that interfere with work completion that need to be discussed. Approximate amount of time for homework per day is: 1<sup>st</sup>-10 mins., 2<sup>nd</sup>-20 mins., 3<sup>rd</sup>-30 mins., 4<sup>th</sup>-40 mins., 5<sup>th</sup>-50 mins.

## INSURANCE

As a convenience to parents, the school district offers a low-cost accident insurance program for students. Parents may purchase this optional student accident insurance policy, which is administered by the insurance company through the school. Information will be sent home the first week of school and will be available at the school office throughout the year.

## LATE ARRIVALS

A student arriving after 8:35 A.M. will be tardy. The student should report directly to the school office to receive a tardy slip. By notifying the school in advance of a late arrival, the office will not need to call to inquire about a student's absence. Students arriving after 9:10 A.M. are considered absent for ½ day.

## LOCKERS

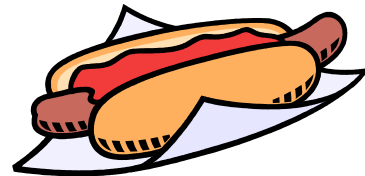
Students in grades K-5 are assigned lockers. The school assumes no responsibility of any personal property damaged, lost, or stolen from lockers, but will take reasonable measures to keep this from occurring. Students are not permitted to place locks on the lockers.

## LUNCH AND MILK ACCOUNTS

The Cafeteria utilizes a Cashless Card, Point of Sale System. Each student has their own lunch card in the cafeteria that is swiped each time a lunch or milk is "purchased" by that student. Parents can put ANY DOLLAR AMOUNT on their child's account by sending in a check

(payable to CUSD 95) or cash (in a sealed and labeled envelope) to the school office. Parents can also pay by credit card at [www.mylunchmoney.com](http://www.mylunchmoney.com) or through the District website (Parents tab-then click on My Lunch Money)

[https://www.sodexoeducation.com/segment\\_0200/district\\_1761/ENM/hp\\_district/](https://www.sodexoeducation.com/segment_0200/district_1761/ENM/hp_district/). A \$1.95 fee will be applied when using a credit card. The cost of a lunch or milk is deducted from this account. A lunch, which includes 1 entrée, 2 sides and 1 milk carton, is \$2.25 daily. Milk only is \$.40.



## MEDICAL PROCEDURES FOR STUDENT EMERGENCIES

In all cases involving injury or the health of a student in an emergency situation, the building principal or designee will make decisions as to the best ways to handle the particular emergency. In the absence of the building principal, individuals will make such decision in the following descending order of availability:

- A. Building nurse
- B. Individual specifically designated in writing by the building principal.

As soon as a case is considered an emergency, the following telephone notifications will be made in the following order:

- A. Building nurse and the Lake Zurich Paramedic Rescue Squad.
- B. Parents or guardians of the student.

Every effort shall be made to acquire the advice and consent of the affected student's parents about transportation of the student to a hospital for further medical care or observation once transportation to a hospital is deemed appropriate by proper authorities. The fundamental philosophy related to this overall procedure shall be as follows:



- A. Utilization of the building nurse shall be invoked whenever practicable. If available, her medical assistance should be requested and recommendations as to the disposition of the emergency should be sought.
- B. When in doubt, call immediately upon the expertise of the Lake Zurich Paramedic Rescue Squad.

If a student appears disoriented in behavior or response, or if the student's pupils are dilated, diligent inquiry shall be made concerning the possibility of an intake of a foreign substance.

For all students who have a particular medical condition, the staff shall secure, in written form, the following information:

1. From the parents, a statement concerning the particular condition, how it is evidenced, how often it occurs, the duration of the occurrence, what actions are taken relative to the incident at the time of the incident to terminate or ameliorate the condition and any medicines, prescriptions, or drugs that are utilized in the situation and how they are to be administered, and any particular items that are not to be administered or actions that are not to be taken during the occurrence.
2. A statement from the student's doctor covering as many of the foregoing items as is appropriate and whether a particular license is required for administration of any of these items. In addition, the doctor shall indicate the proper place to take the child in the event that some type of hospitalization may be required.

If the nurse is not available during an emergency, the other staff members who have been trained by the nurse will follow protocol to deal with the situation. If time permits, the child's doctor should be contacted before taking specific action, the services of paramedics should be utilized, and the child should be transferred to the hospital as soon as possible if the temporary procedures utilized are not able to produce satisfactory results.

In a life-threatening situation, doctor-prescribed medicine (Medication Authorization Form must be on file at the school) may be administered to the student in the best judgment of the most qualified person available to administer the medication. As soon as possible under the circumstances, a parent or guardian of the child shall be contacted.

## MESSAGES FOR STUDENTS AND ITEMS DROPPED OFF

Many students often rely on their parents to bring homework, lunches, and books to the office. We realize that there will be emergencies and exceptions, but we ask your cooperation in encouraging your children to become more responsible. If you must drop off items or messages for a child, please do so at the office. **The secretaries will make sure that your child receives all items and messages at an appropriate time.**

## MESSAGES FOR TEACHERS

Each teacher has a phone number and voice mail. The phones do not ring during class time. You may leave a message at any time on the voice mail. Staff phone numbers are listed on our Website, <http://www.lz95.net/sa/> **If you have an emergency or a message that must be received by the teacher, please let the office know, and we will contact the teacher immediately.**



## MONEY COLLECTIONS

When students bring money to school for lunch/milk tickets, field trips, book orders, or any special activity, they should **bring it in a sealed envelope marked with their name, teacher's name, room number, and the purpose for which the money is intended.** Students should never have large amounts of money at school.



## PARTY INVITATIONS

Students may distribute invitations in school for parties to be held at home as long as **every student in the class is to receive an invitation** (or in the case of a girls only or boys only party, every girl or boy). The selective distribution of invitations in class is understandably upsetting to students who are not included, and this in turn tends to have a disruptive effect on the class as a whole. It is very important that parents understand that students must treat each other with care and thoughtfulness. Teachers will not allow distribution of invitations to selected students.

## PERSONAL ITEMS

Students are discouraged from bringing personal toys and devices to school, unless they have their teacher's permission. Such items must be properly identifiable. Please be aware that students are responsible for the safekeeping of these items our student lockers are never equipped with locks.

## PETS

As a safety precaution, pets are not to be on school property, including the playground, at anytime.

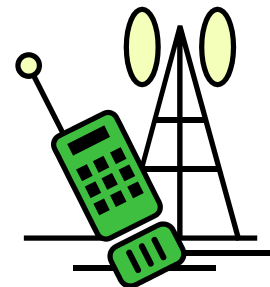
## RECESS

Going outside for recess is a welcome break for our students. **Please help your child dress appropriately for the weather, whether hot or cold.** Indoor recess is reserved for rainy days, and winter days when the temperature or wind chill factor is 0° (zero degrees). We monitor temperature, wind strength and wind chill, ice, and rain to determine if it is safe to go outside and play.

## SCHOOL CLOSINGS

If school closes because of severe weather or another emergency, it will be announced on several Chicago radio and television stations, usually between 6:30 A.M. and 8:30 A.M. In addition, the school district utilizes a phone message system, School Messenger, to call parents early in the morning to notify them of any school closings. Please make sure a current working home phone number is on file in the office.

**You may also check the District's Home Page: [www.lz95.org](http://www.lz95.org)**



## SNOWBALLS



The throwing of snowballs, ice balls, pieces of snow, etc. is not allowed on school grounds or at bus stops. Experience has demonstrated that innocent snowball throwing can often lead to injury and the involvement of individuals who do not wish to participate.

## STUDENT DRESS

It is expected that students will be appropriately dressed for school. We make every attempt to go outside to recess throughout the year, so it is imperative that students dress accordingly. Heavy coats, caps, boots, and gloves are a must in cold weather. Please label all students clothing in the event that it may be misplaced.



- Dress and grooming should place an emphasis on neatness, cleanliness, and modesty. It must not disrupt the education process or interfere with the maintenance of a positive learning environment.
- Inappropriate revealing clothing should not be worn to school (anything that reveals the midriff is not appropriate for school wear).
- Tank top straps are to be at least 1 inch wide.
- Spaghetti straps are not to be worn to school.
- Headgear, such as caps/hats, bandanas, or sunglasses (in the building) are inappropriate.
- Clothes containing inappropriate slogans or logos are not appropriate, such as those containing controlled substances (alcohol, drugs, and tobacco), foul, profane, sexual, or vulgar language and logos, violence and weapons, and gang related clothing or paraphernalia (an exception may be made when a garment is a necessary part of a recognized religious organization).
- “Wheellie” shoes are not allowed in school and extreme caution is recommend for students wearing backless shoes, such as flip-flops and sandals, as accidents have occurred.

If a student wears clothing which does not comply with these guidelines or is questionable, the student will be sent to the office and the parent(s)/guardian(s) will be notified.

## STUDENT ILLNESS and MAKE-UP WORK

When a student is ill, a parent may request make up-work on the 2<sup>nd</sup> day of their absence. For each day a student is absent due to illness, they have one day to make-up missed work.

## STUDENT MEDICATIONS AT SCHOOL

Parents are to bring all medicines and over the counter medications to school. The school must have a School Medication Authorization Form on file which authorizes and directs the distribution of the medicine—prescription and/or over the counter (This includes pain relievers and cough syrup). At no time should a child have medicine in their possession. We are not permitted to dispense any medication to students without the above mention form completed. All medications will be kept in the nurse's office and must be in a pharmaceutical labeled container. Over the counter medications (such as cough drops and aspirin) are to be in their original containers/packaging. At no time will students be allowed to take medication home. Medication will be returned only to parents, in person, at the school office. All medication left at school after the end of the school year will be destroyed.



## STUDENT RETURN AFTER ILLNESS

A child who has had a fever should be fever free and non-symptomatic **without medication**, for a minimum of 24-48 hours before returning to school.

## STUDENT TRANSFER

Parents need to notify the school office 1 week prior to their child transferring from Sarah Adams to another school, whether District 95 or to another community. Parents will also fill out a form indicating where to send records. Records are required to be forwarded through the mail to the new school.

## VISITORS

While we welcome visitors and volunteers at Sarah Adams School, we require that **EVERYONE** coming to school during the school day report directly to the school office to sign the visitor log and receive a VISITOR sticker and show an ID. Please do not walk to any area of the building until the office is aware of your presence. This is for your child's safety and also to prevent any disruption of classroom learning time. **This policy is directed by the State of Illinois and is also a District 95 policy.** Parents who wish

to visit class should contact the classroom teacher and schedule an appropriate time. Upon arrival at the school, please obtain a **VISITOR** sticker and show ID.

## **STUDENT BEHAVIOR EXPECTATIONS**

### **OUTDOORS**

Bicycles, skateboards, roller skates, roller blades, scooters and similar pieces of equipment are not permitted on the playground area. All bicycles are to be parked in the bike racks, which are located at the front of the building. Bicycles must be walked on school grounds.

1. In the morning, students should plan their school arrival to be no more than 5 minutes before the first bell, which rings at 8:20 A.M. Students should proceed in an orderly manner to their appropriate entrance and wait for the school doors to be opened. Students are not permitted to play on the playground equipment before school.
2. Students are not permitted in the building before 8:20 A.M. unless permission is given from a staff member. If the weather is severe, students will enter the building at 8:15 and go directly to their lockers.
3. During recess, students must remain in the designated play areas.
4. Students are not permitted by the cars or buses in the parking lot or by the school windows.
5. Students are not permitted to throw dirt, rocks, sand, wood chips, or snowballs.
6. Fighting or roughhousing is prohibited. Fighting will result in an immediate visit to the principal who will take appropriate action.
7. Students need to use caution whenever using the playground equipment.
8. Students are to listen carefully and obey all instructions from staff supervisors.
9. Any individual playing on school grounds during non-school hours is not permitted to enter Sarah Adams for any reason (to use the restrooms, or the drinking fountains).
10. Electronic games or toys are occasionally permitted for use during indoor recess. Students are to speak with their classroom teacher and the recess supervisors.



### **CAFETERIA**



1. Students will enter and leave the cafeteria in an orderly manner. Upon entering, students are to quietly line up to purchase milk or to pick up their hot lunch before proceeding to their assigned tables.
2. Students are to walk in the cafeteria and hallways at all times.
3. Students will sit only at designated tables. Once seated they are to remain seated until permission to leave is given. If for any reason a student needs to get up from the table, permission must be given by the cafeteria supervisor.
4. Bathroom breaks are to be taken before or after lunch.
5. When talking, voices should be kept at a low level. Students should speak to students at their own tables rather than converse "long distance" to friends at another table. Shouting or yelling is not permitted.
6. **Food is not to be traded or shared. Parent of one child cannot bring food for another child without written permission from that parent.**
7. Food is not to be taken out of the cafeteria.
8. All garbage must be picked up and disposed of in the trash containers or appropriate recycling bin. Any food or trash on the floor must also be picked up before students are allowed to leave the cafeteria.

*Students are expected to be respectful and cooperative with the lunchroom supervisors, cooks, and custodian at all times.*

**PARENT/CHILD SIGNATURE PAGE**

**Parent/Student Handbook**

Dear Parent(s):

Thank you for taking the time to read this Handbook with your child!

Dear Student:

Please print and complete this page with your parent. Sign below indicating that you have read this Handbook with your parent(s). Return the signed page to your classroom teacher and be recognized for your RESPONSIBLE Sarah Adams character trait!

Parent(s) \_\_\_\_\_

Student/s \_\_\_\_\_ Teacher\_\_\_\_\_

\_\_\_\_\_ Teacher\_\_\_\_\_

\_\_\_\_\_ Teacher\_\_\_\_\_

\_\_\_\_\_ Teacher\_\_\_\_\_