



May Watts Elementary School

2016-2017 Parent Handbook

**May Watts Elementary School
800 South Whispering Hills Drive
Naperville, IL 60540**

Dear May Watts Parents and Students:

Welcome to the 2016-2017 school year at May Watts Elementary School. The parent-Student Handbook provides you with basic information about our school. It has been put together to help answer questions and explain our procedures and practices. In addition to this handbook, please refer to the District #204 Parent-Student Handbook, which has more detailed information concerning school policies and procedures. Developing a positive relationship between home and school is vital for your child's academic success. Please help foster this partnership by supporting school functions and monitoring your child's homework and progress. One of the many things that make May Watts great is the support we receive from our parents and community. The May Watts Elementary School staff is committed to building a strong community of lifelong learners, where students are respectful, responsible and safe. If you have any questions regarding our school, please do not hesitate to contact me.

Brian H. LeCrone
Principal

Go Wolverines!

Indian Prairie Community Unit School District 204

Mission

Inspire all students to achieve their greatest potential

Guiding Principles

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

- Engage in relevant and rigorous learning
- Live and work productively with others
- Embrace their role and responsibility within their community and world
- Value and respect self and others in a diverse society
- Become lifelong learners

We will best serve our students if our:

- Schools, families, and community are actively engaged in the district's mission
- Staff is highly skilled and motivated
- Culture is characterized by high expectations and excellence
- Schools are safe and caring places where all are valued

May Watts Citizens are:

Respectful

Responsible

Safe

About May Watts

Born on May, 1, 1893, May Theilgaard Watts lived to become a noted naturalist and founder of the Illinois Prairie Path.

The 35 year Naperville resident began her teaching career in a one-room schoolhouse in the community. Before her death in 1975 at the age of 82, she was appointed to and served for 20 years as a staff naturalist at the Morton Arboretum.

Her Naperville home can still be seen on Jefferson Avenue, east of Washington Street.

May Watts received innumerable awards for her work and was honored by the United States Department of the Interior in 1971 for her efforts in founding the Prairie Path.

Most recently, Indian Prairie School District 204 honored May Watts by naming our school after her in May of 1989.

ABOUT....

Naperville, Illinois

- A suburban community of 200,000 residents located southwest of Chicago

District #204

- 29,000 students enrolled in K-12
- 21 Elementary K-5 Schools
- 7 middle Schools (Grades 6-8)
Students from May Watts attend Thayer J. Hill Middle School
- Metea Valley High School
- Waubonsie Valley High School
- Neuqua Valley High School

May Watts

- Opened in February 1989
- Neighborhood School
- 720 students in Grades K-5
- 70 staff members

At May Watts, we offer:

- Comprehensive curriculum for children in kindergarten through fifth grade
- Student Support Services
- Speech
- English Language Learning Program
- School Psychologist
- School Social Worker
- Reading Improvement
- School Health Services
- Integrated LMC
- Laptop Carts
- Clinical Practicum
- Adapted PE
- Substance Abuse Awareness
- Student/Teaching Program
- Project Arrow (Gifted and Talented Program (Grades 2-5))
- Special Education
- Educational Field Trips
- PARCC testing for grades 3-5
- CoGAT testing for grades 2 and 5
- Curriculum Based Measures Assessments in all grades
- Young Authors Program
- Open House
- 4th & 5th Grade Chorus
- Family Reading Night
- Family Math Night
- Family Science Night
- Science/Technology/Engineering/Math (STEM) Nights
- Daily Hot Lunch Program
- Ecology Club (Grades 4 & 5)
- Service Club (Grades 4 & 5)
- STEM Club (Grades 4 & 5)
- PTA Sponsored Activities
 - Parent Volunteer Program
 - Illinois and National PTA Affiliation
 - Assembly Programs
 - Writing & Publishing Company
 - Monthly PTA Newsletters
 - Art Awareness
 - Project S.H.A.R.E.
 - After School Enrichment

May Watts School Information

Art, Music, and Physical Education

Students will receive instruction in Art, Music, and Physical Education as scheduled:

Grades K-5.....

Art	One 50-minute session per week
Music	Two 25-minute sessions per week
P.E.	Three 25-minute sessions per week

Necessary materials, supplies and gym shoes (rubber-soled “tennis shoes”) that cover their heels and toes are required to participate.

Please refer to the supply list posted on the website.

Birthdays

Birthdays are a special event for students at May Watts! The school provides each student on his birthday (or on the day they wish to celebrate if the birthday falls on a weekend or during the summer) with a birthday pencil and a card to be signed by classmates and staff members.

Due to a variety of medical concerns, birthday treats (food items) will not be distributed. To keep disruptions to a minimum, we ask that parents refrain from sending tokens or “loot bags” to distribute to classmates as well.

Invitations to birthday parties are to be handled by you. Invitations will not be handed out at school. This is to avoid hurt feelings, which can result for those children who do not receive an invitation.

Bicycle Riding/Scooters/Rollerblades/Gym Shoe Pop-Out Skates, Skates/Skateboards:

Students in **GRADES 3, 4 & 5 ONLY** have the opportunity to ride bicycles to school. Bikes are to be walked on school property and **locked** in the bike rack during the day. Children should obey all traffic rules when riding to and from school. Parents should determine the shortest and safest route. City of Naperville Safe Route maps are available to assist in your decision. Students are expected to wear properly fitted safety helmets when riding bicycles.

Due to the large number of walkers using Whispering Hills Drive going north to Sequoia and south to Ada and the narrow sidewalks, it is requested that students WALK their bikes to the corner of Sequoia and Whispering Hills Drive and Ada and Whispering Hills Drive.

In addition, no child should use skates, gym shoe pop-out skates (Heelies), rollerblades, scooters, or skateboards when coming to school. If your child wears Heelies, they will be required to remove the wheels prior to entering the building.

Book Fines

Students who lose or misuse textbooks or library books will be charged an additional fees based on the decreased life of the book. Reasonable wear is accepted, but fines will be imposed for excessive wear or damage.

Check Payment Terms:

In consideration of merchant accepting customer's payment by check, and other good and valuable consideration, customer agrees that if any check is returned unpaid for any reason, customer expressly authorizes merchant or it's processing agent or assignee to electronically collect or create a demand draft to collect the face amount of the check and a \$25.00 return check service fee as well as any applicable bank fees and sales tax. Customer's payment by check is customer's express acceptance of the terms and shall serve as customer's authorization for the electronic collection and/or demand draft on customer's account.

Payliance contact information: 1-866-945-8964 or 1-800-634-4484.

Collections and Check Processing

The Indian Prairie School District 204 Board of Education has entered into an agreement with Payliance, Inc. for the collection of all returned checks issued to all District locations. The Board requires that you make sure the following information is on all checks written:

- Full name
- Street address
- Home phone number

If your check is returned by your bank, it will be automatically forwarded by the School District's bank directly to Payliance after the first presentation.

Day Care Information

If your child is to be transported to or from school by private day care (Children's World, etc.), it is necessary for us to have on file **written notification** from you stating your child's name, name of the day care, days transported, and the telephone number of the day care.

You must notify both the day care center and the Office of any changes in your child's day care schedule. **If we do not receive notice of a change in your child's schedule, your child will be sent to the appropriate day care center.**

It is the day care center's responsibility for the timely pickup and delivery of your child. Any continuous late arrivals/pick up will result in a phone call to the parents from the Principal.

Dismissal Times

1. 3:33 Bell–Walkers, car riders and students who attend daycare are dismissed.
2. 3:35-3:45 –Bus students are dismissed in the order of bus arrival.

Early Dismissal

Parents are asked to make every effort to schedule appointments for children during non-school times. Early dismissal requests for emergency situations and medical appointments should be sent to the classroom teacher prior to the dismissal. Parents must report to the Main Office to request the release of their child. A child will be released only to a parent unless other arrangements have been made. All students are required to be signed out in the office before dismissal.

Emergency Delayed Dismissal

If severe weather conditions (tornado warning, high winds, severe thunderstorm and lightning) exist during dismissal, consideration is given to announcing an Emergency Delayed Dismissal. If this occurs, students will remain in school until the dangerous weather conditions subside. When informed by the District there will be a delayed dismissal, the following procedures will be followed:

- Announce to students and staff that there will be a delayed dismissal.
- Office will issue a Connect-ed call to parents stating we are having a delayed dismissal and the students will be released as soon as possible.
- Students and staff are instructed to remain in safety areas of classrooms until the all-clear signal is given.
- Parents are not encouraged to take their children from school during stormy weather. If you wish to sign your child out during a severe weather situation, you will need to get the permission of the building principal and sign out your child.
- Parents may sign out only their child unless the school has received written permission or a phone call from the other parent.
- No buses or vans will be released until the all clear is given.
- May Watts's staff will monitor and assist parents and students during emergency delayed dismissal.

Exit Patterns

Bus students are dismissed as their bus arrives any time between 3:35 PM and 3:45 PM. All bus students should exit through Door #1 and look at the whiteboard outside the main entrance to determine where their bus is along the curve.

All students who ride a daycare bus after school are released at 3:33 PM to line up in the hallway outside of the gym. They will exit through Door #7 as their bus arrives.

All students who walk or are driven home should exit through the doors indicated below:

- Kindergarten- Exit through Door #11
- Grade 1- Exit through Door # 1
- Grade 2- Exit through Door #1
- Grade 3 – Exit through Door #1
- Grade 4 – Exit through Door #3
- Grade 5 - Exit Door # 1

Heat Plan for Non-Air-conditioned Buildings

During the months of August/September and May/June, the District uses both forecasted and actual temperature and humidity readings in those schools that have classrooms without air conditioning. When these readings exceed the recommended guidelines for safety, which is when the Effective Temperature (ET) calculation reaches 85 degrees for four or more hours, the Superintendent may either cancel school for the next day or implement an early dismissal plan for those buildings that have classrooms that are not air conditioned. The following are two examples of an Effective Temperature (ET) calculation resulting in an ET of 85 degrees:

- An inside temperature of 92 degrees Fahrenheit with 70% relative humidity.
- An inside temperature of 100 degrees Fahrenheit with 30% relative humidity.

The early dismissal option will only be used in an extreme situation due to the potential logistical issues and the hardship an early dismissal may cause our elementary parents. The decision for early dismissal will be made by the Superintendent by 12:00 pm.

- It will apply to all buildings that have classrooms that are not air-conditioned.
- Parents are notified via Connect Ed phone calls.
- Dismissal will be at 1:00 pm.

During the spring of 2015, ductless air conditioning units were installed in 100 classrooms in the 19 elementary buildings where classrooms did not have air conditioning. Principals have been provided with the following guidelines for the use of the ductless air conditioning units:

- The use of the Effective Temperature (ET) calculation will continue to be used to factor inside temperature and humidity.
- The ductless air conditioning units will be turned on during the first three weeks of school when the ET is 75 degrees for four or more hours. These weeks have traditionally been the hottest days. The following are two examples of an Effective Temperature (ET) calculation resulting in an ET of 75 degrees:
 - An inside temperature of 80 degrees Fahrenheit with 59% relative humidity.
 - An inside temperature of 90 degrees Fahrenheit with 15% relative humidity.
- If the ET is below 75 degrees for four or more hours, during the first three weeks, the ductless air conditioning units will be turned off for that day.
- When the ET is 80 degrees or above for four or more hours, a cooling rotation schedule will be utilized. Principals will work with their Instructional Leadership Teams to develop a schedule to rotate through the air conditioned classrooms and other cooling areas. A district level protocol has been developed as to when temperatures will be taken and ET communicated with the schools. The following are two examples of an Effective Temperature (ET) calculation resulting in an ET of 80 degrees:
 - An inside temperature of 87 degrees Fahrenheit with 56% relative humidity.
 - An inside temperature of 95 degrees Fahrenheit with 26% relative humidity.

- In the spring, the ductless air conditioning units will be turned on, for that day, if the ET is 75 degrees for more than four hours.

District Administration has worked with the elementary principals on best practices and set an established routine for relief that includes rotating classes through air-conditioned rooms, utilizing the gym for second floor classes, and moving outside when appropriate.

Homework Policy

Homework is given for an illness absence of **3 days or more**. If your child is absent for 3 or more days and you would like homework, please call the Office before 9:15 a.m. and arrange for someone to pick it up at the end of the school day. In case of an extended illness, please keep in contact with the school. We will help keep your child current with his/her class work. For more specific information regarding homework, please refer to the Homework Statement provided below:

A Note to Parents Regarding the Elementary Homework Statement

During the course of the 2008-2009 school year, the District #204 elementary school principals conducted an in-depth study on the topic of homework in order to guarantee that the district was current with best practices.

Several interesting results were found. They included:

- *The focus on the purpose of homework should be student learning not compliance. Teachers know that certain learning skills require practice to perfect, and often homework is used for practice. Research confirms that mastering a skill requires focused practice (Marzano et. al, 2001.)*
- *Research does seem to verify that a small amount of homework may be good for learning, but too much homework may be bad for learning. Up to a point, homework appears positive, but past the optimal amount, achievement either remains flat or declines. Curiously, the research about the appropriate amount of homework for different grade levels is already consistent with an informal guideline that many teachers already practice – the “ten minute” rule (Cooper, 2007.)*
- *All homework can be used to check for understanding if we convince students not to be threatened by grades. Grades are not necessary for learning to take place. Grades on homework often get in the way of learning, demotivate students, and create power struggles between students and teachers and between students and parents (Guskey, 2003).*
- *The goal of assessment of learning should be to keep failure at a minimum and to maintain learner’s confidence – the opposite occurs when homework is graded. The most important question to ask about grading homework is “What is the effect on future learning?” (Stiggins, 2007.) Priority must be given to tasks that do not cause students to give up.*
- *All homework should receive feedback. Moving from grading to feedback encourages student ownership of learning. Allowing students to take control of their learning makes learning personal (Guskey and Anderson, 2008.)*

As a result of these findings, the principals with input from the teachers revised the District #204 homework statement in order to confirm that reasonable time-limited homework, which provides feedback to our students, is still important to the learning process. Although homework will not be graded, the practice it provides is key to the

learning process. Generally, most students will not receive good grades if they do not practice.

Homework Tips for Parents

Facilitating the learning of your child is the primary focus of the District #204 elementary staff. As a result, we understand the importance of an on-going partnership with our parents and students as they attempt school work at home. The following guidelines and tips are offered to assist you and your child to be successful:

Parents are encouraged to

- Ask your child what they are studying in school.
- Ask your child to show you homework assignments.
- Assist your child in organizing homework materials.
- Help your child formulate a plan for completing homework.
- Provide an appropriate space for your child to do homework.
- Parents may if they wish.....
- Help your child interpret assignment directions.
- Proof read your child's work, pointing out errors.
- Read aloud required reading to your child.
- Give practice quizzes to your child to help prepare for tests.
- Help your child brainstorm ideas for papers or projects.
- Praise your child for completing homework.

Parents should not.....

- Attempt to teach your child concepts or skills the child is unfamiliar with.
- Complete assignments for your child.
- Allow your child to sacrifice sleep to complete homework.

Contact the teacher if.....

- Your child refuses to do their assignment
- Instructions are unclear
- Your child can't seem to get organized to finish assignments
- You can't provide the needed supplies or materials
- Neither you nor your child understand the purpose of the assignments

(Vatterot, 2009) (Pandu, 2005)

Make Up Work:

- Make up work is determined by the teacher involved. Considerations include length of absence and nature of absence.
- When a student has been absent for three or more days, teachers will provide homework as appropriate given adequate time to prepare. A teacher might advise alternative assignments such as keeping a journal and assigning some reading when appropriate. Parents are asked to keep in mind that much of what happens in class (direct instruction, discussions, activities, informal assessing, group work, etc.) cannot be made up by sending paper/pencil work home.
- Upon return from an absence, students will submit make-up work in a timely fashion, generally within one to two days for every day absent.

Grading:

Assessment of student learning should occur in conjunction with instruction. Grades for that student learning should be based solely on academic achievement that takes place during instructional time. Therefore, although it is appropriate to

provide feedback to students on their quality and completion of homework, their effort, behavior, and attendance, this feedback should be kept separate from that provided on academic achievement.

Kiss and Ride

The area south of the main driveway on Whispering Hills is designated as a “Kiss and Ride” Zone. Parents should pull up as far as you can, KISS your child and unload the car. Your child should be ready with all their materials when you stop at the curb so they are ready to leave the car/van immediately. Pull up as far as possible to the first orange cone. Wait in line to pull away from the curb, rather than trying to pass other cars which are unloading passengers. Do not drop off the students in the middle of the street. Do not attempt to pull in to an empty spot in the line of cars along the curbside. Please wait your turn.

If you need to park your car, please park in an appropriate spot as designated by the City of Naperville. Do not park in the “KISS and RIDE” zone in the morning. **Parking is permitted in the afternoon for pick-up.**

Lost and Found

We regret that each year our lost and found box has many valuable items that are never retrieved by the proper owner. Help us avoid this problem by clearly labeling your child’s clothing and other articles with his /her full name. Remind your child to check in the Multi-purpose Room (Lunchroom) for lost items. Feel free to come in to look for the lost items at any time during the year. All items left in the Lost & Found are donated at the end of the school year.

Lunch

Schedule:

- Gr. K– 12:50-1:25 p.m.
- Gr. 1 – 10:45-11:20 a.m.
- Gr. 2– 12:25-1:00 p.m.
- Gr. 3 – 11:35 a.m. – 12:10 p.m.
- Gr. 4 – 12:00-12:35 p.m.
- Gr. 5 – 11:10-11:45 a.m.

All students will leave for outdoor recess during the last fifteen minutes of their lunch period as the next group comes in to the MPR. Students who need time to finish eating may stay.

If there is inclement weather, all classes will return to their classrooms for 10 minutes of indoor recess.

Students in grades K-5 may elect to eat lunch at school or at home on a regular basis, if they live within walking distance. Bussed students will remain at school for lunch. All students remaining at school for lunch are under the direction of the lunch supervisors. Lunch period includes a 20-25 minute eating time and a 10-15 outside recess (weather permitting).

When a student forgets a lunch, he/she will be permitted to call home. When bringing this lunch or any other lunch, please LABEL IT CLEARLY WITH THEIR NAME AND CLASS. Students will not be called down to pick up their lunches. Please drop off the lunches a minimum of 15-20 minutes prior to your child's lunch period and place it in the lunch bin outside the Main Office. Lunchroom personnel will check the bins 15 minutes prior to each lunch period and take your child's lunch to the lunchroom. You child will get their lunch upon their arrival in the lunchroom.

If a lunch cannot be secured in time, your child will be permitted to get a daily hot lunch and you will be notified of the cost to reimburse the lunch provider. Currently, a hot lunch costs \$2.55 per meal, including milk.

Please do not call the office to ask for the daily lunch information. Aramark can be reached at 630 428-6564 from 8:00 a.m. to 2:00 p.m. daily to discuss account balances and answer additional lunch questions. Lunch menus appear on the District web site at **www.ipSD.org**, under "Hot Lunch Information" and classroom teachers have the daily menu every week for your child to review.

Please remember to provide all necessary utensils (spoons, forks, napkins, etc.), as we are unable to provide such items for approximately 720 students on a daily basis.

Due to space limitations and the number of students that must be in the lunchroom at one time, we do not allow parents or siblings to join students for lunch.

Money

Any money sent to school for hot lunch, field trips, book orders or other appropriate reasons must be put in a sealed envelope marked with the child's name, teacher's name, purpose of the money, and the amount enclosed. If at all possible, we ask that you do not send cash.

Open House

During January or February, a special opportunity is scheduled for both parents and students to come to school to experience the learning environment of May Watts. This is an informal type of evening to visit all the areas of the building.

Parties

The PTA provides for 3 classroom parties during the school year. These are Halloween, a December holiday party, and Valentine's Day.

Parents/guardians involved in the parties must sign in before going to the classrooms. Due to limited classroom space, siblings are not allowed at the school parties. If parents or guardians leave before the end of the school day and planned to take their children with them, they **MUST** sign the child out in the office.

Please do not attach any treats on Valentine's cards due to the possibility of a child with a peanut/nut allergy receiving the items. Valentine's with candy attached will not be permitted in any classrooms.

Pets

Due to safety and health concerns, pets should not be brought into school or on school grounds before, during or after school. In addition, dogs should not be walked on school grounds at any time when students are present.

Report Cards

Report cards are issued 4 times per year (3 times for kindergarten). You will receive report cards in November, January, April and May for Grades 1-5: January, April and May for kindergarten.

School Arrival

All children who do not ride the school bus are not to arrive at the school grounds before **8:50 a.m (9:00 a.m. Wednesdays)**. Children returning to school from lunch should plan on arriving on the school grounds no earlier than 5 minutes before their afternoon session begins.

All students who arrive after the second bell rings at 8:55 a.m. (9:05 a.m. Wednesdays) should use the **MAIN DOORS ONLY**.

1. Normal days:
 - Kindergarten -enter Door #11 near kindergarten rooms and proceed to kindergarten room
 - Grade 1 -Enter Door #1 and be seated on the floor outside of classroom
 - Grade 2 -Enter through Door #11, access the stairs near the kindergarten rooms, and be seated on the floor outside of classroom. All 2W students should enter through Door #3
 - Grade 3 -Enter through Door #1 by flagpole, access the stairs near the circle driveway, and be seated on the floor outside of classroom
 - Grade 4 -Enter Door #3 and sit outside classrooms
 - Grade 5 -Enter Door # 1 and sit outside classrooms
2. Rainy days and days when the “feels like” temperature is below 5°: **ALL STUDENTS ENTER THROUGH THEIR RESPECTIVE DOORS** and line up in hall outside room.
 - ❖ There will be an 8:55 (9:05 Wednesdays) bell for the students to move to their rooms. At 9:05 a.m. (9:15 a.m Wednesdays), the attendance bell will then ring.

School Colors and Mascot

May Watts Elementary School colors are grey and royal blue. The mascot is the wolverine. Students are encouraged to wear their school colors on Friday spirit days.

School and Office Hours

School Hours

	<u>M, T,Th, Fri.</u>	<u>Wednesday</u>
Kindergarten – Grade 5	9:05 – 3:35	9:15 – 3:35
1 st Bell	8:55	9:05
Tardy Bell	9:05	9:15
Dismissal Bell	3:33	3:33
Bus Dismissal	3:35	3:35

Office Hours

The office is open each day from 7:45 a.m. to 4:15 p.m. The office telephone number is **630 428-6700** and the fax number is **630 428-6701**. To report your child's absence from school please call **630 428-6700, and use Option #3 by 9:30 a.m. or any time between 4:15 p.m. and 7:45 a.m. and leave the necessary information requested on the message.**

Student Absences /Absences/Tardies/Illnesses

Maximum success can best be attained through regular attendance; therefore, it is of the utmost importance that students are in class. Parents of students, or those having legal custody, have the responsibility for their child's regular school attendance consistent with Illinois School Code. The school monitors attendance records quarterly, including tardy arrivals, and contacts the parents of students who are not in compliance with the code. If your child misses more than 5% of the attendance days, you will be contacted by the principal to discuss these absences. However, children should not attend school when ill. Absences for reasons other than illness should be minimized.

Children shall be re-admitted to school according to the isolation/exclusion requirements in Rules and Regulations for the Control of Communicable Diseases, published by the Illinois Department of Public Health.

If your child vomits or has diarrhea during the school day, you will be contacted and required to take your child home. Children should be fever and diarrhea free and not vomiting for 24 hours prior to returning to school.

IMPORTANT: If your child is well enough to attend school, they should be prepared to participate in the normal school day activities. This includes going outside for all recesses and Physical Education classes. Cough drops are not permitted for the children to use while in school due to the hazard of choking and possible allergies.

If your child is absent, you **MUST** call the school by 9:30 a.m. We are required by state law to attempt to contact you. You can also report an absence any time between 4:15 p.m. & 7:45 a.m. by calling 630 428-6700, and use Option #3. Leave the necessary information requested on the message.

On days when there are parties planned for the children (i.e. Halloween, Valentines' Day) and your child is ill, please do not bring your child late that day so he/she can attend the party.

Supplies

A list of school supplies was distributed as part of the registration packet and is on the school's web page. These items are the responsibility of the student throughout the year. Additional supplies may be requested during the school year for special projects and activities.

Tardiness

If a student arrives at school after 9:05 a.m. (9:15 a.m. on Wednesday) he/she is considered tardy and should report to the main office for a pass. Please remember that your child is beginning to form life-long habits. We encourage students to be on time every day. Please help instill good habits in your child by insisting that he/she arrive promptly at school each day. If your child arrives at school after 9:05 or 9:15 on Wednesday, parents must bring their child in to school through the main front entrance and sign them in before they are able to attend class. Tardiness creates problems for your child, the class, and teacher. Consequently, if after the teacher addresses tardiness with no success, continued tardiness will be addressed by the principal.

Vision and Hearing

Vision and hearing screenings will be done during the school year by nurses from district 204, as mandated by the state of Illinois, for the following children:

Kindergarten: hearing / vision if there is no mandated exam on file

1st grade: hearing only

2nd grade: hearing/vision

3rd grade: hearing

Special education students: hearing /vision

Foster children: hearing/vision

Children new to district 204 or any student who does not have any documentation of previous testing: hearing/vision

Parent/teacher concerns: as indicated

Children with glasses or hearing aids should have them with them on screening dates.

Vacations

Every effort should be made to have students in school when it is in session. Experience has shown that it is difficult at best for teachers to accurately predict homework and for the students to do homework properly on vacation. Homework assignments will not be made when children leave for vacations that are taken when school is in session. Children will be given additional time upon returning from vacation to make up any work which has been missed.

Valuables/Toys/Games

As stated in the District #204 Parent/Student Handbook, students are cautioned not to bring money, ipods, cameras or other valuables to school.

Balls, toys and games in any format (including electronic) are not permitted unless the teacher gives permission for a special event. The school cannot be responsible for lost, broken or stolen items. It is best to keep them at home.

Visitors

“The District encourages visits by the parents/guardians, citizens and taxpayers to District Schools. Parents of students attending the school have special rights and responsibilities, in addition to those of taxpayers generally, to keep themselves informed as to the day-to-day operation of the school. In receiving visitors, District personnel shall be cognizant of student welfare and safety and continuity of the educational program. All visitors shall report to the Building Principal’s office. Each visitor will be issued a visitor’s tag to wear while in the building after presenting a photo ID. The front center doors of the building are equipped with a monitor system. All school doors will be locked after students have entered the building. Please note this precaution will help ensure the safety of our students. The following guidelines shall govern school visits:

1. Visitors shall pre-arrange visits to the school with the Building Principal at least 24 hours prior to the visit.
2. Absent unusual circumstances previously discussed with the Building Principal, school visits shall be limited to 1 hour per day.
3. School visits shall generally be limited to adults. Parents should avoid visiting school accompanied by siblings or other children.
4. School visits to individual classrooms should generally be made only when the regularly assigned teacher is present. School and classroom visits shall not be disruptive or in any way interfere with the instructional program.
5. All visits and visitors shall be subject to the authority of the Building Principal who may restrict or limit visitors, as he/she considers necessary.
6. We ask for your cooperation in presenting your valid Illinois ID or Driver’s license when entering a school. Visitors’ IDs will be returned when you leave the building. The school staff will physically hold all visitors’ IDs, so in an emergency, first responders can quickly know who is in the building. If you are attending a school event during school hours, please arrive a few minutes early in order to allow for time to have your ID scanned and an ID badge printed.

Volunteer Guidelines

Volunteers play an essential role in the education of students at May Watts Elementary School through their support in classrooms, LMC, cafeteria, field trips and at PTA activities. This support positively contributes to a successful school and this type of involvement is valued and appreciated.

Confidentiality and safety are crucial to the success and integrity of May Watts Elementary School. At times, volunteers come across information of a sensitive or confidential nature as it relates to students and staff. For that reason, all volunteers must be aware of and agree to the required expectations and responsibilities, which are consistent with those of all district employees.

All volunteers are expected to:

- Maintain strict confidence about students. This includes student academic progress or performance, behavior, records, and school or family problems.
- Refrain from sharing any confidential information or personal opinions regarding students and staff observed while volunteering.
- Avoid discussions within or outside school regarding classroom practices with respect to individual students.
- Refuse grading or recording of scores of student assignments.
- Sign in and wear a visitor badge when working at May Watts.

Infractions of these expectations may result in, including but not limited to, the suspension or termination of all volunteer privileges.

Digital Citizenship

Digital Citizenship is the norms of appropriate, responsible technology use. (Mike Ribble, Digital Citizenship Institute) We want students and families in the May Watts community/school to model appropriate Digital Citizenship. Please be thoughtful of what you post online of other students and parents.

Before you post a picture of a child other than your own, ask yourself “Do I have permission to post?” and “How will this post affect others?” Your family can explore and pledge to be good Digital Citizens through the following links:

<http://www.digitalcitizenship.net/uploads/ParentContract.pdf> and
<http://www.digitalcitizenship.net/uploads/KidPledge1.pdf>

For more information, please see the district website (www.ipsd.org) for Board Policies 7:180 and 7:190 which address student behavior, including cyber-bullying, and the District 204 Parent/Student Handbook under the Student Behavior section.

Here are some additional resources:

- To help decipher digital jargon, abbreviations, and acronyms: <https://www.common sense media.org/educators/digital-glossary>
- Parent Concerns: <https://www.common sense media.org/parent-concerns>

Topics surrounding Social

Media: <https://www.common sense media.org/social-media>