



2009/2010

**PERRY SCHOOL PARENT/STUDENT
ADDENDUM TO DISTRICT HANDBOOK***

*** Please note that this is only an abbreviated handbook specific to Perry Elementary School. Please refer to district handbook for detailed rules, regulations and information pertinent to all students in the district.**

FACULTY

<u>Teacher</u>	<u>Class</u>	<u>Room Number</u>
<i>Sue Mangus</i>	Kindergarten	204
<i>Zoraya Green.</i>	Kindergarten	203
<i>Stacey Haight</i>	First Grade	201
<i>Kris Enright</i>	First Grade	301
<i>Tina Bjelland</i>	Second Grade	402
<i>Diana Sanders</i>	Second Grade	403
<i>Megan Breckenridge</i>	Third Grade	303
<i>Mark Snyder</i>	Third Grade	304
<i>Kris Bethel</i>	Fourth Grade	502
<i>Lori Barnes</i>	Fourth Grade	401
<i>Sue Thomas</i>	Fifth Grade	504
<i>Frank Oldani</i>	Fifth Grade	505
<i>David Hendrickson</i>	Physical Education	202 - Gym
<i>Melissa Barnhill</i>	Art	
<i>Sarah Byrnes</i>	Music	103
<i>Linda Cox</i>	Librarian	101
<i>Ryan Peterson</i>	Resource	305
<i>Angela Haeseker</i>	Resource	503
<i>Bonnie Nichols</i>	Title I Reading	501
<i>Sarah Brenner</i>	Title I Reading	501
<i>April Hughes</i>	Title I Reading	501
<i>Diane Byers</i>	Gifted Instruction (Grades 3-5)	503
<i>Jessica Kucher</i>	Transitional Program of Instruction (TPI)	401B
<i>Sharon Carlson</i>	Staff Developer	501

<i>Darla Kieser</i>	Speech	401B
<i>Teisha Hoppe</i>	Social Worker	
<i>Kevin Johnson</i>	School Psychologist	

SUPPORT PERSONNEL OF PERRY ELEMENTARY SCHOOL

	Maintenance	<i>Kevin Scott</i>
	Secretary	<i>Jan Martocci</i>
<i>Linda Sellers</i>	Nurse	<i>Sue Pettenger,</i>
		<i>Beth Bruha</i>
	Library Clerk	<i>Beth Bruha</i>
	Computer Lab Manager	<i>Tammy LaBuy</i>
	Noon Aides	<i>Sonia Cooper</i>
		<i>Julie Garza</i>
		<i>Kim Hughart</i>
		<i>Phyllis Virella</i>
		<i>Sonia</i>
<i>Stansky</i>		

PERRY SCHOOL PARENT-TEACHER-CHILD ORGANIZATION OFFICERS

Co-Presidents:	<i>Jennifer Riley - Cathy Corbett</i>
Vice President:	<i>Sandy LaMendola</i>
Secretary:	<i>Jamie Effler</i>
Treasurer:	<i>Becky Tobin</i>
Market Day:	<i>Beth Hissong</i>

ADMISSIONS

New kindergarten students must be five years old on or before September 1st of each year in which they are enrolling. Physical and dental examinations are required when a student enters school for the first time. Immunization records must be complete and up-to-date before registration is complete. This information must be on file in the school office before the student begins his/her first day of school. A student’s age must be verified by a Certificate of Birth. Parents must also provide the school with a Proof of Residency form.

ARRIVAL AND DEPARTURE AT SCHOOL

Students are requested not to arrive at school until **7:25 a.m.** each morning. Due to supervision and safety issues, pupils should not be on school grounds before this time. Pupils will be instructed to go home, or elsewhere, as directed by the parent or guardian, immediately following the close of the school day unless attending a regularly organized program of instruction, recreation, or school activities which follow the dismissal of school. No deviation from the child's regular routine for leaving school shall be authorized by school personnel without permission of the parent or guardian. All students will be dismissed from the school building at **2:05 p.m.**, unless prior arrangements have been made between the teacher and parent for the child to stay after school. No students will be allowed to stay in the building after **3:00 p.m.**, unless special arrangements are made in advance with a teacher and the student’s parents.

If students need to be dismissed for appointments during the school day, they are to be picked up in the office. Parents will need to sign them out.

SCHOOL HOURS

The school playground is prohibited before school.

Entry Bell.....	7:30 a.m.
Tardy Bell.....	7:40 a.m.
Lunch/Recess for Grades K and 1.....	10:55-11:40
Lunch/Recess for Grades 2 and 3.....	11:10-11:55
Lunch/Recess for Grades 4 and 5.....	11:25-12:10
Dismissal for Grades K-5.....	2:05 p.m.

Students are to leave school grounds at 2:05 p.m. UNLESS accompanied by a parent, guardian or child-care provider. All other students are expected to leave the school grounds at 2:05 p.m. and are asked not to return before 3:00 p.m.

DOORS TO USE

Students who are assigned to the teachers listed below should enter and leave school at the doors listed above each teacher's name. Students who need to wait for siblings after school should do so at outside doors rather than going to the classroom.

WEST DOOR

ST. DOOR

Mrs. Mangus
Haight
Mrs. Green
Enright
Miss Bjelland
Miss Sanders
Thomas

PERRY ST. DOOR

Miss Breckenridge
Mr. Snyder
Mrs. Bethel
Mrs. Barnes

CROSBY

Mrs.
Mrs.
Mr. Oldani
Miss

ASSIGNMENT PLANNERS

Assignment planners are to be used in grades, 3-5. These planners will be distributed to students on the first day of school. We expect students to use the planners to help them be organized and to keep you informed about what is going on at school. Please check on a daily basis.

ATTENDANCE

Regular attendance is essential to a student's success in school. Most subjects are taught in sequence, requiring the understanding of each concept in the order of its presentation in the classroom. Persistent absenteeism or tardiness creates a genuine hardship for a student and is regarded as a serious problem. In accordance with the state mandates, you will be notified when your child is absent or tardy for what is considered to be a frequent basis.

To help alleviate any confusion in regard to attendance, when a student arrives late or leaves early, the following “state mandated” guidelines will be used:

- Students arriving between 7:40 a.m. and 8:20 a.m. will be counted as tardy. Arrivals after 8:20 a.m. will be counted absent for the morning.
- Students arriving after 12:35 p.m. will be counted absent for the afternoon.
- A time for a half-day is designated as 10:25 a.m. Students leaving 40 minutes before 10:25 or 40 minutes before dismissal time (2:05 p.m.) will be counted as absent for a half-day or full day depending on the time of leave. Illness, medical or other appointments do not exempt students from attendance regulations.

ABSENT CALL-IN PROCEDURE

A parent or guardian must call the school before **8:20 a.m.** to let the office know that your child will be absent. When calling, please give your child’s full name, the teacher’s name, and the reason for the absence.

BICYCLES

Bicycles are not to be ridden on school property and must be parked and locked in the bicycle rack immediately upon arriving to school. The school does not assume responsibility for lost or stolen bicycles.

BIRTHDAY TREATS

Students may bring treats to school to celebrate his/her birthday. In accordance with our district’s Wellness Policy (6:50), healthful food options are encouraged. Please contact the teacher prior to sending a treat. This is to determine a time the treat will be distributed and to avoid multiple treats on the same day. Quite often, students bring party invitations to school. It is suggested that these invitations be distributed in some other manner. If only a few children are invited, uninvited children may have hurt feelings. As careful and discreet as we try to be, students are aware of whom is invited and who is not. Please understand that Perry School cannot provide names, addresses or phone numbers of other students.

BREAKFAST PROGRAM

All students will be able to purchase a sack containing a carton of white milk or juice and a nutritional breakfast snack. Although breakfasts can be purchased each day, parents are encouraged to pay for breakfast in advance in the same manner for lunches. Students are not allowed to bring a beverage or breakfast from home to eat during this time.

CONFERENCES

Parent-Teacher conferences will be held in November. Parents will be asked to make a specific appointment with the teacher of each of their children, regardless of the progress of the child. Conference forms will be sent home from the office. It is not necessary to wait for the designated days in November to meet with a teacher. Parent conferences are encouraged and can be arranged any time during the school year.

DISCIPLINE

Perry School believes that student behavior should reflect standards of good citizenship expected of members of a democratic society. Self-discipline is one of the important goals of education. We believe that good discipline is usually positive rather than negative. Although it is necessary to have rules and to stand by those rules, we try to emphasize the good choices that students make.

When a student disobeys school rules, age-appropriate consequences are issued in a non-punitive manner to reinforce good behavior. Corporal punishment is not allowed. Consequences may range from warnings, loss of recess privileges, in-school suspensions, or out-of-school suspensions. Parents will be contacted and informed of incidence(s) of misbehavior. Parents have an important role in helping to keep the school environment safe and conducive to student learning.

GENERAL SCHOOL RULES

- Students are to show respect for adults and other students.
- Students are expected to show respect for school and student property.
- Threats to harm others will not be tolerated.
- Deliberate or careless damage to school property will not be permitted. Students will be responsible for damages.
- Loud talking, shouting or screaming in the halls, classrooms or cafeteria is not allowed.
- Students are expected to walk quietly in the halls at all times.
- Fighting (including “play-fighting”) is prohibited.
- Students may not leave the classroom, school or playground without permission.
- Students are not permitted to sell candy, gum or any other items while on the school premises. Bartering or trading of items is also not permitted.
- Possession of, use of, or distribution of, any dangerous substance or paraphernalia, including, but not limited to, narcotics or alcoholic beverages is strictly prohibited.
- Possession of, use of, or distribution of, any dangerous object or weapon or unauthorized look-alike weapon is strictly prohibited. This includes toy guns and knives.
- Radios, walkmans, boom-boxes, hand-held video games, skateboards,

- rollerblades, CD players, walkie-talkies, squirt guns, matches, cigarettes, etc. are not allowed to be at school.
- Students are prohibited from using or possessing an electronic paging device.
 - Students are prohibited from using a cellular telephone, video recording device, personal digital assistant (PDA) or other electronic device, in any manner that disrupts the educational environment or violates the rights of others, including using the device to cheat, take photographs in restrooms or otherwise violate student conduct rules. All electronic devices must be turned off and out of sight during the regular school day unless; it is needed in an emergency that threatens the safety of students, staff or other individuals or property.
 - Students are prohibited from possessing or using laser pointer unless under a teacher's direct supervision and in the context of instruction.
 - Bullying of any nature will not be tolerated. This includes in school, on school grounds or walking to and from school. Bullying is defined as repeated oppression, either psychological or physical, or both. Typically, bullying includes, but is not limited to; teasing, taunting, threatening, hitting, exploiting or harassing.
 - Students are expected to use appropriate language. Use of vulgarity, racial slurs or swearing is prohibited.

DRESS GUIDELINES

If a student wears clothing, which is deemed disruptive, revealing or inappropriate for school, he or she will be asked to cover up, change the item, or reverse, if possible.

Examples of unacceptable dress include:

- Clothing with obscene or vulgar language, sexual insinuations
- Clothing with reference to alcohol, tobacco or drugs
- Lounge pants/ pajamas
- Halter tops
- Fatigues or combat clothing
- Clothing with references to professional wrestling , wrestlers, violence, gang logos, skulls, and crowns
- Bare midriffs. Shirts should be long enough so that when hands are raised, skin is not visible
- Hats, caps, scarves as head coverings
- See-through clothing
- Skirts, dresses, shorts that are shorter than the student's fingertips when extended along their sides
- Spaghetti straps that are less than one inch
- "Heely" shoes or roller shoes
- Chains or dog collars
- Tattoos

EMERGENCY DISMISSALS AND CLOSING OF SCHOOL

Sudden weather changes sometimes make it necessary to close schools because of the hazard of transportation. Should this occur on any day prior to the time of opening schools, announcements will be made on television stations beginning at 6:30 a.m. **PLEASE DO NOT CALL THE SCHOOL.** In the event weather conditions should force the closing of schools during the middle of the day or in the early afternoon, arrangements should be made in advance with neighbors to ensure someone will be responsible for your student whenever any emergency arises. In the event of such closings, the school office will remain open for parental contact; students will be permitted to use the phone during these emergency situations.

TV

WREX-TV 13

WTVO-TV 17

WIFR-TV 23

RADIO

WZOK-FM

WROK-AM

WKMQ-AM

EVELYN RASMUSSEN READING PROGRAM “P.R.I.D.E”

In our Perry School reading program we read with P.R.I.D.E.; that is Panthers Read with Intelligence, Desire, Energy. Students are expected to participate in this program. When students read a book independently at home or school and give either an oral or written report to their teacher or parent, the book or minutes read are recorded on a P.R.I.D.E. Tracking Form. When grade level increments are reached, students receive incentives for reading.

- Students will not be given credit for reading a book multiple times.
- 75% of the books/minutes read should be at the individual student’s reading ability.
- After a student in K-2 has reached the 350 book level, he or she will start using the “minutes” tracking method (3-5).
- After a student in grade 3-5 has read 5400 minutes in one year, he or she is ineligible for more incentives that year. They will, however, be given special recognition during Award Assemblies.
- Incentives will be awarded after each increment. There must be a time span of at least one week between increments before incentives can be awarded.

NOTE: Incentives start over each school year. If a student has read less than 600 minutes by the end of the school year, those minutes will count towards the first 600 minute increment of the following year.

Minutes read during the summer will not be counted towards the P.R.I.D.E. Program.

The last day for recording of books is May 7, 2010

INCENTIVES FOR STUDENTS IN KINDERGARTEN

<i>50 books- Certificate</i>	<i>300 books- Hard cover book</i>
<i>100 books- Bookmark</i>	<i>400 books- P.R.I.D.E button</i>
<i>150 books- 2 pencils</i>	<i>500 books- McDonald's lunch</i>
<i>certificate</i>	
<i>200 books- Paper back book</i>	<i>600 books- \$3.00 towards book</i>
<i>order</i>	

CUMULATIVE INCENTIVES FOR STUDENTS IN GRADES 1-2

- 10 books- Pencil eraser*
- 25 books- Certificate/bookmark*
- 50 books- Paperback book*
- 75 books- Laminated bookmark*
- 100 books- "I have read 100 books" pin*
- 150 books- \$3.00 towards book order*
- 200 books- Hard cover book*
- 250 books- McDonald's lunch certificate*
- 300 books- \$4.00 Gift card to Subway*
- 350 books- \$5.00 towards a book order*
- Additional 50 book increments- \$5.00 towards book orders*

CUMULATIVE INCENTIVES FOR STUDENTS IN GRADES 3-5

- 600 minutes- Certificate and laminated bookmark*
- 1200 minutes- \$3.00 towards a book order*
- 1800 minutes- Perry Panther water bottle*
- 2400 minutes- McDonald's lunch certificate*
- 3000 minutes- \$4.00 Gift card to Subway*
- 3600 minutes- \$5.00 cash from Blackhawk State Bank*
- 4200 minutes- \$7.00 towards a book order*
- 4800 minutes- Perry School T-shirt*
- 5400 minutes- \$10.00 gift certificate to Barnes/Noble*

FIELD TRIPS

Field trips are scheduled by classroom teachers throughout the school year. These trips are designed to be an extension of the curriculum and be an opportunity to introduce students to community resources. Parents will receive notice of field trips well in advance of the scheduled trip date and will be asked to sign a permission form. **Parents must sign this form** and return before the trip. Students not having signed permission forms may not be allowed to accompany the class.

HOMEWORK

Homework is very important for student success. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their child by arranging for a quiet, comfortable place for them to work and by seeing that assignments are completed.

In addition, reading at least fifteen minutes each night is recommended. Students can read to parents or older siblings. Parents are encouraged to read to their child regularly.

ILLNESS OR INJURY

In case of illness or injury the school nurse will care for the child temporarily. It is very important that an emergency telephone number where parents can be reached be on file at school. If numbers change, please inform the school secretary immediately.

LOST AND FOUND

All clothing found on the school premises, is placed in the Lost and Found container. This is located outside the School Office. Parents are advised to:

- Clearly label your child's coats, jackets, sweaters, boots, etc. with his or her full name
- Not allow articles of sentimental or monetary value to be brought to school

Unclaimed items will be taken to the Salvation Army, Goodwill or other charity.

LUNCH PROGRAM

Students will be given a monthly calendar menu by the Aramark Food Services, who are contracted by District #100. Two main entrée choices will be available each day, choice A or B from the menu. Salads or sub sandwiches may be ordered in place of the main entrée. Cold lunches may also be sent from home. Please do not send canned sodas or drink containers made of glass. Milk can be purchased separately.

Students eating hot lunch all week are encouraged to bring their money on the first day of the school week. Daily lunches may be purchased also. We must call in the exact number

of students eating hot lunch each morning by 8:30 a.m. If your child is going to be tardy for any reason and desires a hot lunch, please call the school and ask the secretary to order a hot lunch. If you do not call and order a lunch ahead of time, you will need to bring a sack lunch when your child is brought to school.

Aramark Food Services does not allow lunches to be charged for more than two days. If there are discrepancies in balances, parents can call the school and ask to speak to Aramark Food Services personnel or may call 547-3856.

Lunchroom rules:

- Walk down the hall quietly
- Have lunch card ready and remember lunch choice ordered
- Use inside voices in the cafeteria
- Students are to remain in assigned seats
- Students are to raise hands when needing assistance
- No food is to be taken out of the cafeteria unless permission is given by lunchroom supervisor
- Food is not allowed to be thrown
- Students are to help clean up their eating area

MEDICATION

Please see the District Handbook for details regarding medicines to be administered at school. A sample permission slip that needs to be completed by the doctor and parent is available from the school nurse or on the district website. Please telephone the school nurse with any questions pertaining to medication at school.

NEWSLETTER

The PERRY DIGEST will be sent home the first Friday of each month. The Digest will contain information about upcoming events, important dates and classroom activities.

P.B.I.S. (Positive Behavior Interventions and Supports)

Perry has adopted a program called Positive Behavior Intervention Support (P.B.I.S.). Rules will be posted in each setting in the school. An incentive program will reward students for respecting themselves, others and property. Any staff member can reward appropriate behavior with “PAWS MVP” coupons. Students will then be a part of a weekly and monthly drawing for a special reward. Semester rewards for individual students and classrooms will also be included.

PETS

Animals should not be brought to school without prior permission from the teacher and should have adult supervision (other than teacher). It is recommended that pets not visit any longer than one hour.

PHYSICAL EDUCATION

Students are required to wear gym shoes (no raised platform gym styled sneakers, please) during physical education class. Classes will be conducted outside, weather permitting. It is strongly advised that students have an extra pair of shoes and socks available at school to change into should their feet get wet from the early morning dew. If for some reason your child cannot participate in physical education classes, please put this request in written form. Any restriction from P.E. classes for more than 5 days will require a doctor's excuse.

Students who do not participate in P.E. classes due to a temporary medical problem are not allowed to go outside for noon recess. The opposite is also true, if parents request their child not go to recess due to a temporary physical problem, they will also be kept out of P.E. classes.

REPORT CARDS

Report cards are issued following the completion of each nine-week grading period for first through fifth grades. Kindergarten students receive report cards at the end of each semester. The report card is an important message from the school concerning your child's progress, not only in school subjects, but also study habits and behaviors. Please carefully review your child's progress and contact your child's teacher should you have any questions. Midway through the grading period, you will be notified if your child is struggling in any subject area.

Grading Scale

100	A+
92-99	A
90-91	A-
89	B+
82-88	B
80-81	B-
79	C+
72-78	C
70-71	C-
69	D+
62-68	D
60-61	D-
0-59	F

ROOM PARENTS

If you would like to be a room parent during one of the holiday parties (Halloween, Winter or Valentine's Day) please contact your classroom teacher. If your child is unable to participate in any of the holiday parties, please inform your child's teacher so other arrangements may be made during the time of the party.

SCHOOL WELLNESS PLAN

In accordance with the adoption of a "Wellness Program" by Belvidere CUSD #100:

- Students are not allowed to bring soda pop or candy to school or for lunch
- Parents are encouraged to provide healthy treats for parties and birthday treats

TEXTBOOKS

Students are responsible for the textbooks loaned to them. There will be charges for any lost or damaged materials. These charges will be billed to the parents. Please note that textbooks are very expensive and replacing a textbook may cost as much as \$50.00.

VISITORS

We believe that parent/guardian visits are very important. Visiting the classroom demonstrates to your child that you value the work they are doing. As a courtesy, please contact the teacher as to the day you plan to visit. All visitors are required to report to the school office upon entering the building. Visitors will be asked to provide a photo ID before being issued a Visitor Pass. Upon leaving the building, visitors will return the Visitor Pass to the office in exchange for their photo ID.

ZERO TOLERANCE FOR WEAPONS

Belvidere School District #100 has adopted a zero tolerance for weapons (including look-a-like weapons) at school or on school property. Possession by students of any weapons or look-alike weapons on school property is strictly prohibited. Students found in violation of this policy will be disciplined by the building principal. Discipline measures may include counseling, suspension or expulsion. All incidents of students in possession of dangerous weapons will be reported to the appropriate law enforcement agency. Please be advised that knives of any kind, including pocket knives, are considered weapons. Please talk to your child and advise them that under no circumstances should they bring a knife to school, and that the consequences for not complying with this rule will result in disciplinary action.

