

# *Wegner School*

Parent-Student Handbook  
2016-17



1180 Marcella Lane  
West Chicago, IL 60185  
(630) 293-6400  
Office: Ext. 200  
Absences: Ext 202

Dear Parents and Students,

Welcome to a new school year! As a staff, we believe it is important for parents and teachers to work closely together to help children fully develop their unique academic and social potential. This is reflected in our school mission statement:

*Wegner School is a diverse community whose members work together, striving for the highest standards of academic achievement, citizenship, and social and emotional development, so that all children will become lifelong learners.*

In creating this handbook, we have outlined the basic procedures and activities that take place at school. We hope this information will help answer any questions you or your child may have. Please do not hesitate to call the main office if we can be of any assistance to you and your family.

We look forward to a tremendous year at Wegner. We're glad that you will be a part of it!

Respectfully,

*Karen Apostoli*

Principal

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***After you have taken the opportunity to review the handbook with your child (children) please complete, sign, and remove this page. This confirmation sheet should be returned to your youngest child's teacher within five days of receipt of this handbook. Thank you for your cooperation!***

Statement of Understanding

I acknowledge receipt of the Wegner School Parent-Student Handbook and have discussed its contents with my child/children.

Parent's Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Student(s)

Grade(s)

## REGULAR SCHOOL HOURS

All grades - 8:25 am- 2:45 pm

The arrival time for elementary students is 8:15a.m. Students **may not arrive at school before 8:15 a.m.** since supervision is not provided until this time. (Students who ride the bus, participate in the breakfast program, or are asked by a staff member to come early are the only exceptions to this rule.) From 8:15 a.m. until 8:25 a.m. children may play on the playground. At 8:25 they will line up in preparation for entrance into the building. Bells will ring at 8:15, 8:25 and 8:30. If students arrive after their class has entered and the door is locked, they should go around to the front door. On days when it is raining or the temperature with wind chill is below 10 degrees, students will be allowed to enter the building at 8:15. Upon dismissal, students should go directly home. They may not stop to play on the playground until after they have first gone home.

### **ABSENCES/HEALTH RELATED ISSUES**

Every student is expected to attend school regularly. Regular attendance is essential if a student is to make use of the educational opportunities the school offers. Regular school attendance is essential for good school performance. Parents of students or those having legal custody or control of such students, have the responsibility for their children's regular school attendance.

If your child is going to be absent from school for any reason, ***you must*** contact the school office before classes commence. If parents do not call, the school will make every effort to call the parent at home or at work to verify absence of the student. We ask your cooperation in this matter. It is necessary so that we can help monitor your child's safety on the way to school.

When a child will be absent, **please call** the school before 8:30 a.m. If you have a touch-tone phone, you may call the Wegner Student Attendance Line at 293-6400, ext. 202. You may also simply push 2 upon hearing the initial school greeting. When directed to do so, please leave the following information:

Child's name  
Teacher's name and grade  
Reason for absence and  
The date your child will be absent.

If we do not hear from you and your child is not in school, the health aide will phone home. This policy assures both home and school that your child is safe and accounted for.

**\*Please keep the school office informed of any changes in phone numbers for both you and your emergency contacts. It is imperative that we be able to reach you at any time regarding any issues that may arise with your child during their time at school. This also ensures you receive any pertinent information regarding school closings and or events.**

## **EXCUSED ABSENCES - GUIDELINES FOR KEEPING CHILDREN HOME:**

Occasionally children arrive at school with a variety of illnesses. For your child's sake, and for the sake of the rest of the children in the school, please observe the following guidelines:

### **Keep your child at home**

- if his/her temperature is over 99.9
- if he/she has been ill and his/her temperature has not been normal for 24 hours.
- if your child is continually sneezing, coughing and has a runny nose.
- if you notice a rash of any kind.
- if you notice crusty sores around the nose or mouth which seem to be spreading.
- if you notice itchy, tearing and/or bloodshot eyes.

***\*Students who are absent during the day will not be permitted to participate in after-school events held on the same date.***

Parents often ask to excuse their child from school for dental or doctor's appointments. Whenever a student is to leave school early, a written request from the parent must be brought to the principal's office. The person who comes for the student must sign the student release form in the principal's office stating the date, time, and reason for leaving.

**REQUESTING MAKEUP WORK:** If your child is absent and you desire homework, please contact the office by 9:00 a.m. to allow the teacher sufficient time during the day to prepare and gather materials. The makeup work may be sent home with another child if we are so informed or may be picked up after school.

### **Dispensing Medication**

District Policy states that students are **not allowed** to take medication themselves during school hours. **This includes cough drops.** Under **NO** circumstances is a student to carry medication with them. All medication is to be administered only by authorized school personnel. Both the physician and the parent(s) must complete the School Medication Authorization Form. The medication must be brought to school in the pharmaceutical container, clearly labeled with the student's name, the name of the medication, and any pertinent instructions. **This form must be updated each year.** Authorized school personnel may administer medication needed on a continuing basis. The medication will be held in the Health Aide's office for the student where the student will report at the designated time. Parents are urged **NOT** to have a student carry their own medication to school.

**Exceptions:** Medications prescribed for a short period of time (i.e., antibiotics) are not considered long-term medications, and must be administered by a parent.

## **ASSIGNMENT NOTEBOOKS**

Assignment notebooks are provided to all students in grades 3-5. The first notebook is supplied to the student. Lost notebooks must be replaced at a cost of \$3.50.

All students in these grades use the notebooks to record daily assignments/homework assignments. Students are encouraged to take the notebooks home every day to keep track of their work.

## **ATTIRE/CLOTHING**

All students should dress appropriately and in good taste for the regular school day. School officials will insist on clean and modest clothing. Shirts and tops should be long enough to touch the tops of pants when a student is standing. Sleeveless shirts should have straps at least one inch wide. Tube tops or tops with a low plunging back or front should not be worn to school. Legs of shorts should come down far enough to fully cover the buttocks during any and all movement. Students should not wear heavy make-up or bring make-up to school. Bizarre items of attire or "costumes," except for specifically designated days, will be banned on the basis of their disruptive effect on the educational process. The wearing of T-shirts with vulgar or suggestive design or advertisements of alcohol, tobacco products or promotions of illegal substances will not be permitted at any time. Neither boys nor girls will be allowed to wear hats in the building. Parents should be sure that children are dressed appropriately for the weather. Coats, hats, mittens or gloves, and boots are needed on winter days.

## **BICYCLES**

Only students in grades 3-6 are permitted to ride bicycles to school. Students should walk their bikes when on school grounds and park them in the bike rack located in the corner of the primary playground near the parking lot. It is strongly recommended that students lock their bicycles. The school cannot be responsible for damaged or stolen bikes. Motorized bikes, skateboards, roller skates and other wheeled vehicles are not permitted in school or on school property during school hours.

## **BIRTHDAY CELEBRATIONS**

We know that birthdays are important to every child and that kids like to celebrate with their classmates. However, sending in a food treat to the classroom to celebrate can exclude those children who have food allergies, diabetes, or other dietary restrictions. With the support of the staff and the PTO board, we will no longer allow food items to be brought into the classroom for birthday celebrations. Each of your child's teachers will send home a **list of approved non-food alternatives** to celebrate birthdays when we return in the fall. We also ask that you not ask your child to distribute any birthday party invitations in school unless he/she is giving them to either all the children in the class or all of one gender.

## **CELL PHONES**

We recognize that for some children cell phones are necessary for after-school communication with parents. However, if students bring phones to school they must be put away and turned off during regular school hours. They may only be used with teacher permission during this time. Please understand that the school cannot be responsible for lost or damaged phones.

## **CHILD CUSTODY**

If a parent is divorced or separated, or a non-parent adult is a child's legal guardian, copies of all agreements, court orders, and other documents relative to custody or contact with non-custodial parents must be on file in the main office and with the building principal. Such agreements, court orders, or other documents that specify custody and restrictions of custody must be reported to the building principal each year.

**Non-Custodial Parent Contact:** In the event that the right of one parent to visit or have other contact with a child has been limited by court order, it is the responsibility of the custodial parent to provide the school principal with a copy of the court order that prohibits contact between the child and a non-

custodial parent or another person. The court order provides school personnel with the legal basis for prohibiting such contact. If such court order expires, the parent must present another court order with current dates.

### **COMMUNICATION**

**Newsletter:** A school newsletter is sent home with your child at the end of each month. This newsletter will keep you informed of happenings in our school and update you on dates and times.

**Conferences:** Parent-teacher conferences will be held at the end of the first grading period, during the month of November. (The exact date and times are published in the monthly school newsletter sent to parents.) Additional conferences may be *requested* at any time by parent, teacher or principal. The party originating the request shall contact the other parties involved to establish a time, date and place for the conference.

**Pupil Academic Reports:** Report cards are issued to all students in grades kindergarten through eighth, four (4) times per year. Grading periods are approximately 9 weeks long.

**Communication-Concerns/Problems:** The student's maximum growth is promoted when the parents and school personnel communicate regarding growth areas and/or areas of concern. If at any time a parent has a concern or a need for clarification, in most instances, the concern should first be discussed with the teacher (s) of their child.

### **DISCIPLINE**

Your child's teacher will inform you of his/her classroom management plan at the beginning of each school year. Any incidents of gross disobedience or misconduct will be referred to the building principal. The Superintendent/and or the building principal is authorized to suspend students guilty of gross disobedience or misconduct from school (and all school functions) for a period not to exceed ten (10) school days. Please refer to the District #33 handbook for more information related to disciplinary procedures.

### **EMERGENCY CLOSING OF SCHOOL**

Information concerning the closing of school because of inclement weather will be communicated through the district messaging system. Information may also be found on the district web site, [www.wego33.org](http://www.wego33.org).

Under extreme conditions it may become necessary to dismiss school early. Parents will be notified of this circumstance through school/district messaging system. All parents should have an understanding with their child about what he/she should do in case of early dismissal due to an emergency if the parents are not going to be home.

***\*It is imperative that the school office have a current phone number so that information regarding any closing of school and/or emergency is relayed to you promptly for the safety of your child/children.***

### **FIRE, LOCKDOWN, AND TORNADO DRILLS**

Fire, lockdown, and tornado drills will be held periodically throughout the school year. The purpose of these drills is to familiarize students with emergency procedures to be followed in the event of an actual fire, tornado, or other threatening situation. At the beginning of the year, teachers will teach students the procedures and/or routes to follow during these drills. Evacuation routes are posted in each classroom. Students are expected to be attentive, cooperative, orderly and quiet during these drills.

## **GANG ACTIVITY**

### **GANG ACTIVITY AT WEGNER SCHOOL WILL NOT BE TOLERATED.**

Gang activity includes, **but is not limited to**, the display or possession of gang symbols; soliciting others for membership; requesting payment of dues, insurance, or other forms of protection from any individual; intimidating or threatening any individual; and inciting others to participate in any form of physical violence involving persons or property.

## **LOST AND FOUND**

Anyone finding books, clothes or any other articles in the school or on school grounds should place them in the baskets located next to the gym entrance.

Parents should please try to mark in some manner, all personal items so that they can be identified and returned to you. Students should write their names clearly in the appropriate box inside all textbooks. Students are required to pay for lost or damaged textbooks. Small items, such as glasses or jewelry, are kept in the office

## **LUNCH/BREAKFAST PROGRAM**

During the 2016-7 school year, breakfast and lunch in West Chicago District 33 will be provided AT NO CHARGE to all enrolled students regardless of financial condition. Parents or guardians no longer need to apply or provide documentation for free or reduced fee breakfast and lunch. Breakfast items offered include fruit, cereal, and milk. Serving time is from 8:00 AM to 8:20 AM.

What's the catch to no cost meals? There is no catch just a condition:

Students must select three (3) out of five (5) healthy foods components – one of which must be a fruit or vegetable - for a healthy balance breakfast and/or lunch

(NOTE: Milk may still be purchased at .40 a carton OR students can combine select items (i.e. milk, a grain and fruit) and get milk at no charge!

If students do not choose the above option, they may bring a lunch from home. ***We strongly discourage bringing in fast food items for your child and will no longer allow these items to be brought into the lunchroom.***

Supervision is provided during lunch periods. Lunchroom supervisors are responsible for the safe and efficient management of the lunchroom and playground. Students are expected to follow the rules and guidelines set up by the supervisors.

## **PARKING**

Parking space is very limited. Spaces for quick visits are generally available at the front entrance to the school. However, please do not enter or exit these spaces during bus loading times. When parking on the streets surrounding the school please take notice of signs indicating restrictions. Parking in the rear lot along the sidewalk is not permitted. This space is reserved for drop off and pick up of kindergarten students.

## **PHOTOGRAPHS**

Student photographs will be taken sometime within the first few weeks of school by Lifetouch National School Studios. A make-up date for retakes, absentees, and those who register late will be scheduled. All students whether you wish to purchase pictures or not, will be photographed. Later in the year, Lifetouch photographers will return to take "Spring Portraits". Once again, all students will be photographed unless parents request otherwise.

**PARENTS ARE UNDER NO OBLIGATION TO BUY ANY OF THE PICTURES.**

## **PLAYGROUND**

All students will go outside for a daily recess unless it is raining or the wind chill is below 10 degrees. Please be sure your child is dressed warmly on cold days. All students are expected to follow playground safety rules, courtesy, and procedures. These rules and procedures will be sent home with your child in written form during the first few weeks of school.

## **PTO**

We have an active Parent Teacher Organization at Wegner School and would very much like to have even more people involved. Studies have shown that students do better in school when they are convinced that school is important to their parents. Helping out with some of the PTO sponsored activities is one way to demonstrate your desire to be involved with your child's education.

### **PTO's objectives are:**

- To encourage a closer relationship between parents, teachers, and staff so they may cooperate intelligently in the education of the child.
- To sponsor social, fund-raising, and informative events that additionally provides an opportunity for communication among children, parents, and teachers.
- To provide volunteer personnel to supplement and support the efforts of the professional staff for the benefit of the children.
- To aid in the acquisition of improvements in school facilities that will aid teachers in providing the best possible education for the children.
- To secure adequate laws and regulations for the care and protection of the children.

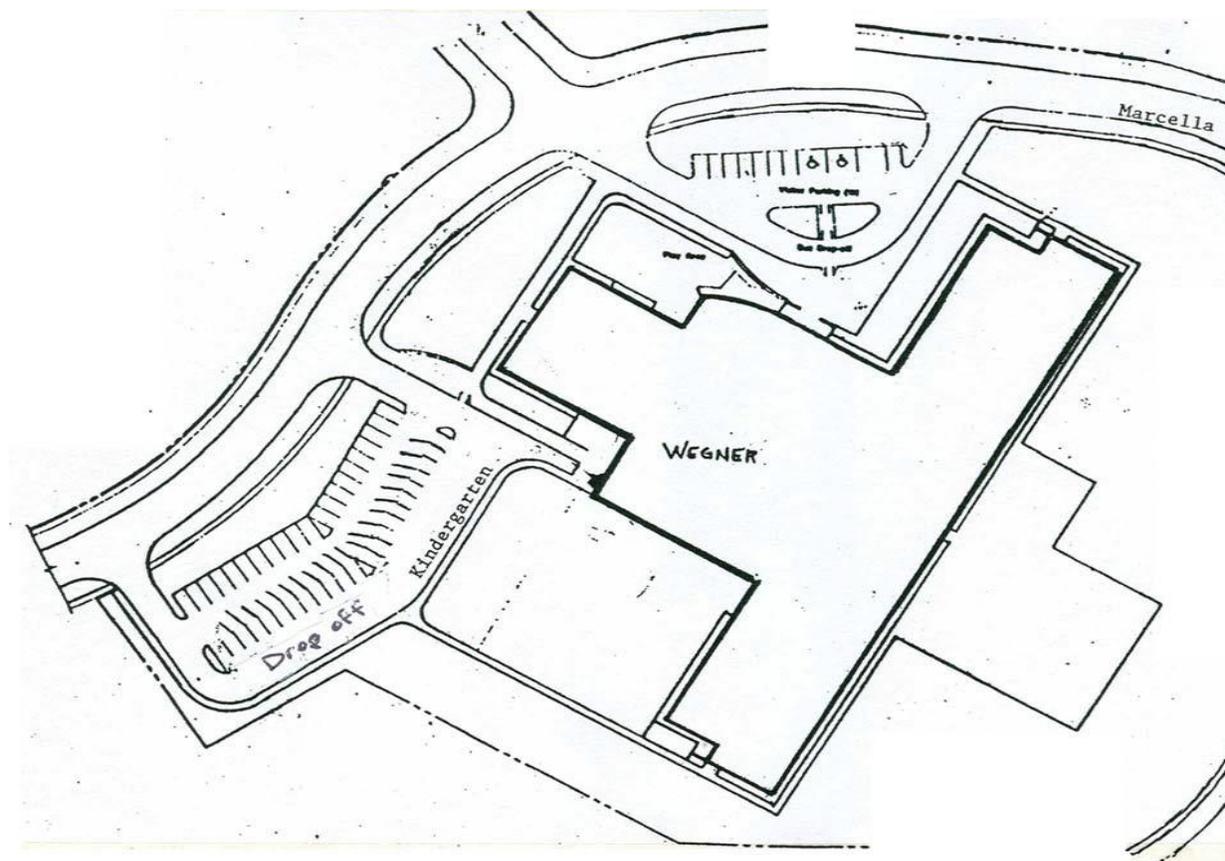
Please contact our school office to find the names of PTO members who will welcome your questions and help you become involved in your child's education.

## **SCHOOL SUPPLIES**

For your convenience, we have devised a detailed list of school supplies necessary at all grade levels, which was sent home. This list is also available on-line. We encourage parents and students to maintain important supplies throughout the year.

## STREET CROSSING AND STUDENT DROP-OFF/PICK-UP

From 8:10 to 8:40 a.m. and 2:30 to 3:00 p.m. the front of the school is reserved for buses. **Students should not be picked up or dropped off in front during these hours.** Walking students should use the sidewalk and not cross by the buses. Parents of kindergarteners should drop students off and pick students up at the sidewalk surrounding the back parking lot. All other parents should drop off and pick up students along Marcella Lane northeast and east of the front entrance. Please, do not let children walk between waiting cars or through the parking lot. The following map indicates the drop-off and pick-up location.



Students should not pass through the yards of the neighbors surrounding the school. Students should show respect for the private property of the school's neighbors.

If parents will be picking up a child before the regular dismissal time, a note should be sent to the school ahead of time if it is at all possible. Upon arrival, parents should come to the office to request dismissal of their child and to sign him/her out.

### **TARDINESS**

Students are expected to arrive on time each day. Many important directions and explanations are given during the first 10 minutes of class.

Students arriving late should enter through the front doors and report at the office. They will be issued an admittance slip before being allowed to enter class.

### **TELEPHONES**

Office and room telephones are designed for school business only. Therefore, calls home for non-emergency reasons, forgotten homework, etc. must be limited. Students must receive permission from their teacher to use the phone. PLEASE discuss with your child the necessity of having all items with them that they will need to get through the school day. Students will not be given permission to use the phone for rides home on rainy days or to make social arrangements for after school activities.

### **TRANSFERRING OUT OF SCHOOL**

When a student is moving to another school within District #33, we ask that parents notify us as far in advance as possible. If a student will be moving out of District #33, certain procedures need to be followed.

- 1) Parent notifies Wegner School of the move as far in advance as possible.
- 2) Parent picks up a Student Transfer form from Wegner School to show the new school verification of good standing and up-to-date medical records.
- 3) Parent completes an Authorization to Release Records form at the new school.
- 4) Wegner sends records to the new school upon receipt of the Authorization to Release Records form.

By following these steps, the transfer of academic and health records to your new school will be completed in a timely fashion.

### **UNNECESSARY ITEMS**

Any items that have no educational purpose and are brought to school will be confiscated. These items will be returned at the end of the day, at a later date to be determined, or to a parent, depending on the discretion of the teacher. Toys, IPods, hand-held video games, and skateboards are examples of unnecessary items that should not be brought to school.

### **VACATIONS**

Wegner School strongly recommends that parents do not take family vacations on student attendance days or during parent/teacher conference days. Learning missed during a vacation is not easily made up since work sent home is normally practice of lessons and concepts introduced in school. If it is absolutely necessary that a child miss school for a vacation, please notify the principal 5 days in advance. The principal will discuss with the teacher what work, if any, can be made up upon the child's return to class.

### **VISITORS**

**ALL** visitors (including parents and volunteers), must enter via the front door, provide a photo identification before being allowed in the door, and are required to report directly to the building office to sign in. Visitors must also wear a badge while in the building. When leaving the school, visitors must sign out. These rules have been made and are enforced for the safety of children.

If you are coming to school to deliver an item your child has forgotten, please label the item with your child's name and room number and leave it in the office. We will deliver it.

## **WEAPONS**

No weapons are permitted at school or at any school events. This refers to obvious weapons like guns, but also refers to knives, explosives, (including firecrackers), and items that **look like** weapons. Look-alike weapons are objects that resemble a weapon, (cap guns, water pistols, switch-blade combs), and are used or possessed in order to threaten, intimidate, harm or harass another person. In addition, items such as bats, sticks, scissors, pencils, and pens may be considered weapons if they are used or attempted to be used to cause bodily harm.

Students who bring weapons to school will be suspended or expelled. Weapons are dangerous. Help us protect everyone. If students or parents become aware of a weapon in school or on school property, please report the matter to school personnel.