

**WELCH ELEMENTARY
SCHOOL
PARENT STUDENT
HANDBOOK
2018-2019**

Welch Elementary School
2018-2019 Parent-Student Handbook

Table of Contents

Birthdays	page10
Digital Citizenship	page 10-11
Early Dismissal/Late Arrival	page 3
Grading Scale and Standards	page 6
Heat Plan	pages4-5
Homework	pages7-8
Lost and Found	page10
Lunch/Recess/Snacks	pages 8-9
Make-up Work	page7
Office Hours	page2
Parties and Celebrations	pages 9-10
PE Clothes and Participation	page 8
Playground	page9
Pets	page9
School Hours	page2
Specials – Art, Music, PE	page 8
Student Attendance	page2
Student Drop-Off and Pick- Up Procedures	pages 3-4
Visitors	page 5
Volunteers	page 6
Wednesday Late Arrival Procedures	page 2

SCHOOL HOURS

Due to supervisory schedules, students should arrive at school between 8:50 -9:05 AM and report directly to their classrooms where they will be supervised by the classroom teachers. Students should not arrive before 8:50 AM since there is no adult supervision. Doors open at 8:50 AM, with the exception of Wednesdays when the doors open at 9:00 AM.

The student day begins at 9:05 AM (Monday, Tuesday, Thursday and Friday); Wednesdays are a later start at 9:15 AM. The school day ends at 3:35 PM each day.

WEDNESDAY LATE ARRIVAL PROCEDURES

District 204 adjusts the starting time for students on Wednesday mornings. This set block of time for teachers to work collaboratively on improving student learning will occur each Wednesday before school. The start of the elementary school day will be adjusted to 9:15 AM. School staff will be available to supervise students beginning at 9:00 AM. Students will enter the building and report directly to their classrooms for supervision by their classroom teachers.. Bus pick-up on Wednesday mornings will be ten minutes later than your child's regularly scheduled morning pick-up time. If your child does not ride a bus to school, and you are unable to make arrangements for your child to arrive at 9:05 a.m. on Wednesday mornings, your child will be able to arrive at school at the regular time, 8:50 a.m., and he/she will read quietly in the hallway until arrival begins at 9:00 a.m. This silent reading time will be supervised by Welch staff members.

OFFICE HOURS

Welch's Main Office is open each day from 7:45 AM to 4:15 PM. Our school telephone number is 630.428.7200. Please note that staff are not in attendance before or after these hours.

STUDENT ATTENDANCE

Attendance is maintained in the eSchool student information system. Student absences should be reported to the office by 9:10 AM by calling 630.428.7200, then selecting Option 3. The school office will contact families of a student absence which has not been reported. The administration monitors attendance regularly. The Regional Office of Education Guidelines state that 5% or more absences is considered truant.

If a student is absent during the school day, they should NOT attend any evening performance or activity scheduled for their grade level. Your cooperation is needed in helping to maintain a healthy environment for all students and staff.

EARLY DISMISSAL & LATE ARRIVAL

A request to have a child dismissed early should be sent in writing with the child on the morning of the dismissal. Parents must come to the school office. We will send for your child as you sign them out for dismissal. A child will be released only to their parents unless other arrangements have been made prior. Parents should be prepared to present identification to the office staff. Because of natural congestion at dismissal time each day, we ask that if you pick up your child early, you must do so before 3:10. No students will be dismissed from class after 3:10.

Late arrivals must be accompanied into the building with an adult to be signed in. Students will be issued a pass to enter their classroom.

Each student will be given a form for parents/guardians to identify a Dismissal Plan at the beginning of the year. We ask that parents/guardian refrain from making changes to Dismissal Plans after 3:00 PM each day, unless there is an emergency situation. This assures that students and staff know how students are getting home each afternoon.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

Please note that by Illinois law, all school zones are **CELL PHONE FREE**.

Please remember that “kiss and drop” zones are designed to facilitate traffic flow. Watching a child walk from the street to the building significantly slows traffic.

Be considerate of other parents in this regard. After the first days of school, when you have established that your child knows the morning routine for entering the building, please drop your student(s) and then depart. Frustration on the part of other drivers makes unsafe conditions for all our children.

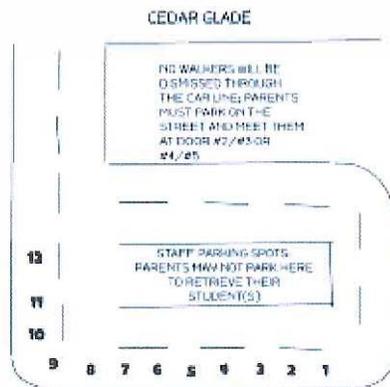
Bus Riders:

Bus riders will enter and exit the building for arrival and dismissal through the main entrance door #1. Please note, that regardless of the weather, the circle drive in front of the building is reserved for buses both before and after school (8:30 - 9:15 a.m.; 3:15 - 3:45 p.m.).

Car Riders:

Students are able to be dropped off and picked up by a car in the car line beginning the first day of school. Student safety is our primary concern. Please observe the following rules when picking up or dropping off students. Students who arrive or leave by private vehicle should be dropped off and picked up in the circle drive at the west end of the school by the staff parking lot. During drop-off, students may exit on any portion of the circle drive that is connected to the sidewalk, and enter through Door 7. Parents should have their student(s) name displayed on the rear-view mirror of their vehicle. Staff will direct parents to one of the assigned loading spots, which will be identified with large numbered signs. Staff will assist students in locating their car at the specified loading spot. It is important that cars have the tags clearly displayed to ensure students locate their car quickly. Parents must stay in their cars; staff will assist students as needed. As cars load and exit the lot, parents should move forward to the

first available loading spot. For example, if you are parked in spot 5 waiting for your student(s) and the cars from spots 3 and 4 leave, you will be asked to move up to loading spot 3. Please see diagram below:



During arrival and dismissal, the car line is the procedure for all families in vehicles. Parking in the west end parking lot to drop off your child or wait for them at the end of the day requires children and adults to cross through the car line. This presents a safety concern and also delays the procedure for the car line. Thank you for using the car line to insure the safety and efficiency of this system for the Welch School community.

Walkers:

Walkers will enter and exit the building through doors #2 and #3, located on the front east side of the building, and doors #4 and #5, located in the rear of the building by the playground.

Our Crossing Guards are employees of Indian Prairie School District and the City of Naperville. Respecting their guidance and directives is an expectation of all citizens.

Remember, walking is a great form of exercise. We recommend walking to school and home daily as a healthy choice for all families! Walking is also an environmentally-friendly "green" choice!

HEAT PLAN

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 is forecasted to reach 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. The work has continued each year since, and a number of classrooms within each building 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.

- [Elementary School Air Conditioning FAQ](#) (updated August 2017)

VISITORS

We ask for your cooperation in presenting your valid Illinois ID or Driver's License when entering Welch School. Visitors' IDs will be returned when they 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. All volunteers will be asked to complete a District Volunteer Form when volunteering for the first time.

VOLUNTEERS

While we highly appreciate and value the support parents are able to provide thru volunteering, we must request that **siblings do not accompany parents** who are volunteering at school. Child care arrangements will be necessary for younger siblings.

GRADING

Grades are an evaluation of student achievement in grade level objectives. Teachers use frequent and ongoing evaluation in determining grades. Components of these grades will reflect varied age-appropriate opportunities for students to demonstrate knowledge of the subject matter and may include the following:

Punctuality	Cooperative Projects	Discussion
Note Taking	In-Class Assignments	Quizzes and Tests
Participation	Performance Evaluations	Special Projects

The grading scale for IPSD 204's elementary schools is:

Grade K:	Progressing satisfactorily
	or
	Additional help or growth needed

Grade K report cards are sent home for the 2nd, 3rd, and 4th quarters only. Quarter 1 assessments are discussed at the Parent/Teacher Conference in November.

Grades 1-2:	S+	Demonstrates strength
	S	Satisfactory progress
	I	Showing Improvement
	N	Needs to improve
	U	Unsatisfactory progress
	N/A	Not applicable to quarter

Grades 3 – 5:	A	90–100
	B	80–89
	C	70–79
	D	65–69
	F	64 and below

Report cards are available through Home Access at the end of nine weeks as determined by the District Calendar.

MAKE UP WORK

If a student is unable to attend school for one or two days, s/he will receive make-up work upon return to school and be given an appropriate due date. For extended emergencies/illness, a parent may call the office on the morning of the **third day of absence** to request make-up work. A parent may then come to the office the following morning to pick up homework. Upon return from an absence, students will submit make-up work in a timely fashion, typically within one to two days for every day absent.

HOMEWORK PHILOSOPHY STATEMENT

The following information supports District 204's Homework Policy 725.03, current research, and the philosophy and practices of elementary school educators.

Please keep in mind as homework is assigned and completed that homework benefits students learning when it connects to, not replaces, direct instruction. It should be used for meaningful practice and to expand concepts taught in the classroom.

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 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, de-motivate 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, District 204 teachers and administration revised the District 204 homework statement in order to confirm that reasonable time-limited homework, which provides feedback to our students, is 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.

SPECIALS – ART, MUSIC AND PHYSICAL EDUCATION

Each student will receive instruction in the following special areas:

Art	-	50 minutes once per week
PE	-	25 minutes three times per week
Music	-	25 minutes twice per week

PE CLOTHES AND PARTICIPATION

All students need a few basic supplies for P.E. All students should wear gym shoes – rubber-soled “tennis shoes” that cover their heels and toes – on their P.E days. In the event your child is recovering from an illness or you have concerns regarding P.E. participation, you may request, in writing, that s/he not participate in P.E. for up to 3 days. After the third day, a doctor’s note is required. If the student is not participating in P.E. because of a note, s/he will watch the P.E. class during that period; they will **not** remain in the classroom or LMC.

LUNCH – RECESS – SNACKS

We will have a thirty-five minute lunch/recess periods for all students in grades K – 5. A hot lunch program will be available to students on a daily basis. Information about menus and payment fees will be available online by accessing: <http://www.ipsd.org/Subpage.aspx/School Lunches>

A 15 minute recess is held each day following lunch. During the winter, we will go outside for recess if the wind chill index is at 5 degrees or above. The wind chill report will be obtained from the National Weather Service. Students are expected to dress appropriately for winter weather recess with hats, gloves, boots, and winter coats. All students participate in recess unless a doctor’s note including a medical reason is provided to the school. When a student is excluded from PE due to a medical concern, the exclusion will apply to all physical activities including recess. The school nurse will follow up with the doctor’s office as needed. Parents may write a note excusing a student from physical activity for up to three days. After day three, a physician’s note will be required. Safety is our priority. We ask that students **NOT** bring toys, balls, jump ropes etc. from home; our lunchroom staff will provide students with these items. If a lunch or item is dropped off for a student we ask that all items are labeled with their **FIRST** and **LAST** name, in addition to their grade level and teacher. There are bins to leave these items for students located under the television in Welch’s main entrance.

Grade level lunch times for the 2018-2019 school year are as follows:

Kindergarten	11:40 AM - 12:15 PM
First Grade	12:05 PM – 12:40 PM
Second Grade	12:55 PM – 1:30 PM
Third Grade	11:15 AM – 11:50 AM
Fourth Grade	10:50 AM - 11:25 AM
Fifth Grade	12:30 PM – 1:05 PM

Welch parents are invited to come in and eat with their student on their birthday (half birthday for summer birthdays); we will have a separate table in the lunchroom for students and their parent(s) to sit at and celebrate. Siblings are NOT allowed to attend. We do ask that visiting parents leave after lunch rather than going out for recess. We know this is a valuable “kid time” for our students.

Parents may choose to bring lunch to their child; however, we ask that parents do NOT bring lunches for other children. This presents a problem for the school staff in that we do not know that other parents have approved the lunch. In addition, other children may feel excluded.

Students in grades K – 5 are also provided with a snack time each day. In order to provide a safe environment for all students at Welch during snack time, we ask that you send healthy nut-free foods. Suggested snacks include fresh fruits and vegetables, crackers, granola bars, pretzels, and goldfish. Please don't send candy, cookies, cakes, chips, pudding, soda, and other dessert-like items.

PLAYGROUND

Please be aware that the playground is not supervised before or after school and that all students **must** be accompanied by an adult.

PETS

In the interest of student safety, we request that pets not accompany you when picking up/dropping off your student(s).

PARTIES AND CELEBRATIONS

Welch Elementary School will have the following celebrations for the 2018-2019 school year:

- A Halloween Celebration will take place on Friday, October 26, 2018 from 2:30 – 3:00 PM. Students may wear their Halloween costumes during the celebration. A parade will take place at 2:00 PM on this day.

- A Winter Celebration will take place on Friday, December 21, 2018 from 2:30 – 3:00 PM.
- A Friendship Celebration will take place on Friday, February 8, 2019 from 2:30 – 3:00 PM.

Room parents at each grade level will work collaboratively with the grade level teachers to plan activities for the students during the celebration, which could include crafts and games.

Students not attending room parties and events on the basis of religious beliefs or family choice will be provided an alternate opportunity at school to include a fun activity. This alternate opportunity option will be developed with parental and student input to ensure a positive experience for those involved.

BIRTHDAYS

We request that NO edible birthday treats be sent to school for distribution on student birthdays. Each week we will recognize children having birthdays. During our Friday morning announcements, students with a birthday that week will be asked to come to the office and will lead the school in the Pledge of Allegiance in addition to saying their name and class over the PA system. Children with birthdays in June, July, and August will be recognized during the school year.

Distribution of birthday party invitations is the responsibility of the parent. Invitations may not be distributed at school unless the entire class, all the girls in the class, or all the boys in the class are invited.. The PTA Call Book can assist you in addressing and mailing birthday invitations to home addresses.

LOST AND FOUND

Please clearly label your child's clothing and other articles with his/her full name. Remind your child to check for lost items on the rack in the multi-purpose room. Feel free to come in and look for lost items anytime before 10:30 AM or after 2:00 PM each day. Items in the Lost and Found box at the end of each quarter will be given to a charitable organization.

DIGITAL CITIZENSHIP

Digital Citizenship is the norms of appropriate, responsible technology use (Mike Ribble, Digital Citizenship Institute). We want students and families at Welch 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.commonensemedia.org/educators/digital-glossary>
- Parent Concerns: <https://www.commonensemedia.org/parent-concerns>
- Topics surrounding Social Media: <https://www.commonensemedia.org/social-media>