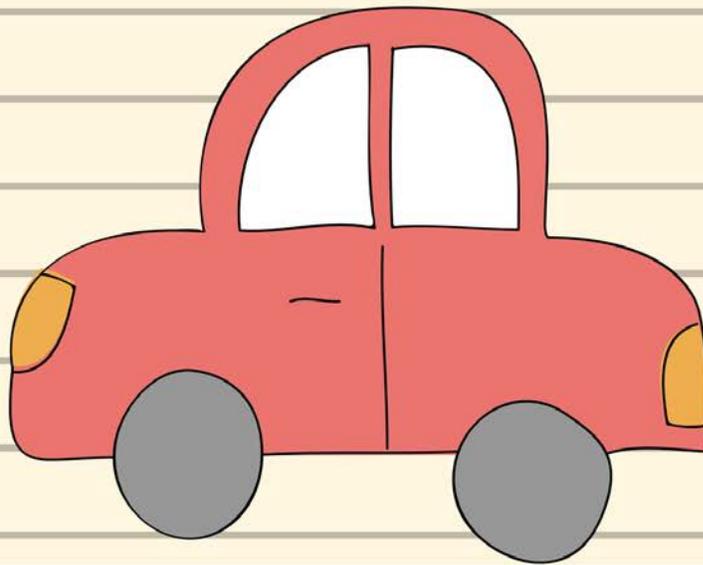


Cougars...

Driven to Succeed



Clow Elementary School
Parent-Student Handbook

2017-2018

Dear Clow Parents and Students,

On behalf of the staff of Clow Elementary School, I welcome you to the 2017-2018 school year! I am excited to begin a new year filled with a great deal of learning and growth for each of our students. In partnership with our parent community, we strive to create an environment that will support our students' academic endeavors as well as enrich their social and emotional well-being.

We believe that the key to our success as a school community is through a strong partnership with our families. Understanding our school's daily routines and procedures will help each family support their child(ren). The purpose of this handbook is to clarify information about Clow Elementary School and, in doing so, help to ensure that our time together is productive. The Clow School Handbook is a supplement to the District 204 Parent-Student Handbook. We encourage you to take time to review the contents of this handbook as well as the handbook provided by Indian Prairie District 204. Please feel free to contact our school staff if you have any questions regarding the content of this handbook or any school procedures.

We welcome you to participate in your child's school experience by monitoring your child's academic work, volunteering at our school, and joining us for the variety of school functions that are offered throughout the school year. Encourage your child to show Cougar Pride by being respectful, being responsible and being safe in all situations both at school and at home.

As we embark on the 17-18 school year, we encourage all Clow Cougars to be *DRIVEN to SUCCEED!* The staff and I look forward to collaborating with you this year.

In Partnership,

Katie Bennett

Principal

Clow Elementary School
2017-2018 Parent-Student Handbook
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CLOW SCHOOL'S MISSION

The mission of Clow School is to develop all students into becoming life-long, self-directed learners, problem-solvers, and effective communicators. We are committed to developing students into goal-setters and quality producers. Our children will be equipped with collaborative working skills and value becoming contributors to their community.

CLOW'S FUNDAMENTAL BELIEFS

- ❖ All students can learn given effective instruction and appropriate material.
- ❖ All students must become life-long learners, problem-solvers and effective communicators.
- ❖ Parents, business, and community involvement are essential for school effectiveness and improvement.

Board of Education and Central Office Administration support are essential to school effectiveness and improvement.

CLOW SCHOOL'S CORE VALUES

The core values of Clow School are those we strongly believe in and are unwilling to compromise. They are:

1. Open and honest communication and feedback with students, parents, business leaders, and community members is necessary.
2. A commitment to teamwork. Students, parents, and educators are in this endeavor together and collectively we increase our effectiveness and efficiency. Furthermore, we wish to enjoy life and our vocations and recognize that a positive attitude and a sense of community will increase the probability of this occurring.
3. Our school is truly student centered. The people at Clow recognize that students are our reason for existing and we feel privileged to be an integral part in their development.
4. People and property, both private and public, should be treated with respect and dignity.
5. We focus on development of foundational basic skills. This includes cultural, social, and academic areas of knowledge.
6. Our daily spirit is one of improvement. Regardless of where we are today, we strive to be better tomorrow.

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 classroom

teachers. Students should not arrive before 8:50 AM as there is no adult supervision on school grounds before that time. Doors open at 8:50 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 allows for teachers to work collaboratively on improving student learning and 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.

OFFICE HOURS

Clow's Main Office is open each day from 7:45 AM to 4:15 PM. Our school telephone number is 630.428.6060. Please note that staff is 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 620.428.6060, Option 3. The school office will contact families of a student whose absence 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 AND 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 parent/guardian 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 do so before 3:25. No students will be dismissed from class after 3:25.

Students who arrive late to school should be accompanied by an adult who can sign them in, in the main office. Students will be issued a pass to enter their classroom.

STUDENT DROP-OFF AND PICK-UP PROCEDURES

Students may enter and exit the building thru Door #1 (Main Entrance), Door #3 (Kindergarten Hallway), and Door #9 (MPR).

Please note that 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.

Students may be dropped off and picked up in one of the following locations:

- Clow's Faculty Parking Lot - Cars may enter the lot and circle around, dropping off and picking students up at the end of the sidewalk from the Multi-Purpose Room in one of the four designated spots. For dismissal, students will wait on the sidewalk near the building until their ride advances to one of the four spots. Please do not park behind the school building or in one of the stalls of the parking lot, but instead stay in the line so the flow of traffic is continuous. Cars should not be left unattended in the parking lot.
- Dewhurst near the bike racks - A “kiss and drop” lane exists for convenience and traffic safety. Please do not linger or park in this lane.
- Leverenz - A “kiss and drop” lane exists in this location as well. Please do not park or linger in this lane.

A Crossing Guard will assist students at the corner of Springdale Circle and Midland Drive. Students should only cross with the assistance of a crossing guard.

Note: signs are posted on the west side of Midland indicating “no stopping, standing, or parking” during school drop off/pick up times. Please adhere to posted signs on this street and throughout our school community.

The circle drive at the front of the school is reserved for buses and daycare vans both in the morning and after school. Cars should refrain from using the circle drive until after student arrival (9:05 AM Mondays, Tuesdays, Thursdays, and Fridays; 9:15 AM on Wednesdays). Cars may not park in the circle drive parking spaces during student drop-off or pick-up.

“Kiss and Drop” zones exist to assist with traffic flow. Cars should not park or sit for long periods of time. Thank you for your cooperation.

When picking your student(s) up after school, make a plan for a meeting place in advance. It is best that this meeting place be near his/her exit location. Students are

dismissed from one of the following exits: Door #1, Door #3, and Door #9. If you plan to pick your student(s) up in a vehicle, please remain in your vehicle and follow the flow of traffic in the staff parking lot. Staff will be available to assist students in finding their vehicles during the first several days of the school year.

Crossing guards are available in several locations to assist students in their safe arrival and departure from school. Please respect the guidance and directions given from the crossing guards as they work to safely assist our students each day.

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 continued in 2016 and 2017. Currently, 302 elementary classrooms in these 19 schools 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.

Principals will maintain a routine for relief on hot days that includes rotating classes thru air conditioned rooms, utilizing the gym for second floor classes and moving outside when appropriate.

VISITORS

We ask for your cooperation in presenting your valid ID or Driver's License when entering Clow 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 time to have your ID scanned and an ID badge printed.

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. Childcare arrangements will be necessary for preschool age siblings.

GRADING

Grades are an evaluation of student achievement in grade level objectives. Teachers use frequent and ongoing evaluation in determining 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:

Kindergarten: Progressing satisfactorily
 Or
 Additional help or growth needed

Kindergarten report cards are sent home for the 2nd, 3rd, and 4th quarters only. Quarter I 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 60 – 69
 F 59 and below

Report cards are available in eSchool 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 remediation, 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 than 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, 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.

SPECIALS – ART, MUSIC AND PHYSICAL EDUCATION

Each student will receive instruction in the following special areas:

Art	-	50 minutes once per week
P.E.	-	25 minutes three times per week
Music	-	25 minutes two times per week

P.E. 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 should be provided. If the student is not participating in P.E. because of a note, s/he will watch the P.E. class during that period.

LUNCH – RECESS – SNACKS

We will have 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.ipisd.org/Subpage.aspx/SchoolLunches>

A fifteen-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. If a student is in attendance during the school day, s/he must accompany their class to outdoor recess. Indoor supervision is not available for students during recess time.

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.

Grade level lunch times for the 2017-2018 school year are as follows:

Kindergarten	10:55 am – 11:30 am
First Grade	11:20 am – 11:55 am
Second Grade	1:00 pm – 1:35 pm
Third Grade	12:35 pm – 1:10 pm
Fourth Grade	12:10 pm – 12:45 pm
Fifth Grade	11:45 pm – 12:20 pm

Clow 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. 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. Thank you for your cooperation.

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 Clow during snack time, we ask that you send nut-free foods for your student to each during snack time.

PLAYGROUND

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

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

Clow Elementary School will have the following PTA-sponsored celebrations for the 2017-2018 school year:

- A Halloween Celebration will take place on Tuesday, October 31st. Students may wear their Halloween costumes during the celebration.
- A Winter Celebration will take place on Friday, December 22nd.

Students are invited to bring a special treat with them to enjoy on the day of each celebration. To ensure all students' safety, this treat should be nut-free. 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. Please contact your child's teacher if you choose to have your child attend the alternate activity on days of classroom parties.

Please note that students will also have an opportunity to celebrate with classmates on Valentine's Day. This celebration will be coordinated by the grade level teachers.

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. The PTA “Cougar 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 in the bin in the Multi-Purpose Room. Feel free to come in and look for lost items anytime. 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 Clow Elementary 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>

Cougar Pride

Expectations	LMC	Arrival/Dismissal	Cafeteria	Playground	Bathroom	Hallways/Stairwell	Bus
Be Respectful	<ul style="list-style-type: none"> * Use Level 1 voice * Use shelf markers appropriately * Take care of LMC materials 	<ul style="list-style-type: none"> * Use Level 2 voice * Listen to patrol and supervisors * Use kind words and actions 	<ul style="list-style-type: none"> * Use Level 2 voice * Listen to supervisors * Keep hands and feet to self * Use kind words and actions 	<ul style="list-style-type: none"> * Can use Level 4 voice * Take turns * Include everyone * Play to have fun * Use kind words and actions 	<ul style="list-style-type: none"> * Use Level 1 voice * Give privacy to others 	<ul style="list-style-type: none"> * Use Level 1 voice * Use kind words and actions * Keep hands off of displays and wall hangings 	<ul style="list-style-type: none"> * Use Level 2 voice * Listen to driver * Report problems
Be Responsible	<ul style="list-style-type: none"> * Clean up after yourself * Watch the time * Have materials ready 	<ul style="list-style-type: none"> * Arrive on time * Have materials before leaving classroom * Go directly to destination 	<ul style="list-style-type: none"> * Clean up your space and all garbage * Raise your hand if you need to get out of your seat * Arrive on time * Lunch card/lunch in hand 	<ul style="list-style-type: none"> * Use equipment appropriately and return to proper place * Line up promptly when the whistle blows * Enter the building quietly * Be prepared with coats, hats, boots, etc. 	<ul style="list-style-type: none"> * Flush toilet and turn off water * Throw trash in garbage * Report problems * Observe time limits 	<ul style="list-style-type: none"> * Stay with your class * Go directly to destination * Have materials ready 	<ul style="list-style-type: none"> * Keep seats and aisles clean * Take care of belongings
Be Safe	<ul style="list-style-type: none"> * Walk * Use furniture appropriately * Push in chairs/stools 	<ul style="list-style-type: none"> * Walk * Stay on sidewalks * Walk like 	<ul style="list-style-type: none"> * Walk * Eat only your food * Line up quietly and wait to be dismissed 	<ul style="list-style-type: none"> * Stay in identified play areas * Follow adult directions 	<ul style="list-style-type: none"> * Wash hands with soap and water * Keep water in the sink 	<ul style="list-style-type: none"> * Stay to the right * Keep hands and feet to self * Walk 	<ul style="list-style-type: none"> * Stay in seat * Keep hands and feet to self and inside bus * Face forward

Voice Levels: 0 Voice - Silent; 1 Voice - Whisper; 2 Voice - Conversational; 3 Voice - Presentation; 4 Voice - Outside