

Bloomington Public Schools

District 87

Irving

Elementary School



Student Handbook

2010-2011

Dear Irving students and parents,

Welcome to the 2010-2011 school year! We are looking forward to meeting and working with you and your child.

This handbook was designed to help families learn more about Irving School. Please keep it where you can refer to it throughout the year. If you have questions, please call me at 827-8091. I also encourage you to review the District 87 Handbook. You will find a great deal of information to help you know more about our school district.

Sincerely,

Christina Lammers, Principal

IRVING SCHOOL MISSION STATEMENT

All Irving School Students Will Learn and Succeed

BELIEF STATEMENTS

1. We believe education is a shared responsibility among students, staff, parents, and the community.
2. We believe in the IRVING FAMILY concept of trusting and caring.
3. We believe that high expectations promote academic and behavior success.
4. We believe all students learn at different rates and with different styles.
5. We believe a positive self-concept is vital to learning.
6. We believe the curriculum must be sequentially defined.
7. We believe instructional time should be carefully guarded and wisely spent.
8. We believe in the importance of enrichment and intervention.
9. We believe developmental readiness is an important factor in a child's school success.
10. We believe learning needs to be current and relevant to succeed in the 21st Century.
11. We believe all evaluation and assessment should be tools to promote student success.
12. We believe a positive school climate is crucial to learning.
13. We believe leadership includes support, consistency, and communication.
14. We believe staff development should be relevant and ongoing.
15. We believe in recognition of student and staff achievement.
16. We believe the foregoing must be supported by resources, facilities, and scheduling.

IRVING FACULTY & STAFF

Principal	Christina Lammers
Kindergarten	Linda McAninch Cindy Moore Stephanie Willette
First Grade	Ginnell Barke Gigi Ehrlich Jen McGowan
Second Grade	Kady Hofer Judy Neal Vickie Nelson
Third Grade	Katie Fraher Pam Hedger Amy Hubble
Fourth Grade	Randy Johnson Jolynn Plato
Fifth Grade	Erin Knuth Joy Mucci
Resource.....	Lyn Taylor Nancy Miller Maureen Svob Mary Beth Turner
Program Assistant.....	Raedean Moritz
Title.....	Lori Fischer Karri Fudacz Sharon Hartrich-Jackson
Music.....	Karen O'Shea
Art.....	Tony Iniguez
Physical Education.....	Jonn Graham
Library Media Specialist.....	Shirley Jacobs
Library Media Assistant.....	Shirley Redd
Administrative Secretary.....	Deb Crouch
Office Assistant.....	Chris McCormic
School Nurse.....	Holly Beoletto
Speech Therapist.....	Alycia Carroll
Counselor.....	Anne Jones
Psychologist.....	Rita Wise
Band.....	Max Chernick
Orchestra.....	Karen Monhardt
Head Custodian.....	Shawn Milling
Night Custodian.....	Trent Bellott
Kitchen Supervisor.....	Lucy Abbott
Kitchen Staff.....	Kim Cruze Katie Pope Kathy Smith Katie Sundberg Audra Watkins
Lead Lunchroom Supervisor.....	Brandi Jasso

HELPING YOUR CHILD SUCCEED IN SCHOOL

Parents are lifelong teachers. Children learn from their parents and they continue to learn from you long after they are grown. By promoting the desire for learning, by encouraging your family's beliefs, and by developing important social skills, parents guide children to become flexible and responsible adults. Setting up routines and establishing good habits create the groundwork for a child's adulthood. Effective parents consistently model the following behaviors:

- Encourage their child by recognizing their child's strengths and support without pressure.
- Communicate their love affectionately, verbally, and respectfully.
- Create a positive atmosphere with gentle humor, hope, and adventure.
- Demonstrate balanced discipline by clarifying expectations, providing consequences, and sharing reasons. They trust their child and expect positive results.
- Make their child proud of them by demonstrating competence, sharing successes, and celebrating accomplishments.
- Create community with family, friends, and neighborhoods.
- Make the child feel safe through physical protection and emotional care.
- Model good relationships through teamwork, showing how to disagree, and how to love.
- Spend time with their child by focusing on fun and putting family time on the schedule.
- Communicate the importance of school.

CHILDREN SUCCEED IN SCHOOL WHEN...

- They come to school rested (at least 10 hours sleep).
- They eat breakfast
- They organize their materials needed for school the night before.
- They arrive at school on time prepared to learn.
- Parents discuss their day's work and activities at school with them every night.
- Parents communicate with teachers.

ATTENDANCE

Students need to be in school for academic learning to occur. Regular attendance is required of all students. District 87 considers the following absences to be excused: illness of the student, serious illness or death in the student's family, early dismissal for medical appointments, court appearance of the student, observance of religious holiday.

Unexcused absences may include, but are not limited to: truancy from school or class, leaving school without permission from any school official, shopping, being out of town, vacations, out of school suspensions, missing the bus.

Please review pages 30-32 in the District 87 Handbook for more information regarding absences. If your child will not be in attendance please call 827-8091 before 10:00 a.m.

Teachers will not be expected to provide assignments in advance for absences. Any request for make-up work should be made by 11:00 a.m. on the day of the absence and may be picked up in the school office between 3:15-4:00 p.m.

Arriving to school late and leaving school early interrupts the instruction of students in the classroom. As a result, leaving school early will be treated in the same as tardiness. Repeated occurrences of tardiness or leaving school early will result in consequences such as the assignment of a detention.

ARRIVAL AND DISMISSAL

Student safety is a primary consideration for parents, teachers, and students alike. Everyone must follow the prescribed procedures during arrival and dismissal times to ensure that students arrive to and from school safely.

Students **should not arrive at school prior to 8:40 a.m.** as no supervision is provided before this time. Classes start at 9:00 a.m. Students are expected **to arrive at school ready to learn by 9:00 a.m. and are expected to stay until 3:15 p.m.** It is important for your child and his or her classmates that the disruption caused by late arrivals and early dismissals be avoided. Repeated tardiness or leaving school early will result in consequences, including morning detention.

When arriving to school students line up at their designated line on the playground if they do not eat breakfast. Breakfast is served each day beginning at 8:20 a.m. If the child eats breakfast in the morning the YWCA door on the northeast side of the building should be used. Children are to eat breakfast as soon as they arrive at school. **Football, basketball and playground activities prior to 8:45 are NOT allowed due to lack of adult supervision.**

Students may only ride an alternate bus in a true emergency situation. This does not include arrangements for social engagements or periodic child care.

Changes in how a child goes home must be communicated in writing to the teacher. If no parent contacts is made, students will be sent home in the usual manner.

School is dismissed at 3:15 p.m. Please avoid signing your child out of school early. This is a disruption for your child and the classroom. Students who frequently leave school early will be considered absent without cause and may be required to serve a detention.

Parents picking up children should arrange a meeting location in advance. Attempting to visit or move to the classroom at dismissal time causes a significant disruption to dismissal procedures. Please do not go to the classrooms at dismissal times.

BUILDING SECURITY AND VISITORS

All doors are locked at all times. Visitors (including parents) are required by state law to sign in and out at the office. For the safety of our students, please wear a visitor tag while in the building so you can be identified. Parents/visitors who are not wearing a tag will be directed to the office for proper registration.

PARKING

Please park on Jackson, Mill or Mason. Students are NOT allowed to cross the street in the middle of the block. **THIS IS CALLED JAYWALKING AND IS AGAINST THE LAW. PLEASE CROSS THE STREET TO GET TO YOUR CAR EVEN IF IT MEANS YOU NEED TO WALK TO THE CORNER.**

FORGOTTEN ITEMS

Parents and/or guardian who are called by their children to bring necessary items such as eyeglasses, instruments, etc. to school should bring the item(s) to the office. These items will be delivered by office personnel.

BREAKFAST AND LUNCH PROGRAM

Breakfast is served in the cafeteria from 8:20-8:55 a.m.

- Students who walk to school or arrive other than on a school bus may have breakfast between 8:20 and 8:40. **Breakfast will not be available for these students past this time.** **These students must be finished and ready to join the class by 8:55.** Excused tardy passes will not be issued for students who walk or are transported by parents.
- Students who arrive by school bus will be allowed to enter breakfast when the bus arrives. Students must go directly to the breakfast line from the bus.
- Irving School has several students with serious peanut allergies. To help make Irving School as safe as possible for these children, peanut products will not be served in the classrooms.

Parents are welcomed to eat lunch at school with their child. If parents want a school lunch they should call the office by 9:30 a.m. to be added to the lunch count. Please do not send or bring soda pop to school for lunch; it will not be permitted in the cafeteria.

LIBRARY MEDIA CENTER

Library books checked out by pupils must be returned to the Library Media Center in two weeks. Please help your student return books promptly. Families will be billed for lost or damaged materials.

HOMEWORK

Good study habits are critical for every student to be successful in school. Irving students and their parents should expect to spend ten minutes per grade level in “at home” school involvement. For example, a fourth grader should spend approximately 40 minutes per school evening on homework.

Students in grades 2-5 have an assignment notebook that should come home every night with assignments and other information. Parents play a very important role in helping their student develop good study habits. Parents should:

- Provide a designated time and place to study.
- Talk with their student about assignments and schoolwork in general.
- Check to make sure the homework is completed.

OUTDOOR RECESS

Students will be outdoors for recess when the wind chill is 20 degrees or above. Please make sure your child is dressed appropriately for the weather, including hats and gloves when appropriate.

PHYSICAL EDUCATION

State law requires all pupils to take part in physical education classes. Parents must send a written excuse from the doctor when a student should not participate in physical education.

Students are required to wear gym shoes during physical education. Students who are repeatedly unprepared for P.E. will face consequences for lack of participation.

TELEPHONE USE

Students must have permission from their teacher to place phone calls during the school day. Students will not be permitted to use the phone to work out social engagements after school. These arrangements should be made with parents outside the school day. Students are not allowed to use or display cell phones during school hours.

CELEBRATIONS

Invitations to parties cannot be distributed at school. Due to health concerns and scheduling, treats for all occasions must be arranged with the teacher in advance. Special deliveries for students (such as flowers, balloons, candy bouquets) should not be made to school. Deliveries that arrive at school will be held in the office for pick-up by a parent.

BEFORE AND AFTER SCHOOL PROGRAM

The Mclean County YWCA sponsors a Before and After School Care Program for Irving students on school premises. Parents can call the YWCA at 662-7826 for more information. At dismissal time students proceed directly from the classroom to the cafeteria.

PETS AT SCHOOL

Please do not bring dogs or other pets into the school or on school grounds.

BICYCLES

Any student in grades 3-5 may ride a bike to school. Students need to lock their bikes in the bike rack. Irving is not responsible for lost or stolen bicycles. Bicycles are not stored inside the building. Bike riders must obey these safety rules:

1. Students must walk their bikes across the crosswalks and school grounds.
2. Bike riders need to lock their bikes during the school day.
3. Under no circumstances are bicycles allowed inside the school building.

VOLUNTEERS

There are many opportunities for Irving parents to volunteer their time, talents, and energies to benefit Irving students.. The following are examples of volunteer efforts by Irving parents:

- Chaperone Field Trips
- Work with individual students
- Serve on many PTO committees to organize PTO activities
- Prepare instructional materials
- Assist in the Library Media Center
- Supervise special events

Volunteers who supervise students or work with students out of view of the supervising staff (including on field trips) are required to complete an annual criminal background check. Every year, Irving parents have new talents to share with students. If you would like to volunteer at Irving School, contact the PTO president or the principal.

IRVING SCHOOL PARENT-TEACHER ORGANIZATION

All parents and guardians of Irving students, as well as Irving faculty, are members of the Irving School Parent-Teacher Organization. The objectives of the PTO are to promote better understanding between the parents and staff, to coordinate special activities, and to promote enrichment programs through personal and/or financial assistance.

There are many ways in which the PTO is involved at Irving. The Irving PTO distributes a questionnaire to all parents seeking volunteers to assist in the programs at Irving. Many enrichment activities are provided to students through the participation of parents. Parents are encouraged to attend.

IRVING PARENT TEACHER ORGANIZATION OFFICERS

President	Julie Turner
Vice President	Jeremy & Beth Fogg
Treasurer	Alice Volezke

IRVING ELEMENTARY SCHOOL

Students at Irving School follow simple expectations to assure safety and to prevent the disruption of instruction. We work to instill self-responsibility by having clear expectations and developing consistent routines to promote success. Should a student make a choice in conflict with these expectations, consequences will be assigned:

IRVING SCHOOL BEHAVIORAL EXPECTATIONS

- Respect yourself.
- Respect others.
- Respect property.

DECISION MAKING IN DISCIPLINE

Irving School defines the expectation of appropriate behavior in the simple terms listed above. Clear definitions and instruction of these terms are provided for students as well. A list of potential consequences for specific infractions is also included. This list is used as a guideline when consequences are being considered. All incidents are investigated and many factors are considered before a consequence is determined. Factors include (in no specific order):

- Severity/Level of Disruption
- Frequency/Previous Incidents
- Age
- Honesty
- Acceptance of Responsibility
- Special Needs

AGGRESSION

Fighting

- 1st Offense: One day out of school suspension
- 2nd Offense: Two days out of school suspension, Parent Conference
- 3rd Offense: Three days out of school suspension, Parent Conference
- 4th Offense: 5 days out, Parent conference, Special Plan

Inappropriate Physical Contact

(Range of severity may determine range of consequences)

- 1-2 Offenses: Staff involved manages consequences, may include detention
- 2-3 Offenses: Detention, possible in-school suspension
- 4 or more: Parent Conference, detention, or suspension, possible removal from the

school setting.

Threats and intimidation

(Range of severity may determine range of consequences)

1st Offense: Staff involved manages consequences, may include detention

2nd Offense: Detention possible in school suspension

3rd Offense: Parent conference possible out of school suspension

Damage to Property

Range of severity/Range of Consequences: restitution-detention-suspension

RACIAL OR SEXUAL DISCRIMINATORY REMARKS

1st Offense: In-school suspension ½ day

2nd Offense: In-school suspension 1 day

3rd Offense: Parent Conference, Out of school suspension 1 day

DISRUPTIVE MATERIALS

Includes, but is not limited to: toys, electronics, candy, compact discs, sport equipment, trading cards, etc. Please refer to the Disciplinary Guidelines section of the District 87 Elementary Student Handbook for more information. The severity of disruption may determine range of consequences.

DISRESPECT/DEFIANCE/NON-COMPLIANCE

Staff involved manages consequences. Derogatory racial terms or inappropriate, discriminatory terms regarding gender will result in a suspension for the first offense and will increase with subsequent problems. These behaviors will not be tolerated at Irving School.

GROSS DISRESPECT/DEFIANCE/DISRUPTION/NON-COMPLIANCE

1. Principal works with staff involved to determine consequences, typically resulting in detention or suspension.
2. If student refuses to go to office at staff member's request, student will serve ½ day in-school suspension.
3. If student leaves a location without staff permission, student will serve a ½ day in-school suspension.
4. Multiple offenses result in a parent conference and in or out of school suspension.

INCOMPLETE WORK OR NON-PARTICIPATION

1. Staff involved manages consequences within classroom
2. Lunch detention is assigned
3. Multiple offenses will result in a parent conference, before or after school detention, and in or out of school suspension

GROSS MISCONDUCT, SUCH AS POSSESSION OF WEAPONS OR ILLEGAL SUBSTANCES, WILL RESULT IN SUSPENSION WITH FORMAL PLAN OF RE-ENTRY AND A POSSIBILITY OF EXPULSION.

The form below will be used to communicate with parents. The form must be signed by a parent and returned to school the next day of attendance to avoid further consequence.

Bloomington Public Schools
Discipline Report

Irving School
827-8091

Name:		Date:		Location:	
Grade:		Teacher:		Referred by:	
Infraction:		Action:		Date:	Time Over:
138	Inappropriate Behavior	100	Detention		
146	Inappropriate Physical Contact	133	Lunch Detention		
125	Fighting	111	Conditional Probation/ Warning		
105	Bullying	145	Phoned Parent		
113	Defiant Behavior	144	Parent Conference		
183	Destruction of Property	105	Behavior Contract		
175	Physical Threat to student	116	Detained in Office/ Classroom		
150	Incomplete Work/ No PE Shoes	126	In-School Suspension		
197	Tardy 3X	140	Out-of-School Suspension		
195	Stealing	139	Other		
137	Inappropriate Language	Daily Summary: <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> R= Be respectful H= Hands/Feet to self D= Follow directions C= Make Good Choices			
119	Failure to Return Signed Form				
157	Left Location without permission				
121	Failure to obey Teacher/Supervisor				
120	Failure to serve consequences	Comments:			
170	Other				

Students who do not complete assigned action will be assigned a further consequence and may be suspended from school.

Parent Signature: _____

This signed form MUST be RETURNED to SCHOOL to avoid further consequences.

Irving School Behavior Expectations Across All School Setting

		SETTING						
		All Settings	Hallways	Playground	Cafeteria	Classrooms	Assembly	Bus
Behavioral Expectations	Respect Ourselves	Be on Task. Give Best Effort. Be Prepared.	Walk	Have a plan to use recess time wisely.	Eat your food. Select health foods.	Study. Read. Compute.	Sit in one spot, "Irving style."	Watch for your stop or ride.
Behavior Expectations	Respect Others	Be Kind. Keep hands/feet to self. Help/share With others	Be silent. Walk on right side.	Play Safe. Include others. Share equipment.	Use good table manners. Touch only own food items.	Use quiet voices. Listen while others are speaking.	Listen and watch. Use appropriate applause.	Use quiet voice. Stay in seat or waiting area.
Behavior Expectations	Respect Property	Recycle. Clean up after self. Pick up litter.	Maintain appropriate physical space.	Use equipment properly.	Replace trays. Clean up area.	Push in chairs. Treat materials carefully.	Treat chairs and other items appropriately.	Wipe your feet. Do not eat/drink on bus.

Adapted from Positive Behavior Intervention and Support

Parents,

Please acknowledge your receipt of this handbook and the District 87 Handbook.

Christina Lammers,

Principal

Student Name: _____

Teacher: _____

I have received a copy of the District 87 Handbook and the Irving School Handbook insert.

Parent Signature

Please Print Name