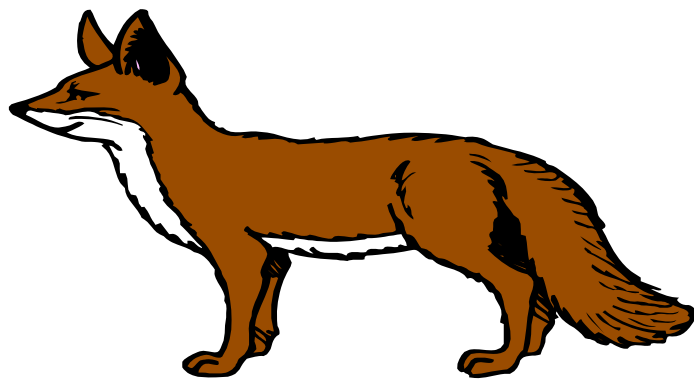


**FRY SCHOOL
PARENT HANDBOOK
2009-2010**



Home of the “Foxes”

**3204 Tall Grass
Naperville, Il. 60564
Attendance Line: (630) 428-7402
Main Line: (630) 428-7400
www.fry.ipisd.org**

Fry School Mission Statement

To provide a nurturing, academic environment in which all students can learn to think critically and creatively, interact cooperatively, and live responsibly in order to achieve their fullest potential.

To foster a collaborative environment that encourages all building staff to share expertise, techniques and philosophies that enhance professional development.

To promote an alliance among all students, parents, staff and members of the community that prepares students to contribute to society.

Fry School Goals

To establish an appropriate learning environment based on respect of self, others and property through the recognition of individual differences and positive interactions between students and staff.

To enhance student achievement through the application of effective instructional strategies, lessons, products and activities that support district curriculum.

Rights of All Students

All students need and deserve an equal opportunity:

To stretch their minds to understand new and difficult curriculum content in order to maximize their potential and demand the use of higher level thinking

To learn how to learn, which requires organizational skills, study skills, and persistence

To feel part of a group and to learn together with their peers

To have their abilities recognized and challenged for at least part of every school day

To develop their individual uniqueness

To be fully engaged in the learning process

To be free from discrimination based on intellect, gender, race or age

To experience the joy of learning and succeeding, a feeling which has long term positive effects

Fry Staff Roster 2009-2010

Principal	Moira Arzich		428-7405
Assistant Principal	Claudette Walton		428-7406
Student Services	Laurie Schuh		428-7409
Secretary	Karen Vogel		428-7403
Health Aide	Cindy Evak		428-7402
Nurses Office	Karen Elmgren		428-7404
	Nancy Schultz		428-7404
	Rebecca Nowak		428-7404
Head Custodian	Debbie Manthey		428-7411
Night Custodian	Juan Berrios, Bill Roubos		
<u>Kindergarten</u>	Erin Krishnan	134	428-7426
	Jane Johnson	137	428-7426
	Tina Theis	138	428-7430
	Linda Alley	133	428-7425
	Becky Mack	128	428-7420
	JoAnne Ash/KSP	139	428-7431
<u>First Grade</u>	Allison Schroeder	124	428-7416
	Deborah Dyschkant	125	428-7417
	Connie Chen	131	428-7423
	Brian Kulak	132	428-7423
	Renay Biehl	130	428-7422
<u>Second Grade</u>	Roxanna Kuhlmann	228	428-7444
	Anita Dangler	239	428-7456
	Connie Ware	234	428-7451
	Debra Freeston	237	428-7454
	Mary Silagi	238	428-7434
<u>Third Grade</u>	Laura Gonnella	230	428-7446
	Erin Mongelli	231	428-7447
	Kristina Tripp	232	428-7449
	Christine Schapen	233	428-7450
	Katie Schmitt	229	428-7445
<u>Fourth Grade</u>	Diane Horton	224	428-7440
	Amber Zion	225	428-7441
	Cathy McClure	227	428-7443
	Ginger Przybyla	127	428-7419
	Beth Rosa	126	428-7418
	Kerry DiFusco	129	428-7421
<u>Fifth Grade</u>	Lisa Rule	171	428-7458
	Susan Hume	172	428-7436
	Celestine Chen	173	428-7455
	Beverly Mathews	174	428-7408
	Jeanne Gerdisch	175	428-7433
LMC Director	Michelle Loughran	121	428-7414
LMC Aide	Mary Williams	121	428-7414

Music	Mary Whitney	118	428-7412
Music	Vicay Lauderdale	164	
PE	Chris Laskowski	113	428-7410
PE	Patty Ask	113	428-7410
Art	Joan Mills	119	428-7413
Art	Katie McShea	164	
Orchestra	Laura Patterson	Stage	428-7281
Band	Claire Fenton	Stage	428-7281
Support Teacher	Megan Marco	235	428-7452
Support Teacher	Colleen Calkins	235	428-7452
Support Teacher	Lori McClintic	235	428-7452
ELL	Karen Orlovich	222	428-7438
Project Arrow	Janet Kuo	226	428-7442
Rdg Improvement	Sharon Rollins	236	428-7453
Rdi Improvement	Nancy Beresheim	149	428-7437
Interventionist	Lisa Yore	136	428-7428
Interventionist	Bernadette Jacobs	136	428-7428
KIT Reading	Laurie Fox	148	
Early Steps	Pam Haines	145	
Speech/Language	Ginny Ehlers	223	428-7439
Speech/Language		223	428-7439
Speech/Language	Cheryl Heilicser/KSP	139	428-7431
School Social Worker	Megan Kenney	246	428-7459
Psychologist	Julie Felske	249	428-7462
OT			
PT	Lois Freeso-Doyle		
APE			
Teaching Assistants	Laila Jandick	Dahn Nguyen	Julie Magnuson
	Mary Green	Sue Knodle	Allison Davidson
	Jessica Schroder	Lisa Daly/KSP	Maria Regalado/KSP
Lunchroom Supervisors	Margie Perry	Barb Ridenour	Lori Yamamoto
	Stephanie Benson	Andrea Conrads	Terri Jones
Crossing Guards	Margie Perry	Kristy Carrico	
	Stephanie Benson	Terri Jones	

Dear Parents & Students,

On behalf of the entire staff we would like to welcome your family to Fry Elementary School. At Fry School we are firmly committed to the education of all children. We will work towards creating a strong and inclusive learning environment for all children regardless of their ability and individual learning style. We feel that as students and staff learn to achieve success through care and cooperation, the benefits will not only affect them, but the community that the school serves.

Within this book you will find our guidelines, procedures and expectations regarding the daily operations of our school. Enclosed you will also find a calendar of important school events to aid in your planning for the upcoming school year.

School communication though out the year will be sent using list serve. Please take a moment to subscribe through the Fry School or district website.

District 204 Web site: www.ipsd.org

Fry Web site: fry.ipsd.org

Together we can make your child's experiences here at Fry Elementary School educational, memorable and enjoyable. We look forward to working with each of you as we begin this new school year at Fry Elementary.

Sincerely,

Moira Arzich, Principal

Claudette Walton, Assistant Principal

Daily Operational Procedures

Office Contact

Attendance Phone: 630-428-7402
Main Office Phone: 630-428-7400
Mrs. Arzich Principal 630-428-7405
Ms. Walton Asst. Principal 630-428-7406
Mrs. Schuh Student Services 630-428-7409
Nurse's Office Phone: 630-428-7404

District Website: www.ipsd.org
Fry Home page: fry.ipsd.org

Building Hours

Main Office 7:45 AM-4:15 PM
M, T, Thur & Fri 9:05 AM-3:35 PM
Late Start - Wednesday 9:15 AM-3:35 PM

Students are allowed to enter the building at 8:50am and proceed to a supervised location unless they are participating in before school clubs or activities.

Building Visitors

All entrances to the school building are locked during regular school hours. All visitors, including parents and parent volunteers, must enter the building through the main entrance (Door #1) and go directly to the main office. The entrance is secured via a video monitoring and buzzer system. Everyone must sign-in and sign-out, state the purpose of his or her visit and obtain/return an ID badge before leaving the main office. All persons are required to make arrangements 24 hours in advance, as per District policy, before visiting a teacher and/or classroom. Class instruction and/or activities are not to be interrupted for individual parent concerns. Please stop in the office and request a conference with the teacher and/or principal if you have concerns or need assistance.

School Closings

In case of bad weather or dangerous weather conditions, school closings will be announced in the local media and on the district web page at www.ipsd.org. Indian Prairie School District 204 uses the following radio and television stations to inform parents of such closings as quickly and in as wide an area as possible:

Radio:	Television:
WGN 720 AM	CBS Channel 2
WBBM 780 AM	FOX Channel 3
WLS 890 AM	WMAQ Channel 5
WKKD 1580 AM	WLS Channel 7
SBIG 1280 AM	WGN Channel 9

Please be aware that while closing information is given to the above media as quickly as possible, it is at the discretion of each station to decide when and whether to air the

information. Any decision to close school due to weather conditions will be made at the district level and not by the individual building administrator.

Arrival/Dismissal Procedures

Walkers/Bike Riders

Student and parents who take advantage of walking and biking to school, please remain on the sidewalks. Be aware of the heavy vehicular traffic in the area around the school and act in a safe manner. Pay close attention to the directions of the crossing guards as they escort students and family members across the street. Your assistance in keeping our students safe is greatly appreciated.

Student Pick Up Line

Fry School has implemented a numeric system to better serve the needs of our car riders, and staff that assist them. Each family has been assigned a number that will be used to identify your vehicle for arrival and/or dismissal. The numbers were assigned using the oldest or only list, with the intent that each family receives one number to identify their vehicle. A number has been assigned whether your family is a frequent user, or uses the pick up line occasionally.

We believe the numbering system assists us in the following ways:

1. During inclement weather, when students are held in the building for dismissal, staff members will be able to identify cars by the number and load students more quickly and efficiently.
2. Putting a system in place allows for more consistency among staff members who assist with pick up line duty.
3. The flow of traffic during Arrival/Dismissal will become smoother and timelier for families and staff.

How can you help make the use of this procedure an easy process?

1. Talk with your child about the process and help them memorize the number. For younger children, you may want to write the number on their backpack or attach it in some manner.
2. Please place the number on the **right side** of your vehicle on the dashboard/window, in a manner that is visible to staff.
3. If your child participates in a carpool, he/she will need to know the number of each of the vehicles they may ride in.

Adults will be monitoring and assisting the children during Arrival/Dismissal. We ask for your cooperation and assistance when using the Car Pick Up Line.

The car line is available for parents who wish to drop off and pick up their children each day. The drop off circle is located on the North side of the school off Grassmere Road. If you plan to use this option, please follow the procedures listed:

Only the outside lane of this loop, closest to the building, will be open for drop off and pick up services. Beginning at 8:50 am and 3:30 pm students will be unloaded and loaded under Fry staff supervision. Students should wait until they are in the unloading zone before exiting the vehicle.

Cars will be moved into the loading/unloading zone and all cars in the zone will be unloaded/loaded at the same time. When the cars in the zone have completed loading/unloading they will be signaled by a Fry staff member to move on.

The inside loop (closest to the staff parking lot) is not to be used for pick-up or drop-off. The staff parking lot will be closed and is not to be used during arrival and dismissal.

All traffic entering the pick up line must enter from the West. This means getting in the pick up line on Tall Grass Drive and proceeding North to Grassmere, turning East (right) onto Grassmere.

Cars will then enter the pick up line from the right.

All traffic exiting the pick up line must turn East (right) onto Grassmere.

To ensure safety for all pedestrians and drivers, all cars must wait in line and follow all procedures when dropping off and picking up students.

If your student will be arriving to school on crutches, please contact the school nurse at this phone number 630-428-7404 so a plan can be put in place.

Heat Plan

When the temperature exceeds the recommended guidelines of safety which is when the Estimated Temperature calculation (ET) reaches 85°, we recommend the following early dismissal plan be implemented at the non-air-conditioned elementary buildings. Two examples of the Estimated Temperature calculation (ET) follow:

- When the inside temperature is 92° F with 70% relative humidity which results in an ET of 85°F.
- When the inside temperature is 100°F with 30% relative humidity which results in an ET of 85°F.

The decision will be made by the superintendent by 12 noon.

- It will apply to all non-air-conditioned buildings.
- Parents are notified via District and building websites.
- Dismissal will be at 1 p.m.

Illness or Injury at School

In the event of illness (fever, vomiting or other severe symptoms) or injury to your child the following procedures will be followed:

Contact the school nurse

Provide immediate first aid/care as needed

Contact or attempt to contact the parent

If parent is not available, the school will contact the person listed as

“emergency contact” on health card

Contact family physician, if both the parent and emergency contacts cannot be reached

As appropriate contact 911

Please be sure to update your “Emergency Information Cards” throughout the school year when changes are made in phone numbers (work & cell) or in the designated contact person. This is very important for the welfare of your child.

Tornado/Fire/Safety Drills

Emergency drills are held during the school year to familiarize students and staff with the warning system and evacuation procedures. Our school is equipped with a radio warning system to receive severe weather bulletins from the local Civil Defense agencies. Evacuation and Shelter area procedures are posted in every room of the building. Tornado/ Fire/Safety drills are periodically staged throughout the school year. Occasionally the Naperville Fire Department will be present to monitor our evacuation procedures.

Crisis Response

The school has an emergency crisis response team in place should a catastrophic emergency or situation develop that affects the entire school and/or community. The purpose of this team is to provide all available resources to the students, staff and parents when dealing with such an incident. Possible events could include but are not limited to death of a staff member, death of a student, national security breach, intruder within the building, gas leak, etc. This team is responsible for interacting with law enforcement agencies, district personnel and resources while maintaining an orderly environment in this time of crisis.

Student Attendance

Students and their legal guardians must officially reside within the boundaries of District 204 in order for school-age children to attend a District 204 school. Proof of residency is required for any student when enrolling for the first time. It is also required when a change in address occurs.

Student Absences

Attendance Line: (630) 428-7402

Fry’s educational programming is based on the premise that regular attendance and punctuality are vital to a student’s success in school. The student who is frequently absent misses direct instruction and classroom discussion that cannot be duplicated. Each day that a student is absent from school or in the case of a prolonged absence of more than one week, a parental call must be made to the Fry Attendance Line at (630) 428-7402.

You are asked to provide the following information:

- Child’s name
- Classroom teacher
- Date of the absence
- Reason for the absence

At the elementary and middle school levels, a student will be marked absent for one-half day if the student is out of school for more than 1.5 hours but less than 4 hours; a student will be marked absent for a whole day if the student is out of school for more than 4 hours.

Prolonged Absence due to Illness

A student who has been absent from school for five (5) days or more, or who has had a communicable disease must present a physician's release before being readmitted to school. A student who has been absent for less than five (5) days may be readmitted to class with a written excuse from his/her parents or guardians.

If a student is absent due to illness for more than ten (10) consecutive days, arrangements can be requested for an alternative education program.

If the illness is interpreted as being contagious, readmission to school will only be made through a physician's note.

Children shall be readmitted to school according to the isolation/exclusion requirements in Rules and Regulations for the Control of Communicable Diseases, published by the Illinois Department of Public Health.

However, if the child is well enough to attend school, the child should be well enough to participate in the normal daily activities of the class such as gym and recess.

In the event that your child is recovering from an illness or injury you may request in writing that they be excused from PE participation for up to three (3) days with a parent note. After the third day a physician's note is required. No excused absence from PE participation will affect the child's PE grade.

Prolonged Absence due to Family Vacations

Lesson plans are prepared in advance, however the learning associated with formal schooling occurs in the classroom and cannot be replicated through independent out-of-school work assignments. When an absence occurs due to a vacation, students will not be given homework in advance. Alternative assignments such as keeping a journal and assigning some reading may be given when appropriate. Upon returning to school the child will be given make-up work to be completed in a reasonable amount of time.

General Information

Allergies

Food allergies can become life threatening. The risk of accidental exposure to foods can be reduced in a school setting if the school works with the parents, students and physicians to minimize the risk and provide a safe educational environment for food-allergic students.

If your child has a food allergy, it is your responsibility to notify the school nurse and the classroom teacher in written form. Due to the ever-increasing number of food allergies, it is imperative that all necessary emergency interventions and information be made available to school personnel.

In children, six foods cause almost all allergic food reactions: Milk, egg, peanuts, wheat, soy, tree nuts (walnuts & pecans), although the most prevalent are allergies related to milk and peanuts. If your child suffers from a food allergy you are asked to:

- Notify the Administration, school nurse and classroom and specials teachers.
- Work with the school to accommodate your child's needs.
- Educate your child in self-management of the allergy and the importance of never sharing food or snacks with other children.
- Symptoms of an allergic reaction could include but are not limited to hoarseness, throat tightness, wheezing, chest tightness, a tingling in the hands and/or feet. Such anaphylactic reactions can occur very quickly and in rare cases can cause death if not addressed immediately.

To provide all students with a safe and healthy learning environment, please note the following:

- Nutritious snacks are encouraged, but must be peanut-free.
- Edible treats on birthdays and special occasions are no longer allowed except for PTA scheduled events. To celebrate birthdays and special classroom celebrations, parents are allowed to send in non-food items - such as donating a book or game to the classroom.
- Please speak to your child about the importance of **NEVER** sharing any food or snacks with other children.
- Using food for curricular purposes is prohibited unless approved by the school nurse and building administration one month prior to planned lesson or activity.

Please remember that all food items brought into the building must adhere to these procedures in order to ensure that we provide all students with a safe and healthy learning environment.

Bicycles

Students may ride their bicycles to and from school. Due to the large number of students that walk to and from school and for the safety of all, we ask that bicycle riders, when arriving on school property, get off their bicycle and walk it to the bike rack. During dismissal we ask students to wait to mount their bicycle until they are off of school property. Bike racks are provided and located behind the southeast and northeast corner of the building. It is highly recommended that those students riding their bicycle to and from school wear a safety helmet and lock their bikes at all times. ***The school assumes no financial responsibility if the bicycle is lost or stolen while the student is at school.***

Roller Blades, Skate Shoes (Heelys) Skateboards and Scooters

Due to the possibility of serious injury, the size and value of roller blades, skateboards and scooters, coupled with the inability to appropriately store and secure them within the classroom, ***they are not permitted at school.***

Birthdays

The school honors children celebrating their birthdays in a public manner by announcing students' names as part of the daily all school announcements. The students are then invited to come to the main office and receive their "Birthday Pencil." Those students

celebrating a birthday during the summer months are recognized in the same manner on their “Half Birthday.”

Please do not expect school staff (office or teacher) to distribute items such as balloons, flowers or personal birthday party invitations. Due to confidentiality reasons please do not ask classroom teachers or school personnel to provide specific addresses and phone numbers. However, such information is available through the all-school directory provided by the Fry PTA.

Book Fines

Students who lose or misuse textbooks and/or LMC materials will be charged an additional fee based on the extent of the damage and the value of the item damaged. Reasonable wear is expected and acceptable, but fines will be imposed for excessive wear, damage including tears, water marks and ink stains, or lost materials.

Classroom Parties/ Events

PTA sponsored room parties and “special” events are considered valuable experiences for children and are encouraged. However, parties and events shall not consume an unusual amount of instructional time.

PTA sponsored room parties and events are discretionary activities that are established and approved by the building principal in collaboration with the building faculty and the PTA Executive Board. The participation in such activities is voluntary, alternative activities will be provided in school for those students whose parents have requested they not participate.

The PTA provides three (3) classroom parties/activities throughout the school year (fall, winter and spring). ***All food items provided for these parties/activities will be approved by the school nurse and building administration prior to the date of the party/activity.*** Although the exact item provided might vary from grade level to grade level, each section of an individual grade level must be provided with the same item. If your child suffers from a food allergy please work with the school nurse to provide an alternate selection for your child.

Custodial Parent Issues

It will be understood that all parents maintain the right to sign their children out of school, have access to their student’s records, unless the school has legal documents to the contrary.

Information and appropriate court paperwork regarding custodial parent issues must be on file with the school. Such documentation must be dated and signed by a court representative. In the case of multiple-documents, the ***most recently dated document***, will be enforced. The responsibility of providing such documentation is the responsibility of the custodial parent. The school will not become involved in any custodial parent issues. Therefore, it is inappropriate for a parent to seek input from the classroom teacher to be used against the other parent. We request that both parents assume responsibility to resolve any issue that might impact the education of the child.

According to Illinois State School law, a non-custodial parent has the right to copies of notices, calendars, conferences, report cards and other related school communication unless a court issues an order limiting those rights. However, ***a non-custodial parent must annually request such communication in writing and include a correct address and telephone number.***

Day Care Provider

If your child is to be transported to and from school by a private day care provider, it is necessary for you provide the school with written notification stating your child's name, the name and telephone number of the day care provider, and what days the child will be transported by said provider. When there is a change in these arrangements you must notify the school and day care provider.

Field Trips

All student field trips require a signed permission slip from a parent or guardian. Any cost for the field trip should be returned to school with your child in a sealed envelope marked your child's first and last name, classroom teacher and "Field Trip." Any parent that chooses not to have their child participate must notify the classroom teacher in writing.

Food Snacks

The items listed below are considered to be appropriate food snacks for students. The provision of such snacks is the responsibility of the parent and not the school. A "snack time" is provided to students on a daily basis to help them get through their day. This time is designated by the classroom teacher and does not interrupt instructional time. The school in no way is promoting any specific item on the list below, but rather is providing you with items that we consider appropriate:

- Fruit-fresh, canned or dried
- Vegetables
- Cold Cuts
- Cheese sticks
- Yogurt (don't forget a spoon)

Lost and Found

Please clearly mark your child's personal articles with his/her first and last name. Specific items to label include coats, gloves, lunch bags, backpacks, and art smocks. The Lost and Found container is located in the elevator in the LMC. Items that are not claimed will be donated twice a year in December and June.

Money and Valuables

Students should not bring valuable personal items to school. Often a great deal of time and effort can be spent investigating incidents related to lost or damaged items that actually are inappropriate to bring to school in the first place. Your help in this matter is greatly appreciated.

Any money sent to school for hot lunch, field trips, book orders, etc. should be placed in a sealed envelope, marked with the child's name, the classroom teacher and the purpose for bringing the money to school along with the exact amount enclosed.

Pets

Pets, of any kind, may not be brought to school with out prior administrative approval. We prefer that you do not bring pets onto school property, however, if you bring along the family pet when walking your children to school . Please keep your pet leashed and under control at all times. Student safety is our top priority.

Recess/Lunch

Allotted Time

Grades K-5 are provided with a 35-minute recess/lunch period daily. Here at Fry School the breakdown of recess and lunch are as follows:

15 minutes recess
20 minutes lunch

This time allotted is consistent throughout the District and has not been an issue in past years

Gr. 5 10:45-11:20
Gr. 4 11:10-11:45
Gr. 3 11:35-12:10
Gr. 2 12:00-12:35
Gr. 1 12:25-1:00
Kdg. 12:50-1:25

Hot Lunch

Students have the option of participating in the District 204 “Hot Lunch” program provided by Chartwell’s Corporation. All students have an established debit account that can be used once advanced payments have been received. The price per meal is \$2.25, including milk. If your child would like to purchase milk al la carte, white milk will be .40 and flavored milk will be .50. Milk must be purchased with your child’s MealpayPlus account.

For your convenience, MealpayPlus is a full service pay on-line system for lunch account deposits and account balance information.

Simply log on to www.ipSD.org, make the selection for "About IPSD 204" under the heading of Navigation then follow the selection “School Lunch Program”. Set up your account to make payments on line with your Visa, MasterCard or by using your Bank Account Information. A small service fee will be added based on the amount of each transaction. Once an account is established you will have access to your student's lunch account balance.

Payments can still be made by check, cash or money order. Checks should be made payable to Indian Prairie District 204. Please be sure to send your cash or check in a sealed envelope with your student’s name, grade and teachers name. Payments are not processed on site, so please be sure to secure your payment. Please be aware that it may take up to 72 hours to process your payment.

The School Lunch Support Desk is available to take your calls daily from 9am-2pm. Please call 428-6564 if you have any questions.

Lunchroom Expectations

All students are expected to sit in a safe and appropriate manner throughout the lunch period. Students should get their food items, pick up a milk and straw if needed, and proceed to the table and begin eating with their peers. Students who require assistance with food items should raise their hand, and a lunchroom supervisor will assist them. During lunch, students are not allowed to leave the lunchroom without permission. Should a student need to use the restroom, he/she should get approval from the supervisor prior to leaving. Children may wash their hands or bring an individual sized hand sanitizer to use during the lunch hour. At the end of the lunch period, all trash is to be gathered and discarded by the individual students.

Please remind your child that while socializing is an expected part of the lunch period, it is imperative that he/she allow sufficient time to eat his/her lunch.

Recess Conditions

A student who is well enough to attend school is well enough to go outside for recess. All students are expected to go outside for recess unless otherwise indicated by weather conditions. Students will be going outside provided the wind chill is above 0 degrees. Decisions are made based on the information provided by the local weather service. It is not uncommon for these conditions to change during a recess/lunch period. When such changes occur an administrative decision will be made. It is important that students come prepared to go outside for recess each day. Appropriate clothing items are needed and are expected. If a student wears a particular garment to school it is expected that said item would also be worn for recess.

Photograph of Children

From time to time your child's photograph may appear in local or district publications or even on the Fry School web site. These publications can include newsletters, yearbooks, professional journals, videotapes and/or brochures. ***If you do not wish to have your child's photograph appear in any of these items, please mark your registration accordingly.*** In the absence of such written notification on file, the school will not limit the use of your child's photograph.

Relocation of Student

If your family is moving, please advise the main office as soon as possible. The office will need a minimum of 10 working days in order to get your child's academic files updated for release to the new school. Official school records can only be sent upon receipt of a formal written request from the new school.

School Communication

A variety of regularly scheduled communications are used to keep parents informed about the Fry community. In an effort to be environmentally responsible, our primary means of communication will be the list serve. Staff, administration, PTA and District 204 will communicate when necessary using:

- Letters from Administration
- Grade level newsletter

PTA newsletter
Fry School Web site
Parent/Teacher conferences
Progress Reports/Report Cards
Voice mail
Email

Additional informational items, community announcements and school schedule reminders will be sent home as appropriate via the school list serve. It is also very important to go through your child's backpack for informational items/reminders. Please take the time to read thoroughly any items brought home from the school or sent by the classroom teacher. Please contact the teacher if you are missing items or have questions or concerns about items you receive.

Student Appearance

A student's dress and grooming must not disrupt the educational process; interfere with the maintenance of a positive teaching/learning climate or compromise reasonable standards of health, safety, modesty and decency as determined by the building principal, the Superintendent, and/or the Board of Education.

Student dress or attire will conform to the following minimum standards:

Clothing must effectively cover the students torso. Underwear must be covered. Bare midriffs are not permitted. Prohibited shirts include, but are not limited to, backless, one shoulder, strapless, or thin strapped shirts or blouses. Also prohibited is clothing with revealing holes or low-cut necklines. Shorts and skirts must come to at least mid-thigh. No garments or jewelry depicting any alcohol or tobacco products, or other drugs will be worn at school. No garments with messages, graphics or symbols depicting weapons or which are derogatory, inflammatory, sexual, or discriminatory, will be worn at school.

IPSD Policy 710.07

Academic Information

Curriculum

Our elementary curriculum stresses skills in reading, language arts, mathematics, science, social studies, physical education and the fine arts. Within the first few weeks of the school year we will hold our annual "Curriculum Night" at which time grade level teams will present specific curricular activities and related items that are relevant for the upcoming school year. Besides the regular daily classroom instruction the following "specials" occur:

Kindergarten:

Art	25 minutes twice per week
Music	25 minutes twice per week
PE	25 minutes three times per week

Grades 1-5:

Art	50 minutes once per week
-----	--------------------------

Music	25 minutes twice per week
PE	25 minutes three times per week

In the event that your child is recovering from an illness or injury you may request in writing that they be excused from PE participation for up to three (3) days with a parent note. After the third day a physician’s note is required. No excused absence from PE participation will affect the child’s PE grade.

Band and Orchestra are available for students in Grade 5. Chorus is an intramural activity for students in Grades 4-5. Participation in these activities is purely voluntary.

LMC

At the core of the building is the LMC (Library Media Center). This facility includes a computer lab for student use, and an extensive collection of books for students of all reading levels, assorted professional resources for staff and related technological equipment. The LMC is also the site of the Fry School Publishing Center. Each classroom is also equipped with at least one computer and has video access as well.

Student Evaluation

Teachers use frequent and ongoing evaluations in determining grades through formal and informal assessments. Components should reflect numerous and varied age-appropriate opportunities for the student to demonstrate success in the desired skill.

Progress Report

These reports are sent home at the mid-point of each nine-week grading period (quarter). Comments addressing your child’s progress will be included. Specific areas of concern will be addressed individually within this report. Each parent needs and deserves pertinent, informative feedback on his/her child. There should be no surprises on the report card that have not been addressed previously by the classroom teacher in some form. Once you have reviewed the report with your child please sign and return it to the classroom teacher.

<u>Progress Report Timeline</u>	
Sent Home	Returned
9/25	9/28
12/4	12/7
2/19	2/22
4/30	5/3

Report Cards

Report cards are sent home at the end of every nine-week grading period (quarter). Specific dates for each period are determined by District 204’s calendar. Once you have reviewed the report card with your child please sign and return it to the classroom teacher.

Report Card Timeline	Returned
10/30	11/2
1/22	1/25
3/26	4/5
5/28	

Homework

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

- The “Ten Minute Rule” should be applied as a general rule for homework assignments; ten minutes multiplied by the grade level per night (up to 10x1 for kindergarten, 10x1 for first grade, 10x5 for fifth, etc.) These minutes represent the total expectation from all teachers with which a child works but do not include independent reading. The time requirements and the frequency of homework will vary according to each student's abilities, grade level, and the subject matter; however, if a child is consistently devoting time beyond the “The Minute Rule”, parents should contact the classroom teacher. Workload adjustments, time management improvements, and/or motivation strategies are examples of ways to address such issues.
- Nightly study to include homework assignments should occur on weeknights only. Weekends and vacation periods will be avoided for specific assignments unless students are making up work previously assigned. Independent reading is encouraged on a routine basis, including over the weekend and vacation periods.
- It is appropriate for parents to answer occasional questions or provide guidance regarding an assignment. It is not appropriate for parents to do most of the assignment for their child. It is not appropriate for an assignment to require a parent to be the primary instructor. If parents feel that their child is particularly struggling with an assignment or is confused, parents should contact the classroom teacher.

Make UP Work:

- Make up work is determined by the teacher involved. Considerations include length of absence and nature of absence.
- When a student has been absent for three or more days, teachers will provide homework as appropriate given adequate time to prepare. A teacher might advise alternative assignments such as keeping a journal and assigning some reading when appropriate. Parents are asked to keep in mind that much of what happens in class (direct instruction, discussions, activities, informal assessing, group work, etc.) cannot be made up by sending paper/pencil work home.
- Upon return from an absence, students will submit make-up work in a timely fashion, generally within one to two days for every day absent.

Please check your child's assignment notebook on a daily basis for the listing of all assignments and possible notification of missing work. Should your child forget to bring his/her materials home to complete his/her homework he/she may return to school prior to the office closing time of 4:15 pm. If the classroom teacher is on premises the student will be allowed back into the classroom. Students may also arrive to school at 8:30 am to retrieve and/or complete their homework. Students should report to the office when entering/exiting the building the office staff will assist them with their request.

Student Records

A parent has the right to review his or her child's educational records. Records may be inspected by contacting the Principal of the school for an appointment. A student's

“permanent record” includes: basic identifying information, academic transcript, attendance record, accident reports and health record and record of release of permanent record information.

Student Behavior

Philosophy

Students are responsible for their own behavior. The Fry staff will establish and maintain the conditions that enhance student academic and behavioral success. Student behavior is the shared concern of staff, students and parents.

Expectations

At Fry School we follow the “FRY FAB FOUR”. Expectations and settings are located on the back cover of the handbook. We expect all students to:

Respect Yourself
Respect Others
Respect Property
Be Here and Be Ready

A choice is a decision. It involves picking between two or more items, ideas or ways of acting. People make choices everyday. Consequences are the result of our choices. They can be enjoyable or uncomfortable. They can help accomplish goals, enjoy activities, make friends, keep friends, gain someone’s respect or they can cause us to lose those things.

Behavior Expectations

Expectations for appropriate behavior will be reinforced throughout the school year. While we expect students to act responsibly, we recognize the fact that in addition to consistently reinforcing good behavior choices, consequences for poor behavior choices must also be considered. Consequences for such inappropriate behavior must be logical and consistent. At times it may be necessary to gain the attention of all students for the purpose of announcement; however, rarely is a whole group consequence appropriate. Depending on the nature of the behavior a child may be asked to sit at another location to alleviate any negative interactions with other students, to sit out recess for a 5-minute period, and in extreme cases lose the recess period entirely.

Any student who is involved in serious or recurring infractions will be referred to the Assistant Principal/Principal who will arrange for a conference with the student and his/her parents to resolve the problem, if necessary.

Behavior Interventions

Positive behavior interventions could include, but are not limited to, the following:

- Verbal praise from staff
- Written praise (letters, notes, certificates)
- Recognition through the daily announcements
- School incentives

Negative behavior interventions could include, but are not limited to, the following:

- Verbal redirection from staff
- Loss of student privilege (i.e., loss of recess)
- Movement within the classroom per request of classroom teacher/staff
- Phone conversation between staff and parent
- Written notification to be sent home

Any behavior deemed not conducive to the well being of others or to a healthy school environment will be addressed by the administration and/or staff. Administration will assign consequences as appropriate.

Student Responsibility Center (SRC)

The SRC is a place for supporting student efforts in developing the recognition of positive choices. The SRC is not intended to serve as a place of punishment. It is a place to examine student behavior without emotion or negativity. It is, however, important that the language used with the student when referring him/her to the SRC reinforces the fact that this is a direct result of his/her choices and the consequences that might follow.

When assistance is needed the staff member will notify the office when a student has made choices that result in his/her removal from the classroom. This removal is the direct result of not exhibiting appropriate behavior; the actual wording used by the classroom teacher will be, *"I have a student that has chosen to leave the room."* The classroom teacher will then complete a referral form identifying the type of inappropriate behavior, the location at which the behavior was exhibited and possible motivation for such a display.

After notifying the office, the Assistant Principal/Principal or her designee will then escort the student to the office. A discussion will then take place about the circumstances leading up to the removal from class and the reason the student made the choice he/she did in the given situation. This will be followed by a discussion of how the student might have reacted in a more positive manner to the teacher's instructions. The student then returns to class as soon as he or she is able to do so without affecting the classroom climate. It is the classroom teacher's responsibility to notify the parents within 24 hours and explain to student's inappropriate behavior. In the case of a major offense, the administration will initiate this contact with the parent. Multiple SRC referral forms for an individual student will be brought to the attention of the building behavior support team.

When a referral form is sent home with your child, please review and discuss the contents of the referral form with your son or daughter. Sign the form and return the form to the classroom teacher the following day indicating that such a conversation took place.

Referral Considerations

A behavior referral form can be sent home for one of two reasons:

1. If the student is choosing a behavior that is inappropriate for the classroom but does not warrant being removed from the classroom, the student's behavior will be classified as "minor" on the referral form. This form will be sent home with the

- child at the end of the school day and will need a parent signature prior to returning the form to the school the following day.
2. If the student is choosing a behavior that does warrant removal from the classroom the SRC process described above will be implemented. At this point a phone call will be made by either the classroom teacher or in most severe situations by school administration. Any situation warranting removal from the classroom is considered a “major” on the referral form.

Parental Involvement

PTA

The Fry PTA, an affiliate of both the Illinois and National PTA, actively seeks parent membership and support in many projects, events, and activities throughout the school year. Membership and volunteer opportunities will be made available to you. General membership meetings of the PTA are held on a monthly basis. Exact meeting dates are listed in the Fry School Event Calendar of the handbook. Fry School is also represented on the District 204 Indian Prairie Parent Council (IPPC), which works for the betterment of the entire school district.

2009-2010 PTA Officers

President	Peter Barnard
Vice President	Jim Frost
Secretary	Robin Gullborg
Treasurer	Jennifer Greeno

PTA Committees

Art Awareness	Apparel	Ways & Means
Yearbook	Social	Field Day
Directory	Vision & Hearing	Curriculum Enhancement
Health & Safety	Hospitality	IPPC
LMC	Market Day	Membership
Newsletter	Picture Day	Publicity
Reflections	Room Parents	Service

Fry School Calendar for 2009-2010 School Year

August	21	First day of attendance for Kdg
August	21	Panoramic Picture 2:30pm
September	1	Band/Orchestra Info Meeting 7:30 at WVHS
September	3	Curriculum Night 6:30pm-8:00pm
September	7	No School – Labor Day
September	9	Fall Student Portraits
September	9	PTA Market Day Pick up 5:00pm-6:00pm
September	10	Band/Orchestra Reg. at Scullen 4:00pm-8:00pm
September	17	PTA Gift Wrap Kick off
September	18	No School—Building Articulation Day
September	15	PTA Meeting 6:30pm-8:00pm
September	17	PTA Gift Wrap Kick off
September	25	Progress Reports Sent Home
October	5	PTA Gift Wrap ends
October	7	Walk to School Day
October	7	PTA Market Day Pick up 5:00pm-6:00pm in gym
October	9	PTA Entertainment Book Sale Begins
October	12	No School – Columbus Day
October	14	Early Dismissal 12:05pm - Teacher In-Service
October	19-23	Red Ribbon Week
October	20	Picture Retakes
October	23	End of 1st Quarter
October	26	PTA Entertainment Book Sale Ends
October	19-23	Fall Book Fair
October	30	First Quarter Report Cards Sent Home
October	30	PTA Classroom Activity - 2:15pm
November	4	Parent-Teacher Conferences 4:30pm-8:00pm
November	4	PTA Market Day Pick up 5:00pm-6:00pm in gym
November	10	No School Parent-Teacher Conferences 8:00am-3:00pm & 4:30pm-8:00pm
November	10	Gift Wrap & Entertainment Book pick up
November	11	No School – Veteran’s Day
November	12	Chorus/Orff Program - 6:30pm
November	17	PTA Meeting 6:30pm-8:00pm
November	25-27	Thanksgiving Break
November	30	School Resumes
December	3	Band Concert 6:30pm—WVHS
December	3	Orchestra Concert 7:45pm—WVHS
December	4	Progress Reports Sent Home
December	10	Gr. 2 Program – 6:30pm
December	18	PTA Classroom Activity - 2:45pm
December	21-1/1	Winter Break
January	4	School Resumes
January	12	PTA Meeting 6:30pm-8:00pm
January	13	PTA Market Day Pick up 5:00pm-6:00pm in gym
January	14	End of 2nd Quarter

January	15	No School - Teacher Work Day
January	18	No School - Martin Luther King Day
January	22	Second Quarter Report Cards Sent Home
January	28	1st Grade Health Fair - 6:30pm
February	2	No School - Parent/Teacher Conferences 1:00pm-8:00pm
February	4	Gr. 4 Program 6:30pm
February	10	PTA Market Day Pick up 5:00pm-6:00pm in gym
February	13	PTA Valentine Party - 2:45pm
February	15	No School – Presidents Day
February	16-19	Book Fair
February	18	Open House 6:30pm-8:00pm
February	19	Progress Reports Sent Home
February	24	Band/Orchestra Concert at Scullen-TBD
February	26	No School - Institute Day
March	1-12	ISAT Testing (Grades 3-5)
March	9	PTA Meeting 6:30pm-8:00pm
March	10	PTA Market Day Pick up 5:00pm-6:00pm in gym
March	11	Kdg. Parent Orientation - 6:30pm in gym
March	18	Band/Orch/Chorus/Orff Program for students 2:00pm
March	19	End of 3 rd Quarter
March	20	PTA Winter Breakfast
March	25	Kindergarten Program 6:30pm
March	26	Third Quarter Report Cards Sent Home
March	29-4/2	Spring Break
April	5	School Resumes
April	6	PTA Meeting 6:30pm-8:30pm
April	8	3rd Grade Art Night - 6:30pm
April	14	Volunteer Appreciation Tea
April	14	PTA Market Day Pick up 5:00pm-6:00pm in gym
April	16	No School – SIP Day
April	20	Spring Pictures
April	22	Chorus/Orff Program 6:30pm
April	30	Progress Reports Home
April	30	PTA Spring Fling
May	6	Kindergarten Tea - 2:30pm in MPR
May	8	Fine Arts Festival - WVHS
May	11	PTA Meeting 6:30pm-8:00pm
May	12	PTA Market Day Pick up 5:00pm-6:00pm in gym
May	13	Gr. 5 Program 6:30pm
May	14	No School - SIP Day
May	25	Field Day
May	27	Grade 5 Farewell Celebration (PM)
May	28	Last Day of School (Tentative)
June	1-4	Emergency Days (if needed)

Please be informed that changes in time and/or dates could occur. Be sure to read any communications from the school administration or classroom teacher that might notify you of a change.