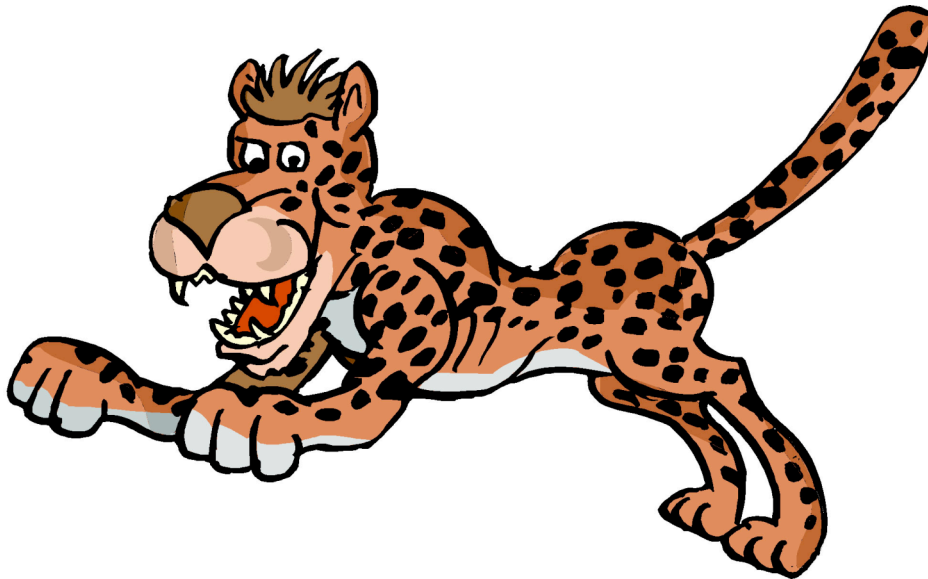

*Cherokee Elementary School
Student and Parent
Resource Guide
2009-2010*



*475 East Cherokee Road
Lake Forest, Illinois 60045
(847) 234.3805*

Welcome to the 2009-10 School Year!

This Resource Guide has been provided to assist parents and students with information about important procedures and guidelines at Cherokee School. While the Resource Guide is not “all inclusive”, it does provide many answers to commonly asked questions, including arrival/dismissal, discipline, emergencies, home/school communication, and functions that occur throughout the school year.

Initiatives continuing to be highlighted in District 67 are the “Start on Time” Initiative; Positive School-wide Behavior Support; Bullying Prevention and Education; and a Local Wellness Policy with changes to food/snacks brought into schools. Details about these initiatives are explained throughout this handbook, so please familiarize yourself with these programs. Every Friday the *Cherokee School News* (listserv) has important information and reminders concerning Cherokee School and District 67, along with community flyers/downloads that are electronically communicated between home and school

We ask all families to review the Resource Guide with each child, sign the final page, and return to your child’s teacher by Monday, October 19th. We all work hard to teach the expectations for children in our school environment, and reinforce appropriate behavior and making good choices. Our goal is to work alongside parents to provide students the best educational services to meet individual needs.

Thank you for taking the time to read the *Cherokee Resource Guide*! We look forward to partnering with you, the parent community, in providing a top-notch educational experience for all children at Cherokee School!

Sincerely,

Carol Lynne Krumes
Principal

Julie Moser
Associate Principal

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A...B...C

ARRIVE BEFORE 8:00 AM

The school day starts at 8:00 a.m. every day. *If you can't be on time, be early!* ! It is important for all students to be in their classroom ready to start their academic day by that time. Children who are late disrupt the classroom and miss learning opportunities. Attendance is an extremely important part of your child's education. By minimizing the instruction your child misses, you can ensure that he or she gets the most out of school. If your child arrives at school after 8:00, they need to enter through the front door and obtain a late slip before going to their classroom.

ABSENCES FROM SCHOOL

Illness: please call the school by 8:30 a.m. each day to inform the school secretary of your child's absence.

Social Absences: District 67 does not encourage social absences, however, they do occur. Please complete the ABSENCE OF THREE OR MORE DAYS Form (from the School Office) at least one week before student's absence.

ARRIVAL AND DEPARTURE PROCEDURES

Your cooperation with the following morning drop off and after school pick up procedures would be most appreciated, not only to expedite the process, but also to ensure the safety of our children. Please read these carefully so we can make arrival and departure work well for everyone.

Don't forget to complete the After-School Dismissal Information form and return to your child's teacher on the first day of school. It is important that your child's teacher know how your child will leave school in the afternoon.

MORNING ARRIVAL

- Supervision of the playground area starts at 7.45 a.m. Please do not drop children off before 7:45 a.m. Children are lined up to go into the classrooms at 7:55 a.m. (first bell). Classes begin at 8:00 a.m.

Automobile - If you drive your child to school, please drop your child off at the front entrance of Cherokee School, off Cherokee Road. Please observe the following procedures:

- Please pull past the front door to the kindergarten door at the far east of the front of the building to allow other cars to enter the driveway, even if there are no cars behind you.
- Please wait until you have passed the front door and are close to the kindergarten door before letting your children out of the car. If you stop before then to let your children out, the flow of traffic stops.
- Let your children know that they will be expected to go to the playground when you drop them off.
- To facilitate the drop-off procedure, it is requested that you not get out of your car - Cherokee staff members will assist your child.
- Children arriving prior to 7:55 a.m. will be routed to the playground area until the first bell.
- Please try to arrive by 7:50 so we don't have a long line of cars so close to the first bell.
- Please do not "go around" another car unless directed by staff.
- Watch for students in the crosswalk.

Buses - Buses will use the circle drive area, at the back of the school, to unload children to the playground area.

Walkers - Children walking to school should go to the playground before school begins.

AFTERNOON DISMISSAL

- School is dismissed at 1:45 p.m. on Mondays, and 2:50 p.m. Tuesday-Friday. Students can leave school (1) on the bus, (2) picked up at the back door, or (3) picked up on the playground/walk home from school. Students must have written parent permission to be dismissed to the playground or walk/ride bike from school. If a change is made in transportation, it needs to be in writing, even if it is for one day. Without written notice, students will be sent home following the instructions you have given the classroom teacher. Unless a child has written permission to walk/ride a bike home, an adult will need to meet them at the double door (either on foot or in a car). If you need to park in the front parking lot, make sure you park in a parking space. Cars should not be parked, or left unattended, along the sidewalk in front of the buses.
- After school there is no playground supervision. We encourage parents who stay with their children to observe our playground procedures regarding use of equipment and safety after school hours. Children who do not observe proper use of equipment and safety may be asked to wait at the back door for dismissal directly to an adult, or to proceed directly home after school.

Automobile - If you choose to pick up your child after school, please use the circle drive off Greenwood Avenue. The students will exit from the double doors off the circle drive and will be dismissed from inside the school when parents pull up in front of the doors. A staff member will be facilitating the pick-up procedure. He/She will use a radio to call inside the building and a staff member will then dismiss your child(ren).

PLEASE observe the following procedures:

- Please enter the circle drive heading WESTBOUND on Greenwood Ave. and exit WESTBOUND as well. Cars that continue to travel eastbound on Greenwood to turn into the circle drive create an unnecessary, and sometimes dangerous, bottleneck. Under no circumstances should the circle drive be entered using the exit ramp.
- Please do NOT park your car at the base of the circle drive unless you can obtain one of the cutout spaces along the south edge of the property.
- When in the circle drive, please keep moving to close the gaps created by exiting cars. Failing to do so causes other cars behind you to try to pull out and around you to take the empty spaces. Your children can wait while you pull up, if necessary.
- Please do not pull into the circle drive if it causes you to create a double lane--it is not fair to others "playing by the rules" and it also creates a safety hazard for the children running between other cars to get to you.
- If your child has an after school activity that requires an immediate pickup, please try to arrive early to be near the front of the line so you can exit quickly. It is not an excuse to circumvent other procedures if you are running late.
- All bicycles should be walked on school grounds.
- A teacher will escort kindergarten students to the back door.

Buses – Busses begin arriving in the front parking lot at approximately 2:45. The parking lot will

not be accessible from 2:45-3:00 to car traffic. If you park in a parking spot, you will be allowed to exit the lot after the busses have left. If you cannot park in a parking spot, you will need to park on a side street or pick up your child(ren) in the circle drive. Please do not park alongside a bus, behind a bus, or anywhere painted yellow. Please do not block access to the side parking lot. Children will leave their classrooms as their bus is called. Once the busses have exited the lot, all cars may exit as well.

[Walkers/Playground Dismissal](#) - Children walking home will proceed to Door D (“white door”) to the west of the hill.

Children who ride bikes or walk should only cross Green Bay road at the intersection of Cherokee and Green Bay where a safety crossing guard is provided before and after school.

ASSOCIATION OF PARENTS AND TEACHERS (APT)

The Association of Parents and Teachers (APT) is a group of parents who work together with the Cherokee School Staff to enhance the education and enrichment of our children, foster cooperative working relationships and promote communication within the school community. Anyone who pays annual APT dues is a member. APT dues are \$25 per family and these funds help support APT activities throughout all of the schools in the district; providing Fine Arts programs, Visiting Authors, and enhancing other school, parent and teacher activities. Payment of dues also entitles each family to a school directory for each school that your child(ren) attends. Each District 67 School has its own APT President and Board. Cherokee Board members, parents who take on a responsibility for a specific type of activity, are listed inside the Cherokee Student Directory. For more information about the Cherokee APT, please contact the Cherokee APT President.

APT MEETINGS

Cherokee APT meetings are held on the third Wednesday of each month. Dates are published on the listserv and APT website. APT meetings are open to **all** parents of Cherokee School students, and parent attendance is welcomed and encouraged. For more information, please contact the Cherokee APT President, Sondra Douglass.

“BLUE NOTES” or TEMPORARY TRANSPORTATION CHANGE FORM

- Temporary Transportation Change Forms, also known as “Blue Notes”, must be completed and signed by a parent anytime a child will not be following their normal end of the school day departure. For example, “blue notes” are necessary if a child is being picked up early from school for a doctor appointment, if the child is being picked up by car instead of going home by bus, or if a child is to be released to someone other than the parent. These forms are available from the school office or on the Download Section of the Principal Page. Completed forms should be sent to school in the morning with your child. Blue slips need to be processed no later than 2:15 pm. Obviously, should an emergency arise after this time, we will do our best to work with you and your child.

BUILDING AND PLAYGROUND RULES

The playground is one place where many skills can be learned and practiced. Not only can motor skills be refined, but also many responsible behaviors can be cultivated (i.e., cooperative play,

good sports etiquette, self-control). These benefits are only possible if a positive and predictable structure is available. Gum is not allowed at school at any time.

The following rules have been designed to facilitate positive playground interactions and experiences.

Swings (East/Large Playground)

- Swing straight and in sitting position
- One person per swing
- Stay in swing until it stops
- No running out, jumping out, or flips from the swings or on the chains or poles
- Do no wrap chains around top bar

Slides

- Sit down, facing forward, with no legs hanging over
- One person at a time
- Go down the slide only
- Wood chips stay on the ground

Climbing Bars

- Using hands, cross underneath
- Walking on top is not allowed

Monorail

- One student at a time
- Students must be able to reach the bar on their own. They may not ask another student or adult to lift them to reach the bar.
- Students cannot grab onto students as they slide, nor try to catch them

Igloo

- Climb on the outside of the igloo

Basketball Hoops/Bucket (West/Small Playground) and Tetherball (East/Large Playground)

- No climbing or hanging on nets, hoops, balls, or polls.
- Only balls should be thrown through hoops and bucket

Inside Recess

- Follow directions of teaching assistant for allowable games and activities
- Use inside voices

Respect Others and Their Property

- Games are open to all students
- Take turns
- Choose teams fairly
- Share equipment
- Keep hands and body parts to self
- Use or touch others' property only with their permission
- Line up quietly by classroom to enter the building
- Walk in a safe manner in hallways
- Use bathrooms appropriately
- Use quiet voices in hallways

Equipment

- Soccer balls and footballs: In grass areas only. Should never be kicked at school, windows, or other students
- Rubber balls and basketballs: In concrete areas only. Hands only, no kicking
- Softballs only, no hardballs
- Jump ropes: On blacktop if not raining.
- Return all equipment before lining up to come in from recess
- Personal property, including toys, may be brought to school if approved by the classroom teacher, and if they do not create “exclusive” teams and/or interfere with general playground supervision.

Optional

- Chase games are allowed only in the grass area with the permission of the playground supervisor
- No running or tag around equipment or on play structure

Cherokee Woods

- Walk along designated paths; bikes must remain on the street or sidewalk at all times
- Leave sticks on the ground
- No climbing of trees or destruction of woods
- Gatherings may take place in designated areas

Cafeteria

- Use appropriate behaviors in line
- Remove hats
- Always walk in cafeteria
- Food is eaten in the cafeteria, unless special permission is given
- Scrape tray clean without bumping it on trash can
- Use good manners and normal voices
- Keep food on trays, not on tables
- Leave your area clean
- No sharing food
- After tray is emptied, sit down, and raise hand to be excused to line up

BULLYING

The act of “bullying” can be described as the persistent, repeated and/or chronic pattern of physical, verbal, psychological harassment and the continual harming of another person within an unequal power relationship. Bullying behaviors are often times conducted in covert and secretive ways so as to be out of the view of figures of authority. Bullying also can be viewed as any behavior that has an unreasonable affect on another student’s ability to learn during school hours.

A *bully* is someone who directs physical, verbal, or psychological aggression or harassment toward others, with the goal of gaining power over or dominating another individual. A *victim* is someone who repeatedly is exposed to aggression from peers in the form of physical attacks, verbal assaults, or psychological abuse.

According to Illinois General Assembly Public Act 92-0260 (effective 1/1/02), “The school board in consultation with the parent-teacher advisory committee and other community based organizations must include provisions in the student discipline policy to address students who

have demonstrated behaviors that put them at risk for aggressive behavior, including without limitation *bullying*, as defined in the policy. These procedures must include procedures for notifying parents or legal guardians and early intervention procedures based upon available community based and district resources.”

District 67 has a statutory obligation to develop and implement a response to bullying behavior, and parental objection or disagreement with this response and subsequent intervention plan, either in whole or in part and does not relieve the school district of its responsibility to allow school personnel to exercise their authority. District 67 acknowledges that bullying behavior has a negative effect on the social and educational environment of schools, and can create a climate of fear among students. Bullying can also inhibit the ability of students to learn, and can lead to other anti-social behaviors. The act of bullying will be addressed by way of a two-pronged approach: (1) prevention and education, and (2) appropriate consequences to incidences of bullying.

If a situation involving bullying behavior is brought to the attention of a staff member, the following procedures shall be followed.

1. The individual student(s) will be interviewed by an administrator.
2. The offending student(s) will be interviewed by an administrator and the extent of their involvement will be determined.
3. Appropriate consequences will be determined and delivered in accordance with the school discipline procedures (see School Discipline section), detailed in this Resource Book.

BUSES

Cherokee School children have the opportunity to be bused to and from school. Detailed bus information packets are mailed home over the summer or are available at the Cherokee School Office. Bus passes are distributed to students during the first week of school, or upon payment of the transportation fee to the district, and must be shown when boarding the bus. Only students with bus passes may ride the bus. If your child has a bus pass, he/she may ride a bus other than his/her own if space permits and the parent completes a “Blue Note”. If lost, replacement bus passes are \$5 and are available at the school office. Students without bus passes are not allowed to ride the bus for “play dates”.

BUS ROUTES

Bus routes and stops are posted on the front of the school once routes have been determined and finalized. Any questions and/or concerns regarding bus routing should be referred to Maureen Quaid, the District 67 Transportation Coordinator.

Students and parents are encouraged to notify either Cherokee School or Maureen Quaid immediately of any safety hazards, which they have observed during bus operations. Issues related to student’s behavior on the bus should be referred to the school principal.

BUS RULES

All district families receive a detailed bus information packet, mailed home over the summer or available at the Cherokee School Office. This information packet contains student behavioral rules and regulations and a “Bus Agreement Form”. The student(s) and parent are to review these rules, sign the form and return the signed form to the district office.

Children should be at their stop a few minutes before the bus is to arrive and wait in an orderly

manner. Regular parent supervision at the bus stop is highly recommended. A child may have bus privileges denied in case of misconduct. Any questions regarding bus rules or behavior should be referred to Allen Albus, the Deputy Superintendent of Finance at (847) 604-7404.

CONSEQUENCES FOR MINOR BUS INFRACTIONS

The driver usually begins with 3 verbal “chances” with discussions and possible seat assignments, followed, if necessary, by 1 verbal “warning.”

Second warning – seat assignment, written referral sent to office and home.

Third and further warnings/referrals – suspension of student from bus riding privileges, ranging from 2 days to remainder of semester or year, depending on the number of incidents and/or severity.

CONSEQUENCES FOR MAJOR BUS INFRACTIONS

Possible immediate suspension for a period from 2 days to the remainder of the year no matter how many previous incidents.

BUS SAFETY TIPS

While waiting for the bus, the students should not stand on the main road, but should be standing well back on the shoulder of the road and completely out of the path of moving vehicles. The students should never engage in playing, pushing or scuffling while waiting for the bus. The bus driver will bring the bus to a complete stop, have the flashing red lights operating, check for oncoming traffic, and motion the students to cross the road. Never are students to cross a road when a school bus is at the stop until the driver has motioned them across the road.

The students must wait on the right in front of the bus after unloading, look up at the driver who has the responsibility to check for moving traffic, and cross the road when motioned to do so by the driver.

If a student is to leave the school by any manner other than the customary way, he/she must present a note from their parent/guardian to the school office. This includes such cases as riding on another bus, leaving the bus before their regular stop, or walking home from school. Regularly scheduled meetings such as piano lessons, Girl Scouts, etc., require only one note stating the day of the week such meetings are planned.

CELL PHONES

Maintaining an instructional environment conducive to learning is our priority, so we ask that you turn off your cell phones while in the school and while on field trips. If you need to make phone calls, we ask that you exit the building.

CHEROKEE SPORTSWEAR or “Cheetah Wear”

A variety of T-Shirts and other sportswear items with the Cherokee mascot are made available through the APT Sportswear Coordinator several times a year. Children are encouraged to wear their sportswear on Spirit Days.

COMMUNICATING IMPORTANT INFORMATION TO PARENTS

Important reminders from the school, and community flyers/events are electronically communicated between home and Cherokee School. There are 2 methods information can be

accessed electronically: (1) your email using our list serve, and (2) the Cherokee School website. If you would like information included in the listserve, please email the information to Dr. Shinn by Wednesday of each week. Information should be written in comic sans size 10 exactly as you would like it to appear. If you would like a flyer to be posted, send the flyer as a .pdf file. All district and community flyers need to be approved by the District Office before they can be posted. Please contact Janice Patterson, Communications Assistant, at 847.604.7412 or jpatterson@lfschools.net for approval or questions.

Subscribing to the List Serve

If you would like to receive Cherokee School News weekly publication and important reminders via email, please go to the following web address and follow the simple steps to subscribe to the Cherokee List Serve. The web address is [http:// www.lf67.org/schools/listserve.html](http://www.lf67.org/schools/listserve.html) .

You may subscribe to more than one email. If you kept the same email as last year, you do not need to subscribe again.

COMMUNICATION WITH STAFF - VOICEMAIL AND EMAIL

All members of the Cherokee staff are available to answer your questions or concerns regarding your child. Teachers have prep time during the school day that often includes scheduled activities and grade level/curricular meetings, so scheduling time during the day to meet is limited. Teachers can be reached via voicemail or email, through which you can arrange a time to meet should the situation warrant. Most teachers do send home classroom newsletters to keep parents apprised of classroom events. Your cooperation in reading these communications can do a great deal to lessen the number of calls you need to make to answer a question.

Voicemail - Cherokee teachers check their voice mail daily and are pleased to return calls to parents. Teachers will make every effort to return the call within 48 hours. Most voicemail messages are left during the academic day while teachers are busy, and attempts to return those calls often occur in the late afternoon when parents tend to be less available. If it will be difficult to reach you, please indicate the best time and place for the teacher to call. Please do not use voicemail in place of a dialogue with the teacher about a child or a particular situation. Concise voicemail messages are appreciated.

Email - Every staff member's email address consists of their first initial joined to their last name in lower case, followed by the extension of @lfelem.lfc.edu. For example; Jane Smith's email address would be: jsmith@lfschools.net.

All parents should respect District 67 Board Policy and APT Civility Guidelines when communicating via phone, voicemail, and email with staff.

CONFERENCES

Parent/Teacher conferences occur during the months of November and March. Appointment times are arranged together with the teacher for each child. These conference times are very valuable to the overall education program; therefore, parent participation is vital. Afternoon and evening sessions will be available. Teachers at Cherokee have the opportunity to be flexible in arranging conference times and are always willing to meet with parents outside of the established conference times. Please phone the school office or leave a voice mail message with the teacher to make an appointment.

CONFIDENTIALITY

From time to time parents observe behaviors or activities that are atypical of appropriate, expected school behavior. Whether you are just stopping in the building, volunteering in a classroom, chaperoning a trip, we ask that you maintain the child's and the family's dignity. Extend the same confidentiality and respect to a child in distress that you would expect for your child in a similar situation. Be assured that the professional staff is most likely aware and working with the situation.

DRESS CODE

Parents are expected to establish acceptable standards of dress for their own child. The school has an obligation to ensure the health and safety of each student and to provide a proper learning environment. Therefore, when a child's dress and grooming appear to endanger health and safety, to damage school property, or to disrupt or diminish the learning situation, the student may be directed by the school principal to modify such dress or grooming. The wearing of hats, during classroom hours, will not be allowed.

Students are to have a separate pair of gym shoes available every day for Wellness classes. These should be kept at school or brought everyday in your child's backpack. Please label them with your child's name.

DROPPING OFF A FORGOTTEN ITEM

Occasionally, children forget to bring an important item such as an assignment, library books, or lunch with them in the morning, or perhaps you may wish to drop off a sweater or coat for them if the day turns cold. In order to protect the integrity of the classroom instructional time, bins are placed in the front lobby marked by grade level. You may place the forgotten item (clearly marked with your child's name and class) in the appropriate bin and a staff member will take it to your child's classroom.

ELECTRONIC DEVICE USE POLICY

Cell phones, iPods, and other electronic devices are not permitted in the school setting. Students must secure these items in a backpack/cubby until they leave the school building. Teachers may keep the item during the school day, if it is a distraction to the learning environment, and return the item at dismissal.

EMERGENCY CONTACT INFORMATION

In the fall, all parents should update their emergency contact information at each school. It is very important, for emergency and administrative reasons, that every student maintains an up-to-date record at the school office. Notify the school immediately if you have a change of address, change of telephone (including home, work, cell, car or pagers), change of emergency contact or any special health needs. This information will help expedite the notification of parents in case of illness, injury or school closings.

EMERGENCY DRILLS

Fire, lockdown, and tornado (conducted bi-annually) drills are held during the school year. Detailed escape plans are posted inside the door of each classroom. During these drills, all persons within the building **MUST** participate. During fire drills, all persons exit the building. During disaster drills, all persons should seek safety in the hallways away from open doors.

EMERGENCY PROCEDURES

In the event of an emergency at school (fire, severe weather, etc.) the Instant Alert system will be activated. PLEASE DO NOT CALL THE SCHOOL! This will only tie up needed telephone lines. Parents will be called and informed of the status of their child, the nature of the emergency and dismissal procedures.

EMERGENCY SCHOOL CLOSING

District 67 uses the Honeywell Instant Alert system as the primary means to notify parents and staff of a school closing or late start day. It is always a parental decision to send a child to school or keep a child home based on weather conditions. The websites, TV, and radio stations listed below will also provide information on school closings or late start days for District 67, or you can check your local school's message machine or the district's main phone line: **847-234-6010**.

- Our District Website provides school closing information. In the event of a school closing you will find information on the home page in the "District 67 Events" box, located in the top center of the page.
- www.EmergencyClosings.com -Enter the district's main phone number -847-234-6010- to access the latest updates for all district schools.
- Radio Stations, WGN (720 AM), and WBBM (780 AM)
- TV Stations - CBS, ABC, NBC, Fox, WGN, and CLTV News

FIELD TRIPS

Field trips are an important part of your child's total educational experience and relate to specific units or topics of study. The District covers the cost of transportation within a fifteen-mile radius of Lake Forest. Transportation costs for all other trips are pro-rated to each student. Field Trip Permission Forms must be completed for each child before they may attend a field trip. This form grants your legal permission for your child to attend off-campus activities.

Each grade level of teachers organizes field trips. The teachers plan, design and set requirements for trips based on details specific to the outing including time, attire, number of chaperones, lunch arrangements. We ask that you honor their guidelines for participation. While all field trips are carefully planned for safety and instructional benefit, a parent may decide to keep their child home for other reasons by notifying the principal.

HEALTH REGULATIONS

There is a health office equipped for first aid treatment in each school building. There is a nurse at each school. Please remember to complete the student emergency contact form at the beginning of each school year and update it any time there is a change in information about the student. Parents are urged to notify the nurse if a child has any health problem.

Telephone the school office within one hour of the start of school if your child will be absent. Please report any communicable childhood diseases (e.g., chickenpox, impetigo, "strep" throat, conjunctivitis, etc.). The school will respect the privacy of the individual child, and may notify families of exposure to infectious disease.

[Physical Examination, Dental Examination, and Immunization Requirements](#): Illinois State law requires that all children entering kindergarten, 5th grade, or transferring from out of state furnish

evidence of a physical exam completed within one year prior to entry, including a current immunization record and diabetic screening. Immunizations must be in accordance with the Illinois Department of Public Health requirements. Children entering kindergarten are required to receive a vaccination against chickenpox, or provide proof of having had the disease by a licensed physician. Two measles immunizations are required for all children K-12, and a series of three Hepatitis B vaccines given over a six-month period are required for grades 5-8. Failure to meet the physical exam and immunization requirements will result in exclusion of the child from school until the health record is complete.

The State of Illinois requires that all children entering kindergarten, second, and sixth grade to have a dental examination. The dental examination must be completed between May 15 of the preceding school year and May 15 of the current school year. Proof of the examination is due no later than May 15 of the current school year.

Fever: Any time a child has a temperature of 100 degrees or above, please keep your child at home. Not only is there a possibility that your child is at greater risk of getting a superimposed infection, because the immune system is already working overtime, but your child may spread germs that will make other children sick. Children should stay home until they have been without a fever for a full 24 hours. If you have to give your child medication to keep the fever down, your child is not ready to go back to school. Please help us keep our staff and student population healthy by following this guideline.

Restricted Activities: If your child's full participation in regular school activities (including recess and Wellness) is restricted due to illness or injury, a physician's statement is required. The physician's note should detail the injury or condition, the limitations imposed, and the expected duration. Without a doctor's note, students may be excused from Wellness for only one day.

Please contact the Cherokee School Nurse if you have any questions or concerns regarding these policies.

LATE START PROCEDURES

If a day is designated as a late start day (normally due to inclement weather), buses will run regular morning routes two hours later than the originally scheduled time. School will begin at 10:00 a.m. Dismissal times and afternoon bus routes and times will remain as originally scheduled. There will be no morning kindergarten on late start days. Afternoon kindergarten will remain the same. If a Late Start Day falls on a Monday, all schools will continue to follow the Continuous Improvement Initiative release schedule (1:45 p.m.).

As with any emergency day, District 67 will activate the Instant Alert system to notify all parents in the event of a school closing or late start day. Please see the EMERGENCY CLOSING OF SCHOOL section for a listing of radio and television stations that will carry District 67 closing information.

LIBRARY POLICIES/PROCEDURES

Students are allowed to check out books from the Cherokee Information Resource Center (IRC) and may keep them for 1 week. Kindergarten students may check out 1 book and students in grades 1-4 may check out up to 2 books. Your child may renew a book for another week. Please check with your child's classroom teacher for the day when their class is scheduled to visit the IRC.

LOST AND FOUND

Items of clothing lost at school usually find their way to the lost and found bin located in the hallway by the science lab. Items lost on the bus may be found in the lost and found box located on each bus. Please check it or ask the school office to contact the Bus Company. To avoid loss of clothing and personal items, please label them with your child's name. All items remaining in the lost and found during winter and spring break and at the end of the school year are donated.

LUNCH PROGRAM

The lunch program begins on the first full day of school and is in operation each full day school is in session. Menus are mailed home with the monthly issue of the District 67 Update. Each morning, homeroom teachers take the lunch order.

All students stay for lunch and must eat in the lunchroom (gym) under supervision. A student may purchase the lunch as listed on the menu, or bring their lunch from home. All students may purchase milk daily as a separate item.

School lunches (hot and cold selections) are provided by Quest (one milk is included). To purchase a 10-punch lunch ticket, please fill out a "Lunch Form" and send payment to your child's school office in an envelope with the child's name, teacher, date and milk or lunch clearly marked. The kitchen staff will give the 10-punch lunch ticket to your child's teacher, and keep a record of lunches purchased. You will receive a note from the food service office when there are just two lunches left on your child's ticket.

To purchase milk tickets, please note the type and quantity of tickets needed and send a check in an envelope marked with your child's name and class to school. The food service office will send home the purchased tickets the day they receive payment.

Lunch/milk tickets can be purchased by credit card at the District Web Store. The Web Store can be reached via the district website <http://www.lf67.org>.

To help make lunchtime as smooth as possible for the children, we ask that children use tickets rather than money to buy lunches and milk. On those emergency occasions when children need to buy with money, please try to send the exact change.

MAIL FOR CHEROKEE STAFF

Due to the sensitive nature of materials left in teacher's mail slots; it is requested that if you have mail for a Cherokee staff member, you drop it off with the school secretary. She will ensure that your mail is delivered.

MEDICATION AT SCHOOL

District 67 medication policy states that, "Parents...are responsible for administering medication to their children. Administering medication during school hours or during school-related activities is discouraged unless it is necessary for the critical health and well-being of the student."

If your child requires medication to be given at school, a parent or guardian and the prescribing physician must complete the Medication Authorization form (available in all school offices). The State of Illinois requires that an order from a licensed physician be provided for non-prescription and prescription medication. All medication must be brought to the school by a parent or guardian in the pharmacy container with the prescription label on it, or in the original non-prescription container with the name permanently affixed. The medication will be kept locked in the nurse's office. The school nurse will supervise medication administration. Delegation of medication administration is at the discretion of the school nurse.

At no time should a student store medicine in a locker or backpack. If a student must carry emergency medication, the prescribing physician, parents, and student must complete self-administration forms. These forms must be on file in the nurse's office. Please see the nurse for more information.

NEW PARENT COFFEE

In the fall, the APT and the Cherokee Principal sponsors a New Parent Coffee. This forum allows parents of new students to Cherokee an opportunity to meet other new parents, ask questions about the APT and school policies.

PARENT VOLUNTEERS

Almost all of our classroom teachers utilize the skills of parent volunteers throughout the year. These opportunities are coordinated by the APT designated Room Parents, who attempt to fairly distribute the openings to all interested parents. Your participation at Cherokee School is both encouraged and appreciated, to the degree that your schedule allows.

Parents supporting academic activities both in and out of the classroom are respectfully asked to leave younger siblings at home. Parents will often trade off sitting for each other's children in order to fulfill this request.

The APT also utilizes parent volunteers in a variety of programs - Art Appreciation, Social Studies Museum Express, Yearbook, Special Events, Spook Fest, Field Day, Bus Chaperones, Publishing and many others. Volunteer forms are distributed in the fall and in the spring.

PARKING

Parking is available in the spaces in front of Cherokee School and in the side parking lot. Street parking is also available. Please observe the NO PARKING signs on Cherokee Road between Green Bay Road and Timber Lane. Be respectful of our neighbors if you park on adjacent streets. Allow access to fire hydrants, driveways, and mailboxes. Please be consistent in parking on one side of the street.

During large-school events, please refrain from parking on both sides of the entrance and exits to the front parking lot. Buses cannot get in and out of the parking lot when cars park along both sides.

PARTIES

The classroom teacher and Room Parents generally plan two parties per year - winter, and Valentine's Day. Spook Fest, aall-school Halloween party sponsored by the APT, is held for

Halloween at two separate times - one for grades K, 1, 2 and one for grades 3, 4.

Birthday celebrations are welcome and will be observed in your child's classroom. Please make arrangements with your child's teacher if you wish to celebrate your child's birthday at school. Parents and students are asked to celebrate with a non-food item such as pencils, stickers, etc. The APT sponsors *Celebration Books* to honor a child's birthday. Information concerning Celebrations Books is mailed to parents during the month of a child's birthday. Birthday party invitations must be distributed outside of school.

PICKING UP YOUR CHILD EARLY OR FOR AN APPOINTMENT

If you need to pick up your child early from school or your child has a mid-day appointment, please complete the Temporary Transportation Change Form (Blue Note) and send it to school in the morning with your child. Upon picking up your child, please stop in the school office, remind the school secretary that you are picking up your child and sign your child out. Please allow a few extra minutes so that the office personnel can notify your child.

POSSESSION OF WEAPONS ON SCHOOL GROUNDS

Weapons of any kind are not allowed at the school or on the school grounds, either by students or adults. Weapons include pocketknives, razors, poisons, firecrackers, and other explosives, facsimiles used with the intent to threaten or harass students, staff or parents. A student that brings a weapon or facsimile of any sort to school faces suspension and an expulsion hearing. There is mandatory reporting to the principal of any threats that are made.

POSSESSION OF ILLEGAL SUBSTANCES

Possession or use of tobacco, chew, alcohol, or unlawful drugs is prohibited. An unlawful drug is any drug not prescribed, or taken as prescribed, for the individual by a licensed medical practitioner.

RECESS POLICIES (WEATHER)

Weather permitting, students are given a 20-minute recess preceding/following the lunch period. A decision to have outside recess during cold weather depends upon the temperature and the wind-chill factor. Shorter outside recess time is scheduled on cold days. ALWAYS dress your child for outside recess (coat, snow pants, boots, mittens, hat, etc). Recess decisions are based on a National Weather Service chart that analyzes temperature and wind chill.

Students will have supervised indoor recess in the classroom on days when weather prevents outside recess. Quiet games, talking with friends, etc., are usually allowed by the person in charge in classrooms and large group locations.

All students must be on the playground during outside recess. Only students with medical excuses will be allowed to remain in the building during scheduled outside breaks.

REPORT CARDS (PROGRESS REPORTS)

Report cards are issued three times during the school year with Kindergarten only receiving two cards in the second and third trimesters. Parent/teacher conferences are scheduled following the completion of the first and second grading periods (usually in November and March). Parents'

attendance at conferences is very important. Parents may request a conference with their child's teacher at any time during the school year. Please call the school for an appointment if a conference is desired. Likewise, a teacher may sometimes find it necessary to request a conference with a parent.

RESERVING ROOMS AT CHEROKEE

If you wish to reserve a room after school hours at Cherokee, you must send a completed reservation form (available in the office) to Mary Mercer at the District Office. Mary also can be reached at 847-604-7438. Rooms cannot be reserved through the Cherokee office. Once a request is received, Mary Mercer will contact the school for arrangements. The only rooms available for after-school use are the gym, art, and conference room. The Multi-Purpose Room is available only after 6:30 p.m.

SCHOOL ASSIGNMENTS DURING ABSENCES

Illness: School assignments will be issued at parent's request. If your child is home for one day, it is not necessary to request homework.

Social Absences: District 67 does not encourage social absences, however, they do occur. Therefore, the following is suggested:

- Parents will complete ABSENCE OF THREE OR MORE DAYS Form (from School Office) at least one week before student's absence.
- Students will be given key assignments, decided by the teacher, to be made up in the manner that he/she decides. Students have one day for every day missed to make up the work.

We ask that parents are mindful of a teacher's time when requesting work due to social absences, especially before and after the winter and spring breaks. Please allow your child's teacher a minimum of one-week prior to your child's absence to prepare materials.

SCHOOL DISCIPLINE POLICIES AND PROCEDURES

Discipline is based upon mutual respect between adults and students. We believe that each person should be treated as an important individual in our school. It is important that no one prevent another person from learning. Cherokee has three school-wide rules of behavior that serve as the foundation for all aspects of our school program:

- 1. Be Safe**
- 2. Be Respectful**
- 3. Be Responsible**

In addition to the "Big 3", we value honesty and integrity in all students, families, and staff.

Maintaining close contact between home and school and working together to solve problems before they become "big" will benefit your child. There may be times when you may not agree with the disciplinary actions of the school. If this happens, we recommend that you contact us immediately and make an appointment to discuss the matter. Our goal is to work with you so that misbehavior can be eliminated. Positive behavior will be encouraged and recognized throughout the day. Students may receive a GOTCHA for "being caught" by any staff member for following school rules, as well as classroom and recess recognition. Monthly School Spirit Assemblies are held to celebrate all students and contributions to a positive school environment.

Staff members have developed rules for their classrooms and have established the consequences for misbehavior that compliment our school-wide rules for the cafeteria, hallways, bathroom, playground, community, bus, and before/after school. A detailed listing of expectations is located in Appendix A. All teachers teach and review the expectations throughout the year.

Parents will be notified as soon as possible by a classroom teacher or administrator when a student is having difficulty following school rules. Parents are asked to work with school staff to remedy the concern(s) at the time it occurs. In application of this discipline procedure, the principal shall have final authority to modify, adjust, and interpret the guidelines to serve the best interests of the child and/or the school. When such authority is exercised an attempt shall be made to explain such actions to the child, the parent and the affected staff.

Consequences for Irresponsible Behavior

The occurrence of irresponsible behavior can be a teaching opportunity. Corrective consequences are seen not only as a deterrent, but also as a means for teaching responsible school behavior. To be most effective when resolving problems, staff, students, and parents should work together to help students make positive changes in their behavior.

Minor Misbehavior

In the classroom, students are expected to abide by the specific rules and procedures established by the individual teachers. Most misbehavior that occurs during the year is minor in nature and will be handled by teachers. They are the most powerful change agents at school. Each teacher establishes the guidelines for his/her classroom

Possible consequences for minor misbehaviors inside the classroom or in common areas include:

- | | |
|---|--|
| <input type="checkbox"/> Verbal correction | <input type="checkbox"/> Parent contacts |
| <input type="checkbox"/> Goal setting and contracts | <input type="checkbox"/> Time out |
| <input type="checkbox"/> Time owed | <input type="checkbox"/> Self-monitoring |
| <input type="checkbox"/> Daily report card | <input type="checkbox"/> Restitution |
| <input type="checkbox"/> Loss of privileges | <input type="checkbox"/> Counseling |

Referral Process for Minor Misbehavior

Referrals may be written for a student who exhibits problem behavior that violates school rules of being safe, respectful, or responsible. Any staff member *may* write discipline referrals for the following offenses: (1) Disrespect, (2) Disobedience, and/or (3) Inappropriate language or conduct during athletic activities, recess, or lunchroom.

Staff members *will* write discipline referrals for the following offenses: (1) Fighting and/or endangering the safety of others, (2) Offensive or threatening language, (3) Theft, and/or (4) Vandalism.

The process for referrals is as follows:

1. First written referral- Teacher writes referral, re-teaches appropriate behavior, and brainstorms replacement behavior with student as defined by classroom and school rules.
2. Second written referral- Teacher writes referral, reviews replacement behavior, applies

- consequence in keeping with classroom rules, and contacts parent.
3. Third written referral- Teacher writes referral and sends referral to office for Administrative review and intervention. This is considered a Major Office Referral. Consequences will include parent contact and may include (1) student conference with parent to problem solve, (2) logical consequences, (3) in-school suspension, or (4) out-of-school suspension.

Major Misbehaviors/Offenses

Most misbehavior is dealt with by discussion or mild consequences. However, students who engage in the following major misbehaviors will be referred to the office for immediate administrative action that could include parent conferences and suspension.

Definitions:

- Community Service: Consequence in which the student may be asked to stay after school and assist adults. The purpose of community service is to teach the student respect for adults and/or property by giving up their time to assist others.
- Detention: Given for specific misbehaviors. A student may be directed to a specific area for a specified period of time.
- Discipline: Steps school personnel engage in to insure student success in school.
- In-school suspension: Consequence in which a student is removed from the usual classroom or school activities for a specified period of time and is directed to a specific area (usually the office or other classroom).
- Restitution: Students who are assigned restitution make right the loss or damage for which they were responsible.
- Restriction: A student on restriction loses some privileges. Restriction can be up to a school day period of time and may include: 1) eating lunch in another location, 2) limitation of movement through the building, 3) loss of privileges to attend special school activities such as assemblies, 4) limitation of movement at recess time.
- Suspension: Consequence in which the student is removed from school for a specified period of time. Students who are suspended may not attend after-school activities, be present on district property without a parent, or participate in activities directed or sponsored by the district. Students who miss classes because of disciplinary action or who have been suspended from school are allowed to make up work that has been missed.
- Time-out: Time out is for a short period of time and may take place in a variety of settings, i.e., playground, office, another classroom, etc. The purpose of time-out is to break the pattern of misbehavior and give students an opportunity to demonstrate appropriate behavior before reentering the classroom or activity. During time-out, students are assigned to a specific location where they must stand (or sit) quietly and remain until given permission to move. Students are supervised during time-out.

SCHOOL TRADITIONS

The following activities are traditions you can expect to enjoy at Cherokee School:

- Annual APT-sponsored Spook Fest Halloween Party - After school hours, children return to the school dressed in costumes and play carnival-style games.
- Holiday Winter Sing-Along - Spread a blanket on the floor of the gym, and join the Cherokee music teacher in singing holiday songs.
- Spring Sing - This event highlights the Cherokee Music Program as the children of Cherokee School show off their talents
- Cherokee School Spirit Assemblies - All Cherokee students meet on a monthly basis to recognize Safe, Respectful and Responsible behavior.

- Sharing Night - Each elementary school hosts a student sharing night in the spring. All classrooms are open for observation of student work.
- Field Day - In June, the Cherokee Wellness Staff organizes, with the help of parent volunteers, an afternoon of games on the grounds of Cherokee School.

SNACKS/FOOD AT SCHOOL FUNCTIONS

Most teachers at Cherokee School allow a healthy morning snack brought from home. At any school function (parties, celebrations, meetings, etc.) healthful food options should be made available to promote student, staff, and community wellness that adhere to the District Wellness Policy. All food items brought into classrooms for snacks and celebrations (exclusive of lunch) must be free of all nuts, nut products, and nut oils due to allergy concerns.

The full text of the District Wellness Policy is available on the District 67 website as well as a Healthful Food and Beverage list. This list was created by the District 67 Local Wellness Policy Committee to assist you in selecting healthy choices for your child's classroom snacks and celebrations. In creating this list, the Wellness Committee also took into consideration the medical needs of students with severe allergies in an effort to keep classroom spaces safe for all children. The list is not all-inclusive, and is meant only to provide parents and school staff with guidance for healthier good and beverage choices.

SPIRIT DAYS

Spirit Days at Cherokee are regularly scheduled on a monthly basis (usually near the end of the month). Dates are published on the listserv. Children wear their Cherokee School T-Shirt/Sweatshirt or any clothing that is blue or gold.

SPIRIT OF 67 FOUNDATION

The Spirit of 67 Foundation is a not-for-profit Illinois Corporation dedicated to and operated exclusively for the enrichment of District 67 students. Funds, contributed to the Foundation, have been used, among other things, to provide fine arts programs, upgrade reference materials, automate the school media center, supplied elementary level reading books to support the language arts curriculum. We encourage you to support the Spirit of 67 Foundation.

STUDENT DIRECTORY

Every fall, the APT publishes and distributes a District Student Directory to families who have paid the APT membership dues. The directory includes phone numbers and addresses for students, etc. Each family receives one directory for every school in which they have a child enrolled. Additional copies can be ordered for a nominal fee.

STUDENT SCHOOL PICTURES

Information concerning the picture program is sent home with the child in the fall before pictures are taken. Participation is voluntary. Retakes are done only in the event of a bad shot, eyes closed, blurred images, etc. Students who were absent on picture day will have their pictures taken on retake day. Pictures are guaranteed or your money back. Refunds are obtained by writing to the studio, not through the school.

SUBSTITUTE TEACHERS

Substitute teachers are educators delivering instruction of days when a teacher is ill, at a meeting, or attending a conference or workshop. Teachers leave specific instructional plans so that your child's day is productive.

VANDALISM

Our school and equipment is public property. Willfully damaging or destroying this property is cause for immediate and possible expulsion. Students are expected to correct/pay for damage before returning to class. If a student accidentally causes damage, he/she should report it to their teacher immediately, so that the damage is not misconstrued as vandalism.

VISITOR SIGN-IN

When visiting Cherokee School, either for a meeting or to volunteer in your child's classroom, you are requested to **sign in** and **wear a nametag or lanyard**. The sign-in binder and nametags are located in the Cherokee Foyer. Please let the school secretary know where you are going.

WITHDRAWALS

The parents of any student who is withdrawing should complete an application for withdrawal. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to their next school.

YEARBOOK

The Cherokee APT coordinates a school yearbook. Orders for the yearbook are taken during the winter months with distribution taking place in the spring.

Appendix A

School Expectations

Parents: Please read the Cherokee Elementary School Student and Parent Resource Guide with your child! The resource guide is posted on the Cherokee website, which can be accessed by going to <http://www.lf67.org> and clicking on *Schools*.

*Please sign below indicating you have read the Cherokee Resource Guide with your parent(s). Return your signed paper to your classroom teacher by **MONDAY, OCTOBER 19th** and be recognized for your **RESPONSIBLE Cherokee Student Behavior!***

Parent(s)

Student

Teacher
