

**2011-2012**

# **Sangamon School**

# **Procedures**



**Mahomet-Seymour Community School District #3**

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Dear Sangamon School Families,

Welcome back to school! I hope that you had a terrific summer and that you and your child(ren) are planning on having an exciting and rewarding 2011-2012 school year. If you are new to Sangamon School, I would like to extend to you a warm welcome. I hope that you and your child have many positive experiences at Sangamon, and find that everyone at our school truly practices the establishment of a nurturing and “child-centered” environment on a daily basis. If you and your child are returning to Sangamon, I hope that all of your expectations for a great school year are met, or exceeded this year. I strongly encourage all of you to be actively involved in your child’s education and feel welcome to visit our school at any time. Remember, you are always a welcome guest at Sangamon School, and your involvement is valuable for the success of our school and your child! Also, if you ever have any questions or concerns, please feel free to call me at 586-4583, e-mail me at [mcabutti@ms.k12.il.us](mailto:mcabutti@ms.k12.il.us), or visit our website at: [www.ms.k12.il.us/Sang/index.html](http://www.ms.k12.il.us/Sang/index.html).

The purpose of this booklet is to inform you and your child of the many policies and procedures that exist at Sangamon School. This booklet is not intended to create a contractual relationship with the student; rather it is intended to describe the school, its current practices, procedures, rules, and regulations (code of conduct) which may be subject to change based upon administrative or Board of Education action. It is very important that each child understands the information that is contained in this booklet; therefore, families are encouraged to review and discuss the information together. While no procedures booklet can be all-inclusive, we hope that the major areas of concern and interest have been addressed, and that you find the information very helpful in answering many of the questions you or your child might have.

If you have any questions or concerns regarding the information included in this procedures booklet, please contact me at your convenience.

I am looking forward to an exciting year working with your child(ren)!

Sincerely,

Mark Cabutti – Principal

## Sangamon School Staff List 2011-2012

Revised 7-20-11

<b>1st Grade</b>			<b>Social Worker</b>		
Kelli Busey	Rm. 124	Ext 2124	Lori Larson	Rm. 214	Ext 2214
Kandy Cockerill	Rm. 127	Ext 2127			
Kay Coulson	Rm. 223	Ext 2223	<b>Librarian</b>		
Melissa Gibson	Rm. 220	Ext 2220	Amy Webb		Ext 2129
Sarah Kaper	Rm. 219	Ext 2219	<b>Library Aide</b>		
Karen McHale	Rm. 218	Ext 2218	Joyce Cox		Ext 2128
Cheryl Mitchell	Rm. 221	Ext 2221			
Michelle Mitchell	Rm. 126	Ext 2126	<b>Reading Specialists</b>		
Sally Ruggles	Rm. 125	Ext 2125	Shirley Casey	Rm. 206	Ext 2206
Tracy Ward	Rm. 122	Ext 2122	Angie Pagel	Rm. 205	Ext 2205
<b>2nd Grade</b>			<b>Art</b>		
Becky Benedict	Rm. 6	Ext 2106	Jeramie Truax	Rm. 208	Ext 2208
Gay Fritz	Rm. 121	Ext 2121			
Pam Halm	Rm. 5	Ext 2105	<b>Music</b>		
Megan Jones	Rm. 217	Ext 2217	Sue Keeble	Rm. 213	Ext 2213
Kris Kennedy	Rm. 216	Ext 2216			
Emily McGill	Rm 1	Ext 2101	<b>Enrichment Education</b>		
Rachel Roberts	Rm. 215	Ext 2215	Karen Badger	Rm. 3	Ext 2103
Joan Stipp	Rm. 207	Ext 2207			
Julie VanAntwerp	Rm. 120	Ext 2120	<b>Interventionist</b>		
Lindsay Walder	Rm 2	Ext 2102	Emily Hays	Rm. 215	Ext 2215
<b>Supportive Services</b>			<b>Kangaroo Kids</b>		
Tina Brandon	Rm. 7	Ext 2107	Jan Mason	Rm. 4	Ext 2104
Amy Penick	Rm. 115	Ext 2115	Christa Steeves	Rm. 8	Ext 2108
Susan Laley (a.m. only)	Rm. 117	Ext 2117			
<b>Support Services Aides</b>			<b>Kids Club</b>		
Shelly Green		VM 2305	Kathy Curnutte		VM 2645
Annalee Jellen		VM 2301			
Judy Pingel		VM 2300	<b>Custodians</b>		
Laurie Pulkrabek		VM 2302	Cindy Hites		
Nancy Stevens		VM 2303	Barb Keller		
Deb Ward		VM 2304	Chuck Zindars		
<b>Speech &amp; Language</b>					
Allison Kleist	Rm. 203	Ext 2203	<b>Cafeteria</b>		
			Jill Burnette	Cook	Ext 2110
<b>OT/PT</b>			Wanda Isaac	Cook	Ext 2110
Kathryn Rose	Rm. 4	Ext 2104	Pat Brumfield	Secretary	Ext 2111
Alisa Lamb	Rm. 4	Ext 2104			
<b>Secretaries</b>			<b>Principal</b>		
Debbie Cawley		Ext 2130	Mark Cabutti		Ext 2131
Denise Reese		Ext 2100			
			<b>Conference Room</b>		Ext 2141
<b>School Psychologist</b>					
Verlann Atchley	Rm. 9A	Ext 2113	<b>Work Room</b>	Rm. 123	Ext. 2123
		VM 2109	<b>Lounge</b>		Ext. 2132
<b>Physical Education</b>			<b>Office Wall</b>		Ext. 2133
Melinda Douglas	Gym	Ext 2114	<b>Computer Lab</b>		Ext. 2112

**MAHOMET-SEYMOUR COMMUNITY UNIT SCHOOL DISTRICT #3  
2011-12 SCHOOL CALENDAR**

<b>August 17</b>	Wednesday	Institute Day - No Students
August 18	Thursday	First Day for Students (1/2 day)
August 19	Friday	First Full Day for Students
September 5	Monday	Labor Day - No School
September 21	Wednesday	Early Dismissal
September 23	Friday	Midquarter-1 <sup>st</sup> Quarter
October 7	Friday	Institute Day – No Students
October 10	Monday	Columbus Day - No School
October 19	Wednesday	Early Dismissal
October 21	Friday	End of First Quarter
November 3	Thursday	Regular Attendance Day, Parent-Teacher Conferences 3:30 - 8:40 PM
November 4	Friday	No School
November 16	Wednesday	Early Dismissal
November 23-25	Wed.-Fri.	Thanksgiving Vacation - No School
December 2	Friday	Midquarter-2 <sup>nd</sup> Quarter
December 9	Friday	Early Dismissal
December 19	Monday	First Day of Winter Vacation
January 2	Monday	School Resumes
January 13	Friday	Teachers' Institute Day - No Students
January 13	Friday	End of Second Quarter, First Semester
January 16	Monday	M.L. King Birthday Observance - No School
January 18	Wednesday	Early Dismissal
February 15	Wednesday	Early Dismissal
February 17	Friday	Midquarter-3 <sup>rd</sup> Quarter
February 20	Monday	Presidents' Day - No School
March 14	Wednesday	Early Dismissal
March 16	Friday	End of Third Quarter
March 19-23	Mon.-Fri.	No School – Spring Break
April 5	Thursday	Regular Attendance Day, Parent-Teacher Conferences 3:30 – 8:40 PM
April 6	Friday	No School
April 18	Wednesday	Early Dismissal
April 27	Friday	Midquarter-4 <sup>th</sup> Quarter
May 16	Wednesday	Early Dismissal
May 28	Monday	Memorial Day - No School
May 31*	Thursday	Institute Day - No Students
June 1*	Friday	Last Official Day for Students; End of Fourth Quarter, Second Semester

## Sangamon School Daily Schedule

<b>8:00 – 8:10 a.m.</b>	Bus students and early students arrive and report to the multi-purpose room (gym). Adult supervision in this room begins at 8:00 a.m.
<b>8:10 – 8:20 a.m.</b>	Children go to their lockers to put things away and take out materials they will need for their morning classes. The remainder of this time is spent as quiet time or listening to morning announcements in the classrooms before the official school day begins. Children need to arrive for school <b><u>no later than 8:20 a.m.</u></b>
<b>8:25 a.m.</b>	Mr. Cabutti gives morning announcements to the entire school. These announcements may include special information about field trips, assemblies, school expectations, etc. Children who have birthdays are also announced at this time. For children who have birthdays during the summer months, their “half-year” birthdays are announced.
<b>8:27 a.m.</b>	Morning classes begin.
<b>10:00 – 10:15 a.m.</b>	Recess for Second Grade.
<b>10:15 – 10:30 a.m.</b>	Recess for First Grade.
<b>11:15 a.m. – 12:00 p.m.</b>	Lunch period and recess for Second Grade.
<b>12:10 – 12:55 p.m.</b>	Lunch period and recess for First Grade.
<b>1:30 – 1:45 p.m.</b>	Recess for Second Grade.
<b>1:45 – 2:00 p.m.</b>	Recess for First Grade.
<b>2:50 p.m.</b>	Dismissal for all students.
<b>3:20 p.m.</b>	End of staff day.
<b>4:00 p.m.</b>	Office closes.

# *First Grade Supply List* 6-8-11

**Please put your child's name on every item!**

1. Backpack and lunchbox that will fit in a 6" wide x 11" deep locker NO BACKPACKS ON WHEELS, PLEASE
2. Small school supply box/pencil box
3. (2) Boxes of Crayola crayons – 24 regular (Keep 1 box at home to send later when requested by the teacher.)
4. (2) Crayola **Broad line** Watercolor Markers – WASHABLE. Classic colors such as red, blue, green, etc. (Keep one at home to send later when requested.)
5. (1) Pack Crayola colored pencils
6. (1) 8 oz. bottle of Elmer's **white** school glue (no Glue-All please)
7. (12) Glue Sticks white
8. Package 8 watercolors/brush
9. Large eraser
10. (36) Standard Yellow Pencils #2 (Ticonderoga Tri-write brand preferred; sharpened)
11. Fiskars scissors (left-handed if your child cuts with a left hand)
12. Tissues (1 box)
13. Shirt for art (A large t-shirt seems to work best.)
- 14.(1) Package **ZIPLOC** Bags 2 gallon size
15. 1 package **Lysol brand** anti-bacterial wipes
16. Gym shoes are needed for physical education class
17. Headphones for computer. (No earbuds, please!)

\*Year-long, appreciated donations: liquid hand soap, paper plates (large & small), Saran wrap, aluminum foil, wax paper, paper towels, napkins, Dixie cups, glue sticks, Ziploc bags (1 gallon and sandwich bags), additional Lysol wipes, hand sanitizer

## *Second Grade Supply List* 6-8-11

**Please put your child's name on every item!**

1. Backpack and lunchbox that will fit in a 6" wide x 11" deep locker    NO BACKPACKS ON WHEELS, PLEASE
2. SMALL school supply box
3. (2) Boxes of Crayola crayons – 24 regular
4. (2) Crayola **Broad line** Watercolor Markers box of 8 or 10 WASHABLE. CLASSIC COLORS such as red, blue, green, etc.
5. (2) 4 oz. bottle of Elmer's **white** school glue (no Glue-All please)
6. (6) Glue Sticks **white**
7. Package of 8 watercolors/brush
8. (2) Large erasers
9. (36) #2 pencils sharpened (Ticonderoga brand works best. No plastic covered pencils, please.)
10. (2) Wide ruled spiral 70 sheet notebooks (10-12" x 8")
11. Scissors (Fiskars brand seems to work the best)
12. Tissues (3 large boxes)
13. Shirt for art (a large t-shirt seems to work best)
14. (1) Package **ZIPLOC** Bags 1 gallon or sandwich size. (No snack size, please)
15. (2) Containers anti-bacterial wipes
16. Gym shoes are needed for physical education class
17. Headphones for computer. (No earbuds, please.)

## **Arrival Times and Procedures**

Children should **not** arrive at school before 8:00 a.m. as there will not be any adult supervision available until after 8:00 a.m. It is preferred that children arrive between the times of 8:10 a.m. and 8:20 a.m. if possible. A fee-based morning day care program is available at Sangamon School starting at 7:00 a.m. Please contact us @ 586-4583 for details.

After arriving at school, students should proceed to the multi-purpose room (gym). Morning announcements begin at 8:25 a.m. and morning classes begin promptly at 8:27 a.m. If your child arrives after this time, he/she needs to report to the office with a note explaining why he/she is tardy.

## **Attendance Policies**

We expect our students to attend school every day unless they are ill or another family emergency prohibits them from attending school. We work closely with the Regional Office of Education to alert parents when a particular child's attendance record is poor or they are tardy often. Please make a note that the Regional Office of Education utilizes the services of a truant officer when a child's poor school attendance becomes an issue. The school will make every effort to contact parents with attendance concerns before the Regional Office of Education becomes involved.



## **Bicycle Riders**

All bicycles are to be left in the bicycle racks which are provided on the west side of the playground. Bike riders must not leave until all buses have departed. We urge all riders to practice the usual bicycle safety rules.

## **Bus Riders**

By Board of Education policy, students **must** be picked up and dropped off at the same location daily. Students are not allowed to board at home in the morning and then ride to a different location on a different bus in the afternoon on a regular basis. Students going home with a friend after school **must** present a **parent note** to the office to be exchanged for a **bus note**, which gives the student permission to ride a different bus than his/her own on that particular day.



### **Early Dismissals**

This school year, the Sangamon staff will be participating in a variety of school improvement opportunities in the form of early dismissals. These days will allow our staff to receive additional training, as well as provide opportunities for collaboration regarding student learning. Students will be dismissed at 12:50 p.m. on the following days: September 21, 2011; October 19, 2011; November 16, 2011; December 9, 2011; January 18, 2012; February 15, 2012; March 14, 2012; April 18, 2012; and May 16, 2012.

### **Sangamon School Behavior Expectations and Mission Statement**

Every staff member at Sangamon promotes positive behavior with their students. We expect our students to be respectful, be responsible, and be safe. Our Sangamon School Mission Statement reflects these expectations and reads:

**At Sangamon School, we provide a safe,  
caring community where all children can  
experience the joy of learning.**

**We practice good character  
and we always try to do our**

**BEST!**

Please help us reinforce our school's mission with your child, and feel free to practice this statement at home whenever you have an opportunity to do so! Thank you.

## Positive Behavioral Intervention and Supports Expectations for all Sangamon School students

	All Settings	Classroom	Halls	Cafeteria	Restroom / Drinking Fountain	Assemblies / Special Guest(s)	Office	Bus
<b>I will be Respectful</b>	<ul style="list-style-type: none"> <li>-Listen and follow all adult directions</li> <li>-Use kind language</li> <li>-Bully -free</li> </ul>	<ul style="list-style-type: none"> <li>-Cooperate and compromise with classmates</li> <li>-Listen attentively</li> <li>-Be polite</li> <li>-Respect other's property</li> </ul>	<ul style="list-style-type: none"> <li>-Be quiet</li> <li>-Keep hands, feet and other objects to self, off the walls, displays and lockers.</li> </ul>	<ul style="list-style-type: none"> <li>-Say please and thank you</li> <li>-Use utensils correctly</li> <li>-Use table manners</li> </ul>	<ul style="list-style-type: none"> <li>-Wait your turn</li> <li>-Give others privacy</li> <li>-Wait patiently</li> <li>-Use inside voices</li> </ul>	<ul style="list-style-type: none"> <li>-Face forward</li> <li>-Quietly listen to speaker</li> <li>-Raise hand and wait patiently for your turn</li> <li>-Applaud quietly when appropriate</li> </ul>	<ul style="list-style-type: none"> <li>-Say please and thank you</li> <li>-Wait patiently without bothering others</li> <li>-Enter quietly</li> </ul>	<ul style="list-style-type: none"> <li>-Use appropriate language</li> <li>-Use quiet voice</li> <li>-Follow specific bus rules</li> </ul>
<b>I will be here, ready and Responsible</b>	<ul style="list-style-type: none"> <li>-Be on task</li> </ul>	<ul style="list-style-type: none"> <li>-Have appropriate materials ready</li> <li>-Complete homework and turn it in on time</li> <li>-Stay in seat</li> <li>-Raise hand for assistance</li> <li>-Keep desk area clean</li> <li>-Use materials appropriately</li> </ul>	<ul style="list-style-type: none"> <li>-Face forward</li> <li>-Stay on the right</li> <li>-Keep hallways clean</li> </ul>	<ul style="list-style-type: none"> <li>-Stay seated</li> <li>-Talk quietly with neighbor</li> <li>-Clean up your eating area</li> <li>-Raise your hand for assistance</li> <li>-Wait patiently and quietly for your turn</li> </ul>	<ul style="list-style-type: none"> <li>-Wash hands with soap and water</li> <li>-Flush the toilet, turn off faucet, put the towel in the trash can</li> <li>-Quietly and quickly return to line or classroom</li> </ul>	<ul style="list-style-type: none"> <li>-Sit in assigned area</li> </ul>	<ul style="list-style-type: none"> <li>-Use the appropriate door</li> </ul>	<ul style="list-style-type: none"> <li>-Walk to and from the bus</li> <li>-Keep materials in book bag</li> </ul>
<b>I will be Safe</b>	<ul style="list-style-type: none"> <li>-Keep your hands, feet and other objects to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Walk in the classroom</li> <li>-Keep chair legs on the floor</li> <li>-Stay with your class</li> </ul>	<ul style="list-style-type: none"> <li>-Walk</li> </ul>	<ul style="list-style-type: none"> <li>-Eat your food only</li> <li>-Pick up your trash</li> </ul>	<ul style="list-style-type: none"> <li>-No climbing, hanging or crawling</li> </ul>	<ul style="list-style-type: none"> <li>-Sit on bottom</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in student areas (in front of the counter or on the bench)</li> </ul>	<ul style="list-style-type: none"> <li>-Stay seated and faced forward</li> <li>-Stay behind yellow bus line</li> </ul>

## **Conferences – Reporting to Parents and Guardians**

Regularly scheduled conferences are held during the months of November and March/April of each school year. Parents and/or guardians are encouraged to attend whenever possible. We at Sangamon view the parent-teacher conferences as one of the most important means of reporting to the parents or guardians of our students. Therefore, we request that all small children be left at home in order to allow for a productive exchange of ideas.

Additional conferences may be called as needed by either the parent/guardian or the teachers. If a conference is desired, please call the school and schedule a meeting in advance.

## **Delivery of Balloons and Flowers at School**

Students are not allowed to accept delivery of balloons or flower arrangements at school. Not only has this become a classroom disruption, it has also presented a safety hazard when students attempt to transport them home either when riding the bus or walking.

## **Dress and Grooming – General Information**

In general, it is expected that each child demonstrate good personal hygiene by arriving at school physically clean and dressed appropriately. Lack of proper clothing for the weather conditions may result in a call home to correct the situation.

## **Field Trips**

Various educational field trips are taken throughout the school year. Parents will always be notified of any trips or any time that their child will be off of school property. Please note, any family who qualifies for the free or reduced lunch program may be exempt from field trip fees and costs. Please call the school office if you have any questions about this policy.

## **“Good News” Visits to the Office**

Many children are sent to the office for “good news” throughout the school year. This good news could be because of academic accomplishments or for positive social and behavioral reasons. Often times, a telephone call will be made to the parent(s) to share the good news of their child. Therefore, do not assume that EVERY phone call from school is for a negative reason!



## Guidelines Followed During the Winter and on Cold Days

In order to provide children with a change of environment during the school day, we try to go outside for recess on days when the temperature is tolerable. We ask that parents send their children to school dressed appropriately with gloves/mittens, hats, and warm footwear. If your child is healthy enough to come to school, he/she will be expected to participate in outdoor recess.

If your child is being treated for asthma, please inform the teacher as to whether you want your child to participate in outdoor recess on a daily basis. It is highly recommended that a face mask be worn so that your child does not breathe the cold air directly.

Any other reason for your child to remain indoors must be accompanied by a note from the child's physician.

## Information Changes

It is important to notify the school of any change of telephone number, address, emergency number, or place of employment of either parent. In the case of an emergency, this information is vital to us!



## Instructional Materials Center – Library

Books are checked out for one week and can be renewed when necessary. Students having frequent overdue books may be asked not to check out additional books until overdue ones are returned. Any lost or damaged books must be paid for.

## Lunch Program

Hot lunches are served daily. Children at Sangamon have three choices of entrees each day. It is very important that you discuss **your choice** with your child **each day** before school. Menus are posted in the school, published in the Mahomet Citizen, and are also sent home monthly with each child.

Lunch money will be collected by the classroom teacher on the **first school day of the each week. The payment may be just for one day, enough for a full week, or any greater number of days.** Students choosing to eat only occasionally are still asked to pay on the first school day of the week. Please send the exact amount for the number of days the child will be eating. Lunches are \$1.85 per day, \$9.25 per week. Children may bring sack lunches. A carton of chocolate or white milk is available at a cost of \$.40. **Parents may also pay on-line for lunches and extra milk by logging on to: <http://www.ms.k12.il.us> and then clicking on the web store icon.**

## **Parent Resources**

Our school district has a wide variety of materials and services available to help parents with ideas and suggestions regarding effective ways to help their children grow and develop into a successful adult. Some of these materials and services are as follows: The parenting library at Middletown School has some outstanding books on various issues regarding the growth and development of our children. Additionally, the school social worker in each of our schools can provide advice and suggestions regarding many issues that will enable our children to become successful adults. Please do not hesitate to use these valuable resources.

## **Parking and Student Pick-Up**

Please be aware that parking at the front of the school on Main Street is marked “**Attended Parking Only**” from **8:00 a.m. – 8:45 a.m.** and from **2:30 p.m. – 3:00 p.m.** If you leave your car unattended during these times, it is quite possible you will be ticketed by the Mahomet Police Department.

To avoid traffic congestion with buses, we would appreciate parents not parking in the bus areas when school is in session. Please **do not** drive through, or park in the bus loading areas or teachers’ parking lots. On special event days, be sure to stay clear of the bus lane when parking. These regulations are for the safety of all the children!

Parents picking up students after school **should not use the bus lane**. Please pick up at the **Main Street** entrance for 1<sup>st</sup> graders or in the **driveway behind the school** between Sangamon and the Mobil Super Pantry for 2<sup>nd</sup> graders and mixed groups of 1<sup>st</sup> and 2<sup>nd</sup> graders. When picking up your child, please do not stop your car on Main Street waiting for a spot to open up in front of the school. Either go around the block or park across the street if possible.

## **Party Invitations**

Students are not to distribute invitations for parties held at home unless every student in the class is to receive an invitation (or in the case of a girls only or a boys only party, every girl and every boy). This helps avoid hurt feelings that might result if a particular student was not invited.

## **Procedures for the Student Who is Ill at home**

Please call the office in the morning as soon as possible to report your child’s absence. If a parent wishes to have books and assignments for a student who will be absent several days due to illness, he/she should notify the school **early** in the day, before 10:00 a.m., in order for the teacher to prepare assignments and arrange to have them picked up.

## **Room Parents and Class Parties**

There will be a room parent appointed as party chairperson for each room during the first few weeks of school. Party dates, times, and a parents' party list will be prepared.

In an effort to recognize a variety of health and economic issues including food allergies, childhood obesity, the high cost of food and trinkets, excessive waste, and the amount of sugar in our children's diets, Sangamon School will be following these party guidelines:

- No gift bags or trinkets will be given during parties.
- No candy will be passed out during parties.
- One healthy treat or one baked treat will be provided to each student during parties.
- Juice boxes or bottled water should be the drink provided at parties.
- The room parent/party coordinator should be present during each party. If the room parent/party coordinator is not available, a replacement needs to be found by the room parent or party coordinator.

## **School Concerns**

If a parent feels he/she has a school concern or problem, this concern or problem should be addressed directly to the person involved. If the situation is not resolved, the next proper recourse is to consult with the building principal. We would appreciate cooperation from all parents regarding this procedure.

## **School Conduct**

We are proud of the conduct of our students at Sangamon School. We feel that the conduct of each student should bring credit to the individual and his/her school. The playground and building expectations should be considered very carefully as they apply to the overall conduct expected of a student who attends Sangamon School.

We have the following expectations for all of our students:

- Be respectful
- Be responsible
- Be safe

These expectations are in effect the total time your child is in our care. Any reinforcement of these expectations at home is always appreciated.

## **School Enrichment Program**

At Sangamon School, students are selected to be a part of the enrichment program by their classroom teacher. At this age level it is very difficult to identify and label a child as gifted; therefore we have chosen to use the term "enrichment" when talking about the program at our school. Students are recommended to participate in this program because they are performing well in the regular classroom; however, that does not always necessarily mean they are gifted. Students that participate in the enrichment program at Sangamon School may participate in the Sangamon/Lincoln Trail School program in third grade if they qualify,

but they do not automatically qualify just because they participated in the program at Sangamon. Each school has its own unique program and criteria used to identify the students who participate.

Each year the curriculum of the enrichment program at Sangamon School evolves from input from students, parents, and teachers. To participate in the enrichment program, students will be selected by a combination of teacher recommendation and the student's performance on assessments (when available) in a particular subject area.

### **School Safety Measures**

Students are **not to leave school** or be **taken from school** unless they have been checked out through the office. Students must be picked up and signed out in the office through one of the secretaries or the principal. This policy holds true if the parent is picking up the child from the playground or the lunchroom as well.

School personnel would like to strongly suggest that you **not** pull your vehicle up next to the playground to visit with your child through the window of your car. For your child's safety, we are always suspicious of cars that slow and stop adjacent to our playground to visit with children. We would rather you come into the office, sign in, and then walk out to the playground to visit with your child. We certainly appreciate your understanding and support in this matter.

### **Special Instructions from Parents**

When it is necessary for a child to deviate from his/her normal routine, a note from the parents should be presented to the teacher. These changes include staying after school for a special event, riding or walking to an address other than his/her own, being picked up by a parent when the student usually walks or rides the bus, etc.

### **Special Services Programs**

The Mahomet-Seymour School District is proud of our teachers, not only those in the regular classroom, but also those who teach in our "Specials" and Support Services Programs: Physical Education, Art, Music, Library, Response to Intervention, Special Education, Social Work, Remedial Reading, and Speech/Language.

During the course of each week, our students receive instruction in physical education, art, music, and library by specialized teachers and aides in these fields.

Students who are experiencing challenges with learning are sometimes referred to our Response to Intervention Team for additional academic support. This team will determine the most appropriate support, and will monitor the progress of each student receiving extra services.

Title I Reading and Response to Intervention are programs designed to assist those students who are experiencing difficulty in reading. It is important to note that these programs are in addition to the regular classroom reading program. As the year progresses, each student in these remedial reading programs is continually assessed. Whenever a student demonstrates sufficient mastery of necessary reading fundamentals, he/she is

dismissed from the program. Progress in the classroom continues to be monitored and additional aid is offered if it is deemed necessary. Staff members assigned to each child who is receiving interventions might change as the school year progresses based on progress. Our RTI program is very flexible, and students may enter or exit the program at any time during the school year.

Speech and Language therapy is offered to those students who are experiencing difficulty pronouncing certain sounds and/or who are having problems with listening and speaking skills. Students can be referred by the classroom teacher, parent, or physician for a speech/language screening. Parents are contacted for permission to evaluate a child if deemed necessary. If a speech/language impairment that has an adverse impact on the student's educational performance is identified, then the child is enrolled into a speech/language program. Just as in the other programs, parents are kept informed and the student is dismissed from the program when suitable mastery is displayed.



### **Storybook Character Parade**

Due to the age and maturity of our students, we have found that our children enjoy dressing up in costumes near Halloween. Our parade will always take place on the last Friday in October and the costumes that our students wear on this day will follow a children's book character theme.

The purpose of the parade and party is to celebrate children's books, and each student should dress up as his or her favorite character from a story. Most of the characters can be portrayed by dressing your child up in articles of clothing found in your own closets, or by securing or making a few simple props to convey the theme of the story's character. Many of the children's books have an animal as the main character in the story which often makes a great costume for the children.

The classroom teachers will be explaining this October event to their classes, and the librarian will have a selection of books which offer easy-to-duplicate characters. The art teacher will also be available to assist with ideas for costumes or props.

The October Celebration of Children's Books and the parade of characters from children's stories shall greatly benefit reading awareness, promote creativity concerning each character's portrayal and will provide all the students with a positive learning experience. Thank you for your understanding and cooperation in this particular matter.



## **Public Act 94-0994**

This act which was passed by the State of Illinois General Assembly, amends the Sex Offender Registration Act and requires school districts to notify parents that information about sex offenders is available to the public as provided for in the Act. The web site for the Illinois Sex Offender Registry is: <http://www.isp.state.il.us/sor/> Click on "I agree" at the bottom of the page to access the search page. To view a map of registered sex offenders, please go to: <http://www.familywatchdog.us/>

## **Withdrawal from School**



Parents of students who plan to move from the school district during the year are asked to officially notify the teacher and the school office as far in advance as possible. This allows for school records to be compiled for an orderly transfer to the new school.

On the last day of attendance, the student should visit the office early in the day, making sure all arrangements are being made. The teacher will give the student a Withdrawal Sheet to be passed on to the student's new school. This information will aid in the student's transition into a new class. Parents may expect to sign a Release of Records form at the new school which will allow Sangamon School to forward the cumulative records in a timely fashion.

## **Parent/Student/School Compact**

Parent's Pledge:

- I will communicate with my child's teacher if I have concerns about my child's learning
- I will review my child's work and assist them at home when necessary
- I will read to or with my child for 15 minutes each night
- I will help my child understand how the skills they learn at school can be used in the world around them
- I will notify the school of any important information that may impact my child's learning

Student's Pledge:

- I will give my best effort
- I will ask my teacher or parents for help when I need it
- I will read to or with my family for 15 minutes each night
- I will complete my assignments and turn them in when they are due
- I will support my peers in their efforts to learn

School's Pledge:

- We will communicate regularly with families regarding classroom activities and learning objectives
- We will ensure all students receive help when needed
- We will send home materials that support reading and math growth
- We will provide homework that is manageable and relevant
- We will continuously evaluate the learning of our students to ensure our teaching strategies match the needs of our students