

# Thomas Dooley Elementary School



## Parent and Student Handbook 2010-2011



**2005**

Thomas Dooley Elementary  
622 Norwood Lane  
Schaumburg, IL 60193



**2009**

Office: (847) 357-6250  
Absence Telephone: (847) 357-6252  
School Nurse: (847) 357-6260  
FAX: 847-357-6251

Principal: Dr. Marion Friebus-Flaman  
Assistant Principal: Cathie Fletcher  
Secretaries: Jackie Lancaster, Stella Mitsuno

# DOOLEY ELEMENTARY SCHOOL

## Thomas Dooley Elementary School

622 Norwood Lane, Schaumburg, IL. 60193

**Principal:** Marion Friebus-Flaman, Ph.D.

**Assistant Principal:** Cathie Fletcher

**Phone:** (847) 357-6250

**Fax:** (847) 357-6251

**Web site:** [www.sd54.org/schools/dooley](http://www.sd54.org/schools/dooley)

**Opened:** 1966



Dooley serves more than 400 students in kindergarten through sixth grade. Dooley is a Nationally Recognized Blue Ribbon School and received an Academic Excellence Award from the Illinois State Board of Education in 2009.

Dooley School is a unique blend of neighborhood school and open enrollment school. Our school community is made up of students and families in kindergarten through sixth grade who participate in the general education program, the English-Japanese Dual Language program and/or the Early Instrumental Music (EIM) program. Each of these programs offers students excellent educational opportunities as well as opportunities to make friends and develop a love of learning.

In our general education program, students in first through sixth grade work in multiage teams with students from two grade levels in each classroom. The grades are clustered as follows: first and second grade, third and fourth grade, and fifth and sixth grade. In the English-Japanese Dual Language program, students work in bilingual teams with students from English-speaking homes and Japanese-speaking homes working together to learn both languages while also learning math, science and social science in English and Japanese.

Students who participate in the EIM program learn to play violin through the Suzuki method beginning in kindergarten.

In addition to providing an excellent education, Dooley's faculty offers special activities for students including the following: Student Council, Rainbows, Japanese Speech Club, Choral Club, Environmental Club, Safety Patrols, Web Club, Homework Club and Battle of the Books.

Childcare is available before and after school at Dooley through a partnership with the Schaumburg Park District and its KASPER program.

A full continuum of special services is available to students in District 54. Children have access to early childhood programs, which are clustered geographically. Each of the elementary schools has gifted resource services for children not enrolled in the magnet classes at Campanelli.

**Mascot:** Dragons

**Colors:** Blue and white

## Mission Statement

Dooley School is a community-based education center dedicated to the academic, social/emotional and physical development of our children. Our mission involves the active partnership of students, parents and staff, in a safe and supportive environment, preparing our children for the challenges of the 21<sup>st</sup> Century.

## Table of Contents

Dooley Information, Mission and Vision .....	2
Welcome from the Principal .....	4
PTA.....	5
Instructional and Support Programs.....	6
Standardized Testing Schedule.....	7
Attendance.....	9
School Entrance and Exit Procedures.....	10
• Contacting Staff Members	
• Student Arrival Time	
• Student Drop Off/Pick Up	
• Leaving School	
Parent/Visitor Procedures.....	12
Classroom Parties.....	13
• Birthday Parties	
• Halloween	
Student Behavior Expectations.....	14
Homework Guidelines.....	19
• Suggested Homework Time	
Health Issues.....	20
• Medication Policy	
• Physical and Dental Examinations	
• Is my child sick? Should I send my child to school?	
• Recess	
Emergency Contacts.....	21
School Closing.....	21, 22

## **Welcome from the Principal**

Dear Dooley Families,

Welcome to the 2010-2011 school year! The Dooley staff is committed to providing your children an excellent educational experience that will ensure their success not only academically but socially and emotionally as well. One of the ways in which we pursue excellence on a daily basis is by differentiating instruction to meet the needs of each student. Thirty minutes of instructional time are set aside each day so students who need extra help can get the help they need and students who need extra challenge can get the challenge they need. This time, called Interventions, is one way in which we are working to close the achievement gap while also accelerating learning for all of our students.

We also have many opportunities for students to participate in clubs. You will receive more information about clubs such as Battle of the Books, Japanese Chorus, Rainbows, Homework Club, and more around the end of September/beginning of October. We are also planning to hold Japanese language class for adults in the evening. Information about all of these extracurricular activities will be sent out in the PTA newsletter, Dooley's Dragon Tales.

As you read through this handbook, you will learn about the educational program at Dooley as well as the expectations for students and families. We are very proud of all of our Dooley Dragons, and I am looking forward to celebrating our successes throughout the year.

Sincerely,

Dr. Marion Friebus-Flaman  
Principal

## PTA

The Parent Teacher Association (PTA) is a membership organization. We rely on our members to contribute their time and skills to our school. Every person who joins the PTA is giving something special to his or her child but also the entire school community benefits as well. We are dedicated to providing programs and events that strengthen the Dooley school community.

The PTA consists of an executive board of elected officers in addition to volunteer chairpersons of numerous committees, which include:

- Back to School Picnic
- Book Fairs
- Cultural Arts
- Hot Lunch
- Picture Day
- School Store
- Treat Days

Everyone is invited to attend PTA meetings held on the third Monday evening of each month, August through May at 7:00 p.m. The Principal attends the meetings and parents receive vital information concerning our school.

The school newsletter, *The Dooley Dragon Tales*, is a PTA publication that is sent home weekly by email; it will provide your family with important school and PTA information.

The Dooley PTA encourages a community spirit among parents, teachers and students. Our members coordinate many programs that are enjoyed by our students throughout the school year to support education and promote parental involvement. Parents and teachers are urged to join this volunteer organization and participate in its activities.

## Instructional and Support Programs

Dooley School offers a variety of educational opportunities and support programs for students. The basic curriculum is provided for all children with emphasis on those skills needed for life-long learning. Our most important job is to provide the best possible education for our students.

- We offer an integrated classroom curriculum that incorporates programs adopted by our School Board. This integrated curriculum is developed from the District's essential outcomes, which are a product of the Illinois Learning Standards.
- We offer a balanced literacy program and encourage student growth in the areas of reading, writing, listening and speaking.
- Our *Everyday Mathematics* program builds on fundamental mathematical concepts to help students solve problems and become mathematically literate.
- We introduce students to a wide range of technology resources that are integrated into their everyday curriculum.
- Each grade level team at Dooley School has a structured, 30 minute block set on our schedule referred to as Intervention time. During this time, all students are flexibly grouped across the grade level teams for intervention and/or enrichment instruction according to need. Intervention time enables us to maximize the use of our literacy specialists, special education support personnel, English language learning, and gifted resource teacher. It also ensures that students receive targeted daily instruction in their area of specific need. This time will also take place at least three to four times per week.
- Students in first through sixth grade participate in music, physical education, and art classes.
- Our fifth- and sixth-grade students can participate in band or orchestra and receive instrumental music lessons at school.
- Students who have been accepted into the Early Instrumental Music program receive violin lessons at school in grades K-6.

## **Standardized Testing Schedule**

Standardized testing provides valuable information about children's academic achievement levels. Scores can be used to monitor a child's progress throughout his/her schooling.

No single test can provide a complete picture of a child's achievement! Classroom performance, teacher observation, and other tests help provide additional information about your child. Questions about your child's test results should be directed to the child's teacher or the school principal.

The best preparation for your child to take any standardized test is to have a good night's sleep and a nourishing breakfast! In addition, encourage your child to do his/her best when taking these tests.

## **MAP Testing and AIMSweb Assessments**

MAP is an adaptive assessment covering reading and math. Using a computer, all students will take the MAP tests in the fall, winter, and spring. Teachers will use MAP scores throughout the year to measure student growth in reading and math, and score reports will be sent home to parents following each administration. Students will be asked to set growth goals on these assessments and reflect regularly upon their progress towards these goals. Also, the Dooley staff utilizes AIMSweb assessments in grades K-6 to track student benchmarks in the following areas: Initial Sound Fluency, Letter Naming Fluency, Phoneme Segmentation Fluency, Nonsense Word Fluency, Oral Reading Fluency, and Comprehension. AIMSweb assessments are scientifically based tools that are reliable and valid, which provide immediate feedback as to how students are progressing over time. They help our teachers plan effective instruction based on the individual needs of the student. Finally, depending on the developmental readiness of an individual child, these assessments will be utilized to monitor the effectiveness of our intervention block activities.

## 2010-2011 TESTING SCHEDULE

	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>Sep.</b>	MAP (9/7- 9/27)  AIMSweb Benchmarking: (8/25 - 9/18) LNF  ISEL-Version 1 5 subtests (8/25 - 9/18)	MAP (9/7- 9/27)  AIMSweb Benchmarking: (8/25 - 9/18) LNF PSF NWF  Dolch Word List	MAP (9/7- 9/27)  AIMSweb Benchmarking: (8/25 - 9/18) NWF ORF  CBM	MAP (9/7- 9/27)  AIMSweb Benchmarking: (8/25 - 9/18) MAZE ORF	MAP (9/7- 9/27)  AIMSweb Benchmarking: (8/25 - 9/18) MAZE ORF	MAP (9/7- 9/27)  AIMSweb Benchmarking: (8/25 - 9/18) MAZE ORF	MAP (9/7- 9/27)  AIMSweb Benchmarking: (8/25 - 9/18) MAZE ORF
	K	1 <sup>st</sup>	2 <sup>nd</sup>	3 <sup>rd</sup>	4 <sup>th</sup>	5 <sup>th</sup>	6 <sup>th</sup>
<b>Dec.</b>	MAP (11/29-12/17)  Dolch Word List	MAP (11/29-12/17)  Dolch Word List  CBM	MAP (11/29-12/17)  CBM	MAP (11/29-12/17)	MAP (11/29-12/17)	MAP (11/29-12/17)	MAP (11/29-12/17)
<b>Jan.- Feb.</b>	AIMSweb Benchmarking: (1/4-1/29) LNF PSF NWF  ACCESS (1/10-2/11) Listening Reading Writing	AIMSweb Benchmarking: (1/4-1/29) ORF PSF NWF  ACCESS (1/10-2/11) Listening Reading Writing	AIMSweb Benchmarking: (1/4-1/29) ORF  ACCESS (1/10-2/11) Listening Reading Writing	AIMSweb Benchmarking: (1/4-1/29) ORF MAZE  ACCESS (1/10-2/11) Listening Reading Writing	AIMSweb Benchmarking: (1/4-1/29) ORF MAZE  ACCESS (1/10-2/11) Listening Reading Writing	AIMSweb Benchmarking: (1/4-1/29) ORF MAZE  ACCESS (1/10-2/11) Listening Reading Writing	AIMSweb Benchmarking: (1/4-1/29) ORF MAZE  ACCESS (1/10-2/11) Listening Reading Writing
<b>March</b>				ISAT's (2/28 - 3/11) Reading Math Writing	ISAT's (2/28 - 3/11) Reading Math Science	ISAT's (2/28 - 3/11) Reading Math Writing	ISAT's (2/28 - 3/11) Reading Math Writing
<b>April- May</b>	MAP (4/25 - 5/13)  AIMSweb Benchmarking: (4/15-5/14) LNF PSF NWF  Dolch Word List	MAP (4/25 - 5/13)  AIMSweb Benchmarking: (4/15-5/14) PSF NWF ORF  Dolch Word List  CBM	MAP (4/25 - 5/13)  AIMSweb Benchmarking: (4/15-5/14) ORF  CBM	MAP (4/25 - 5/13)  AIMSweb Benchmarking: (4/15-5/14) ORF MAZE	MAP (4/25 - 5/13)  AIMSweb Benchmarking: (4/15-5/14) ORF MAZE	MAP (4/25 - 5/13)  AIMSweb Benchmarking: (4/15-5/14) ORF MAZE	MAP (4/25 - 5/13)  AIMSweb Benchmarking: (4/15-5/14) ORF MAZE

**ISF**=Initial Sound Fluency      **MAZE**=Comprehension      **LNF**=Letter Naming Fluency  
**ORF**=Oral Reading Fluency      **PSF**=Phoneme Segmentation Fluency      **NWF**=Nonsense Word Fluency

## Attendance

To create a successful school year for students and teachers, attendance and punctuality are very important. Children who are absent miss a great deal of classroom instruction. Regular, daily attendance is a key factor for school success and is required by law. Unnecessary absence from school may have a negative affect on a student's attitude, work habits, and progress. However, children who are ill should not be sent to school for their own good and the welfare of others.

Please call 847-357-6252 by 9:00 a.m. each day your child must be absent. Please make every effort to schedule vacations and medical appointments around the school calendar.

Requests for homework when a child has been absent two or more days should be made to the school office before 10 a.m.; homework will be available in the office after 3 p.m.

## Contacting Staff Members

During school hours, 8:30-3:00, you may leave a message on a staff member's voice mail. If your phone call requires immediate attention, please press 0 during the message or call the main office. Each staff member also has an email address. You can obtain their email by going to our website at <http://dooley.sd54.org/staff/>

## Dooley's Arrival and Dismissal Procedures

### School hours:

Monday, Tuesday, Thursday, Friday:

1 <sup>st</sup> Bell.....	8:30 a.m.
2nd Bell.....	8:35 a.m.
School Begins.....	8:40 a.m.

AM Kindergarten Dismissal.....	11:10 a.m.
Lunch.....	11:45 a.m. - 12:30
PM Kindergarten Begin.....	12:30 p.m.
School Ends.....	3:00 p.m.

Wednesday:

1 <sup>st</sup> Bell.....	8:30 a.m.
2nd Bell.....	8:35 a.m.
School Begins.....	8:40 a.m.
AM Kindergarten Dismissal.....	10:55 a.m.
Lunch.....	11:45 a.m. - 12:30
PM Kindergarten Begin.....	12:15 p.m.
School Ends.....	2:30 p.m.

## Half-Day Institutes:

8:30 - 11:40

\* No Kindergarten on Half-Days

## Student Drop Off/Pick Up

The following are procedures which have been established because student safety is our primary concern. We understand that some procedures may inconvenience you, but as stated above, safety is our primary concern.

- Students should arrive at school no earlier than 8:20 a.m. There is no adult supervision prior to 8:20. Students taking a bus, being dropped off by car, or walking to school will assemble by their respective doors (Please see the map on the next page for door assignments).
- Students will be allowed to enter the building at 8:30. Afternoon kindergarten students will enter the building at 12:30 (12:15 on Wednesdays).
- Please use the Drop and Go Zone on Lowell to drop students off. A staff member and patrols are posted in the area to help students get out of the car safely.
- All students should exit cars from the passenger side of the car only.
- Please do not have your child cross in the middle of the block.
- Students and parents crossing the street should cross with the crossing guard at the corner of Lowell and Norwood.
- State law requires bus drivers to use their stop signs when children are entering and leaving the bus. Driving through the stop sign can result in a ticket. This also holds true when students are exiting buses in the Dooley parking lot. No cars should be moving when the buses are loading and unloading students in the Dooley parking lot.
- The Dooley parking lot is CLOSED for drop off: 8:20-8:40 a.m. and for pick up 2:50-3:10 p.m. (M, T, Th, F) and 2:20-2:40 p.m. (W). Any vehicles parked in the lot during these times should remain parked until the lot is re-opened.

Student safety is our top concern. By following all posted signs and driving regulations we can keep our children safe and help you avoid unnecessary tickets. The police do patrol our area and they do issue tickets. The entire Dooley staff appreciates your patience and cooperation as we strive to provide a safe learning environment.

# Entrances to Dooley School

Drop and Go Zone

3/4 Multiage  
Dual Language  
4<sup>th</sup> Grade

Door  
#5

Playground

AM Kindergarten  
Dual Language  
5<sup>th</sup> and 6<sup>th</sup> Grade

Door  
#3

Door  
#6

5/6 Multiage  
Dual Language  
3<sup>rd</sup> Grade

1/2 Multiage  
Dual Language  
1<sup>st</sup> Grade

Door  
#8

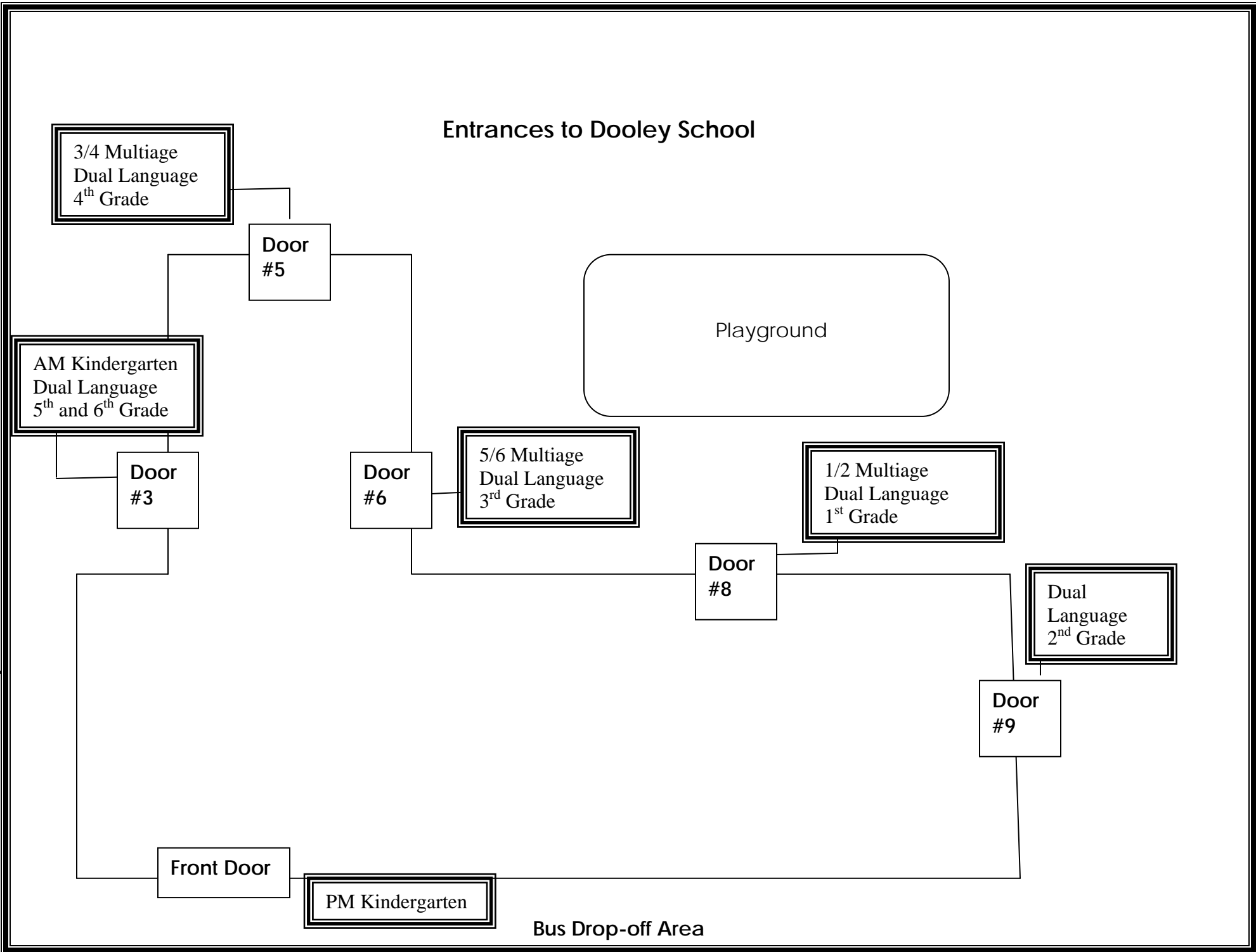
Dual  
Language  
2<sup>nd</sup> Grade

Door  
#9

Front Door

PM Kindergarten

Bus Drop-off Area



## **Leaving School**

Children are not authorized to leave school property between 8:30 a.m. and 3 p.m. unless they are signed out by a parent or other authorized person. A parent must come to the school office to sign out his/her child. Children will be dismissed only through the office, not from their classrooms. All changes in a student's dismissal method must be communicated by a parent/guardian to the classroom teacher or school office prior to the end of the school day when the change will occur.

## **Parent/Visitor Procedures**

We welcome your visit to school and classrooms. To help us make your visit meaningful, please schedule your visit in advance with the office staff and/or teacher. We do not encourage visits immediately before school holidays or at the end of the school year since those are extremely busy times for teachers and other staff members. Please report to the office before visiting any program or classroom.

For security purposes, all exterior doors to the building are locked. You must enter the building through the main entrance. Please ring the doorbell to the left of the front set of doors. A bell rings inside the office and a staff member will release the door lock. When you hear the click, you will be able to open the door, enter the building, and report to the office.

All visitors must enter the office, sign in, and wear an identification badge while in the building during regular school hours. There are different sign-in books in the office. If you are just visiting a classroom or having a meeting with a staff member, please sign in the "guest" notebook located on the front counter.

Classroom visitors can be disruptive to the teaching-learning process. Visits may be arranged through the classroom teacher only and are not permitted without a prior appointment or by arrangement with that teacher. Visiting times may be restricted to ensure maximal time for children to be engaged in learning.

If your child is in the Early Instrumental Music program, please sign in and then go directly to the EIM room (Room 110). It is likely that you will pass your child's classroom. In order to avoid disrupting the classes, please do not peek into classrooms as you pass. If your child is late leaving the classroom, Mrs. Donahue will call the teacher. Parents are not to go to the classroom to get their children for the violin lesson. When children see a classmate's parent, they are prone to announcing "\_\_\_\_, your mom/dad's here!" which causes a much bigger disruption to instruction than a phone call from the office or another classroom.

Younger siblings in the classroom are also a distraction. Please make other arrangements for your preschoolers when visiting or volunteering in the classroom. Occasionally, parents ask if they can bring in a child's pet to show to the rest of the class. Unfortunately, because of the high number of allergies and potential for disease, we cannot allow that. In the interest and well being of all our students, please leave your pets at home and invite your child's friends to come visit your dog, cat, rabbit, guinea pig, hamster, turtle, or ferret in the comfort of your own home.

Visitors are welcome to use the washrooms located in the main hallway area. Please ask personnel in the main office to direct you to them should you need one. Items for students such as lunches, notes, messages, instruments, or homework will be delivered to students from the office. Please do not take items directly to classrooms.

## **Classroom Parties**

At the teacher's discretion, three parties a year may be held in the classroom: Halloween, Winter Holiday, and Valentine's Day. Room representatives and PTA volunteers will be asked to help run these parties under the direct supervision of the classroom teacher. Light refreshments may be served. Any other parties must have permission from the principal in advance.

## **Birthday Treats**

Should you wish to provide birthday treats in celebration of your child's birthday, you may bring the treats to the office. If your child is in a peanut-free classroom please follow the guidelines for that room. Treats that do not meet the guidelines cannot be distributed and will be returned to you. The classroom teacher will determine the best time for serving the treats, and will distribute them to each class member at an appropriate time. Please do not take birthday treats directly to classrooms as it is highly disruptive to instruction.

## Halloween

Dressing in costume is part of the Halloween tradition. As you consider a costume for your child, please remember the following:

- Children are not allowed to bring weapons, "toy" weapons, or weapon-like objects to school - even if it is part of their costume! If they do, the teacher will hold the item until after the end of the school day. Please don't send these items with your child.
- Young children in particular can be frightened of Halloween costumes. To keep our celebration on a fun, creative level, please have your child wear a costume that is consistent with that spirit. This means we would like our children to not wear clothing, make-up, or masks that are bloody, gruesome, or especially scary. Please avoid costume choices that portray violence, blood, or gore!
- In short, we want to encourage parents to discuss with their children appropriate costuming for Halloween. By encouraging creative and clever ideas, parents not only help their children have the fun of coming up with different and original costumes, but we also avoid anything that might frighten younger children or create the impression of endorsing violence. Thanks for your help and support.

## Student Behavior Expectations

The Dooley staff has developed the Dooley Do's, which are three short rules that we expect everyone in the Dooley community to abide by.

They are:

- BE RESPECTFUL
- BE RESPONSIBLE
- BE SAFE

It is our goal to make the understanding of the Dooley Do's as clear and easy for the students as possible. The behavior matrix included shows you the actual rules for various places in the school and on the school grounds. In a positive manner, the matrix tells students what to do and how to behave in order to abide by these three rules in the various areas of our school. The matrix will be posted in each classroom and in areas around the school.







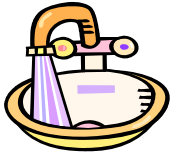

Please take time to go over and review this matrix with your child(ren). We suggest placing the matrix in a visible spot in your home so your family can refer to it when necessary.

**Dooley Do's --- See Table 1 on page 15.**

**Dooley Behavior Expectations  
2010-2011**

*Table 1*

**Dooley's Do's Behavior Matrix**

	<b>Arrivals &amp; Dismissals</b> 	<b>Classrooms</b> 	<b>Hallways</b> 	<b>Lunch</b> 	<b>Playground</b> 	<b>Restrooms</b> 	<b>Assemblies</b> 
<p><b>Be Responsible</b></p>	<ul style="list-style-type: none"> <li>▪ Be on time</li> <li>▪ Be prepared</li> <li>▪ Wait at designated area</li> </ul>		<ul style="list-style-type: none"> <li>▪ Walk at all times</li> <li>▪ Stay on the right side of hallway</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use inside voices</li> <li>▪ Clean up your area</li> <li>▪ Be prepared</li> </ul>	<ul style="list-style-type: none"> <li>▪ Dress for weather</li> <li>▪ Line up promptly</li> <li>▪ Share with others</li> </ul>	<ul style="list-style-type: none"> <li>▪ Keep the bathroom clean</li> <li>▪ Be quick</li> </ul>	<ul style="list-style-type: none"> <li>▪ Follow directions</li> <li>▪ Sit on your bottom</li> <li>▪ Listen and watch</li> </ul>
<p><b>Be Respectful</b></p>	<ul style="list-style-type: none"> <li>▪ Obey the supervisors/ patrols</li> <li>▪ Keep hands and feet to yourself</li> </ul>		<ul style="list-style-type: none"> <li>▪ Eyes only on displays</li> <li>▪ Quiet in the hallways</li> </ul>	<ul style="list-style-type: none"> <li>▪ Practice good table manners</li> <li>▪ Listen to the lunch supervisors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include others</li> <li>▪ Listen to supervisors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Give privacy to others</li> <li>▪ Remember to flush and throw trash out</li> </ul>	<ul style="list-style-type: none"> <li>▪ Applaud appropriately</li> <li>▪ Sit quietly</li> </ul>
<p><b>Be Safe</b></p>	<ul style="list-style-type: none"> <li>▪ Use the crosswalk &amp; sidewalks</li> <li>▪ Walk to designated area</li> </ul>		<ul style="list-style-type: none"> <li>▪ Keep hands and feet to yourself</li> <li>▪ Do not open outside doors</li> </ul>	<ul style="list-style-type: none"> <li>▪ Stay in your seat</li> <li>▪ Eat only <b>YOUR</b> food</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use all equipment properly</li> <li>▪ Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>▪ Wash hands with soap and water</li> <li>▪ Water stays in the sink</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sit in the assigned area</li> <li>▪ Keep hands and feet to yourself</li> </ul>

## **PBIS Components:**

### **COOL TOOL - Lesson plans used to teach the behavior expectations**

One of the most important parts of the PBIS system is that behavioral skills and expectations are taught directly to the students. The lessons will teach all the students what is expected of them and how they are to behave. During the school year, new lessons will be taught to all the students. All students will be taught Cool Tools that will impact our school and are based upon the needs of our students. The first opportunity to review appropriate behavior will happen within the first few weeks of school when we host our "Dragon Kickoff," where students will travel through the key areas of the school to review the "Dooley Do's" and what that looks like in those key areas.

### **Dooley Dragon Dollars - A Reward System**

Another part of the PBIS system is the use of consistent positive reinforcement of appropriate behavior. All staff members who observe students following the Dooley Do's will issue Dragon Dollar slips. Students should be randomly receiving slips for demonstrating appropriate behavior. Students can earn Dragon Dollar slips in all areas of the school (classroom, lunchroom, playground, etc.) and from all staff members. Research shows us that positive reinforcement is one of the best ways to not only change poor behavior, but also to maintain appropriate behavior. The Dooley staff is committed to making sure that students who demonstrate positive behaviors will receive Dragon Dollar slips.

### **Office Referral Form- ODR**

Unfortunately, even with teaching our expectations and offering pre-corrections, some students will still demonstrate inappropriate behavior. Statistics show that this is a small percentage of a school's population, less than 20%. For those instances, there is an Office Referral Form. The form will help teachers be more consistent not only with enforcing our Dooley Do's, but also in taking corrective action when students have demonstrated a misunderstanding of the Dooley Do's. We will also use this document and data to track where our students could benefit from re-teaching and reminders of Dooley's Do's.

Examples of student actions that would result in an office referral would include: fighting; insubordination; serious verbal abuse or use of profanity or obscenity; acts that jeopardize the health, safety, and welfare of another; repeated and willful behavior that constitutes disregard for the rules and regulations of the school; and chronic behaviors involving tardies, absences, classroom disruptions, inappropriate language, and missing assignments.

1. Speak to your child about his/her behavior. (Please remember that your child may or may not tell you the entire story)
2. If you continue to have concerns after speaking with your child we ask that you contact the staff member who issued the consequence.

Our goal is to teach students positive behaviors, so that all children can work in a school environment that is safe, fun, free from distraction, and allows all students to reach their maximum learning potential.

## **Student Dress Guidelines**

We believe that students at Dooley School should take pride in their appearance, and dress in such a way that they are positive representatives of our school. Appropriate clothing should be conducive to learning and compatible with a productive educational environment.

Keep in mind, the way we dress conveys a message. What message do you want your child to send?

Based on these beliefs, the following are inappropriate during school hours at an elementary school:

- Revealing clothing such as bare midriffs, bare backs, spaghetti straps,
- see-through fabrics, low-cut tops, low-riding pants, short shorts, or short skirts;
- Outdoor clothing such as coats, jackets, and vests (while indoors);
- Head wear such as hats and bandanas (except head wear worn due to religious affiliation);
- Clothing with inappropriate slogans or pictures such as depictions of drugs, alcohol, tobacco, gangs, vulgar language, or violence;
- Excessive make-up, including brightly colored hair dyes or sprays and hair/body glitter;

- Shoes that could pose a safety hazard such as platform shoes, or Heelis (Shoes with wheels).

In summary, students should come dressed for school in clothing that is modest, suitable for school activities, and reasonable for the purposes of maintaining health, reducing distractibility, and increasing safety in the school. Suitability of clothing for school is subject to the judgment and discretion of school staff members.

Thank you for your support in helping our children develop a sense of responsibility for dressing and grooming appropriately!

## **Outdoor Recess**

Students generally go outside for recess every day, and should be dressed appropriately. We check temperatures, including wind chill, to be sure it is safe for your child to be outside. With appropriate dress, students can expect to be outside.

## **Bicycles, Skateboards, Roller Skates, In-line Skating, and Scooters**

*Our primary concern is for the safety of ALL students.*

- Children are not permitted to ride bicycles, skateboards, roller blades, roller skates, scooters, or other wheeled devices on school property between the hours of 8:15 a.m. and 3:30 p.m.
- Children using one of these items to come to school must remember they cannot ride these onto the school property.
- If your child chooses to ride something to school, please note that bicycles should be locked in the rack; however, there is no secure place to store any other wheeled devices at our school. Since these items are valuable, we encourage you to talk with your child, and decide together whether or not you wish to assume the risk of having such items here at school. Should storage of wheeled devices other than bicycles become a problem, the school reserves the right to suspend this privilege at a future date.

## **Valuable Items**

Children should never bring valuable or treasured items to school. This includes electronic devices, compact disc/tape players, computer games, or other electronic games as well as special mementos such as jewelry, cash, coin collections, souvenirs, card collections, or other prized possessions. We cannot be responsible for such costly or irreplaceable items.

We are unable to secure children's personal items- including any type of trading cards while at school. Parents should not allow their children to bring these items to school. When in doubt, leave it at home.

Students should not buy, sell, or trade any items among themselves. This avoids any questions about ownership, and helps protect student property. Parents are urged to label all clothing, lunch boxes, backpacks, boots, gym shoes, etc. with name tags or indelible ink. A lost-and-found box is in the school. Please feel free to check it for any missing articles when you are in the building.

## **Homework Guidelines**

Homework fosters increased achievement and better student attitudes toward learning. Homework extends and reinforces previous learning, provides skills practice, and helps students prepare and review for lessons and tests. Homework helps parents stay informed about what their child is learning and helps the student develop good discipline and responsibility.

Teachers at Dooley School see homework as a vital link between home and school. Families should consider the importance of setting aside a specific time and place for children to do homework. Television and radio should be turned off during this time. We ask that you check your child's understanding of assignments and review directions together if necessary. Please feel free to contact your child's teacher if there is a special problem. Finally, please make an effort to be at home and available during homework time and remember to praise your child and comment on improvements, while encouraging your child to work hard and always do his/her best.

Dooley students in grades 1-6 use an assignment notebook to help them develop organizational skills and learn responsibility. This book also serves as a communication tool between home and school. The assignment notebooks are provided by the PTA.

### **Suggested Homework Time**

Kindergarten .....30 minutes per week

1-2 grades .....20-30 minutes, Monday-Thursday

3-4 grades .....30-60 minutes, Monday-Thursday, occasional weekend

5-6 grades .....30-60 minutes Monday-Thursday, occasional weekend

Reading for pleasure at home is essential. Daily time for recreational reading is in addition to the time suggestions given for all grade levels. You may wish to establish a family reading time.

## **Health Issues**

A registered nurse is at Dooley School every day. Any questions you have about immunizations, physicals, medications, or special health concerns should be directed to the nurse at 847-357-6260.

## **Medication Policy**

Medications will be given to your child in accordance with Board of Education policy requiring:

- a District 54 consent form signed by the parent;
- District 54 form completed by the physician; and
- the medication in a prescription container.

## **Physical and Dental Examinations**

State law requires kindergarten and sixth-grade students to have an updated physical examination and all required immunizations on file before the first day of school. State law also requires a dental examination be conducted within one year for all students entering kindergarten, second grade, and sixth grade. If you have any questions about your child's physical, please call the school nurse.

## **Is my child sick? Should I send my child to school?**

The reasons that may constitute a child being sick and unable to attend school include fever, vomiting, diarrhea, contagious disease and rash of an unknown origin. Regarding a child having a fever, your child should be fever-free without medicine for 24 hours before returning to school. Children who are ill should not be sent to school for their own good and the welfare of others.

## **Recess**

Generally, we assume that children well enough to attend school are also well enough to participate in outdoor recess activities. An exemption to going out for recess and/or participating in PE requires a doctor's excuse. All students have lunch recess outdoors, weather permitting.

## **Emergency Contacts**

Please notify the school office if any important contact information changes during the year. Current home and work telephone numbers, addresses, and emergency contacts are essential.

## **School Closings**

During severe winter weather the school district has the responsibility of deciding whether to close schools. When these serious conditions exist (such as snow, ice, and extremely cold temperatures), parents should review their own situation and decide if they should send their children to school if school remains open. If a parent decides to keep the children at home, the absence will be considered "excused," and all work may be completed when the child returns to school.

To find out whether or not school is in session on inclement weather days, parents are encouraged to check the following sources:

Radio Stations:

AM Stations: WGN (720), WBBM (780)

Television Stations: CBS Channel 2, NBC Channel 5, ABC Channel 7,  
WGN Morning News-Channel 9,  
FOX Channel 32, CLTV News  
(Cable channels vary)

Emergency Closing Center Hotline 1-847-238-1234, enter 847-357-5000  
and you will be told if our district has made the decision to close schools.

District 54 website - <http://www.sd54.org>

Emergency Closing websites: [www.cancellations.com](http://www.cancellations.com) ,  
[www.emergencyclosings.com](http://www.emergencyclosings.com)

**AlertNow:** District 54 contracts with the AlertNow rapid communication system. In an emergency situation, all the phone numbers in a child's record will be called (home, work, cellular and emergency contacts). If, however, District 54 was only making an announcement, such as a snow day, we would call only your primary number. Please remember to keep your contact information updated.

Parents are asked to please **NOT** call their local school or the District 54 administrative offices for information on school closings. Switchboards must remain open for emergency purposes.

**Schaumburg Community Consolidated  
School District 54**

524 E. Schaumburg Road  
Schaumburg, Illinois 60194  
(847) 357-5000

**Board of Education**

Karen Strykowski, President  
Charlotte Kegarise, Vice-President  
Melissa Hutchison, Secretary  
Teresa Huber  
Peggy Brothman  
Barbara Hengels  
Bill Harper

**Superintendent of Schools**

Ed Rafferty