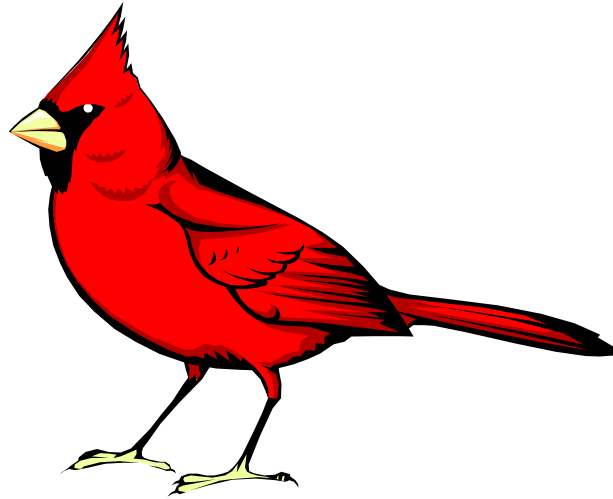


C.B.Smith Primary School

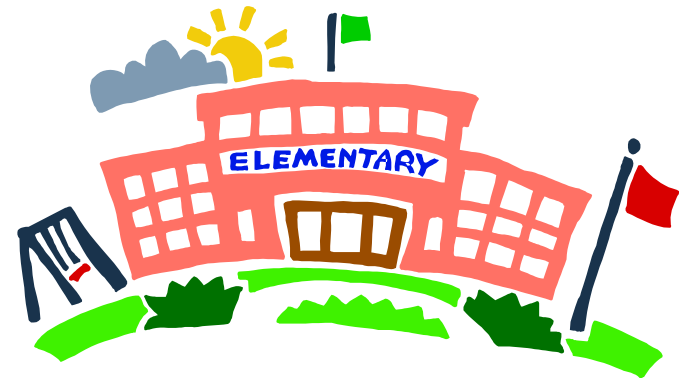


Parent Handbook
2006-07

Welcome!

We are looking ahead to an exciting school year. We are hoping that this *Parent Handbook* will help you become involved in your child's education at C.B. Smith School.

The C.B. Smith staff is approaching this new year with great anticipation. As a *learning community*, we are dedicated to providing educational opportunities for each student. Our goal is to form a *partnership with parents* that will extend beyond the C.B. Smith walls. We feel that a child's education can be successfully accomplished with the inclusion of *parents* as valued members of our learning community. We invite your participation at our school, and we are looking forward to working with you to provide a *successful* C.B. Smith School experience for your child.



--The C.B. Smith Staff

Table of Contents

Item	Page
Mission Statement	4
SILT & ARC	5
PTA	6
Staff	7
School Calendar	8
PEAK	9
Field Trips	10
Dress and Grooming	11
Medication & Absences	12
Playground & Recess	13
Lunchroom	14
Arrival & Dismissal	15
Bus	16
Student Assessment	17
Safety	18



C.B. Smith Primary School

Mission Statement

C. B. Smith Primary School strives to create an environment that provides each child with the physical, emotional, social and academic foundation for continued learning.

A.J. Schroff, Principal

Becky Conway, Secretary

School Hours:

Monday - Friday 8:40 A.M. - 3:10 P.M.

Office Hours: 8:00 A.M. - 4:00 P.M.

Telephone: 477-4713

Fax: 477-4762

Web Address: www.pekin.net/pekin108/smith



SILT and ARC

S.I.L.T. (School Instructional Leadership Team)

SILT is a cooperative team servicing the needs of C.B. Smith School, its students, parents, and staff. This team works to define goals, formulate policies, identify and solve problems, and shape the directions of C.B. Smith School. **SILT** consists of teachers, parents, specialist teachers, representatives of the support staff, and the administration. The team meets on a regular basis and parents are welcome at all times.

A.R.C. (At-Risk Committee)

ARC is a district-wide, proactive intervention team process designed to serve students, staff and parents in each of the Pekin District 108 schools. Interventions will focus upon concerns for students' academic, social/emotional, behavioral, physical and family issue areas. This team also meets on a regular basis.

Parent-Teacher Association (PTA)

The PTA is open to all parents and grandparents of C. B. Smith School students. Meeting times will be announced. Dues are payable at the beginning of the school year. We encourage parents to become involved with their child's education...

Your presence in our school sends a powerful message to him/her that you think his/her education is important!

PTA has several **Fundraisers**:

C.B. Smith **Sprit Wear Sales** in the fall—

a Spaghetti Supper/Open House – families are able to eat together and walk through classrooms.

Christmas **“Holiday Shop”** - Students are able to buy presents for their families without parent supervision.

Spring Family Festival - Held in March, families are able to participate in many enjoyable activities.

All money raised by the PTA returns directly to our school to enhance its learning environment. Volunteers are needed for these “fundraisers,” holiday room parties, and periodically during the school year.

PTA OFFICERS

Co-Presidents: Kelly Walsh & Teresa Salem

Vice President: Wendi Watson

Secretary: Meredith Brooks

Treasurer: Carrie Smith

2006-07 Staff

Teacher	Grade	Room
Mrs. Bevenour	K	3
Mrs. Durr	K	1
Mrs. Kingdon	K	2
Mrs. Rulis	K	4
Mrs. Bailey	1	10
Mrs. Cashman	1	7
Mrs. Harris	1	5
Mrs. Augspurger	1	6
Mrs. Finneran	2	16
Mrs. Funk	2	18
Mrs. Moore	2	14
Ms. Warner	2	13
Mrs. Brecher	3	19
Mrs. Calvert	3	20
Mrs. White	3	23
Mr. Wiegardt	3	21

Teacher	Role	Room
Mrs. Rimington	Music	24
Mrs. Elliott	P.E.	Gym
Mrs. Theleritis	Speech & Language	17
Mrs. Williams	Learning Center	LC
Mrs. Ealey	Special Education Liaison	Office
Mrs. Bolks	Literacy Leader	9
Mrs. Cascia	Literacy Leader	9
Mrs. Muren	Literacy Leader	9
Mrs. Hippen	Special Education	22
Mrs. Hancock	CBI	15
Mrs. Norman	At-Risk Instructor	22
Ms. Hallam	At-Risk Counselor	
Mr. Beuscher	Educational Assistant	
TBA	Educational Assistant	
Mrs. Mayberry	Title I Assistant	
Mrs. Livengood	CBI Assistant	15

2006-07 School Calendar

Date	Event
Tues., August 22	Meet Your Teacher
Wed., August 23	Meet Your Teacher
Thurs., August 24	First Full Day of School
Mon., September 4	Labor Day—No School
Fri., September 23	SWIP Day, 11:40 Dismissal
Fri., October 6	SWIP Day, 11:40 Dismissal
Mon., October 9	Columbus Day—No School
Thurs., November 9	P/T Conferences—No School
Fri., November 10	P/T Conferences—No School
Thurs., November 23	Thanksgiving—No School
Fri., November 24	Special Holiday—No School
Wed., December 20	Winter Break Begins—No School
Wed., January 3	Classes Resume
Fri., January 12	SWIP Day, 11:40 Dismissal

Date	Event
Mon., January 15	M.L. King Day—No School
Mon., February 19	Presidents' Day—No School
Fri., February 23	SWIP Day, 11:40 Dismissal
Thurs., March 1	P/T Conferences—No School
Fri., March 2	Institute Day--No School
Mon., April 2	Spring Break Begins—No School
Tues., April 10	Classes Resume
Fri., May 18	SWIP Day, 11:40 Dismissal
Mon., May 28	Memorial Day—No School
Tues., May 29	Institute Day—11:40 Dismissal
Wed., May 30	Report Card Day—School Ends

Schedule may change depending on use of snow days

PEAK (Pekin Educational Academy for Kids)

PEAK Program

The District 108 PEAK (Extended Day) Program is operated by the Tazewell County Health Department and runs daily from 6:30 A.M. to the start of the school day and from the end of the school day until 6:00 P.M. Children may be enrolled for any number of days during the week and may stay for any amount of time within the hours of program operation. Children may be enrolled for the morning session, afternoon session or both. Rates are \$5.50 for the morning session and \$6.00 for the afternoon session. The Latchkey Program will provide a morning breakfast and an afternoon snack.

DAILY HOURS

**6:30 A.M. -START OF SCHOOL
END OF SCHOOL - 6:00 P.M.**

RATES

**MORNING - \$5.50
AFTERNOON - \$6.00
Phone # 477-4710 x3**



Field Trips

Field trips are an important part of your child's education. In addition to being fun for the children, field trips provide opportunities for learning that cannot always be met in the classroom. When a teacher asks for money to finance a field trip, he/she is striving to provide an educational experience for your child that will be well worth the small fee involved. We encourage parents to attend field trips to assist in supervising children.

Student responsibilities:

I will represent my school by behaving in an appropriate manner, following all school and bus rules.

Consequences for poor choices:

I understand that I may lose a field trip privilege by behaving poorly.

Parent responsibilities:

We will be sure to return the signed permission slip to my child's teacher before the field trip.

Dress & Grooming Code

Dress and Grooming Code

C.B. Smith supports the District 108 “dress and grooming code” as outlined in the parent handbook and calendar, which considers the following **inappropriate**:

Articles of clothing that cause excessive maintenance problems - cleats on boots, shoes that scratch floors, clothing with metal rivets that scratch furniture, hiking boots or other footwear with black soles that mar floors.

Other:

Tank tops (boys or girls), tube tops and fishnet tops.
Unnatural hair coloring, extreme hairstyles.

Clothing or accessories that:

- display vulgar or suggestive pictures
- advertise alcohol, tobacco, and drugs
- have suggestive lettering or profanity
- are disrespectful to the American flag
- do not meet at the waist and leave a bare midriff
- are too short or too tight.



Parent responsibilities:

We will dress our child appropriately for the weather--*coats, hats, gloves, boots, and socks*--as needed.
We will make sure our child is clean and well groomed.

Medication & Absences

Medication:

Parents are encouraged to arrange the dispensing of prescription and nonprescription medication when your child is at home.

However, if it is necessary for your child to take any medication at school, it will be permitted only if:

- a written permission form is signed by a parent and physician.
- Parents deliver all medications ***personally to the office.***



Absences:

Students are required to have a written excuse from the parent on arrival to school following an absence. Specific reasons for the absence must be in writing. Students showing signs of communicable or infectious disease shall be readmitted upon presentation of a permit signed by a physician stating that the child is free from contagious or infectious disease. **Please call each day your child is ill and will not be attending.** The school telephone number is **477-4713.**

Playground & Recess

Student Responsibilities:

I will follow the "I CARE RULES:"

- We listen to each other.
- Hands are for helping, not hurting.
- We use I-Care language.
- We care about each other's feelings.
- We are responsible for what we say and do.



Consequences for poor choices:

I understand that I might:

- be put in a “time-out.”
- lose my recess privileges.
- have a conference with the principal.
- have my parents contacted by a phone call and/or letter.

Lunchroom

The lunch/recess period is in the gym/outside and will last 45 minutes. Students will bring home a monthly menu with three lunch choices. The lunch cost is \$1.75 and includes milk. Free or reduced lunches are available upon approval. Forms are available in the C.B. Smith office.

Extra milk may be purchased for 45 cents (available to sack lunch children).

Lunches may be paid daily, weekly or monthly. (Checks should be made payable to ***Pekin Public Schools District 108***). Adult lunches may be purchased for \$2.25.

Student Responsibilities:

- I will use my quiet voice
- I will use good manners.
- I will remain in my seat.
- I will raise my hand if I need something.
- I will respect those at my table.
- I will pick up and throw away my own garbage.
- I will follow the supervisor's directions.

Consequences for poor choices:

I understand that I might:

- be put in "time out."
- lose my privilege to eat in the lunchroom or with my class.
- have a note or phone call to my parents.

Parent's responsibility:

- We will discuss the menu choices with our child each day.
- We will be sure our child has lunch money or a sack lunch each day.
- If we wish to eat with our child that day, we will notify the office by 9:00 A.M.



Arrival & Dismissal



Student responsibilities:

- I will arrive no earlier than **8:25 AM (8:10 if I am eating breakfast)**.
- I will walk through the front doors and wait to be dismissed to the playground by a teacher.
- I will only cross busy streets where crossing guards are posted.
- I will respect and obey all supervisors (including crossing guards).
- I will leave school through the door that my teacher assigns me.
- I will hold my book bag calmly while on my way to and from school and on the playground.

Parent Responsibilities:

- We will not send our child to school before 8:25 (**there is no supervision for students prior to that time**).
- We will listen to major radio and/or television stations for school closings.
- We will wait for our child at a designated location to avoid any classroom disruption.

Riding the Bus

Students must live 1.5 miles from school (“by the shortest common route”) to ride the bus.

Student responsibilities:

- I will listen to and respect my bus driver.
- I will stay in my assigned seat.
- I will keep my feet out of the aisle.
- I will not distract the bus driver.
- I will respect my bus seat partner.
- I will use kind words.
- I will be a good C.B. Smith neighbor at the bus stop and not bother other people’s property.
- I will remember that eating, shoving, fighting or throwing anything on the bus or at the bus stop is unacceptable.



Consequences for poor choices:

I understand that:

- I will be given a written warning for the first bus report.
- On the second “write-up,” I will be removed from the bus for one or more days depending on the seriousness of the incident.
- When I am removed from the bus, my parents will be responsible for transporting me to and from school.

Student Assessment

- Three times a year, you will be informed of your child's progress by means of a conference and/or a written report.
- Parents will have their *first* **Parent-Teacher Conference** in November and a *second* one in March.
- All children will be given a **district test of math & language arts two times a year**. This test will show mastery of grade level benchmarks that are aligned with the state standards.
- Third grade students will be given **Illinois Standards Achievement Test (ISAT)** in March. **Third grade parents: under the *No Child Left Behind Act*, our school can be punished if we do not test a certain percentage of our students during ISAT week. Please make every effort to have your child in school that week!**



Safety

To provide a safe environment for our children, C.B. Smith observes the following procedures:

- Except for arrival/dismissal times, all visitors must enter the building through the main door.
- All other doors will remain locked throughout the school day.
- All visitors to the school must immediately come to the office where they will be issued a "Visitors" badge.



FOR EVERYONE'S SAFETY, PLEASE TALK TO YOUR CHILD ABOUT WHAT IS APPROPRIATE AND WHAT IS NOT APPROPRIATE TO BRING TO SCHOOL. SHARP ITEMS, POCKETKNIVES, AND OTHER POTENTIALLY DANGEROUS OBJECTS ARE NOT ALLOWED AT SCHOOL.

Questions?



477-4713