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August, 2008

Dear Parents and Students,

Welcome to Evergreen School! The Evergreen staff is committed to providing a quality education to each of our students. We look forward to working with our entire community of learners to make this a successful and productive year.

This handbook has been prepared to provide information concerning school policies and procedures. We ask that all Evergreen students accept the responsibilities listed in this handbook and adhere to the rules presented. We would ask that parents and students take time together to read and discuss the material, and keep this handbook for reference throughout the year. We strive to help our students understand that responsibility must be a large part of their lives. Within reason, we will expect our students to be responsible for their actions; however, it is not fair nor reasonable to hold a student responsible for something he/she does not know about or does not fully understand.

We look forward to a positive working relationship with each of you. Close cooperation between home and school is essential to promote the best interest of our students. If we can be of assistance at any time during the school year, please call us at 876-7810.

Sincerely,

Jean A. Peterson
Principal

Robert Langman
Assistant Principal

Evergreen School Vision Statement

Evergreen School is committed to providing a nurturing community in which students, teachers, and parents respect and support each other. Each individual is challenged to learn and grow in a safe environment.

* School Hours

| Grades | Starts | Ends |
|----------------|------------|------------|
| Preschool A.M. | 8:30 A.M. | 11:05 A.M. |
| Preschool P.M. | 12:20 P.M. | 2:55 P.M. |
| Kdg. A.M. | 8:30 A.M. | 11:05 A.M. |
| Kdg. P.M. | 12:20 P.M. | 2:55 P.M. |
| All Day Kdg. | 8:30 A.M. | 2:55 P.M. |
| 1-4 | 8:30 A.M. | 3:05 P.M. |



If you are a bus rider, you will arrive at school at approximately 8:15. If you walk or are brought to school in a car, you should plan on arriving at 8:15 a.m. Adult supervision does not begin until 8:15 A.M. Students are to be dropped off in the designated areas only. In the morning cars are to stay in a single file line and children are to exit cars as soon as the car is in place. Children are to walk on the yellow lines and cross with instructions from the adult supervisor. Safety patrols are on post and help students in the morning and afternoon. Please cooperate and respect the patrollers. The goal of Evergreen is to instill responsibility at all age levels. Saying goodbye at the drop off areas or in front of the building is highly suggested. Encouraging your child to walk independently to the back of the building is advised and will be stressed by all staff members. When the first bell rings, students are to line up in their assigned class lines with voices off. The next bell signals students to enter the building. Morning announcements begin promptly at 8:30 A.M. Students entering after 8:30 will need a parent to sign him/her in at the office.

At the end of the day, children who ride the bus or day care busses will be dismissed first at 3:05 P.M. Bus #3 & 4 will be released at the second bell at 3:07. Walkers and car-poolers will be dismissed at 3:09. Specific doors are designated for dismissal for all grades. All students are encouraged to adhere to these designations to enable a safe exiting of the building. The third Wednesday of the month is **Early Dismissal**. Students will be dismissed as follows, Pre-school 2:00, K - 4 2:15. For more effective exiting of the building, we ask that parents wait for their child outside. Older brothers and sisters who attend Evergreen should also meet outside. A consistent designated meeting place seems to be most effective. If you are picking your child up in the drop off/pick up area, you must remain in your car. If you need to exit your car, you must park in the lot or on the street. Students cannot be picked up in the parking lot if you are not in a permanent spot. **If pick up plans change due to various circumstances, please send a note to the office. Last minute changes are difficult to manage and classroom interruptions need to be kept to a minimum.**

Attendance Policy and Procedures

*** Attendance at School**

Each student is expected to be present and punctual every day school is in session. When a student is absent, parents should call the school at 876-7810 by 8:45 A.M. If a call is not received, an attempt will be made to contact the parent at home or at work to confirm the absence.

If you are requesting homework, please let the office staff know and it can be picked up after school that day or sent home with a neighbor. Upon returning to school, please send a note to school stating the reason for the absence.

Excused absences include personal or immediate family illness or death in the family. Children who have been absent from school due to an extended illness (beyond one week's duration) must obtain a re-admittance slip from the school office before going to their classroom. This is to protect other students from possible contagions and the contagious student from returning to school too soon.

Please refer to the school calendar in planning vacation trips. Regular attendance in school is very important. Taking children out of school for vacation is strongly discouraged. Operational funding for schools is based upon the daily attendance of students.

In order to participate in any school practice, contest or game, performance, etc., on a school day, a student must be in attendance that entire day. This does not apply to field trips or prearranged absences for doctor and dentist appointments. If the absence is due to unusual circumstances, permission to participate may be requested from the Principal.

*** Homework**

Homework will require more time and effort as students progress through each grade. The students are expected to use their time and energy wisely, in order to make a reasonable effort to complete all homework assignments. If absent from school, arrangements can be made to have work sent home. Parents should call the school office by 8:45 A.M. and request homework. Please make sure you give the teacher enough time to do this. If the child will be back to school soon (after one or two days), the teacher can help make up any work missed during school time or after school if necessary. Students are responsible for completing homework assignments. If a student fails to complete homework or return homework, a discipline notice (DNF) will be issued.

There are always questions in regards to make up work due to student absence when on vacation. If you will be gone from school for more than one week for a reason other than illness, the principal must be notified in advance. Teachers are not required to supply assignments before students leave on vacation. Students will be required to

make up assignments and will be given the assignments the first day he/she returns to school. The student has one day to make up assignments for each day missed.

Truancy, Suspension & Expulsion Procedures

TRUANCY PROCESS DEFINED

Adopted March 1998

The following are general guidelines for implementing truancy interventions. It should be noted that principal discretion may be used to alter the process at any point.

1. More than ten minutes tardy to school equals truancy.
2. With two truanancies, the parents are to be contacted by the principal, teacher or middle school team.
3. With five truanancies, a letter from the principal is to be sent to the parent, noting that the truancy situation has been referred to the PPS team.
4. With eight truanancies, a meeting is to be held, if it has not already been held, with the parents to explore and establish options to resolve the situation. The superintendent is to be informed of the level of concern and may become involved in the process at this point. (The nature of the involvement may have been outlined at the PPS meeting.)
5. With ten truanancies, the Board of Education, in Executive Session, is informed to the situation and may choose to request the presence of the student and their parent for a discussion with the Board on the situation.
6. With anything over fifteen truanancies, and pending the situation, the parents and student are to be referred to the county truancy officer and/or DCFS.

*** Suspension**

The superintendent and the school principals are authorized to suspend from school any students who are guilty of misconduct, such suspension to be for a period not to exceed ten (10) school days. Each suspension shall be reported with the reasons to the Board of Education and to the parents or guardian of the suspended student.

A parent or guardian of a suspended student may request a hearing with the Board of Education or its hearing officer. Prior to the hearing, a conference is recommended with the principal to discuss the suspension and procedure to be followed.

After a review by the Board and its hearing officer, appropriate action concerning the suspension will be taken.

*** Expulsion**

Upon a recommendation by the superintendent, the Board of Education will consider the expulsion of any student whose continued presence at school is a threat to the health and welfare of other students, whose behavior is continuously and incorrigibly disruptive to the school's educational program.

EVERGREEN SCHOOL DISCIPLINE POLICY

Students are responsible for good behavior and self-control in the building, on the playground, and on the busses.

| BEHAVIOR: | LEVEL |
|---|-------|
| 1. Students will follow classroom, bus, lunchroom, and playground rules | 1 |
| 2. Students will walk safely at all times, in the school building | 1 |
| 3. At recess, students will line up promptly when signaled to do so by the teacher on duty | 1 |
| 4. Students will use inside voices when inside the building | 1 |
| 5. Students will be responsible for cleaning up after themselves | 1 |
| 6. Students will not wear head cover during school, or at any school events . . . | 1 |
| 7. Students will return completed homework when due | 2 |
| 8. Students will keep hands and feet to themselves | 2 |
| 9. Students will use appropriate language and gestures | 2 |
| 10. Students will speak respectfully to others | 2 |
| 11. Students will not use objects in a way that may cause harm to others | 3 |
| 12. Stealing, vandalism and cheating are not allowed | 3 |
| 13. Fighting - real or play - is not allowed | 3 |
| 14. Students will not threaten or intimidate other students or school personnel (This includes biting and/or spitting.) | 3 |
| 15. Inappropriate items brought to school (knives, sharp objects) | 3 |

LEVEL ONE CONSEQUENCES:

1st Offense: Student will be given a verbal warning and student will correct behavior at that time.

2nd Offense: A Discipline Notification Form (DNF) will be issued and sent home for parent signature.

Four (4) DNF's will result in a detention before or after school.

LEVEL TWO CONSEQUENCES:

Communication with parents. Detention issued.

Four (4) detentions may result in, student, parent, principal conference, or an in-school or out-of-school suspension.

LEVEL THREE CONSEQUENCES:

Immediate referral to principal. Principal will contact parent. After school detention or, in accordance with School Board Policy, an in- or out-of-school suspension may be instituted.

***Health**

MEDICATION ADMINISTRATION

Long term medication may be administered in school by district employees during school hours, only when failure to receive such medication would jeopardize the child's health and education. Medications prescribed 2 or 3 times daily will not be administered as they can be scheduled outside the school day. District employees will not administer short-term medications such as antibiotics, Tylenol, Motrin, aspirin or cough and cold preparations. For safety reasons students may not carry or self-administer any medications.

The exception to this rule is inhalers for the treatment of acute asthma attacks and epi pens for acute allergic reactions. These may be carried by the student and self-administered once the medication permission form is completed by the physician and a self-administration form is completed by the parents. The student must demonstrate knowledge of proper use of the inhaler and show responsibility for the care and handling of the inhaler.

All medication administered in school must have a medication permission form completed by the physician. The medication form must be renewed and completed each school year. Please remember that the primary responsibility for administering medication lies with the parents. Parents may come to school to administer any necessary short-term medication to their child.

The guidelines Evergreen School follows for some of the contagious diseases that are common to elementary age children are listed below. District #25 policies follow the 2002 guidelines of the Illinois Department of Public Health.

CHICKENPOX: Students must be excluded from school for at least 5 days after the eruption of the last vesicle.

COMMON COLD: Students need to be excluded if fever is present or symptoms are so severe that they interfere with classroom learning.

FEVER: Students are excluded if fever of 100 degrees or greater is present.

FIFTH DISEASE: Students are not contagious once rash appears. They need not be excluded unless fever is present. Student must be seen and diagnosed by a physician and a note given to be allowed to return to school.



INFECTIOUS MONONUCLEOSIS: A student does not need to be excluded unless fever of 100 degrees is present or if child is not feeling well enough to participate in class. A note from the physician is required for participation in gym classes or other contact sports.

CONJUNCTIVITIS: (Pink Eye) Student must be excluded from school until 24 hours after treatment begins or child is examined by a physician and approved for readmission. A note signed by the physician is required.

RASHES: Since rash is the hallmark symptom of many infectious diseases, all students with rashes, with or without fever, will be excluded until seen and diagnosed by their physician. A note signed by the physician is required to return to school.

STREPTOCOCCAL SORE THROAT AND SCARLET FEVER: Students are excluded from school until 24 hours after treatment begins and they are fever free. A signed physician's note is required.

HEAD LICE: Students are excluded until the day after treatment with a pediculicide. All nits(eggs) must be removed by parents.

FIRST AID

Evergreen School has a health aide on staff. Children developing illness or becoming injured during the school day will be evaluated by the health aide. Parents will be notified to pick up their child if the student is severely ill or injured or appears contagious to others. In addition, the district nurse will be available for consultation as needed. Children will be sent home if they exhibit the following symptoms:

1. Fever over 100 degrees. Children should not return to school until their temperature has remained normal for 24 hours.
2. Rash that has not been diagnosed by a physician.
3. Potentially severe injuries.
4. Red inflamed eyes.
5. If the child, in the opinion of the nurse/health aide or principal appears too ill to attend class.

Programs

*** Conflict Resolution Program**

This program was developed to improve the safety of the school playground. In order for the playground to be a safe, enjoyable place for all students, conflict managers will help to resolve conflicts:

1. The Conflict Managers rotate the playground in pairs.
2. If the Conflict Managers see a conflict (pushing, tackling, unsafe tagging, arguing, etc.), they will approach the disputants and ask if they would like to solve the problem.

3. After the Conflict Managers and disputants go through a 14-step process, the children agree to solve the problem.
4. The Conflict Managers fill out a form and return the form to the Assistant Principal's office.
5. The following steps will take place if your name is on a form and turned into the office.

The Assistant Principal may meet with students after a dispute and consequences will be handled in accordance with the school discipline policy.

* **Safety Patrol Program**

The Safety Patrol Program at Evergreen is made up of fourth grade students. These students began studying and training for their jobs at the end of third grade. Students in third grade pair up with fourth grade students to learn the most effective safety measures. We at Evergreen School, encourage all students to listen and follow the directions of the Safety Patrollers. They may ask students to walk and cross at specific corners. Students are not to cross at Fox Court and Evergreen. Students will be asked to walk to the crossing guard at Evergreen and Buffalo Circle. Safety Patrollers do not cross students at any corners. Students who do not follow the rules and do not show respect toward the Safety Patrollers will be reported to the Safety Patrol advisor. Repeated offenders will be sent to the office and your parents will be notified.

Behavior

* **School Behavior**

As an Evergreen Eagle you are expected to adhere to all rules and respect your fellow classmates and all staff members. The following are rules and consequences in the area of bus behavior, playground behavior, and lunchroom behavior.

Laser pointers are not permitted at school. Game Boys, walkmans, and CD players, are not appropriate at anytime.

* **Student Appearance**

The students are expected to be groomed and dressed neatly and cleanly for your age level. Students are not to come to school with hair coloring, washable tattoos, glitter, shoes with wheels, or other items that may be deemed as disruptive to the educational process. Apparel with inappropriate words, or symbols will not be permitted. Shorts that are deemed inappropriate in length will also not be permitted. If this occurs, parents will be called and students will be asked to remove the distraction. Always have a pair of non-marring soled shoes in your classroom for gym classes. Students must wear snow pants or bring a change of pants in order to play in the snow during winter months.

HATS/HEAD COVERINGS are not permitted in school. Hats, bandanas and head coverings should be removed when entering the building for both boys and girls. Although bandanas are very stylish, they must not be worn at school. Resisting this rule will result in a warning, confiscation, and/or parent contact.

* **Cheating**

Cheating of any kind is not permitted at Evergreen. If you are found to be cheating on a test or assignment, you will meet with the principal. Your parents will be notified and you will receive no credit for the test or assignment. If any further incidences of cheating occur, the above procedure will be followed with the addition of a conference including your parents, your teacher, and the principal.

* **Bus Behavior**

If you ride a bus to school, you must be aware of and follow several rules that will ensure you a safe, enjoyable trip to school. RIDING A SCHOOL BUS IS A PRIVILEGE, NOT A RIGHT, and as such, you must cooperate in the following ways:

1. The driver is in full charge of the bus at all times, and of its riders. You must cooperate with and obey the driver always.
2. Unless you arrange a special situation through the office (by parent letter or phone call), you must ride your assigned bus, and get on and off at your assigned stop. Students who are not bus riders will not be permitted to ride a bus home with a friend.
3. Be at your bus stop at least 5 minutes before assigned time.
4. Stay off the road while waiting for the bus, and behave in a safe manner while waiting. Also, stay off private property.
5. DO NOT ACCEPT RIDES FROM STRANGERS!
6. Board the bus in a single line. The front seats are reserved for kindergarten students ONLY! It is the driver's choice to assign seats for all students depending on the riders' behaviors.
7. Use the handrail when stepping on and off the bus.
8. Move quickly to your seat. No one may save seats.
9. Remain in your seat at all times while the bus is in motion.
10. Do not extend your hands, arms, or objects through the bus window.
11. No loud talking, fighting, or unnecessary confusion is allowed.
12. No paper or rubbish is to be thrown on the floor. No eating on the bus.
13. No deliberate damage may be done to the bus, or you will pay for the damage.
14. You may not transport animals or other living creatures on the bus.
15. Keep your feet and other objects out of the aisles. If you leave something on the bus, let the office know immediately.
16. In case of emergency, you are to stay on the bus and follow the driver's instructions.
17. Get off the bus quickly and quietly. Do not crowd or push. Also, do not linger around the bus loading and unloading zones.
18. If you do not choose to follow the above rules, you may expect the following to happen:
 - a. Inappropriate behavior will result in a written referral from the bus driver.
 - b. The Principal will conference with the student(s) and the student(s) will be given the opportunity to explain what happened. Consequences will be handled in accordance with the school discipline policy.

- c. If an offense is of a serious nature, it may result in an immediate loss of bus privileges for a length of time determined by the Principal after consulting with your parents. It is the discretion of the Principal and Bus Company to revoke bus-riding privileges due to inappropriate behavior.

* **Playground Behavior**

The school playground is a place to enjoy yourself, take part in physical activities, and take a break from classroom work. In order for the playground to be a safe, enjoyable place for all students, you must obey the following rules:

1. You are responsible for returning all playground equipment to your classroom when you are finished with it. Equipment should be carried (not played with) going in and out of the building.
2. You are to share equipment fairly with your fellow students.
3. For your safety, tackling games of any type are not permitted. Only touch football is allowed. Fighting or other types of rough behavior will not be tolerated. Fighting will result in an after school detention.
4. You are to stay on school grounds at all recess times. On rainy/wet days, the 'Blacktop Only' recess rules must be followed. No balls are allowed outside.
5. You must line up promptly when signaled to do so by the supervisor on duty. Once you are in line, no talking is allowed. Continual tardiness when lining up is unacceptable and will result in a loss of recess privileges. You are to enter the building with voices off.
6. You are expected to behave appropriately on the playground equipment by taking turns and being careful. On the slide, you must climb to the top only using the stairs with your feet forward. Also, no stones from beneath the equipment may be picked up or thrown.
7. In case of bad weather the following rules should be followed for indoor recess: You should be seated at your desk, or quietly on the floor if playing a group game. Acceptable indoor activities include seat work, coloring, reading, or organized games.
8. Snowballs and throwing snow are not allowed on the school property.
9. If you choose not to follow the above rules, you can expect the following to happen:
 - a. You will be given an explanation of what you have done wrong. If a problem is serious enough, you may lose your playground privileges immediately for a time to be determined by the supervisor on duty or the Principal.
 - b. If you break a rule of a less serious nature consequences will be handled in accordance with the school discipline policy.
10. Students will go out for recess if the temperature is 0 or above.
11. If snow is present, students need to wear boots and snowpants in order to play on the equipment or field.

* **Hallway Behavior**

At all times, you are to be quiet in the hallways so you don't disturb other classes. You may also help your teacher by reminding her that you need a pass if you are going to be in the hall by yourself.

*** Washroom Behavior**

If you need to go to the washroom, you must ask your teacher and/or take a pass. While in the washroom, you are not to bother other students. Talking is to be kept at a minimum, and writing on or defacing the washrooms is forbidden. Parents will be contacted immediately if you are writing on stalls or walls!

*** Classroom Behavior**

Your teacher will be discussing rules with you that will make your room a good place to learn, and an enjoyable place for all to spend the day. By following class rules and cooperating with your teacher at all times, you earn the right to participate in special activities with your classmates. Breaking class rules may result in not being able to participate in special activities or having to spend time in the office.

*** Special Activity Behavior**

During the year, you will have the opportunity to participate in some special activities such as Hot Lunch, Field Trips, Assemblies, Field Day, etc. During a special activity, you must cooperate with your teacher by listening carefully and following directions. By doing this, you will get the most enjoyment possible out of the activity. Misbehavior at a special activity will result in being removed from the activity and possibly the loss of attendance at future ones.

*** Lunchroom Behavior**

The lunch/recess times are as follows:

All Day Kindergarten 11:25-11:50 eat, 11:50-12:10 out
1 11:50-12:10 1st out 2nd eat
2 12:10-12:30 2nd out, 1st eat
3 12:35-12:55 3rd eat, 4th out
4 12:55-1:15 4th eat, 3rd out

For one half of this time you will be in the small gym eating your lunch. For the other half you will be at recess. In case of rainy or cold weather, check the sign posted in the hallway for inside or outside recess.

Lunch is a time to relax and refresh yourself for the remainder of the school day. In order for lunch to be held in the proper manner, you will be expected to follow these rules:

1. You must file into the lunchroom in an orderly manner. Running is not allowed. You will pick up your drink and straw and go directly to an assigned table.
2. Once you are seated, you must not leave your seat without raising your hand and asking permission from a supervisor.
3. You are to eat your own lunch. Trading food items and sharing will not be allowed.

4. An appropriate level of noise will be maintained. If the noise level becomes too high a supervisor will call for quiet, and remind students to lower their voices.
5. If the supervisors call for quiet 1 or more times in a lunch, that grade level will risk losing minutes of recess.
6. In order to help the custodians keep our lunchroom as clean as possible, each student is responsible for his/her area. If food is dropped on the floor you must pick it up and/or let a supervisor know.
7. With five minutes left in your lunch period, the supervisor will announce clean-up instructions.
8. Individual students who cannot follow the rules will be noted and the assistant principal will talk with you about lunchroom procedures. If this happens 3 times in a quarter, the students will be required to eat in the office for one week.
9. You will be dismissed by class, leaving in a single file line with your voice off.
10. If you walk home for lunch, a parent must accompany you. You should not return to school until the conclusion of your lunch period. You should join your class outside for line-up or in the classroom if recess is over.

Activities

*** Progress Reports**

Student report cards are issued twice a year in kindergarten and four times a year in grades first through fourth. Parent-Teacher Conferences for all grades take place in November. The purpose of the progress reports is to identify strengths and challenges in your child's educational experience.

*** Nutritional Snack**

Sometime between 9:30-10:00, without interrupting the flow of normal class work, students in grades 1-4 have a nutritional food break. Kindergarten has a milk/juice break only. Our emphasis is on nutritional foods, which restore energy to you by replacing lost energy. Even though many times items are labeled as natural, often there is much sugar or added chemicals in them, which are not good for you. In order to make your preparations for this break as easy as possible, here is a list of the most preferred items for this break:

Cheese and crackers, trail mix, string cheese, fresh fruit, fresh vegetables, granola bars (no coating or fillings with high sugar levels). Popcorn, pretzels, cookies, cupcakes, chips, & cheetos save for lunch time.

By eating nutritional snacks, we hope you will learn that food which is good for you can taste good too!

*** School Store**

The school store is opened every (Tuesday and Thursday from 8:10-8:30). Many items are available such as; notebooks, pencils, glue, erasers, notebook paper, folders, and pencil grips. Fourth grade students operate the school store.

*** Spirit Day**

Once a month our school holds a Spirit Day. This day is designated for students to wear our school colors of green and white. The School store contains items with our school colors and Eagle logo. Items available are folders, pennants, water bottles, pencils, 'I Love Evergreen School' and 'Kids Are The Heart Of Evergreen School' buttons.

*** Lost and Found**

Lost articles will be stored for one month outside the lunchroom. Children may claim them there. At the end of the month the principal will eliminate unclaimed articles by giving them to a recognized public agency.

*** Helping Hand/McGruff Program**

Students attending school in District #25 have the benefit of the 'Helping Hand and Mc Gruff Programs.' Children are taught the purpose of the program and should seek help at homes displaying the Helping Hand or McGruff dog sign if they are in danger.

For more information about the program or information about participating in the program, contact the school.

*** New Students**

State of Illinois Public Act 84-1430 requires that schools be furnished with a certified copy of the student's birth certificate within thirty days of the enrollment. Schools will make a copy of the original and return the original to the parent.

All health records including required physicals and documentation of required immunizations must be received within 30 days of enrollment to remain in school.

*** Telephone System**

Phone calls to teachers can be made throughout the day. If the teacher is not available, please leave a voice mail and the teacher will respond during a free period.

If you wish to communicate with an Evergreen teacher via e-mail simply address your note to the appropriate teacher and send to; evergreensch@yahoo.com., or request your teacher's e-mail address. Do not leave urgent messages via e-mail.

Children must go home directly from school either on the bus, in a car driven by a parent/guardian (or an adult specified by the child's parent/guardian), or walk. If arrangements, other than the norm are necessary, a note must be sent to the teacher. The teacher will then send it to the office to be copied.

Calendar events, school closings, and a directory are available on the phone system.

* **Computer Lab Rules**

1. No foods, candy, gum or drinks are allowed in the Computer Lab. Make sure your hands are clean.
2. The equipment in the Computer Lab is very expensive, both to purchase and to repair. Follow your teacher's instructions on computer operations completely. Do not start experimenting or exploring on the machines. Please use only what you have been taught to use, both with hardware and software.
3. Handle the computer with care, do not pound on the mouse and keyboard.
4. The computer desktop is not to be played with. Under no circumstances are application or folder icons to be dragged around the desktop screen or put into other folders. Leave all software folders and files exactly where they are located at all times. Notify your teacher if the desktop is not as it should be.
5. The control panel is set and should not be touched. There is no reason to experiment with and change screen savers, screen settings, sound options, alarm clocks, etc.
6. Do not change anything under the Apple.
7. Do not shrink or enlarge software windows. By leaving them set as is, we can keep all computers consistent with one another. Also, do not change the view options on the desktop items unless instructed by your teacher.
8. At the end of the period, be certain that you have saved your data to your own disk. Do not save anything onto the hard drive. If a file is accidentally saved onto the hard drive, get help from your teacher.
9. The lab should always be left as you found it: computer keyboards in front of computer, each mouse on their mouse pad, pad to the right of the keyboard, and chairs pushed in. Equipment should only be turned off when indicated by the teacher.
10. Please clean up your area before leaving. Do not leave garbage, papers with mistakes that are reprinted, etc., lying around. After printing, please throw the torn off edges of the tracker feed paper in the recycle boxes provided.
11. Absolutely no non-school owned programs are to be brought in from home and run on the lab computers.
12. Your teacher and/or designees will load paper and will remove copies from the printer. You may only print when the teacher gives you permission.
13. Unsupervised students may not use the lab.
14. If you do not know how to do something on the computer, please ask your teacher for help. Don't just guess.
15. Open only those applications pertinent to the class you are using in the lab.
16. During the school year, data disks are not allowed to be taken home (or brought from home).
17. If students can not follow all lab rules and show respect for the computer equipment in the lab, they will not be allowed to use the facility.

There will be no exceptions to these rules!

***Policy Notifications**

1. TOBACCO FREE SCHOOLS

Pro-Children Act of 1994

Law July 19, 1995

On July 19, 1995, Governor Edgar signed into law Public Act 89-181. This Act amends Section 10-20 5 B of the School Code which relates to the prohibition of the use of tobacco on school grounds.

The Public Act prohibits, without exception, the use of tobacco on all school property. Tobacco may not be used at any time or any place including, without limitation, grounds outside of school buildings, before or after regular school hours, or on days when school is not in session. The prohibition applies to all school buildings and grounds, and is not limited to buildings and grounds where students are present.

2. GUN FREE SCHOOLS

Improving America's Schools Act

Law October 20, 1994

Any student possessing, selling, distributing, making, receiving the sale or trade of, or using any firearm, knife, or other object which may reasonably be considered a weapon and can include facsimiles of weapons, shall be expelled from school for a period of not less than one year. Actions include parent conference, ISS, OSS, police referral, PPS referral, expulsion hearing.

3. Sex Offender Registration Act

P.A. 94-994

July 31, 2006

Parents may access information regarding registered sex offenders that is available to the public. The law is intended to increase awareness of the Illinois Sex Offender Registry (I-SOR) and to encourage parents to review the available information. The Illinois Sex Offender Registry is available through a link on the Illinois State Police website at <http://www.isp.state.il.us/>.

4. Access to Student Records: Board Policy 7:340

The District shall grant access to student records as follows:

The parent(s) /guardian(s) of a student under 18 years of age, or designee, shall be entitled to inspect and copy information in the child's school records; a student less than 18 years old may inspect or copy information in the student's permanent school record. Such requests shall be made in writing and directed to the Building Principal. Access to the records shall be granted within 15 days of the District's receipt of such a request.

Where the parent/s guardians are divorced or separated, both shall be permitted to inspect and copy the student's school records unless the District has actual notice of a court order indicating otherwise. The District shall send copies of the following to both parents/guardians at either's request, unless the District has actual notice of a court order indicating otherwise.

Evergreen School Calendar 2008-2009

| Month | Date | Event |
|-------|-----------|--|
| Aug. | 15 | Class List Posted, 2:00 P.M. at www.bendist25.org 3:00 P.M. – Benjamin Gym Windows |
| | 21 | New Student Orientation, 10:00 A.M., Evergreen |
| | 25 | Institute Day – No Student Attendance First Grade Meet & Greet, 3:30-4:30 P.M. |
| | 26 | School begins, 11:40 dismissal – Grades 1-4 |
| | 27 | Kindergarten Orientation AM A-M 9:00-9:30 N-Z 10:00-10:30 PM A-M 1:00-1:30 N-Z 2:00-2:30 |
| | 28 | First Day of Kindergarten Preschool Orientation AM Class – 9:30 -10:00 A.M. PM Class – 1:30-2:00 P.M. |
| | 29 | Preschool Screening, (8:30-10:30 A.M. & 12:00-2:00 P.M.) Call the Evergreen Office to schedule an appt. 876-7810 |
| | | |
| Sept. | 1 | Labor Day – No School |
| | 2 | First Day of Preschool AM – 8:30-11:05 PM – 12:20-2:55 |
| | 4 | Back-To-School Night (Pre-K, K, 1 st & 2 nd) |
| | 8-19 | MAP Testing |
| | 10 | PTA Mtg., 7:00 P.M., Benjamin Multi-Purpose Rm. |
| | 11 | Back-To-School Night (3 rd & 4 th) Innisbrook Fall Fundraiser begins |
| | 12 | Preschool - Grandparent's Day |
| | 16 | Picture Day |
| | 17 | PTA Ice Cream Treat Day Early Dismissal, Preschool (2:00), Grades K-4 (2:15) |
| | 19 | Stay and Play, 10:00-11:00 A.M. |
| | 22 | Market Day, 3:30 – 5:00 P.M., Benjamin Small Gym |
| | 26 | Open Gym Night Spirit Day |
| | | |
| Oct. | 1 | Book Fair Innisbrook Fall Fundraiser Ends PTA Ice Cream Treat Day |
| | 2 | Book Fair |
| | 3 | Curriculum Plan Day, 11:40 dismissal |

| | | |
|-------------|---------------------------|---|
| | | (AM Kindergarten attends school in the AM, 11:40 dismissal, PM Kindergarten does not attend school) Preschool Screening, 8:30-10:30 A.M. Call the Evergreen Office to schedule an appt. 876-7810 |
| | 8 | Hot Lunch |
| | 10 | Institute Day – No Student Attendance |
| | 13 | Columbus Day – No School |
| | 15 | Ice Cream Treat Day Early Dismissal, Preschool (2:00), Grades K-4 (2:15) |
| | 17 | Spirit Day Stay and Play, 10:00-11:00 A.M. |
| | 18 | Fall Festival, Foundations of Excellence |
| | 20 | Market Day, 3:30 – 5:00 P.M., Benjamin Small Gym |
| | 22 | Hot Lunch |
| | 29 | PTA Ice Cream Treat Day |
| | 31 | Fall Festival |
| | | |
| Nov. | 5 | Hot Lunch |
| | 7 | End of 1 st quarter |
| | 12 | PTA Mtg., 7:00 P.M., Benjamin Multi-purpose Rm. |
| | 14 | Stay and Play, 10:00-11:00 A.M. |
| | 17 | Market Day, 3:30 – 5:00 P.M., Benjamin Small Gym |
| | 19 | Hot Lunch |
| | 21 | Spirit Day |
| | 24 & 25 | Parent/Teacher Conferences (no student attendance) |
| | 26 | Non-attendance day |
| | 27 | Thanksgiving Break – No School |
| | 28 | Non-attendance day |
| | | |
| Dec. | 3 | PTA Ice Cream Treat Day |
| | 4 | Second Grade Music Program |
| | 5 | Spirit Day |
| | 10 | Hot Lunch |
| | 12 | Holiday Bazaar |
| | 15 | Market Day, 3:30 – 5:00 P.M., Benjamin Small Gym |
| | 17 | PTA Ice Cream Treat Day |
| | 19 | Holiday Parties |
| | 22-31 | Winter Break – No School |
| | | |
| Jan. | 1-2 | Winter Break – No School |
| | 7 | Hot Lunch |
| | 9 | Spirit Day |
| | 14 | PTA Ice Cream Treat Day PTA Mtg., 7:00 P.M., Benjamin Multi-purpose Rm. |
| | 16 | Institute Day – No School |
| | 19 | Martin Luther King Day - No School |
| | Jan-20- Feb. 2 | MAP Testing |

| | | |
|--------------|--------------|--|
| | 21 | Hot Lunch Early Dismissal, Preschool (2:00), Grades K-4 (2:15) |
| | 23 | End of 2 nd quarter Curriculum Plan Day, 11:40 dismissal (PM Kindergarten attends school in the AM, 11:40 dismissal, AM Kindergarten does not attend school) Preschool Screening, 8:30-10:30 A.M. Call the Evergreen Office to schedule an appt. 876-7810 |
| | 26 | Market Day, 3:30 – 5:00 P.M., Benjamin Small Gym |
| | 28 | PTA Ice Cream Treat Day |
| | 30 | Stay and Play, 9:30-10:00 A.M. |
| Feb. | 2 | Report Cards Go Home |
| | 4 | Hot Lunch |
| | 11 | PTA Ice Cream Treat Day |
| | 13 | Spirit Day Valentine Parties Preschool - Donuts with Dad/Valentine's Day Party |
| | 16 | President's Day – No School |
| | 18 | Hot Lunch Early Dismissal, Preschool (2:00), Grades K-4 (2:15) |
| | 20 | Stay and Play, 10:00-11:00 A.M. |
| | 23 | Market Day, 3:30 – 5:00 P.M., Benjamin Small Gym |
| | 25 | PTA Ice Cream Treat Day |
| | 26 | Family Science Night, Evergreen School |
| | 27 | Institute Day – No School |
| March | 2-13 | ISAT TESTING |
| | 4 | Hot Lunch |
| | 5 | Kindergarten Round-Up, 4:00-6:00 P.M., Kindergarten Rooms |
| | 11 | PTA Ice Cream Treat Day PTA Mtg., 7:00 P.M., Benjamin Multi-Purpose Rm. |
| | 14 | Fun Fair |
| | 18 | Hot Lunch Early Dismissal, Preschool (2:00), Grades K-4 (2:15) |
| | 20 | Spirit Day Stay and Play, 10:00-11:00 A.M. |
| | 23 | Market Day, 3:30 – 5:00 P.M., Benjamin Small Gym |
| | 25 | PTA Ice Cream Treat Day |
| | 26 | Curriculum Plan Day, 11:40 dismissal (AM Kindergarten attends school in the AM, 11:40 dismissal, PM Kindergarten does not attend school) Preschool Screening, 8:30-10:30 A.M. Call the Evergreen Office to schedule an appt. 876-7810 |
| | 27 | End of 3 rd quarter |
| | 30-31 | Spring Break – No School |
| April | 1-3 | Spring Break No School |

| | | |
|-------------|--------------------|--|
| | 8 | Hot Lunch |
| | 10 | Non- attendance day (Good Friday) |
| | 13 | Report Cards Go Home |
| | 15 | PTA Ice Cream Treat Day |
| | 17 | Spirit Day Stay and Play, 10:00-11:00 A.M. |
| | April 20- May 6 | MAP Testing |
| | 22 | Hot Lunch Early Dismissal, Preschool (2:00), Grades K-4 (2:15) |
| | 27 | Market Day, 3:30 – 5:00 P.M., Benjamin Small Gym |
| | 29 | Book Fair |
| | 30 | Fine Arts Night, 6:30-8:00 P.M. Book Fair |
| May | 1 | Curriculum Plan Day, 11:40 dismissal (PM Kindergarten attends school in the AM, 11:40 dismissal, AM Kindergarten does not attend school) Preschool Screening, 8:30-10:30 A.M. Call the Evergreen Office to schedule an appt. 876-7810 |
| | 6 | Hot Lunch |
| | 8 | Half-day School improvement No AM or PM Preschool |
| | 13 | PTA Ice Cream Treat Day PTA Mt., 7:00 P.M., Benjamin Multi-purpose rm. |
| | 15 | Spirit Day Preschool - Mother's Appreciation Tea |
| | 18 | Market Day, 3:30 – 5:00 P.M., Benjamin Small Gym |
| | 20 | Early Dismissal, Preschool (2:00), Grades K-4 (2:15) |
| | | |
| | 25 | Memorial Day – No School |
| | 26 | Field Days – Fourth Grade |
| | 27 | Field Days – Third Grade |
| | 28 | Field Days – Second Grade |
| | 29 | Field Days – First Grade |
| | | |
| June | 3 | Awards Assembly, 1:30 P.M. |
| | 4 | Last Day of School, 9:30 A.M. dismissal Report Cards Go Home |
| | 22 | Market Day, 3:30 – 5:00 P.M., Benjamin Small Gym |

EVERGREEN ELEMENTARY SCHOOL
 FACULTY ROSTER 2008-2009

| | |
|--|---------------------------------|
| JEAN A. PETERSON | PRINCIPAL |
| BOB LANGMAN | ASSISTANT PRINCIPAL |
| DEBBIE SCHAEFER | SECRETARY |
| KATHI BUSCEMI | SECRETARY/SUSTITUTE COORDINATOR |
| SHARON ABELS – PATTI LIBBE | EARLY CHILDHOOD |
| TINA QUEALY – ELVA ALLERUZZO | EARLY CHILDHOOD |
| SUSAN MCGINNIS - MARIA PARISI | KINDERGARTEN |
| CECI FRYDRYCH – LORI PAZAR/ANNA SARNELLI | KINDERGARTEN |
| SHERI GREENHAGEL | KINDERGARTEN |
| SALLY BECKER | FIRST GRADE |
| MERCEDES DRAFTZ | FIRST GRADE |
| CINDY KUSSWURM | FIRST GRADE |
| DONNA POPE | FIRST GRADE |
| CHERYL BOUDREAU | SECOND GRADE |
| PEGGY RAUSCHER | SECOND GRADE |
| TINA SEGGERMAN – ANNA SARNELLI | SECOND GRADE |
| JENNIFER WIECHERT – LINDA PIERPOINT/LAURA PAUP | SECOND GRADE |
| CATHY BIENIASZ – LAURA PAUP/MARIA PARISI | THIRD GRADE |
| ANN CLAUDE | THIRD GRADE |
| SARAH KEYSOR | THIRD GRADE |
| MARY VERDUIN | THIRD GRADE |
| BECKY BROOKS – CATHERINE ANDERSON | FOURTH GRADE |
| KIMPHA CHAU – JUDY BUCHMAN | FOURTH GRADE |
| MELISSA FALKOS – LINDA PIERPOINT/LORI PAZAR | FOURTH GRADE |
| CARRIE WILLIAMS – DENISE FLAGG | FOURTH GRADE |
| MARY ROGERS | SPECIAL ED. |
| DENISE JOHANSEN | SPECIAL ED. |
| DEBBIE NELSON | SPECIAL ED. /RtI |
| RUTH MORGANO | MUSIC TEACHER |
| MARY ELAINE DURKAC | ART TEACHER |
| JAMES ROACH | PHYSICAL EDUCATION |

LORI PETERSON
ANDREA MALDRE
KATHY HANSEN
WILLIAM SPIRES
DIANA SPIRES
ALLISON CEBRY
MELISSA CASABURI
CAROLYN GUMM
MEGAN DUSING
NICOLE COLBURN
TODD HUENECKE
JOANNE PRODOEHL
LINDA DUBOSE
CHAU DOAN

LMC
LMC
LMC ASSISTANT
TECHNOLOGY SPECIALIST
COMPUTER LAB ASSISTANT
READING SUPPORT/GIFTED ED.
SPEECH PATHOLOGIST
SPEECH PATHOLOGIST
SPEECH PATHOLOGIST
DISTRICT SOCIAL WORKER
DISTRICT PSYCHOLOGIST
ELL
HEALTH AIDE
DISTRICT NURSE

LAURA CAPUTO
SHAY WHITE
TAMMI STANCIK
PAT CONLON
JENNIFER RINGATE
JAMIE GRANT

LUNCHRM. SUPERVISOR
LUNCHRM. SUPERVISOR
LUNCHRM. SUPERVISOR
LUNCHRM. SUPERVISOR
LUNCHRM. SUPERVISOR

DENISE FLAGG
LAURA PAUP
JAMIE GRANT

CROSSING GUARD
CROSSING GUARD
CROSSING GUARD

Benjamin District #25
Board of Education

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Vice President
Secretary

Cyndy Ciolino
Jack Buscemi
Janice Bedard

Members:

Dennis Peterson
Ellen Zenker
John Conlon
Tammy Mastroianni

Superintendent

Dr. Phillip Ehrhardt

Business Manager

Gary Waight

Coordinator of Student Services & Programs

Greg Kane

Technology Coordinator

Wynne Schiera

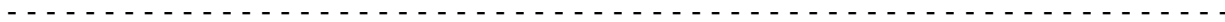
WE UNDERSTAND THE RULES

We strive to help our students understand that responsibility must be a large part of their lives. Within reason, we will expect our students to be responsible for their actions; however, it is not fair nor reasonable to hold a student responsible for something he/she does not know about or does not fully understand.

Please indicate that you have read and discussed the information within this handbook with your son(s) or daughter(s), and return this page to his/her classroom teacher before September 14, 2007. If we can be of any help in clarifying any section of the handbook or in answering any other questions you may have, please do not hesitate to call (876-7810).

Jean Peterson
Principal

Bob Langman
Assistant Principal



PLEASE DETACH AND SEND TO SCHOOL

_____ and I have read and discussed the
(full name of student)
information in the Evergreen Student Handbook.

Signature of Parent/Guardian _____

Signature of Student _____

Classroom Teacher _____