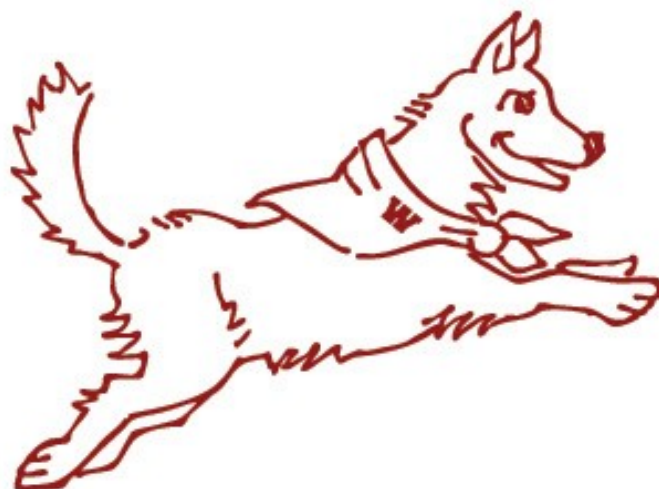


Wiley Elementary School



2018-2019 PARENT & STUDENT HANDBOOK

**1602 S. ANDERSON STREET
URBANA, IL. 61801**

TELEPHONE: (217) 384-3670

FAX: (217) 384-3559

[HTTP://WWW.USD116.ORG/WILEY](http://www.usd116.org/wiley)

**PRINCIPAL
DR. JENNIFER HEINHORST
[JHEINHORST@USD116.ORG](mailto:jheinhorst@usd116.org)**

WILEY PRINCIPAL WELCOME TO WILEY FAMILIES

July 25, 2018

Dear Wiley Families and Students,

I want to welcome you as the new principal of Wiley! I am excited to meet all of you and develop a positive relationship with you. It is only through positive, respectful, and productive relationships between and among students, parents, and school members that our students are able to excel at the highest levels possible. I want the greatest success for your child, the same levels of success I would want for my own children.

A system of trust must be developed that flows back and forth between schools and families. I will encourage you, as parents and guardians, to work with us at Wiley to secure open communication with each of you. We will ask for you to provide multiple ways to communicate with you that are most convenient for you. When we are all pulling in the same direction, great things will happen!

The community that surrounds our students is also important. We will work with parents and guardians to identify three other "trusted adults" in your student's life who will also be invited to be a part of the extended Wiley family. The more adults surrounding and encouraging a child, the more successful the child will be academically, behaviorally, and socially.

I invite you, the families and students of Wiley, to join with me and the Wiley staff, in making the commitment to support our students and help each of them achieve their own personal greatness!

Looking forward to an exceptional year!

Dr. Jennifer Heinhorst

URBANA SCHOOL DISTRICT #116

205 N. Race Street - P.O. Box 3039

Urbana, Illinois 61803-3039 U.S.A.

217-384-3600

URBANA SCHOOL DISTRICT MISSION STATEMENT

The mission of Urbana School District 116, a multicultural community committed to educational excellence, is to ensure that all learners acquire knowledge, develop skills, and build character to achieve personal greatness and help create a better global society, by providing innovative, comprehensive programs, respecting individual learning styles and cultural differences, and fostering caring and nurturing relationships, while engaging each student, every family and the entire community.

WILEY ELEMENTARY SCHOOL

1602 S. Anderson Street

Urbana, Illinois 61803-3039 U.S.A.

phone: 217-384-3670 fax: 217-384-3559

School Hours: 8:10 a.m. - 3 p.m.

WILEY ELEMENTARY SCHOOL MISSION STATEMENT

Wiley Elementary School is a diverse and nurturing community dedicated to inspiring, encouraging, and empowering students to become productive members of a global society by creating a collaborative, challenging, and equitable environment that values everyone's talents, cultivates high expectations, and supports the growth of all students, teachers, and families.

WILEY ELEMENTARY SCHOOL'S EXPECTATIONS

Be Respectful!

Be Responsible!

Be Safe!

WILEY ELEMENTARY SCHOOL SPIRIT

MASCOT: WILEY COYOTES

COLORS: RED & WHITE

OUR SCHOOL'S STUDENT, FAMILY AND COMMUNITY ENGAGEMENT POLICY

At Wiley, we are committed to family engagement. Wiley believes that **family engagement is a shared responsibility between home and school**. Wiley school commits to working with families in culturally and linguistically respectful ways, and asks our families to commit to supporting the school and their children's learning and development. It is essential that schools and parents support each other's responsibility to ensure student success. Family engagement is continuous across a child's life and is carried out **everywhere** children learn – at home, in school, in after-school settings, in faith-based institutions, and in community youth based programs.

This image places the child at the center and illustrates the overlapping relationships and supports needed to enable students to be successful. Schools, families and community members must collaborate for the success of each child!



PLAN FOR A POSITIVE & SAFE SCHOOL CLIMATE

Our goal at Wiley Elementary School is to ensure that our students develop their full potential, academically, socially and physically. We are committed to creating an atmosphere for learning and for developing social responsibility. Each student is encouraged to take responsibility for his or her own learning and behavior. We urge parents and guardians to be actively involved in supporting our efforts in teaching and behavior management. In order to provide a safe and orderly environment and to ensure that students are able to focus on learning, high standards are necessary. Student expectations are further outlined in this handbook.

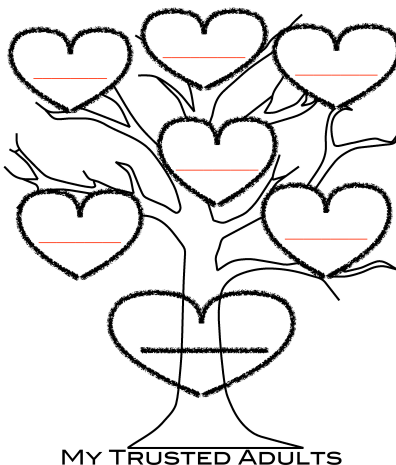
TRUSTED ADULTS

Who are your child's trusted adults? We ask that you discuss with your child who are the trusted adults in your lives and what to do if anything ever happens to your child. We ask that as parents/guardians, you discuss the importance of telling their parents, guardians, or other trusted adults if anything happens to them. Explain to your child who are the trusted adults in their lives. A trusted adult is someone your child can talk to about anything and is someone the child feels happy being around; someone who is a good listener; or someone who has helped the child before.

Discuss with your child the types of things they should tell a trusted adult. Anything your child wants to; things that make them feel scared, uncomfortable, or confused; a problem your child is having; or anything that makes your child happy. Remind your child that trusted adults will help them no matter what.

At Wiley, we want students to know it is important to tell a parent, guardian, or trusted adult if anything happens to them. If someone approaches your child or tries to hurt them, touches them in a way that makes them feel scared, uncomfortable, or confused, or if your child is in any kind of danger, we want our students to know they should tell a trusted adult right away.

We ask parents/guardians to use the trusted adult tree image to discuss trusted adults with your child and write down the names of trusted adults in their lives. Remember that these people are trusted adults who your child can talk to who are ready to listen and help your child if they need them. We ask for parents/guardians to discuss with their child that it is never too late to tell a trusted adult if something is bothering them. You will find this activity on the last page of the handbook. Please complete this with your child and put it somewhere in your home to remind your child who they can trust and talk to about ANYTHING!



SCHOOL PROCEDURES AND POLICIES

ATTENDANCE AND SCHOOL DAY

Classes begin at 8:10am and end at 3:00pm

Supervision of students begins at 7:55a.m. 7:55a.m. is the earliest students are to arrive at school. If your student arrives before 7:55a.m., there is no one supervising your students and it is a safety issue. When students arrive they should go into the building and sit in the hallway next to their classroom against the wall reading a book.

All students are expected to attend school every day unless they are ill. Students must be at school by 8:10a.m. to avoid being marked tardy. If a child must miss a day of school, the parent/guardian must notify the school office (384-3670) between 7:30a.m. and 8:30a.m. on the day of the absence or anytime before the day of absence. It is imperative to inform us of the reason for the student's absence to ensure the safety of our students.

Parents have a legal responsibility to ensure that their students attend school regularly. All absences must be accounted to the state government. The school has a legal obligation to notify the authorities if parents do not fulfill their legal responsibility.

EXCUSED ABSENCES:

You may be asked to provide documentation from a doctor if your child is continuously absent due to illness.

- Illness, doctor's appointment, or hospitalization
- Religious Holidays
- Funerals

UNEXCUSED ABSENCES:

The maximum number of absences allowed in a semester is eight (8). After a child has accumulated eight (8) excused absences, all other absences will be considered unexcused absences unless the student can provide a verified doctor's statement. Student exceeding five (5) unexcused absences per semester will be reported to the Regional Superintendent as chronically truant.

LEAVING SCHOOL BEFORE DISMISSAL

Parents need to call the school office (384-3670) if they wish a child to be excused early from school for doctor or dental appointments, or other specific reasons. Parents must come into the office to sign out their child and be prepared to show a photo ID. We can only release the child to people you have listed during registration. Please be sure to list everyone who is able to pick up your child from school. This is for your child's safety and for our attendance information. Because the entire school day is utilized to instruct students, we ask that all parents refrain from picking up students before the 3:00 dismissal.

ARRIVAL AND DISMISSAL TRAFFIC PATTERNS

Morning Arrival & Dismissal Procedures

- **Anderson Street is a North-bound One-Way Street** from 7:30-8:30a.m. and 2:30-3:30p.m.
- Drivers should pull forward into the drop off lane as far up as possible
- Students must enter and exit on the passenger side of the car
- Drivers who want to enter the building should use the legal parking spaces
- Please do not park in the drop off lane
- Parents who wish to meet their child at dismissal are asked to wait in the front entrance.

SCHOOL LUNCH AND BREAKFAST PROGRAM

The ARAMARK Food Service is in charge of the breakfast and lunch program at Wiley elementary school. A monthly menu will be sent home with all students and can be found on the district website: <http://www.usd116.org/parents/food-service/>

We are pleased to inform you that Urbana School District #116 will be implementing a new option available to all students. All K-12 students are now eligible to eat breakfast and lunch at no charge. Also, breakfast will be served in your child's classroom from 8:10-8:25 each morning.

VISITING THE SCHOOL AND PARENTAL INVOLVEMENT

Parents/guardians are encouraged to visit and participate in school activities and events. Parent involvement is greatly appreciated and welcomed. Parents are an integral part of our program, assisting in field trips, serving as room parents, assisting with projects, serving on committees and in numerous other ways. In order to maintain a safe learning environment for all students, please be sure to report to the school office to sign in and pick up a visitor's badge upon entering the school building.

The PTA (Parent Teacher Association) will have monthly meetings in the Wiley library. Please plan to attend these meetings in order to have a voice in the planning of school activities. In addition, the PTA also hosts a monthly family engagement activity. Please join the Wiley PTA Facebook page for current updates and events.

LOST ITEMS

A lost-and-found is located in the hall near room 28 in designated lockers. Please retrieve lost items as soon as possible.

ELECTRONIC ITEMS

Students' personal electronic equipment, such as **cell phones**, are not to be used by students during the school day. Please do not allow your child to bring these items to school. Students DO NOT have a place to securely store personal electronics; lockers and desks. We are not responsible for any lost or stolen items that are not specifically requested to be brought to school to aid in the learning process. If these items are discovered during class time they could be confiscated and the parent/guardian may be requested to pick up the item(s).

STUDENT TELEPHONE USE

Student may use one of the school phones to contact parents for incidents such as illness. Permission to use the telephone may be given by the teacher, administration or the school secretary.

STUDENT MEDICAL CONCERNS

Please inform the classroom teacher and the school office of any medical conditions/problems/concerns. In case of an emergency, it is important to be familiar with a student's medical history. All medical concerns should be documented on the appropriate forms during registration.

REQUIRED HEALTH AND PHYSICAL EXAMINATION

All students entering Wiley Elementary School should have all required immunizations and a physical exam completed and turned in at registration. Students not in compliance within two weeks will not be able to attend school unless they provide required documentation or proof that a medical appointment has been made. Please call your family physician or the C-U Public Health Department, 352-7775 ext. 176 for an appointment. All students should be prepared to show dental, vision, physical and immunization documentation.

TITLE I SCHOOL INFORMATION

Because we serve a substantial proportion of students who are economically disadvantaged, Wiley Elementary School and all the Urbana elementary schools are designated as Title One schools under the Title One amendment to the Elementary and Secondary Education Act of 1965. The formalized purpose of this title is "to ensure that all children have a fair, equal, and significant opportunity to obtain a high-quality education and reach, at a minimum, proficiency on challenging State academic achievement standards and state academic assessments."

Title One schools receive additional funding to help them reach the high expectations. Students benefit in many ways because the school is able to purchase more reading books and other materials, to hire additional literacy/reading teachers, to sponsor teacher professional development, and to create parent involvement opportunities beyond those typically offered in non-Title one schools.

ADMINISTERING MEDICATION

If a child needs prescription medication to be administered during the school day, the parent/guardian must bring the medication to the school office and fill out a form that will be kept on file there. We cannot give out any prescription medication without written consent of the parent/guardian or a doctor's note about the dosage. In addition, no over the counter medication will be administered by the office or staff.

DISTRICT AND STATE TESTING

All students in grades K-5 will be required to show proficiency in district administered tests at the end of each quarter. Mandatory state tests, at grades 3, 4, and 5, such as the PARCC's assessment will be administered in early-mid March 2019. Students who speak languages other than English take an annual test in January (ACCESS) that indicates their English comprehension. Attendance during testing dates is extremely important. Information will be sent home before each of the testing dates.

PARENT-TEACHER CONFERENCES

Parent/Teacher conferences are held twice yearly, during the months of October and March. These conferences provide an opportunity for parents to meet with the classroom teacher and to discuss their child's progress. It is suggested that parents prepare for the conference by having questions and observations to discuss with the teacher. Open communication between parent and teacher is welcomed and encouraged; and helps in promoting a better educational climate for student learning.

HOMEWORK POLICY

Homework is assigned to:

- Provide practice, review, and enrichment of skills that have been taught in class.
- Develop independence, individual study skills, and personal responsibility while reinforcing skills and concepts.
- Foster a home-school connection and provide parents with the knowledge of what their children are learning in school.

We ask parents to provide a space and quiet time for your child to complete their homework. We also ask that you monitor the completion and return of all homework, sign when necessary. Parents are strongly encouraged to contact your child's teacher if there are concerns or questions related to homework.

PARENT-TEACHER ASSOCIATION (PTA)

This group is open to all parents, guardians, teachers and staff of Wiley Elementary School. Our purpose is to foster communication between the staff and parents and/or guardians of Wiley Elementary School students, to organize activities, and to assist school staff in other ways that will enhance the education of our children.

STUDENT BEHAVIORAL EXPECTATIONS

Students will behave in such a way as to promote respect and safety.

EXPECTED SCHOOL BEHAVIOR

- Respect must be shown toward students and adults at all times. Directions given by school personnel must be followed the first time.
- Fighting (including play fighting) or dangerous behaviors such as hitting, kicking, pushing, wrestling, and throwing objects (i.e. rocks and sand) are not permitted.
- Running and playing in the hallways is not permitted.
- Respect must be shown to all items displayed on bulleting boards; students are to not touch items on bulletin boards or hanging on the walls in the classrooms or hallways.
- Only materials, supplies, and items directly related to units of study may be brought to school. There may be some exceptions with prior approval of teachers. Electronic games and devices, cell phones, cassette players, radios, laser light pointers and toys are not permitted. Inappropriate items will be confiscated and returned to the parents.
- School property, facilities, and equipment must be used properly and safely.
- Students may not take or use other students' or teachers' belongings without getting permission; stealing is not permitted.
- Bicycles, skateboards, scooters, and skates may not be ridden on campus.
- Chewing gum is not permitted at school.
- Hats are not recommended and need to be removed while indoors. (If hats are worn outside for sun protection, the bill is to be forward.)

LUNCH AND RECESS EXPECTATIONS

Students have 45 minutes to eat and have an "inside" or an "outside" recess. Students are expected to observe school rules concerning good manners, cooperation, and play. Recess is supervised, unstructured playtime where children have choices; develop rules for play and release energy and stress. Recess will be conducted outdoors when weather permits. In the case of inclement weather, appropriate recess activities will be conducted indoors.

EXPECTED LUNCH TIME BEHAVIOR

- Students are to be escorted to lunch area by a teacher or supervisor in an orderly manner. Running or loud talking is not permitted.
- Students are expected to line up single file in the cafeteria area in the assigned area. Cutting into the lunch line is not permitted. Students found cutting in line are to be placed at the end of the entire line. Students may not save places in line.
- Students are expected to eat in a polite, quiet and acceptable manner at assigned tables. No throwing of food, yelling, running, selling or trading of food is permitted.
- Student respect of campus supervisors and all other personnel assisting with lunch operations is mandatory. Students are to follow the instructions of all adults on duty.

- Lunch supervisors have the responsibility and authority to correct behavior and/or discipline students in accordance with school and district guidelines.
- Each student is responsible for the disposal of his/her trash in an appropriate receptacle. All students must leave their eating area clean, including food, paper, and spilled liquids.
- At the conclusion of an eating period of at least fifteen minutes, an adult on duty will signal to students that they may prepare for dismissal. When trash is picked up, students will be dismissed to line up quietly and wait for a supervisor or teacher to escort them to their next destination.
- Students are not allowed to leave school during lunch or recess unless authorized through the office.

EXPECTED PLAYGROUND BEHAVIOR AND BASIC SAFETY RULES

All students must:

- Follow school rules at all times.
- Use play equipment provided by the school. Items brought from home are not to be used unless approved in advance by a teacher.
- Be visible to teachers and adults at all times.
- Keep hands to themselves unless physical contact is appropriate to the activity. Inappropriate physical contact, such as pulling on another child's clothing, hitting, wrestling and biting will not be tolerated.
- Not toss anything over the fences.
- Use equipment correctly.
- Students should not walk through a game in progress or disrupt games.
- Leave rocks and sticks on the ground.

Play Equipment Rules - All students must:

- Sit on the slide and slide down feet first. One at a time.
- Sit—not stand, on the swings.
- Limit swinging to forward and back motion, no twirling or twisting.
- Wait until the swing comes to a complete stop before getting on or off.
- Take turns on the monkey bars, with just one student at a time.

POSTIVE BEHAVIOR INTERVENTIONS & SUPPORTS (PBIS)

Be Respectful!
Be Responsible!
Be Safe!

The foundational beliefs of PBIS focus on the connection between discipline and academic success. We believe that it is our job to ensure that the behavioral and academic climate of our school supports learning for ALL of our students. Hallmarks of PBIS include explicit teaching of expected behaviors, regular rewarding and celebration of acceptable behaviors, and regular monitoring of data to identify areas that need to be targeted and areas that are successful. We have a school PBIS team that meets monthly to discuss student discipline data and comes up with interventions to ensure that all of our students are supported. Our social work team works closely with the PBIS team to ensure that the right kind of support is provided to students who are exhibiting behavioral difficulty. In addition, we will be sending home PBIS newsletters to keep you updated on how PBIS is operating at our school.

Students are expected to meet these expectations in all settings (classrooms, hallways, playground, cafeteria, library, restrooms, bus, and assemblies). During the first weeks of school, the staff will teach, model, practice and re-teach the school wide expectations to all students. Behavior that meets our school-wide expectations is acknowledged. Students who continually choose not to meet the school-wide expectations will receive logical consequences for inappropriate behaviors. Consistent with Unit 116 policy, these consequences may include a parent meeting, detention, restitution, or in-school or out-of-school suspension. (Please refer to the Unit 116 Student Conduct Code.) Wiley Elementary School will continue to be a school where students can excel in a safe, respectful, and cooperative learning environment.

ANTI-BULLYING POLICY AND PROCEDURES

It is the school expectation that all individuals will practice safe, responsible, and respectful behavior (Please refer to the Unit 116 Policy 7:20). As part of teaching and practicing these behaviors, students and teachers will treat each other safely and with respect. This is the foundation of our anti-bullying policy.

As a proactive measure to teach the Illinois Social Emotional Standards, all students are specifically taught the school expectations, learn the USD#116 adopted Character Traits, and participate in weekly Second Step lessons focusing on respect, sharing, friendship, and other social skills. In response to problem behavior, all students are taught to say STOP, WALK AWAY and TALK to an adult.

If a student or staff member observes or reports that another individual is not feeling safe or being treated respectfully, the following steps and/or interventions shall occur:

- The teacher(s) of the student(s) involved will listen to and document all concerns being brought forth. The teacher will inform the parents of the next steps regarding the schools' actions in addressing the behaviors. The principal will receive all copies of documentation of initial concerns and actions.
- The teacher(s) will speak to the students individually about the expectations in our school. If requested, individual student guardians/parents are welcome to participate in the conversation with their child. Students will be encouraged to use words with their friends to stop the offensive behavior and to let teachers know if they are being treated disrespectfully or in a way that makes them feel unsafe.
- The teacher(s) will also speak to the students together as a group, if appropriate. The teacher will remind students of the expectations and support students as they problem-solve how to act/react to specific situations. The teacher will help role play/model correct behavior if necessary. Referrals for social work intervention and/or small academic intervention groups will be made if appropriate.
- The teacher will monitor student behavior and follow up with the parents regarding student success and/or continued parent concerns as needed. Interventions will continue if necessary. All steps of the intervention will be documented and shared with the school building administration.

DISTRICT #116 ADMINISTRATION & CONTACTS

[WEB SITE: WWW.USD116.ORG](http://WWW.USD116.ORG)

USD #116 Central Office
205 N. Race St.
217-344-3600

Sandy Davin, Director
After School Child Care Program
217-384-3536

Dr. Donald Owen
Superintendent of Schools
217-344-3636

Aramark: Urbana Middle School
217-384-3694

First Student Bus Company
Edith South, Manager
217-344-4586

Mrs. Carol Baker, Director
Business and Finance
217-384-3642

WILEY TEACHERS & STAFF

FIRST NAME	LAST NAME	POSITION	EMAIL
Jennifer	Heinhorst	Principal	jheinhorst@usd116.org
Deliah	Murphy	Secretary I	
Sharice	Bowdry	Secretary II	srbowdry@usd116.org
Sabrina	Brown	Medication Nurse	sbrown@usd116.org
Gregg	Delgadillo	Kindergarten	gdelgadillo@usd116.org
Barbara	Bracewell	Kindergarten	bbracewell@usd116.org
Jill	Quisenberry	First Grade	jquisenberry@usd116.org
Susan	Foreman	First Grade	sforeman@usd116.org
Diana	Friedmann	Second Grade	dfriedmann@usd116.org
Joy	Chang	Second Grade	jchang@usd116.org
Jessica	Chong	Third Grade	jchong@usd116.org
Valerie	Willetts	Third Grade	vwilletts@usd116.org
Tamre	Neal	Fourth Grade	tneal@usd116.org
Rebecca	Cortright	Fifth Grade	rcortright@usd116.org
Tanissa	Tutwiler	Fifth Grade	ttutwiler@usd116.org
Bradley	Benner	PE	bbenner@usd116.org
Emilie	Williams	Music	
Peterik	Stacey	Band	speterik@usd116.org
Gingold	Tamra	Strings	tgingold@usd116.org
Kate	McLean	Librarian	kmclean@usd116.org
Teresa	Wilson	SPED	twilson@usd116.org
Lekisha	Hall	SPED	lhall@usd116.org
Sarah	Chapman	SPED	smoe@usd116.org
Melissa	Clark	Speech/Language	mclark@usd116.org
Hoffman	Rebekah	ESL	rhoffman@usd116.org
Michelle	Shaw	Literacy Teacher	mshaw@usd116.org
Amanda	Rutledge	Literacy Teacher	arutledge@usd116.org
Kim	Mackinson	Psychologist	kmackinson@usd116.org
Donte	Lotts	Social Worker	dlotts@usd116.org
Melissa	Schluter	OT/PT	mschluter@usd116.org
Tara	Olsen	Instructional Coach	tolsen@usd116.org
Paige	Waggoner	Instructional Coach	pwaggoner@usd116.org
Jones	Fred	Custodian-	
Bant	Geoffrey	Aide Special Ed	gbant@usd116.org
Kazmi	Asfia	Aide Special Ed	akazmi@usd116.org
Long	Debbie	Aide Special Ed	dlong@usd116.org
Tallent-Meyer	Josie	Aide Special Ed	jtallent-meyer@usd116.org
Estes	Mary	Lunch Supervisor	mestes@usd116.org
Jones	Brenda	Lunch Supervisor	bjones@usd116.org
Carter	Rachel	Lunch Supervisor	rbcarter@usd116.org
Karim	Kamal	Lunch Supervisor	kkarim@usd116.org
Conlin	Ann	Lunch Supervisor	aconlin@usd116.org
Slavin	Semyon	Crossing Guard	sslavin@usd116.org
Jones	Tico	After School Supervisor	qjones@usd116.org

SUGGESTED SCHOOL SUPPLY LIST 2018-2019

Please: **Note: No wheels on backpacks please. They do not fit in lockers* **No trapper keepers. Loose leaf paper and facial tissues will be collected and stored in central supply location in the room.*

<u>KINDERGARTEN</u>	<u>FIRST GRADE</u>	<u>SECOND GRADE</u>
1 Pair of inexpensive headphones (no earbuds) 1 book bag carried daily, labeled with child's first & last name 2 boxes of facial tissue 2 boxes gallon size Ziploc style bags 1 box sandwich or quart size Ziploc style bags 3 boxes of crayons 16 count 4 100 count - 5 oz paper cups 12 glue sticks 12 #2 pencils sharpened 1 - 4 Count EXPO Brand Dry Erase Markers (Black Only) 1 wide-ruled spiral notebook 1 pair Fiskars brand kids scissors 1 box Crayola brand markers	2 boxes of facial tissues 2 boxes of 24 count crayons 1 box colored pencils 2 Boxes of 8 - Classic primary colors markers 48 #2 pencils sharpened 10 glue sticks 2 - 4 Count EXPO Brand Dry Erase Markers 1 Roll clear tape 1 pair of Fiskars safety scissors 4 Two pocket folders – primary colors 1 box band aids 2 pairs inexpensive headphones – (no earbuds) *Backpack - No wheels	2 boxes facial tissues 1 box 48 count crayons 2 boxes classic Crayola markers 48 #2 pencils sharpened 4 glue sticks 1 bottle of glue 1- 4 count EXPO Dry Erase Markers 1 box Gallon Ziploc style bags 1 box Quart Freezer Ziploc bags 1 school supply box 6"x9" 4 Pink Pearl brand erasers Scissors 3 Composition Notebooks Zipper style pencil pouch with 3 binder holes 2 pocket folders with prongs 1 Pair of headphones
K, 1st, & 2nd Materials will be collected and combined in a central supply location to be used for centers.		
<u>THIRD GRADE</u>	<u>FOURTH GRADE</u>	<u>FIFTH GRADE</u>
48 #2 pencils sharpened 1 school supply box 6"x9", or bag 1 box of crayons 2 glue sticks English/metric ruler Scissors Set of markers 1 - 4 Dry Erase EXPO markers 3 boxes facial tissues 6 two pocket folders w/ prongs 4 erasers 3 wide lined solid color spiral notebooks Multiplication & Division flash cards 3 composition books 3 pkgs. wide lined loose leaf paper 2 – 1" or 1½" 3 ring Binder 1 box Ziploc style gallon bags 1 box Ziploc style sandwich bags 1 pair of headphones with earbuds *Back pack or book	60 #2 pencils sharpened 1 package pencil topper erasers 3 Packages dry-erase makers (Expo preferred) 2 set of washable markers 2 set of colored pencils 1 set of multicultural crayons 2 glue sticks 1 pair of scissors 1 English/metric ruler 4 boxes facial tissues 6 Composition Note Books 3 packs of wide-lined loose leaf paper 6 wide-lined spiral notes books (one for each subject) 6 two pocket solid colored folders 1 yellow highlighter 1 box Ziploc style gallon size bags 1 box Ziploc style quart size 1 bottle of hand sanitizer 2 - 1" 3 ring Binder 1 pair of headphones/earbuds *Back pack or book bag	48 #2 pencils, sharpened 3 pkgs. wide lined loose leaf paper 5 two pocket folders Set of markers Small pencil bag or supply box 2 boxes facial tissues Scissors (pointed) 4 Pink Pearl Erasers Clipboard 4 each spiral notebooks wide lined (40-80 pages) 2 yellow highlighters English/Metric ruler 2 glue sticks 1 1" 3 ring Binder 1 2" Binder - Tutwiler only 2 - 4 count EXPO Brand Dry Erase markers – low odor 1 pair headphones with ear buds *Back pack or book bag



SCHOOL CALENDAR
URBANA SCHOOL DISTRICT #116
2018-2019

August 16 & 17	Thursday & Friday	Institute Days – No School
August 20	Monday	First Day of Student Attendance for Grades 1-6 and 9, ½ of Kindergarten Students Attend, Urbana EC School – New Parent Orientation
August 21	Tuesday	All High and Middle School in Attendance, Urbana EC School begins and ½ of Kindergarten Students Attend
August 22	Wednesday	All Students in Attendance
September 3	Monday	Labor Day – No School
September 28	Friday	Staff Development Day Activities – No School Elementary Students Early Dismissal UMS: 1:15 p.m. UHS: 12:26 p.m.
October 8	Monday	Fall Holiday – No School
October 19	Friday	End of First Quarter (43 Student Attendance Days)
October 25	Thursday	Parent-Teacher Conference – 4:00 p.m. – 8:00 p.m.
October 26	Friday	Parent-Teacher Conference Day – No School for Students, Conferences 8:00 a.m. – 12:00 p.m.
October 29	Monday	Staff Development Day Activities – No School Elementary Students Early Dismissal UMS: 1:15 p.m. UHS: 12:26 p.m.
November 21-23	Wednesday-Friday	Thanksgiving – No School
December 20	Thursday	End of First Semester (83 Student Attendance Days)
		Winter Vacation Begins at Close of School Day for Students
December 21	Friday	Institute Day – (Teacher Record Day) – No School
January 7	Monday	School Resumes at Regular Time
January 21	Monday	Dr. Martin Luther King, Jr's Birthday – No School
January 22	Tuesday	Staff Development Day Activities – No School Elementary Students Early Dismissal UMS: 1:15 p.m. UHS: 12:26 p.m.
February 15	Friday	Institute Day – No School
February 18	Monday	Presidents' Day – No School
March 8	Friday	End of Third Quarter (42 Student Attendance Days)
March 14	Thursday	Parent-Teacher Conference – 4:00 p.m. – 8:00 p.m.
March 15	Friday	Parent-Teacher Conference Day – No School for Students, Conferences 8:00 a.m. – 12:00 p.m.
March 18-22	Monday-Friday	Spring Break – No School
March 25	Monday	School Resumes
April 18	Thursday	Staff Development Day Activities – No School Elementary Students Early Dismissal UMS: 1:15 p.m. UHS: 12:26 p.m.
April 19	Friday	Spring Holiday – No School
May 10	Friday	Half-Day Inservice – Early Dismissal Elementary: 12:45 p.m.; UMS: 1:15 p.m.; UHS: 12:26 p.m.
May 27	Monday	Memorial Day – No School
May 28	Tuesday	Last Official School Day (91 Student Attendance Days)
		If No Snow Days used
June 4	Friday	Last Official School Day if Snow Days Used

Analysis of Calendar by Quarters

October 19, 2018	Friday	End of First Quarter 43 attendance days + 2 Institute Days	45 days
December 20, 2018	Thursday	End of Second Quarter and First Semester 40 attendance days + 1 Parent Teacher Conference Day	41 days
March 8, 2019	Friday	End of Third Quarter 42 attendance days + 2 Institute Days	44 days
June 4, 2019	Tuesday	End of Fourth Quarter and Second Semester 54 attendance days (with snow days)+ 1 Parent Teacher Conference Day	55 days
End of School Year 174 Attendance Days + 4 Institute Days + 2 Parent/ Teacher Conference Days, includes 5 winter weather Make-up days			

School Calendar – 2018-2019

<u>Month</u>	<u>Student Attendance Days</u>	<u>Parent/Teacher Conference Days</u>	<u>Institute Days</u>	<u>Total School Days</u>
August	10	0	2	12
September	19	0	0	19
October	21	1	0	22
November	19	0	0	19
December	14	0	1	15
January	18	0	0	18
February	18	0	1	19
March	15	1	0	16
April	21	0	0	21
May	22	0	0	22
June	2	0	0	2
TOTAL	179	2	4	185

TRUSTED ADULTS

Who are your child's trusted adults? We ask that you discuss with your child who are the trusted adults in your lives and who to tell if anything ever happens to your child. We ask that as parents/guardians, you discuss the importance of telling parents, guardians, or other trusted adults if anything happens to them. Explain to your child who are the trusted adults in their lives. A trusted adult is someone your child can talk to about anything and is someone the child feels happy being around; someone who is a good listener; or someone who has helped your child before. Discuss with your child the types of things they should tell a trusted adult. Anything your child wants to; things that make them feel scared, uncomfortable, or confused; a problem your child is having; or anything that makes your child happy and/or sad. Remind your child that trusted adults will help them no matter what. Place your child's name on the bottom heart and work with them to fill out the names of trusted adults in their lives.

