

# Parent – Student Handbook 2018-2019

Addendum to the District 205 Handbook



***Bloom Elementary School***  
2912 Brendenwood Road  
Rockford, IL 61107

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# ***Bloom Elementary School***

**Heather Novak, Principal**

**Dear Bloom Students and Parents,**

**Welcome to Bloom Elementary School! The entire faculty and staff of Bloom Elementary School are excited about meeting you and having another great school year.**

**For those of you new to Bloom School, we know that you will find our school to be a safe and rewarding place to learn. We know that returning students will continue to academically grow, and model the 3 “Bees” for Learning. It is important for everyone to know and display the “Bees” for Learning: “Bee” Respectful, “Bee” Responsible, and “Bee” Safe.**

**We know that a child’s educational journey does not happen alone. It takes a combined effort of administration, teachers, staff, students, and parents to complete a safe and beneficial educational journey. We know that everyone plays an important role in the education of a child, and we will all work together for the benefit of each and every child.**

**As the principal of Bloom Elementary School, I am very excited to have the opportunity to work with an outstanding staff, and I am looking forward to another exciting start to the school year.**

***Sincerely,***

***Heather Novak, Bloom Principal***

# Bloom School Staff



Principal . . . . . Mrs. Heather Novak  
Assistant Principal. . . . . Ms. Katie Meersman  
Office Professional. . . . . Mrs. Mary Ferguson  
Nurse . . . . . Mrs. Jody Brown  
Nurse . . . . . Mrs. Mae Larkin

## **Kindergarten**

Candi Fitz  
Amie Walker  
Linda Smith

## **First Grade**

Ashleigh Felauer  
Lori Kelly  
Ellen Rose

## **Second Grade**

Sheri Kennerly  
Jessica Shere  
Molly Ticknor

## **Third Grade**

Abigail Hammond  
Aaron Owens  
Heidi Peper

## **Fourth Grade**

Lindsey Mason  
Nick Letsinger  
Claudia Marshall

## **Fifth Grade**

Ryanne Ludington  
Nancy Otwell

## **SCCC**

Mandy Hofmaster

## **Art**

Rae Carbaugh

## **Music**

Crystal Bonner

## **Physical Education**

Mike Pirrello

## **Resource Teachers**

Mary Auerswald  
Debra Kittleson  
Robin Farrell

## **Instructional Coach**

Renee Lampher

## **Title 1 Teacher**

Amy Lavery

## **ESL Teacher**

Nikki de Mello

## **Library**

Jane Stahl  
Linda Wittig

## **Spec. Ed. Supervisor**

Sara Rodehaver

## **Speech**

Deb Benson

## **Psychologist**

Jenna Klintworth

## **Social Worker**

Liz Kroening

## **Behavior Specialist**

Samantha Mack  
Sara Smith

## Bloom Elementary Daily Schedule

Time	Schedule
7:00	Office Opens
7:15-7:40	Doors Open to Students and Breakfast in the cafeteria
7:45	Tardy Bell-Morning Meeting begins in gym
10:30-11:10	<b>Lunch I</b> – Grades K & 3
11:10-11:50	<b>Lunch II</b> – Grades 1 & 4
11:50-12:30	<b>Lunch III</b> – Grades 2 & 5
2:10	School Dismissal
3:30	Office Closed

### Absent Call-in Procedure

- 1. A parent must call Bloom School before 9:00A.M. at 815-229-2170.**
  2. When calling, please give your child's full name, teacher's name, and the reason for the absence. **If you do not leave a reason, your child will be marked as unexcused.**
  3. If you fail to report the absence to school, you will be contacted to determine why your child is not in school. We now use School Messenger Service. This is an automated calling system. In the event that you do not call and report an absence, the system will call you and ask you to do so. (This system is also used for other messages to parents.)
- \*\*Please keep your telephone number updated in the office.**

### Attendance

Thomas has missed six days of school in the last three weeks. Sometimes he oversleeps and misses the bus. Usually, he just doesn't "feel good".

When your child is absent from school, he misses more than the day's lessons. Class discussions can be just as valuable.

***If your child is truly sick, he should stay home, of course, but missing school for any other reason can become a bad habit.*** Studies show that kids who have poor attendance in the elementary years are much more likely to drop out of high school later.

You can show your child how important you think good attendance is. ***Schedule doctor's appointments, haircuts, shopping, and family vacations after school hours.*** If parents choose to vacation during the school year, work will be made up upon the student's return. This allows teachers time to compile missed work as the class completes it. It is very difficult for the teacher to project what will be accomplished in advance. It is encouraged that students not be taken out of school for vacations. Classroom discussions cannot be made up.

If your child must stay home due to illness, ask the school if assignments can be sent home. Keeping up with schoolwork will make things easier when he returns. Finally, remind your child that going to school is his number one job!

**\* The office will not be able to facilitate early student pick-ups between 1:45 and 2:10 p.m.**

## **Arrival and Dismissal**

1. When entering the school property from the east, remain in a single file line along the sidewalk and continue single file until reaching the loading zone. Please go with the flow of the traffic. For everyone's safety, please do not stop your car in the middle of the road to drop your child off.
2. Cars need to remain in a single file line, pulling forward to fill gaps, as other cars leave the loading zone area. Pulling around other cars to get your child is not permitted.
3. Students must always enter and exit vehicles **only** on the Brendenwood Road curb side of the loading zone.
4. To avoid the most congested time of morning drop-off, **consider sending your child to our free breakfast program**. Supervised breakfast is available starting at 7:15 am every morning in the cafeteria.

We understand that this policy may not be convenient for all parents. However, safety is our number one concern. We believe that if all patrons abide by this policy we will have a smooth, safe, drop-off and pick up for ALL students. We appreciate your efforts in following this safety policy.

## **Late Pick Up Policy**

When a child is left at school past 2:20, Bloom School will do the following:

1. Attempt to contact the parents by phone.
2. Attempt to contact the persons listed on the child's emergency card.
3. If the child has not been picked up within **30 minutes** of closing and staff is unable to contact anyone, Child Protective Services will be contacted and an "Abandoned Child Report" will be completed.
4. If an emergency arises, please contact the school immediately.

## **Tardiness**

Each student is expected to be in school on time. If your child is more than 40 minutes late in the morning or afternoon, he/she will be charged ½ day absence. This includes kindergarten.

**In accordance with the RPS 205 Student Handbook, any student who receives 4 tardies will receive a lunch/recess detention.**

## **Birthday Treats**

Students may bring treats to school to celebrate their birthday. We ask that there are enough treats for the class and that the treats are individually wrapped and easy to distribute. Providing a birthday treat is optional.

**Please know that some students in our building have peanut allergies. If your child is in a "peanut-free" room, you will be notified by the teacher.**

Treats could include:

- Donut holes
- Cookies
- Fruit snacks
- Rice krispy treats
- Mini cupcakes/muffins (not full sized please)

If you choose to send a treat, please contact the teacher to let her know your child will be bringing in a treat. Parents can drop off birthday treats in the office. Parents will not be allowed to bring treats down to the classroom as this may be a distraction to the learning environment. Please refrain from bringing in birthday cakes or sending/having delivered flowers, balloons or other celebratory items to the office.

## **Book Fees**

**Students are responsible for the textbooks and/or library books loaned to them.** There will be charges for any lost or damaged materials. These charges will be billed to the parent.

## **Bullying**

Bullying, intimidation, and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors is an important District goal. Please refer to the District's Student Handbook for additional information about bully prevention.

## **Change of Address**

It is very important for emergency and administrative reasons, that every student has an up-to-date address record at the school office. Notify the school immediately if any changes such as change of address, phone, or place of employment have been made since the beginning of the school year.

**\*\*It is essential that emergency numbers be on file at the school in case of emergency.**

## **Classroom Environment**

The classroom provides the environment where students spend most of their learning time at school. Teachers are responsible for establishing their individual classroom rules and they are also responsible for providing students with appropriate instructions. Students are expected to be responsible, attentive, and cooperative. They must remember that only through their own genuine efforts can they make academic progress. Students have a further responsibility not to interfere with the opportunities of other students to learn.

## **Communications (Newsletter)**

Bloom's newsletter contains items of interest to students and parents including grade level projects, PBIS information, important dates and notes from the nurse. This newsletter is distributed monthly and will be posted on our school website.

## **Conduct**

The school provides an orderly and friendly environment for learning to take place. Students at all times and in all school settings should conduct themselves as responsible persons in the school community. They should respect the rights and feelings of fellow students, behave in ways which assure safety to both themselves and others, follow all school rules, and cooperate fully with all adult supervisors.

### **Bloom's 3 "Bee's" for Learning**

**"Bee" Respectful**

**"Bee" Responsible**

**"Bee" Safe**

Teachers and parents should stress good manners and courtesy as being a necessary ingredient to good safety. Good safety practices are learned. Your help in transmitting these rules could help to prevent accidents and will be appreciated. Bloom staff has adopted a program called Positive Behavior Intervention Support (PBIS). As part of this program, Bloom School will have the 3 "Bees" for Learning clearly posted throughout the school. An incentive program will reward students for respecting themselves, others, and property. Any staff member can reward individual or whole class positive behaviors.

Discipline Referral Forms will be used by staff members to document behaviors and consequences per the district's Student Code of Conduct. Additional information regarding the Student Code of Conduct can be found in the district student handbook.

**The following items are not allowed in school:**

Gum or candy, matches, cigarettes, walkie-talkies, squirt guns, knives, skate boards, roller skates or roller blades, virtual pets, toys of any kind, toy guns, or any item considered to be dangerous or unsafe for students to play with. Cell phones are allowed in school only in the child's backpack – turned off until after school. Please remember that the school is not responsible for items lost, broken, or stolen. **Look-alike weapons are not allowed in school. We do not allow students to play pretend guns or even draw weapons!**

**Grades**

Parents can access their child's academic progress through Parent Portal. Parent Portal can be accessed through [www.rps205.com](http://www.rps205.com).

**Homework**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for practice, independent study, research, and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed

**Parent-Teacher Conferences**

Parent teacher conferences are held 2 times a school year. Parents are asked to make a specific appointment with the teachers of their children, regardless of the progress of the child. Conference forms will be sent home from your child's teacher. We will schedule conferences on a first-come-first serve basis. Parent conferences are encouraged and can be arranged at any time during the school year.

**Lost and Found**

All clothing found on the school grounds, regardless of its value, is placed in the lost and found box. Money, jewelry, or any other articles of value are turned into the office. Students may claim them after proper identification. We encourage you to **mark your child's belongings**, including clothing. By doing so, the owner of the items can be readily found.

**Medication**

Under no circumstances will medication be dispensed by the nurse or by the principal unless proper district procedures have been followed. A form will be given to parents at registration that needs to be completed in the event that your child needs to take medication at school. **This form must be completed before medication can be administered.**

**Visitors**

All Bloom School entrances/exits will be locked at all times. The one exception is the front entrance by the office, Door A, which has a security buzzer and can be used from 7:00 a.m. until 3:00. **Parents should not enter through any doors except Door A. All visitors are required to report to the school office to sign in upon entering the building.** All visitors must provide a photo ID before being issued a visitor's pass. Upon exiting the building, visitors will need to return to the office and sign out. Parents are welcome and encouraged to visit the school. Parents/Guardians wishing to visit their child's classroom should have permission from the classroom teacher and principal. Please allow at least 1 day notice and limit the visit to a maximum of 30 minutes.