WELCOME TO
LANDMARK SCHOOL
3614 W. Waukegan Rd.
McHenry, IL  60050
(815)385-8120
FAX: (815)363-5026
Voice Mail: (815)344-7140

PRINCIPAL: Margaret Carey
GRADES: Multiage – K - 5th
SCHOOL COLORS: Navy Blue and White
MASCOT: The Dolphin
COMMENCEMENT GOALS

A GRADUATE of McHenry Elementary School District 15 is one who:

...is a problem-solver, a critical thinker and an effective team member
...is a life-long learner
...is a master in the application of the basics of:

  reading           writing
fine arts          social studies
science            mathematics
(each incorporating technology)

...is a good citizen
...is healthy of mind and body
...is understanding of those not like self
...is aware of career opportunities

In achieving these goals, students will respect the value of effort, the need for individual contributions, and self-discipline.
## McHenry Elementary School District 15
### 2016-2017 Landmark School Calendar

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<th>Date</th>
<th>Event Description</th>
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<td>First Day for Teachers—Teacher Institute Day</td>
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<tr>
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<td>September 5, 2016</td>
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<td>October 10, 2016</td>
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<td>Regular Student Attendance Day-1&lt;sup&gt;st&lt;/sup&gt; grade-8&lt;sup&gt;th&lt;/sup&gt; grade students</td>
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<tr>
<td></td>
<td>No School Kindergarten</td>
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<tr>
<td></td>
<td>Evening Parent-Teacher Conferences-all students K-8&lt;sup&gt;th&lt;/sup&gt; Grade at LM</td>
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<td></td>
<td>➢ 3:15pm-7:45pm Middle Schools</td>
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<tr>
<td></td>
<td>➢ 4:00pm-8:30pm Edgebrook, Duker and Hilltop</td>
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<td></td>
<td>➢ 4:15pm-8:45pm Landmark, Riverwood and Valley View</td>
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<tr>
<td>October 20, 2016</td>
<td>No School--Parent Teacher Conferences 10:00am-8pm</td>
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<td>November 23, 24 &amp; 25, 2016</td>
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<td>March 17, 2017</td>
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<td>Half-Day Teacher Institute</td>
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<td>May 29, 2017</td>
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<tr>
<td>June 2, 2017</td>
<td>Last Day of Attendance -Full Day All Grades-(if no snow days are used)</td>
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<tr>
<td></td>
<td>Final Report Card Distributed</td>
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</tbody>
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*Revised 3-14-16*
Landmark Mission Statement

“Our Landmark School community’s mission is to inspire, educate and develop character by exploring multiple learning opportunities, honoring learning standards and respecting individual differences so that every learner strives to reach his/her potential as a confident problem solver and a valuable member of the community.”

Landmark Vision Statement

*In the future, we will know we are an effective school when we have…*

- Lifelong learners and problem solvers
- Accepted and celebrated differences
- No need to turn students away
- Diversified our environment
- Met individual needs through engaging experiences
- Actively encouraged leadership
- Reached out beyond ourselves
- Knowingly done all we could do
**About Our School**

**Continuous Learning Calendar (Year-round):** Landmark’s calendar reflects the same number of student attendance days as that of the other District 15 schools. However, the time is divided differently. It includes four nine-week sessions, with two or three week breaks between each session, with the exception of summer break, which consists of approximately 6 weeks.

**Integrated Thematic Curriculum:** State standards required by both state and district guidelines are embedded in school-wide thematic units that connect similar topics across different subject areas and grade levels (Year #1 and Year #2 curricula).

**Multiage Classrooms:** There are nine multiage classrooms; 3 each at K/1st, 2nd/3rd, and 4th/5th. Children within a 2-3 year age span are intentionally grouped together with the same teacher for a two-year period of time. Multiage groupings support the academic growth of each child through social interaction, problem-solving and positive attitudes toward learning.

**Best Practices:** Using research-based teaching practices, Landmark staff employ a variety of techniques to meet our students’ learning styles. A combination of direct instruction and independent practice can be found in each classroom, as teachers rely on multimedia resources, specialists, and a wide assortment of materials to meet each student’s individual needs.

**Variety of Assessment:** Assessment shapes Landmark’s instruction. A variety of assessments reflect the child’s individual growth. Some examples are collections of student work (portfolios), performance-based models and self-evaluation. Formal reporting includes: report cards, teacher-family conferences and standardized tests.

**Parental Involvement:** Parents are viewed as partners in the educational process and their support is seen as a key ingredient to Landmark’s success. The LCO is the parent-staff organization that provides support in numerous ways, including: fundraising, family networking, classroom assistance, tutoring, and providing student enrichment opportunities. While we do not “require” a given number of volunteer hours per family, it is our expectation that each family will become active participants in our school community. Volunteer opportunities are also available in classrooms, kinder corps and reading corps. (see “Volunteers”)

**Social/Emotional Development:** A variety of materials and methods are used to teach and reinforce responsible, respectful behavior towards adults and peers. Classroom meetings serve as a way to build community. School-wide use of the Habits of Mind gives our students common language and strategies for becoming effective communicators and problem-solvers.
LANDMARK SCHOOL STAFF
2016-2017

OFFICE
Principal Margaret Carey
Secretary Linda McNulty
Nurse Maureen Keil
Custodians Bruce Bartos
Night Custodians Gary Gannon/Diana Gaeta
Cafeteria Cindy Wiseman

SPECIALISTS
Learning Center Kathie Rigby
Art Bonnie Newkirk
Music Darina Cavazos
Physical Education Ben Thome
Occ. Therapist Pat Finley
Physical Therapist Gail Mehnert
Social Worker Abby Braun
Speech/Language Marcia Morris
Psychologist Courtney Ratliff
L.D. Resource Tracy Schaller
L.D. Assistant Shari Reisinger
Reading Teacher Lori Anderson
S.S. Assistant Dory Vargas
S.S. Assistant Joanne Becker
S.S. Assistant Debbie Townsend
S.S. Assistant Kelly Floden
LMC Assistant Colleen Weinberger

CLASSROOMS

K-1 Linda Fain
  Katie Fox
  Patti West
2/3 Lindsay Bitterman
  Jen Dowell
  Jessica Hodge
4/5 Catherine Napper
  Barb Darst
  Paul Goodman

PLAYGROUND/LUNCHROOM
Deb Eternick/Joselle Buan-Thorne
**Admission to Kindergarten**

Children are required to furnish a county birth certificate at the time of kindergarten enrollment. Kindergarten pupils must be 5 years of age before September 1st, before they can be accepted as a kindergarten pupil. A dental examination, physical examination, proof of immunization and an eye examination must also be provided before enrollment.

**Attendance**

Regular attendance at school is essential. If your child is going to miss a day of school, for illness or for other reasons, we ask that you call our office **before 9:30 a.m.** or email our secretary Mrs. McNulty at [mcnulty@d15.org](mailto:mcnulty@d15.org). If we do not receive such a call, an attempt will be made to contact parents at home or at work, before noon, to verify the absence. With the convenience of our voice mail, we can accept phone calls before or after our regular school office hours of 8:15 - 4:15. **Any absence of more than 41 minutes will be counted as a ½ day absence.** A day of absence prevents your child from participating in all after-school or evening school events held on that day.

Students who are absent have the responsibility to see that their work is made up within a reasonable period of time. If students are absent from school for more than 1 day, parents can request that schoolwork be left for pick up in the office at the end of the school day. It is the responsibility of parents to make certain that schoolwork that is requested is picked up. Requests for schoolwork must be made in the morning when calls are placed to notify our school of an absence.

**Birthdays**

In keeping with our food policy, please do not send edible treats to school for your child’s birthday. Non-edible items, such as pencils or erasers, or a book donation to the classroom or Learning Center are fun options if you so choose.

To avoid hurt feelings, birthday invitations cannot be distributed at school unless there is an invitation for each member of the class.

**CATCH Program**

Landmark is participating in the Coordinated Approach to Child Health, or CATCH, program this year. The CATCH program is composed of four components: Eating Smart, Physical Education, Classroom Instruction and Family Education. Our food service program made healthy changes to the school lunch program, including a fruit and vegetable bar and lower fat food choices. Mr. Thome and the classroom teachers have incorporated more movement breaks into the school day, including some new active all-inclusive games where no child sits out. The CATCH curriculum will be taught in all of our classrooms during the school year.
CATCH uses the “Go, Slow, Whoa” labels for foods to encourage healthy eating.

“Go” foods are those that are lower in fat and added sugar, such as fruits, vegetables, whole grains and lean meats. Some other examples are bagels, baked tortilla chips, low-fat string cheese and air-popped popcorn.

“Slow” foods are those that are a little higher in fat and sugar than our “Go” foods. “Slow” foods include reduced-fat dairy products and processed foods made with whole grains. Some other examples are low-fat muffins, low-fat granola, baked potato chips, pretzels, cereal bars and low-fat cheese sauces.

“Whoa” foods are those highest in fat and sugar or those that are most processed. Some examples include doughnuts, regular cookies, regular potato chips, popcorn with butter, and ice cream.

Cultural Arts Assemblies
LCO funds are used to contract various events throughout the year. These assemblies are for the enjoyment, entertainment, and education of all Landmark students, staff, and any parent who can attend. Dates will be announced in our monthly newsletter.

District 15 Discipline – Student Behavior Policy
Discipline is an internalized ability to create a safe environment, observe rules, follow directions, exercise self-control, and demonstrate orderly and acceptable behavior for the benefit of the entire school community. Students learn best in an orderly environment where rules are explained and understood. To achieve these ends, the school administration is authorized to establish and enforce appropriate rules and regulations for the discipline, control, and safety of the entire school population while they are under the jurisdiction of the school district.

The Board of Education believes and expects that an atmosphere conducive to effective teaching and learning shall be established and maintained in all schools in District 15. Students are expected to show proper respect for school staff, for each other, for school property, and for the time schedule adopted.

Within District 15 schools, it shall be the policy to reward positive behavior as well as correct misbehavior. This practice has shown that students respond to positive reinforcement with positive behavior. The goal of discipline is not only to maintain an orderly educational environment, but also to provide experiences that will elicit exemplary student behavior.

Students may be disciplined for gross disobedience or misconduct, including but not limited to the following:
1. Using, possessing, distributing, purchasing, selling or offering for sale tobacco or nicotine materials, including electronic cigarettes or e-cigarettes.

2. Using, possessing, distributing, purchasing, or selling alcoholic beverages. Students who are under the influence of an alcoholic beverage are not permitted to attend school or school functions and are treated as though they had alcohol in their possession.

3. Using, possessing, distributing, purchasing, selling or offering for sale:
   a. Any illegal drug, controlled substance, or cannabis (including marijuana, medical cannabis and hashish).
   b. Any anabolic steroid unless it is being administered in accordance with a physician's or licensed practitioner's prescription.
   c. Any performance-enhancing substance on the Illinois High School Association's most current banned substance list unless administered in accordance with a physician's or licensed practitioner's prescription.
   d. Any prescription drug when not prescribed for the student by a physician or licensed practitioner, or when used in a manner inconsistent with the prescription or prescribing physician's or licensed practitioner's instructions. The use or possession of medical cannabis, even by a student for whom medical cannabis has been prescribed, is prohibited.
   e. Any inhalant, regardless of whether it contains an illegal drug or controlled substance: (a) that a student believes is, or represents to be capable of, causing intoxication, hallucination, excitement, or dulling of the brain or nervous system; or (b) about which the student engaged in behavior that would lead a reasonable person to believe that the student intended the inhalant to cause intoxication, hallucination, excitement, or dulling of the brain or nervous system. The prohibition in this section does not apply to a student's use of asthma or other legally prescribed inhalant medications.
   f. “Look-alike” or counterfeit drugs, including a substance that is not prohibited by this policy, but one: (a) that a student believes to be, or represents to be, an illegal drug, controlled substance, or other substance that is prohibited by this policy; or (b) about which a student engaged in behavior that would lead a reasonable person to believe that the student expressly or impliedly represented to be an illegal drug, controlled substance or other substance that is prohibited by this policy.
   g. Drug paraphernalia, including devices that are or can be used to: (a) ingest, inhale, or inject cannabis or controlled substances into the body; and (b) grow, process, store, or conceal cannabis or controlled substances.
   h. Any substance inhaled, injected, smoked, consumed or otherwise ingested or absorbed with the intention of causing a physiological or psychological change in
the body, including without limitation, pure caffeine in a tablet or powdered form.

Students who are under the influence of any prohibited substance are not permitted to attend school or school functions and are treated as though they have the prohibited substance, as applicable, in their possession.

4. Using, possessing, controlling or transferring a “weapon” or violating the procedures listed below under the Weapons Prohibition section of this handbook procedure.

5. Using or possessing an electronic paging device.

6. Using a cellular telephone, smartphone, video recording device, personal digital assistant (PDA) or similar device, or any other technology device in any manner that disrupts the educational environment or violates the rights of others, including using the device to take photographs in locker rooms or bathrooms, cheat, or otherwise violate student conduct rules. Prohibited conduct specifically includes, without limitation, creating and sending, sharing, viewing, receiving or possessing an indecent visual depiction of oneself or another person through the use of a computer, electronic communication device or cellular telephone, commonly known as “sexting.” Unless otherwise banned under this policy or by the building principal, all cellular phones, smartphones and other electronic devices must be kept powered-off and out-of-sight during the regular school day unless: (a) the supervising teacher grants permission; (b) use of the device is provided in a student’s individualized education program (IEP); (c) it is used during the student’s lunch period; or (d) it is needed in an emergency that threatens the safety of students, staff, or other individuals.

7. Using or possessing a laser pointer unless under a staff member’s direct supervision and in the context of instruction.

8. Disobeying rules of student conduct or directives from staff members or school officials. Examples of disobeying staff directives include refusing a staff member’s request to stop, present school identification or submit to a search.

9. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, altering report cards and wrongfully obtaining test copies or scores.

10. Engaging in bullying, hazing or any kind of aggressive behavior that does physical or psychological harm to a staff person or another student or encouraging other students to engage in such behavior. Prohibited conduct specifically includes, without limitation, any use of violence, intimidation, force, noise, coercion, threats, stalking, harassment, sexual harassment, public humiliation, theft or destruction of property, retaliation, hazing, bullying, bullying using a school computer or a school computer network or other comparable conduct.
11. Engaging in any sexual activity, including without limitation, offensive touching, sexual harassment, indecent exposure (including mooning) and sexual assault.

12. Engaging in teen dating violence.

13. Causing or attempting to cause damage to, stealing, or attempting to steal, school property or another person’s personal property.

14. Entering school property or a school facility without proper authorization.

15. In the absence of a reasonable belief that an emergency exists, calling emergency responders (calling 9-1-1); signaling or setting off alarms or signals indicating the presence of an emergency; or indicating the presence of a bomb or explosive device on school grounds, school bus or at any school activity.

16. Being absent without a recognized excuse.

17. Being involved with any public school fraternity, sorority, or secret society.

18. Being involved in a gang or engaging in gang-like activities, including displaying gang symbols or paraphernalia.

19. Violating any criminal law, including but not limited to, assault, battery, arson, theft, gambling, eavesdropping, vandalism and hazing.

20. Engaging in any activity, on or off campus, that interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

21. Making an explicit threat on an Internet website against a school employee, a student, or any school-related personnel if the Internet website through which the threat was made is a site that was accessible within the school at the time the threat was made or was available to third parties who worked or studied within the school grounds at the time the threat was made, and the threat could be reasonably interpreted as threatening to the safety and security of the threatened individual because of his or her duties or employment status or status as a student inside the school.

22. Operating an unarmed aircraft system (AUS) or drone for any purpose on school grounds or at any school event unless granted permission by the building principal.

For purposes of these rules, the term “possession” includes having control, custody, or care, currently or in the past, of an object or substance, including situations in which the item is: (a) on the student’s person; (b) contained in another item belonging to, or under the control of, the student, such as in the student’s clothing, backpack, or automobile; (c) in a school’s student locker, desk, or other school property; (d) at any location on school
property or at a school-sponsored event; or (e) in the case of drugs and alcohol, substances ingested by the person.

Efforts, including the use of positive interventions and supports shall be made to deter students, while at school or a school-related event, from engaging in aggressive behavior that may reasonably produce physical or psychological harm to someone else.

No disciplinary action shall be taken against any student that is based totally or in part on the refusal of the student's parent/guardian to administer or consent to the administration of psychotropic or psychostimulant medication to the student.

When and Where Conduct Rules Apply
The grounds for disciplinary action also apply whenever the student's conduct is reasonably related to school or school activities, including but not limited to:

1. On, or within sight of, school grounds before, during, or after school hours or at any time;
2. Off school grounds at a school-sponsored activity or event, or any activity or event that bears a reasonable relationship to school;
3. Traveling to or from school or a school activity, function, or event; or
4. Anywhere, if the conduct interferes with, disrupts, or adversely affects the school environment, school operations, or an educational function, including but not limited to, conduct that may reasonably be considered to: (a) be a threat or an attempted intimidation of a staff member; or (b) endanger the health or safety of students, staff, or school property.

Disciplinary Measures
School officials shall limit the number and duration of expulsions and out-of-school suspensions to the greatest extent practicable, and, where practicable and reasonable, shall consider forms of non-exclusionary discipline before using out-of-school suspensions or expulsions. School personnel shall not advise or encourage students to drop out of school voluntarily due to behavioral or academic difficulties. Potential disciplinary measures include, without limitation, any of the following measures:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Temporary removal from the classroom.
5. Return of property or restitution for lost, stolen or damaged property.
6. In-school suspension.

7. After-school study or Saturday study provided the student’s parent/guardian has been notified. (If transportation arrangements cannot be made in advance, an alternative disciplinary measure will be assigned to the student.)

8. Community service.

9. Seizure of contraband; confiscation and temporary retention of the personal property that was used to violate school rules.

10. Suspension of bus riding privileges.

11. Suspension from school and all school activities for up to 10 days. A suspended student is prohibited from being on school grounds.

12. Expulsion from school and all school activities for a definite time period not to exceed 2 calendar years. An expelled student is prohibited from being on school grounds.

13. Transfer to an alternative program if the student is expelled or otherwise qualifies for transfer under State law.

14. Notifying juvenile authorities or other law enforcement whenever the conduct involves criminal activity, such as, illegal drugs (controlled substances), "look-alikes," alcohol or weapons or in other circumstances as authorized by the reciprocal reporting agreement between the District and local law enforcement agencies.

The above list of disciplinary measures is a range of options that will not always be applicable in every case. In some circumstances, it may not be possible to avoid suspending or expelling a student because behavioral interventions, other than a suspension or expulsion, will not be appropriate and available, and the only reasonable and practical way to resolve the threat and/or address the disruption is a suspension or expulsion.

**Dismissal from School**

Dismissal time at Landmark is 3:35. Please try to refrain from picking up your students before that time. Any student picked up more than 41 minutes early will be counted absent for \( \frac{1}{2} \) of the day. If your child will be dismissed from school early, please send a note to school that day. Students will not be called to the office until his/her parents arrive to officially sign them out. If at any time, students are being picked up by anyone other than parent/legal guardians, we **MUST** have a note from home, giving permission to release your child. If it becomes necessary to change your student's departure plan on any given day, **Please call our office before 2:45 pm** so that we can get the message to your student before busses are called. Although emergencies do arise and things such as doctor's appointments must be kept, please make every attempt to allow your child the benefit of a
full day of school. Our staff needs every minute of the school day to deliver the maximum instruction to our students. Children who leave early/arrive late often disrupt the flow of instruction for the entire class. **Students who will be picked up from school MUST be signed out by a parent/guardian or authorized individual before leaving the school building.** This procedure helps us ensure the safety of your children. Parents may park in the lot behind the school or on Waukegan Road. Please do not park in the bus lanes in front of the school.

**Bus call outs** - all students who are riding the bus home at 3:35 are dismissed with their bus line from the gym.

**Pickups** – Kindergarten pick-ups are dismissed from the school office at 11:45. All first-fifth grade students are picked up by parents/guardians in the cafeteria in the lower level. Parents are encouraged to park on the playground lot and enter through Door B directly into the cafeteria. This lot becomes full and very busy at dismissal. Please supervise your child at all times in the parking lot and playground areas; children should never be in these areas without a parent or guardian. The door will open by 3:35 for pickups.

**Dress Code**

Children should dress properly for the weather (coats, boots, caps and mittens for winter weather). Hats/caps may be worn to and from school, however, may NOT be worn in the classroom during the school day. In addition, the following is NOT allowed:

- Clothing displaying words or pictures of any drug, alcohol, tobacco products or gang colors
- Tops with spaghetti straps, no straps or open mesh fabric
- Tops/bottoms which expose midriff
- Short shorts (above the tip of the fingers when arms are hanging at one’s side)
- Flip-flops and sandals may be worn only with a back strap

In the event that a child should wear such inappropriate clothing to school, parents will be called and asked to bring a change of clothing to school.

The LCO provides the opportunity for families to purchase SCHOOL SPIRIT WEAR. Those clothing items can be worn to school on any day, but are most especially encouraged on our school spirit days.

**Early Morning Supervision**

Landmark provides early morning supervision for students from **8:35-8:50**. Parents are asked to refrain from dropping off their children before that time, as children would be left unattended. On days when the weather is severe, (if the temperature is below 10
degrees or above 100 degrees) students will come directly inside the building, either in the cafeteria or gym.

**Early Release**
On the following dates, school children will be dismissed at an earlier time to afford the staff an opportunity to work on school improvement activities. The dismissal time for Landmark is 1:55 p.m. on the following dates: **November 11**th and **January 13**th.
**April 28**th is a half day, with dismissal at 11:45 (NO KINDERGARTEN).

**Electronic Games, Toys and Cell Phones**
While we discourage students coming to school with cell phones, watch phones, and other types of mobile telecommunication devices, we do not prohibit them. However, these devices must be kept in the student’s backpack the entire school day. If these items are found outside the backpacks, the device will be brought to the office for later return to the student and/or parent. Please note that the school is not responsible for the loss or theft of any of these items.

District 15 prohibits the use of electronic games during school hours. Please do not allow your child to bring Gameboys, DS or other electronic games to school. Any toy from home can be a distraction during the school day so we ask that you do not allow your child to bring toys from home. Cell phones, electronic games and toys found at school will be held in the school office until a parent/guardian can pick them up.

With parental permission acknowledging responsibility, students may bring electronic readers such as Nook and Kindles. The school assumes no responsibility for items brought to school.

**Emergency Forms**
During registration, parents are asked to complete a pupil information sheet and an updated health card. It is necessary that you keep these current. It is the information on these forms that our school office uses to reach you when an emergency or question arises during the school year. Please contact us throughout the year if you need to change a portion of the information on the forms.

**Fee Waiver**
District 15 has a policy that waives all registration fees for certain individuals. Parents of students who are on free/reduced lunch, Aid to Dependent Children and those who are experiencing other financial hardship should complete a fee waiver form to determine eligibility.
Fire/Tornado/Lock-down Drills
Drills are required by law and are an important safety precaution. It is essential that when the first signal is given, everyone obeys orders promptly and follows prescribed routes and procedures as quickly as possible.

Food/Snacks
- If your child chooses to bring a snack to eat in the classroom, it should be fresh fruit or vegetables. No other foods may be eaten during snack time.
- Birthdays are celebrated with your child receiving a pencil, book-mark and a book of his/her choice from Mrs. Carey. If you choose, you are welcome to send a non-edible item to share with classmates, such as pencils or erasers; a book donation in your child's name to the classroom or Learning Center is another fun and lasting way to celebrate.
- Our seasonal classroom parties will focus on activities and games related to the season. K/1 classroom parties may include a peanut/tree-nut free snack provided by their teacher. Parents may sign up to assist with planning and assisting with classroom activities.

Gifted Education Identification
Each year, District 15 completes identification screening for the Academically Talented (A/T) Program. To be eligible for screening, a third grade student must score at the 90th percentile or better on the Total Battery of standardized achievement test and/or the 95th percentile on any of the subtests.
Due to financial circumstances, District 15 will not have a formal Gifted Program in place during the 2016-2017 school year.

Homework
Homework has important benefits that cannot be overlooked. It is impossible for us to provide students with all the practice time needed during the course of the school day. Homework affords students the opportunity to fine-tune the skills introduced in school. It also helps students develop positive independent work skills and good study habits. We believe homework should never be issued as a punishment.
Landmark School recognizes the importance of homework while also respecting the need for free time after school. To balance these beliefs, homework at our 1-5th grades will most often constitute practice of math facts and reading. Students in 2-5th grades will fill in a daily agenda to note homework, which also may include unfinished class work or other opportunities to practice skills and concepts.
Landmark Community Organization (LCO)
Every parent or guardian of a Landmark student and all employees of Landmark are automatically members of the LCO. It is our intent to promote relations between parents and teachers so they can cooperate in the education and welfare of the students at home and in school. In addition, the LCO contributes monies from fundraising events to be used toward purchases that create and promote better educational facilities at Landmark. Watch the newsletter, the Dolphin Wire emails and the school directory for a meeting schedule.

LCO Board Members
Co-Directors  Cristine Bunting  815-679-6440
              Tracy West     815-575-7312
Co-Recorders  Tracy Czarny  847-204-1110
              Sally Ross    815-363-1879
Co-Treasurers Aisha Dunn  224-381-1133
              Liz Pfeifer  815-814-3115

LCO Committees
The following are committees and sub committees of the LCO. Communication sub committees consist of: D15 Board Liaison, Website, Yearbook, Childcare for LCO Meetings, School Bricks, School Directory, School Magnets, Intersession, and Beautification. Family Social Events include the following: Harvest Fest, Pool Party, Santa’s Workshop, Swinter-Fest, Donuts for Dad, Muffins for Mom and Ice Cream Social. Annual School Events are: Boo-Hoo Breakfast, Assemblies and Spirit-wear. Fundraising committees are: Market Day, Fast Food Benefit Nights, Landmark Shopper, Book Fair, Labels for Education, Fall Fundraiser and the Spring Event.

Lost and Found
“Lost and Found” bins are maintained in the main floor and on the second floor. It is not unusual for students to find jackets, sweaters, coats and shoes that were somehow misplaced. Items left in the Lost and Found for more than a reasonable period of time are donated to a local charity. One way to prevent the loss of important items is to put students’ name labels on them.

Lunch Program
The school provides a hot lunch program that is served on site. A menu is published monthly with the listing of daily lunches. The cost of a student lunch is $2.65, which includes milk. Milk alone is $.40; ice cream is served on Fridays, for the cost of $.75. Free and reduced lunches ($.40) are provided for children whose families qualify under state regulations. Lunches and/or milk can be paid for by cash, check or credit (on your Skyward account) on a daily, weekly or monthly basis. In compliance with the State of
Illinois' new Wellness Policy we ask that lunches brought from home meet the FDA guidelines for healthy, well-balanced meals. Please avoid canned pop and an over-abundance of high-sugar snacks. The food eaten at lunch provides the "fuel" for your child's afternoon learning.

**Lunch/Recess Periods**
Each day all students go outdoors for recess, following their assigned lunch period. During inclement weather students have their recess period indoors, usually in their classrooms.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Lunch</th>
<th>Recess</th>
</tr>
</thead>
<tbody>
<tr>
<td>2/3</td>
<td>11:30-11:55</td>
<td>11:55-12:30</td>
</tr>
<tr>
<td>1st</td>
<td>12:10-12:35</td>
<td>12:35-1:10</td>
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<tr>
<td>4/5</td>
<td>12:45-1:10</td>
<td>1:10-1:45</td>
</tr>
</tbody>
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**Tuesdays only:** Trailblazers (Mrs. West, Mrs. Bitterman and Mr. Goodman) have 1st lunch; Explorers (Mrs. Fox, Mrs. Hodge and Mrs. Napper) have 2nd lunch; and Navigators (Mrs. Fain, Mrs. Dowell and Mrs. Darst) have 3rd lunch.

We believe students need the fresh air and exercise of being outdoors for recess whenever possible. Students will only remain indoors for more than one day if they have a doctor's note stating a specific reason or if he/she is working with a teacher.

**Money**
If you give your child money for milk, lunch or field trips please seal it in an envelope marked with your child's name, and the purpose for which the money is being sent. Exact change is required, as neither the teachers nor the office have the ability to make change.

**Nurse/Health Office**
Landmark maintains a Health Office staffed by a full-time registered school nurse. Hearing and vision screening takes place each year. Students who are not feeling well or are in need of minor first aid are serviced here too. Medication is also administered by our nurse on an as needed basis provided we have a District 15 medication permission form on file that is signed by both the parent and doctor. **No medication, prescription or over the counter, will be administered without signed consent from the doctor.**

Additionally, the medication must be in its original or pharmacy container and must be properly labeled.
Head Lice Procedure
The American Academy of Pediatrics, the Center for Disease Control and the National Association of School Nurses recommend that students with nits (lice eggs) not be excluded from school. Students with active infestations of head lice (pediculosis) will be referred to their parents/guardians for treatment. Education of parents/guardians, students and school staff as to the transmission, identification and treatment of head lice is a far more effective management approach and will significantly reduce unnecessary school absences and reduce disruptive screening.

Medication Policy
The provision of this policy is in accordance with the Public Act 87-790 as stated in the School Code of Illinois, Ch. 122, Ill. Rev. Stat. Paragraph 10-22.21b. It is the firm belief of the Board of Education that medication should be administered at home. Administering medication during school hours or during school sponsored activities is discouraged unless it is necessary for the critical health and well being of the student. Under no circumstances shall teachers or other non-administrative school employees, except for certified school nurse, be required to administer medication to students. This policy shall not prohibit any school employee from providing emergency assistance to students. Building principals shall provide parents/guardians with annual notification of this policy through publication in the student handbook. Parents/guardians of the students who enter after the beginning of the school shall be notified within 15 days of registration.

1. In District 15, medication shall be self-administered by the student and monitored by the school administration.
2. Prior to allowing a student to self-administer his/her medication, the Request for the Administration of Medicine form must be completed by a physician and signed by the parents/guardian annually or when the dosage or medication is changed.
3. All prescription and over the counter drugs must be brought to school by a responsible adult in the original containers clearly labeled with the child's name. Prescription medicines must be securely locked in a cabinet or desk in the school office.
4. Exceptions to 3, above, maybe made with a doctor's directive and permission from the school nurse and/or the building principal. Exceptions shall only be made for medications necessary to sustain life, such as asthma inhalers, bee sting kits, etc. In these cases, a student will be permitted to have the medication in his/her possession.
5. During school sponsored activities where the student's class will be off school grounds (such as field trips), the student will self-administer his/her medication under the supervision of the classroom teacher.
6. Any unused medication must be picked up by the parent at the end of the school year. If it is not picked up by the parent, the medicine will be disposed of or destroyed by the school nurse and witnessed by the building principal.
Parent-Teacher Conferences
Each year formal times are set aside to allow parents and teachers an opportunity to discuss student progress using a variety of measures. During the Fall conferences, every family is given the opportunity for a conference. In the Spring, conferences are limited to those requested by teachers and/or parents. The dates for this year’s conferences are:

October 19th - Evening Conferences 4:15-8:45pm - Regular school attendance day grades 1-5 (NO KINDERGARTEN).
October 20th - Conferences - NO SCHOOL
February 21st - Conferences - NO SCHOOL

Parking and Traffic Safety
The Landmark School parking lot is physically small and parking around the school is limited. We ask that all parents who are dropping off students in the morning between 8:35 - 8:50 use either the lower Waukegan Road parking lot or the parking spaces west of the school lot. Please do not use the bus lane for drop-off during that time period. Parking, stopping, or “standing” in the bus lane is prohibited at pick-up times as well. Parents who are picking up a child must park and come into the building to sign out their child. Please use the lot behind the school, street parking west of the school or the Waukegan Road parking lot. The playground will be open for pick-up parking beginning at 3:30 pm; the playground is not available for parking before school.

It is illegal to pass a school bus with red lights flashing, even in front of the school.

Pupil Personnel Services Team (PPS)
P.P.S. is a team made up of the principal, school psychologist, social worker, nurse, speech/language teacher, occupational therapist, learning disabilities teachers, reading specialist, and classroom teacher. This interdisciplinary group meets to discuss students whose learning is being challenged by processing, behavioral, social, physical or health problems. These meetings result in recommendations for the appropriate course of action to remediate the problem.

District 15 Promotion/Retention Policy
McHenry Elem. School Dist. 15’s Promotion/Retention policy is written in accordance with the state laws governing public schools in Illinois. Both promotion and retention decisions will be made in the best interest of the students after careful evaluation and consideration of academic achievement tests, attendance, report card grades, daily grades in class, pupil personnel services input, teacher judgement and administrative judgement.
School Office
In addition to our principal, the school office is made up of a secretary and a full-time registered school nurse. Our school office hours are 8:15-4:15 p.m. Before and after these hours, messages can be left on our school’s voice mail by calling our school number (815-385-8120) and listening to the recorded menu of choices.

Standardized Testing
All third through eighth grade students take, PARCC, a standardized achievement test. Students K-5 are benchmarked three times each year in Math and Reading with STAR and AIMS Web. The primary purpose of the testing program is to provide benchmarks for the district to measure the growth of the students during their school years and to look for district trends for curriculum development purposes.

Transportation
Because of the large number of buses that transport our students on a daily basis, it is important that your child learns and remembers his/her route number. Students who ride the bus to Landmark are expected to meet all school behavioral expectations. Bus drivers are responsible for disciplinary write-ups. After three student consecutive write-ups the student receives a three-day bus suspension. For questions regarding routes, time schedules, or late buses, please direct your calls to 815-385-6622. Due to safety reasons students will not be allowed to vary their pickup or drop-off stops. A student’s pickup stop must be the same five days a week within the student’s school boundary. Also a student’s drop-off stop must be the same five days a week within the student’s school boundary. Change of transportation forms are available on the district website under “Parents” then “Registration”.

Travel/Vacation
Our staff recognizes the value, and sometimes, necessity of family travel, however we count on regular daily attendance to ensure the best learning environment for your child. It is helpful for teachers to receive advance notice of your vacation plans whenever possible. While suggestions will be made for work that can be done independently, most work will be available for make-up AFTER the student returns. Please note: it is also necessary for you to inform the office of the days the student will be on vacation.

Truancy
The school district expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children. Absenteeism and tardiness are considered excessive when they significantly interfere with a student’s performance or social development.
Chronic or "habitual truant" shall be defined as a child who is subject to compulsory school attendance and who is absent without valid cause from such attendance for 5% or more of the previous 174 regular attendance days. Chronic truants will be referred to the McHenry County Regional Superintendent’s office in accordance with current procedures established by the McHenry County Truant Officer.

A "truant minor" is a child to whom supportive services, including prevention, diagnostic, interventions and remedial services, alternative programs and other school and community resources have been provided and have failed to result in cessation of chronic truancy or have been offered and refused.

Visitors
Parents, guardians and other adults are always welcome to visit Landmark School. Former students are welcome to visit before or after the school day when their teachers are available to visit with them. When a parent or guardian visits us, we ask that they follow these procedures:

1. Buzz to enter through the main entrance. All doors are locked.
2. Sign in at the office counter when entering and leaving the building.
3. All visitors must wear a visitors badge while in the building.
4. Parents and guardians are welcome to have lunch with their student. Please note that due to safety concerns, siblings who do not attend Landmark are not permitted on the playground during the school day.

Voice Mail/Email
To access the voice mail system you may call 815-344-7140 during school hours or the school office number 815-385-8120 after office hours. Email is the preferred method of contact for the staff at Landmark. To email any staff member simply use the first name initial + the last name@d15.org. Example: Linda McNulty would be: lmcnulty@d15.org.

Volunteers
We highly encourage parents & guardians to sign up to volunteer in our classrooms and school. Volunteers are deeply appreciated. All parents & guardians who wish to volunteer must sign a confidentiality agreement in order to assist.

Weather Related Closings
Should weather close District 15 schools, announcements will be handled by our phone system’s voice mail, district website and through the following radio channels:
You may also sign up for notifications through NIXLE.com; NIXLE will send you a text message of school closings if you choose McHenry District 15. When it is raining or the wind chill causes temperatures to fall below 10 degrees or the heat index reads 100 degrees children will remain indoors before school and during recess times. Otherwise, please dress them accordingly, as they will be going outdoors.