

# Salt Creek Primary & Stella May Swartz School Procedures



## **Salt Creek School**

980 S. Riverside Dr.  
Elmhurst, IL  
Phone- (630) 832-6122  
Fax- (630) 617-2358

### School Hours

7:50 AM - 2:30 PM

### Preschool Hours

AM: 8:00 AM -10:30 AM  
PM: 12:00 PM - 2:30 PM

### Office Hours

7:15 AM - 3:15 PM

**Mrs. Lauren Scanlan, SC Principal**

[lscanlan@saltcreek48.org](mailto:lscanlan@saltcreek48.org)

630.832.6122

**Angie Holden,**

**SC Administrative Assistant**

[aholden@saltcreek48.org](mailto:aholden@saltcreek48.org)

630.832.6122

## **Stella May Swartz**

17 W 160 16th St.  
Oakbrook Terrace, IL  
Phone- (630) 834-9256  
Fax- (630) 617-2643

### School Hours

7:40 AM - 2:20 PM

### Office Hours

7:15 AM - 3:15 PM

**Mrs. Angie Ross, SMS Principal**

[aross@saltcreek48.org](mailto:aross@saltcreek48.org)

630.834.9256

**Angela Trexler,**

**SMS Administrative Assistant**

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## **Arrival Times:**

Students in K-4 may begin to arrive at Salt Creek and Stella May Swartz **10 minutes** before the first bell.

Preschool parents can begin lining up for preschool drop off **5 minutes** before school begins.

**Preschool AM Session Arrival Times:** 7:55 AM - 8:00 AM

**Preschool PM Session Arrival Times:** 11:55 PM - 12:00 PM

### **Salt Creek Arrival Times**

7:40 AM - 7:50 AM

### **Stella May Swartz Arrival Times**

7:30 AM - 7:40 AM

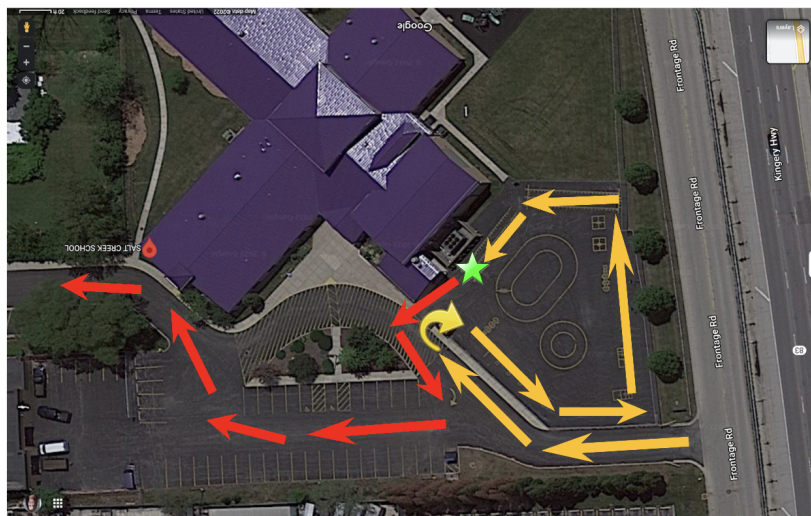
## **Salt Creek Drop-Off & Pick-Up Procedures**

### **Arrival:**

Parents can park their cars in the parking lot and walk their child to the curb by the bus lane. Staff will direct students to the main door.

### **Dismissal:**

During pick up, cars park in a circle on the blacktop that is West of the front door (see map below). A staff member will be present to direct cars. Parents stay in their cars and their child is walked to the car. Please do not arrive prior to 2:20 as the blacktop is in use at that time.



★ = Pick-up location      → = Pick-up Line Entrance      → = Pick-Up Line Exit

## **Stella May Swartz Drop-Off & Pick-Up Procedures**

Please drop off and pick up your child in our pick up line, which is heading South on Elder Road (see map below). At drop off, you may pull up to the school and your child will exit. If you are late, and the gate is closed, please drop your child off at the main door. During pick up, please remain in your car and wait for your child to be dismissed. With staff present, students will wait outside for their ride and walk to the car when you are next in line.



**\*\*If a child is assigned to a bus, we will assume they are to take the bus home every day unless we receive notification. Please call the office at least 60 minutes before dismissal on any day that your child's dismissal routine changes for any reason.**

## **Bus Transportation**

Students are not allowed to ride their bikes to and from school, unless approved by the principal. Both schools are in congested areas, with limited access to sidewalks.

Westway Coach is the school bus transportation company for our schools. Students are not allowed to change buses or stops without approval from the office and Westway Coach. If you have any questions or concerns regarding bus transportation, contact Westway Coach at (630) 279-2720.

Students will be assigned seats on the bus to maintain social distancing. Students may choose to, but are not required to wear a face covering while on the bus.

## **Bus Expectations**

Students need to be at the bus stop 7-10 minutes before the scheduled bus stop time.

Parents/Guardians of kindergarten and first grade students must be at the bus stop when students are dropped off. The bus driver will not allow a student off the bus if a parent/guardian is not present. In this case, the bus will finish its route and call the school. We will contact a parent/guardian at this time. The bus driver will either go back to the stop to drop off the student or bring the student to school to be picked up by a parent/guardian.

Students are expected to remain in their seats for the duration of the bus ride, using an inside voice. Students are also expected to be kind, keep their hands and feet to themselves, and listen to the bus driver at all times. If a child has difficulty following these expectations, the bus driver will write a referral for the behavior. The principal will discuss the behavior with the student and his/her parent/guardian. If the behavior does not improve, the student may be suspended from the bus for a certain period of time.

## **Birthday Treats**

Due to an increasing number of life threatening food allergies, please **DO NOT** send edible birthday treats to school with your child. We understand that this is an important day for your child; we make sure that your child is recognized at school. Our no treats policy is true for holidays as well, such as Halloween, Valentine's Day, etc.

## **Birthday Invitations**

Please do not send birthday invitations to be passed out at school unless all students or all girls or all boys in the class are invited. Hurt feelings can occur and this is something we do not want to see happen as it also disrupts the school day. The FTC has created a student/parent directory for these needs. If your child's birthday falls before the directory comes out please contact the office for a previous directory.

## **Visitors & Volunteers**

All visitors, including parents and siblings, are required to enter through the main entrance of the building and proceed immediately to the main office. Visitors must present a valid driver's license or state issued ID, which will be scanned and checked against the national sex offender database. As long as the database search is clear, a printed name badge will be issued for approved visitors. This badge should be worn and visible at all times while you are in the building. Visitors are required to proceed immediately to their location in a quiet manner. All visitors must return to the main office and sign out before leaving the school.

All visitors are expected to abide by all of the school rules during their time on school property. Visitors who fail to conduct themselves in a manner that is appropriate will be asked to leave and may be subject to criminal penalties for trespassing and/or disruptive behavior.

All school volunteers must complete a “Volunteer Information Form”, submit their driver’s license or state issued ID to be checked upon entry. Volunteers need to be approved by the principal prior to assisting at school. Volunteers are also to agree to our confidentiality procedures.

## **Snacks**

Typically, students need to bring a daily snack to school to eat before lunch time. Your child’s teacher will send home more details regarding snack time in his/her class. When sending a snack, please note that our classrooms are NUT FREE. We feel it is very important for the children to have a healthy and nutritious snack so that brains and bodies are ready to learn.

### **Suggested Snacks:**

Any type of fruit or vegetable (including fruit cups)

Fruit snacks, fruit leather, or fruit roll-ups

Applesauce

Pretzels

Cheerios or other non-sugar coated cereals

Popcorn

Pudding

Jell-O

Yogurt

Goldfish/Crackers

Granola bars (Please check ingredients for nuts)

Crackers (without peanut butter)

Cheese

## **Philosophy Statement**



We believe that all students have the right and responsibility to learn in a safe and academically effective environment.

The expectations and programs of Salt Creek Primary and Stella May Swartz School acknowledges the unique needs of young children, serves to assist in redirecting behavior, and encourages responsibility. The “3B’s”, “Be Safe”, “Be Responsible”, and “Be Respectful” work to increase the student level of self-control and helps them become better learners and responsible citizens.

## **Students Rights and Responsibilities**

**1. Students have the right to be safe in school.**

*Students have the responsibility to make school safe by refraining from any behavior that could cause physical harm to themselves or others.*

**2. Students have the right to use school property and materials.**

*Students have the responsibility to use school property and materials appropriately and refrain from any behavior that would be destructive.*

**3. Students have the right to learn to their potential.**

*Students have the responsibility to conduct themselves in a positive learning environment that is conducive to each student achieving his/her potential.*

**4. Students have the right to be respected and have emotional security.**

*Students have the responsibility to respect others.*

## **Emergency Information- Skyward**

Emergency information is completed each year by parents/guardians using Skyward. We use this information to reach a students’ emergency contacts if there is a need. This is the only way we are able to find

contact information. **Any changes in this information during the school year (for example: a new phone number) must be reported to the school secretary as soon as possible.**

## **Safety Drills**

In the event of an emergency, either a fire alarm or an announcement will be made. Staff members will refer to the Salt Creek District 48 Emergency Plan for specifics regarding the type of emergency.

During this time, absolute silence is necessary so that everyone can hear crucial instructions. Throughout the year, various safety drills (HOLD, SECURE, LOCKDOWN, EVACUATE, and SHELTER) will be conducted so that everyone is familiar with these procedures.

## **Behavior Expectations**

Among the most important advances in student discipline programs over the past decade is recognition of the need for school-wide behavior support systems. Historically, discipline in schools has been driven by attention to specific children with problem behaviors. The goal of school-wide systems is to define, teach and support appropriate behaviors in a way that establishes a culture of competence within schools. Once this culture is established, the students are more likely to support appropriate behavior and discourage inappropriate behavior by their peers.

***Positive Behavioral Interventions and Supports (PBIS)*** is a proactive systems approach for creating and maintaining a safe and effective learning environment in schools. This school-wide discipline system includes the following steps:

1. **Behavioral Expectations are Defined.** A small number of clearly defined behavioral expectations are defined in a positive way as simple rules.
2. **Behavioral Expectations are Taught.** The behavioral expectations are taught to all students in the building, and are taught in real contexts. The general rule is presented, the rationale for the rule is discussed and positive examples are described.
3. **Appropriate Behaviors are Acknowledged.** Once appropriate behaviors have been defined and taught, they are acknowledged on a regular basis by using a variety of methods. Any staff member can recognize students who they see meeting our expectations. This could happen in the classroom, hallway, playground, lunchroom, bathroom, during assemblies and even before or after school.
4. **Behavioral Errors are Corrected Proactively.** When students violate behavioral expectations, clear procedures are needed for providing information to the students that their behavior was unacceptable, and preventing that unacceptable behavior from happening again. In these cases, consequences must be put in place to discourage the inappropriate behavior just as the appropriate behaviors are acknowledged with “positive” interaction and events.

## PBIS MATRIX SETTING EXAMPLE

	Arrival & Dismissal	Break-fast	Hallway	Lunch	Recess	Bathroom	Dismissal	Chrome-books	Classroom & Specials	Office /Nurse
<b>Be Safe</b>	-Use walking feet.	Stay in your seat. Hands and feet to self. Use walking feet.	Use walking feet. Single file line on the right. Stay with your group.	Hands and feet to self. Walking feet. Sit on bottom and stay seated.	Hands and feet to self. Use equipment correctly. Use friendly play and kind words.	Hands and feet to self. Put all trash in the garbage can.	Use walking feet.	Carry with 2 hands, always! Keep food and drinks away.	Hands and feet to self. Use school tools with care. Use walking feet.	Give personal space to others. Keep hands and feet to self.
<b>Be Responsible</b>	Go directly to where you need to be.	Keep your area clean. Eat and then return to class.	Pay attention. Follow directions. Stand and wait patiently.	Keep your area clean. Eat then talk. Quiet when asked.	Line up quickly and quietly. Follow directions. Clean up (up away equipment).	Leave the bathroom how you found it. Return to classroom right away. Wash hands carefully.	Go directly to your dismissal spot.	Only use YOUR Chrome book. Only on websites my teacher allows. Charge my chrome book every night.	Pay attention. Actively participate. Complete work on time	Ask Mrs. Trexler for help. Wait your turn. Return to class quickly and quietly.
<b>Be Respectful</b>	Use a level 1 voice. Friendly greetings and goodbye.	Use manners. Use a level 1 voice. Clean up after yourself.	Use voice level 0. Give personal space to others. Hands and feet to self.	Use manners. Use level 1 voice. Raise your hand for help	Wait your turn to use equipment. Use kind words. Include others.	Use level 1 voice. Respect others' privacy. Flush toilet.	Use a level 1 voice. Friendly goodbyes.	Treat kindly and tap on keys softly. Stop and listen when my teacher is talking or giving direction	Wait for permission to talk. Use level 1 or 2 voice. Follow directions.	Enter quietly and wait until Mrs. Trexler greets you. Use your manners.

## **Property - Lost & Found - Money**

**The school will not assume responsibility for these items.**

1. Students are not to bring electronic devices, valuable items or toys to school unless approved by the principal. Students can bring a cellphone to school, but it must be kept in their backpack in their locker and turned off during the bus ride and while in class.
2. Students are not to bring money or valuables to school for any reason other than lunch or payment of school required fees.
3. Each student shall be responsible for keeping his or her own locker clean.
4. The principal, teacher or other school authorities may inspect the lockers at any time.
5. All belongings should be marked for easy identification.
6. Found articles will be displayed in the lost and found. Any unclaimed articles will be donated to a charity at the end of the school year.

## **Animals on School Property**

To assure student health and safety, animals are not allowed on school property, except in the case of a service animal accompanying a student or other individual with a documented disability, or otherwise approved by the principal. This is also during our arrival and dismissal at both properties.