



Spectrum Progressive School - Family Handbook 2018-19

Every brain is unique. Shouldn't each child's education be personal and unique as well? When considering the whole child, current educational research and 21st century skills needed for the future, what should school be like? What do you want the end result of your child's education to be? The factory model of schooling created in the early 1900's is still the model used in traditional programs, but producing workers for industries that no longer thrive and creating direction followers is no longer relevant. Most of the jobs today's children will have in their lifetimes do not currently exist. How does Spectrum Progressive School tackle this issue?

Spectrum Progressive School:

- Serves students ages 3 through Middle School with a student:teacher ratio of 8:1, 10:1, and 12:1
- Is based on the educational theories of John Dewey (active learning), Jean Piaget (learning is personal and developmental) and Howard Gardner (multiple intelligences- we are smart in many ways.)
- Uses a personalized approach to learning with meaningful technology integration for process and products
- Focuses on health and well-being through fitness, outdoor education, movement, dance, and yoga
- Offers a 21st Century World Language Lab in several languages with Culture Studies/Enrichment
- Encourages students to be actively involved in making, executing, and reviewing their learning
- Uses an arts integrated, interdisciplinary approach to learning that honors the many ways our students are gifted
- Art, drama, and music instruction are provided every week (general music, and band for ages 9 and older)
- Assesses students on their own j-shaped curve, eliminating a learning 'ceiling' or negative competition
- Promotes active engagement, reflective learning, and collaboration
- Guides students to consciously and deliberately examine their own performance in different contexts in order to evaluate their strengths and areas in need of work
- Provides opportunities for everyone at Spectrum to be both a learner and a teacher
- Develops strong relationships with families so that an entire team of adults support the student in the learning process

Mission

To create mindful, self-directed learners for life

Revision to Mission Summer 2018: Thinking, Creating, Reflecting: Impacting the Future

Our Vision

Spectrum Progressive School will be known as the leader in education where the discovery and development of an individual's full potential is mutually nurtured by student, family, school, and community through contemporary and progressive research-based methods.

We Believe It Is Important To:

- Recognize the unique and inherent gifts of all learners
- Believe that every child deserves a Spectrum Progressive School education
- Have students who have pride in their school and alumni who value their experience
- Attract and retain high quality staff

- Be committed to community engagement and social responsibility
- Utilize the most innovative and current research-based educational methods
- Be the school where teachers send their children
- Guide students through an arts integrated curriculum emphasizing active, experiential learning
- Be committed to having a diverse school at all levels
- Be committed to a plan for funding that supports long term growth and development of Spectrum Progressive School

Teacher and Board Retreat work summer 2018:

“Why Spectrum?” Spectrum students have the confidence to be deeply engaged in learning, work, and communication. They have the skills to think critically and creatively. They understand how to collaborate and know how to ask questions. They can solve problems in a variety of contexts, applying what they know to what they need to do. They care about their communities, humanity, and the natural environment. They work to make a positive difference in the world.

At Spectrum, we believe....

- *Learning is a process that involves the whole child. It doesn't happen by children plugging in a formula or plugging children into a formula.*
- *Children learn differently and need multiple ways to express and demonstrate their learning.*
- *Deeper learning happens when children are given a chance to figure things out for themselves.*
- *Every child is gifted and it is up to the educator to figure out how to honor, develop and expand upon each child's gifts.*
- *Children deserve individually designed learning that meets them where they are at and helps them advance at their own pace.*
- *Learning is fundamentally social, connecting the learner with others and the world.*
- *Children need to feel safe at every level: socially, emotionally, academically, and physically. This helps them build relationships, take risks, follow their passions, and develop empathy.*
- *School should be a place that grows leaders who change their communities and the world for the better.*

Spectrum Progressive School does not discriminate in its programs on the basis of color, race, national origin, sex, disability, or age in its programs and activities. However, as a small private school, we may not be able to ensure specialized services. For questions regarding this policy, please contact Principal Mary Beth Cunat at 815-877-1600 or m.cunat@spectrumschool.org

Staff Organization, Roles, Responsibilities

Administrative Team

- Dr. Mary Beth Cunat, Principal: instructional leadership, student relationships, vision and mission implementation, teacher and staff support and development, school improvement, overall operations, communications and marketing, ongoing innovation, obtaining grants and grants management, community partnership, Board interactions, family engagement, new student recruitment, events coordination, community building, website lead, [Incident Commander] m.cunat@spectrumschool.org
- Marci Hallgren, Director of Finance: payroll, tuition, enrollment as related to tuition, fundraising inputs, Empower Illinois, expenditures, financial reporting, lead admin support to Compass and Nature Preschool, some recruiting, maintaining financial database, grant support, student relationships, some student supervision and supports as needed, advising to principal on financial matters, [Safety Officer] m.hallgren@spectrumschool.org
- Heather Kulpa, Administrative Coordinator: Front office management, student information system, family engagement and relationships, student relationships, communications, website support, social media, volunteer coordination, some recruiting and outreach, some student supervision and supports as needed, calling substitutes [Public Information Officer] h.kulpa@spectrumschool.org

Professional Staff

- Tricia Magers, Preschool Lead
- Shelley Forss, Preschool Support
- Jacque Lind, Early Elementary
- Tammie Ciciura, Early Elementary
- Sally Wonder, Intermediate Elementary

- Kelli Greenfield, Intermediate Elementary
- Kelley Huston, Upper Elementary
- Aubrey Barnett, Middle School, Drama
- Shannon Fitzgerald, Middle School Math
- Pam Peterson, Fine Arts
- Sue Puetz, Music, Band

Support Staff

- Judy Cummings, Reading Enrichment Specialist, Compass Coordinator
- Chloe Baxter, midday /afternoon preschool and afterschool Compass
- Tea Garrett, midday /afternoon preschool (until 3:00pm)
- Jordan Trospen, afterschool Compass (3:00-5:30pm)
- Krystal Scroggins, morning Compass

Spectrum School Board of Directors and Officers for the 2018-2019 academic year

Melissa Prete, President

Charles Barnes, Vice-President, Building and Grounds Committee Chair

Kelly Kalt, Secretary, Communications, Education Committee Chair

Shelley Peifer, Treasurer, Fundraising Co-Chair

Mary Baldauf

Dave Diamond, Fundraising Co-Chair

Connie Vitali – Marketing Chair

Joe Pingo

Committees and Parent Volunteer Opportunities

- Building and Grounds Committee
- Fundraising Committee (with a plan to shift to a separate Friends of Spectrum 501(c)(3))
- New Family Support and Outreach Committee
- Field trip chaperone and driving
- Interest group mentoring, apprenticeship mentor, tutoring (these have additional requirements)
- International Peace Day Sept. 21 (activities to be determined)
- Parents Night Out February 12
- Parent-Teacher Organization Events and Activities:
 - Ice Cream Social (August 23, 4-6pm) Chair: Mike Oliver
 - Donuts with Dad Sept 20 7:30am Chair: *need volunteer*
 - Fall Festival and Fun Fair (offsite) October 13 Chairs: Sonia Chaudry, staff liaison Mary Beth Cunat
 - Holiday Store November 16 Co-chairs: *need volunteer*
 - Holiday Lunch December 21 Chair: Melissa Prete
 - Book Fair / Family Literacy Event March 20-21 Co-chairs: Jayme Durkee, Judy Cummings
 - Grandfriends Day and Fun Run April 26 Chair: Ann Thornton, staff liaison Marci Hallgren
 - Muffins with Mom May 13 Chair: Mike Oliver

Other Events still to be scheduled:

- 50+ Years Celebration and Reunion – Spectrum through the Decades Chairs: Melissa Prete, Shelley Peifer
- Board Fundraiser(s) (e.g. Second City, Mentalist)
- Workshops: Supporting Progressive Approaches at Home, Internet Safety, Conceptual Math, Balanced Literacy
- Interest Group Showcases
- High School Readiness parent sessions, overview of mini-courses (Middle School)
- Open Houses
- Content Family Nights (Math, Science, Geography, Spelling Bee)
- Field Trips and class events
- Hosting Chinese Students as part of sister school program (February)
- Spring Fling (Heather Kulpa, Tricia Magers)

Parent Responsibilities

Volunteerism

Every school's success depends upon parent/guardian willingness to share time and talents to strengthen and expand the educational program and/or help operations run safely, smoothly, and efficiently. The partnership between parents, staff, and Board is what makes the difference between a great school and an outstanding one.

New this year at Spectrum, we are setting a goal for 100% parent volunteers. We ask every parent to volunteer for at least ONE event or activity per year (see list above). We will have sign-up sheets for events at the "Back to School /Supply Drop-off" night on August 23 from 4:00-6:00 p.m. at Spectrum. Our PTO will serve ice cream at this event.

Volunteer support at events and activities will be logged by the school. A giant thermometer will display the percentage of parent/guardian volunteerism throughout the year. If you are unable to give time to help with an event or fundraiser, we will seek how to leverage your talents in other ways.

In addition to strengthening communication and systems for volunteer opportunities, we will institute some recognition and celebrations of volunteers and partnerships in other ways. We will have Silver, Gold, and Platinum Level volunteer recognition throughout the year that will include notes and artwork from teachers, students, and Board members. The school staff will host at least one volunteer appreciation event where parent leadership and generosity are recognized. We want all parents to feel welcome, part of this amazing learning community, and to know whatever you give to the school as far as time, creativity, talent and expertise really matters.

Parent Teacher Organization

Spectrum's Parent Teacher Organization (formerly Parent Club) seeks to enhance the partnership between parents and the school by providing community building opportunities for families and enrichment opportunities for students. It also seeks to support the teachers on a variety of levels through appreciation, and the school through fundraising. It has taken ownership of specific events, each of which will have a parent and staff/teacher co-chair. Contact this year's president Ann Thornton (annthorn75@gmail.com) for more information, and/or Heather Kulpa (h.kulpa@spectrumschool.org) to get on the list for leading or volunteering for an event. **PTO meetings will be at Spectrum at 6:00 pm on the first Tuesday of every month.** (See the Year at a Glance calendar.) For the most part, meeting agenda's will be around reflecting on an event just held, ensuring planning, volunteers, and communications are on place for events coming up, and discussing any requests from the school. We hope a streamlined approach will garner more attendance at meetings!

Thank you to Ann Thornton (PTO President), Mike Oliver (PTO Vice President), Treasurer and Immediate Past President Jayme Durkee, and staff liaisons Heather Kulpa and Tricia Magers for helping reinvigorate our parent involvement efforts through planning the calendar of events, creating the structures for volunteer participation, strengthening communication, and making the PTO rich in parent-teacher collaboration. Thanks also to Marci Hallgren who has provided valuable insight and direction for how PTO as a fundraising branch of Spectrum must be structured to stay in auditing compliance.

Fundraising

Tuition and fees do not cover the entire operating costs of the Spectrum School. The difference between what it costs to educate each child at Spectrum and what we charge in tuition is approximately \$65,000. This gap is closed each year through various fundraisers. The largest and most important fundraising effort of the year is the Annual Fund. The Annual Fund drive is the yearly opportunity to help sustain and improve Spectrum School through a financial contribution. Each family is expected to participate in the school's fundraising activities and gather donations toward the Annual Fund.

Spectrum Progressive School Tuition and Past Due Policy

Payment of Tuition & Fees

Payment Plans Families selecting a payment plan (other than one single payment) are required to use Direct Withdrawal from their bank account, with funds transferable either on the 5th or 20th of each billable month. A credit card guaranty of payment is also required to be kept on file.

Compass fees are billed on a monthly basis. Please see the sections Fee Payment and Termination from Compass, under the Compass Program procedures for payment and past due account information for the before and after school care program.

Past Due Account Procedures

Spectrum policy requires prompt payment of tuition and fees. The Board of Directors has the responsibility of supporting the school's mission and vision by ensuring that the school is both fiscally and educationally sound. To address their fiscal responsibilities, the Policy and Finance Committees developed the following past due account procedures at the March 17, 2003 Board Meeting. They have been revised at the March 22, 2016 board of directors meeting.

Immediately after receiving notice that an ACH or other approved method of payment has not been honored, staff will notify the family via phone, email or mail within five days to let them know the credit card on file will be billed for the missed tuition payment. If the credit card on file rejects the payment, than the family has 15 days to pay the past due tuition or the child(ren) will be unenrolled.

Students' whose families have a past due balance are not allowed to attend elective field trips that require additional money beyond the enrichment fee.

Registration for the following school year is not allowed if there is past due tuition. All previous year's tuition must be paid prior to the student attending class at the beginning of the school year. Past due tuition that cannot be collected by voluntary efforts will be sent to collection. All costs of collection, including attorney's fees, shall be the responsibility of and charged against the past due account.

Revised: 4/26/2016

Communication from School

Weekly Envelopes

The weekly envelopes provide our most consistent vehicle for communicating with our families. Each Wednesday, each student will bring home an envelope containing important information. The envelope may contain the Spectrum newsletter, a monthly classroom calendar with information about field trips, school events, meetings, as well as special information about extra-curricular activities. It is crucial that all parents are aware of the information included in the envelope and return appropriate responses and forms in that same envelope by the specified date.

Spectrum Newsletter (email blast)

Spectrum will send a monthly e-newsletter to all families to highlights school activities and events, school news, upcoming events, alumni updates, educational news, and fundraising.

Spectrum Weekly Principal and School Email Blasts

Spectrum utilizes the email addresses given on the annual registration form to keep families up to date on a variety of events. Teachers may also utilize e-mail to keep parents informed on classroom curriculum, homework due dates, events, and discussions covered each week. Please remember to check your email for these regular updates. If you need to update your email, please do so at the front office.

Emergency School Cancellations or Delays

Spectrum Progressive School will alert you as soon as possible via email of school cancellations or delays due to weather or other emergencies. To ensure you receive these messages, please keep your email address(es) up to date with the school. Notifications will also be announced on local TV stations.

Reporting Student Progress

The reporting process varies throughout the school year program. Early in the school year, teachers will inform families of how and when their students will be assessed. Conferences regarding your child's progress will also be scheduled. We expect and encourage parental questions and suggestions. For additional opportunities to discuss your child's progress, please contact your child's teacher. If a conference is needed or requested, it can be scheduled. Conferences are generally scheduled before or after school hours and not when classes are in session. It is mandatory for all families to attend regular conferences. If you have questions, the teacher is the first point of contact. Questions regarding programming, the school's approaches to instruction, curriculum, and assessment can be directed to Spectrum's principal Dr. Mary Beth Cunat m.cunat@spectrumschool.org. You can also schedule a meeting with her through our Administrative Coordinator Heather Kulpa h.kulpa@spectrumschool.org.

School Life

Social Behavior

In today's world, helping children grow socially in developmentally appropriate ways is challenging for both parents and teachers. Traditional family support systems have declined and environmental stresses have increased. Spectrum Progressive School teachers and administrators are committed to working with parents to facilitate their children's social and academic growth.

Frequent communication between teachers and parents is essential to a team approach in this most important aspect of a child's overall development. The following statements outline Spectrum's philosophy and methods for fostering social skills. We expect parents to join with us in this vital effort.

Helping students to learn to be responsible for their own actions is a major goal of Spectrum Progressive School's educational philosophy. We believe that this is accomplished when children:

- Have the opportunity, in a non-threatening community, to experience natural consequences of their own actions.
- Begin to understand the viewpoint of others.
- Are close to adults who share mutual respect.
- Construct for themselves appropriate rules of social behavior.

To accomplish these goals, students and teachers discuss the idea that at Spectrum School each person shows respect for oneself and for another person's rights, feelings, needs and property. Since physically aggressive acts and rude or abusive language do not show respect, these actions cannot be tolerated. A few simple rules are made for each classroom based upon these concepts. The rules are then enforced by pointing out to individuals and groups of students the occurrences of proper behavior, as outlined in their list of rules.

When inappropriate behavior occurs, children are reminded of the rules. Techniques for solving conflicts such as talking together, looking for alternatives, and compromising are discussed with children in individual and group situations. When necessary, an appropriate consequence is applied.

- Exclusion from the group for a limited time until the child expresses readiness to comply with the rules.
- Pointing out the consequences of the child's act.
- Helping the child see how the act affected the situation and the group.
- Devising with the child alternative actions which would be more acceptable next time.
- Depriving the child of the time that was misused.
- Helping the child make restitution for the act.

Teachers also share with parents any significant difficulties and successes children have in their growth in self-discipline and the understanding of others' viewpoints. Parents may be asked to be involved in a conference with the child and the teacher. Through such conferences, the children know that we are all concerned and can gain new information they can use to further construct a system of values that respects both themselves and others.

When appropriate behavior is not achieved in a reasonable length of time, the parents will be asked to come to a meeting with the teachers and the principal to create a plan to help the child. A plan in the form of a contract may include such strategies as daily parent and teacher communication, a check-list monitoring system, and/or professional counseling. Any services outside of Spectrum will be the financial responsibility of the parents.

If, after implementation of the special plan and an agreed upon amount of time, it does not appear that the child is going to achieve appropriate behavior at Spectrum School, the parents will be asked to withdraw the child from the school and seek another placement which may be more appropriate for the child's particular needs.

Clothing Requirements

Spectrum Progressive School does not impose a formal dress code. Students should feel free to wear clothing that is casual and comfortable. The way one dresses is a form of self-expression we do not wish to unduly restrict. We simply expect our students to make appropriate, sensible, and responsible decisions.

Learning to dress appropriately for different situations and occasions is an important part of growing up. When choosing what to wear each morning, students (with the help and guidance of their parents) should keep the weather and possible physical activity in mind. At all times, students' choices should reflect respect for self, others, and the learning environment.

- Student clothing should be neat and clean.
- Student clothing should not display wording or depictions that might offend members of our diverse community including, but not limited to, sensitive political issues and depictions, gore, etc.
- For other than religious reasons, caps, hats, and other headgear are not appropriate inside the school building. Students may, however, wear hats during outdoor activities and on special occasions at school which involves costumes and/or "dressing-up".

Clothing for Fitness, Movement, and P.E. (P.E. provided through Rockford University)

- Student should always have clothing and footwear on hand that will allow them to enjoy outdoor relaxation and exercise.
- Student should wear, or be able to quickly change into, clothing appropriate for their classes entailing activity and exercise (i.e., P.E. and movement). Such activities require athletic footwear and clothing that is loose fitting and that will not expose the student in an embarrassing manner.
- The student's name should be written (in indelible ink) on all articles of clothing that may be stored in common areas of the school and, thus, might be misplaced.

Outdoor Activities and Cold Weather

Going outdoors for fresh air and exercise is very important for our students. However, in the event of extreme cold weather, we will not allow the students outdoors. The school's guidelines state that the students will not go out if the wind chill is 5 degrees or below. If the wind chill is between 6 and 15 degrees, teachers will use their own judgment if going outdoors is appropriate. Their decision is based on wind speed and amount of sunshine. If the wind chill is 16 degrees or above the students will be taken outside. Students should keep appropriate cold weather clothing at school including coat, snow pants, boots, hats and gloves.

Birthday Observances

We honor every child on his/her birthday in appropriate ways such as singing special songs, reading birthday stories, sharing hugs, and giving him/her the opportunity to personally choose satisfying activities.

Each month a special celebration is held in each classroom for all the children who had a birthday, or half-birthday for those with summer dates. (Preschool and Early Elementary groups celebrate birthdays on or close to each child's birthday.) Parents of the celebrants are asked to contribute either a snack or paper products needed for a classroom celebration.

The observance of a child's birthday at school is not intended to take the place of an "at home" party and must blend in with the regular daily program. Invitations for "home" parties should not be distributed at school unless all the children in the class are invited. Transportation to after school parties is the responsibility of parents. The school will not release a child for a party to a parent other than his/her own without written permission from his/her parent or guardian

(email consent is fine). Please use the same consideration for after-school party transportation as you would for invitation distribution.

Field Trips

Field trips are a valuable part of a child's education and expand his/her learning experiences. Every field trip at Spectrum Progressive School serves an educational purpose. Extra precautions are taken to ensure the safety of every student while participating in the field trip. Parents/Guardians indicate their permission of the student to attend field trips by enrolling their child at Spectrum Progressive School and by signing both the registration form and the field trip form. Parents are always informed of field trips prior to the event.

Parent Drivers

The success of field trips depends upon the help of the parent drivers.

Our school staff requests that families make child care arrangements for siblings while parents are driving for, or chaperoning, a field trip. Spectrum requires a copy of your automobile insurance card for anyone transporting our students during school-sponsored field trips and activities.

Extended Trip

On occasion, middle school students will have the opportunity to participate in an overnight trip. The goal of the trip is to expand learning outside the school walls, in an area of the United States different from Rockford and/or the Midwest, and allow students to experience independence in a safe and fun environment.

Chaperones are selected by a lottery from the pool of parents that have agreed to and signed the Responsibilities of a Chaperone form. A health officer will be also be selected by a lottery from the pool of parents that have agreed to and signed the Responsibilities of a Chaperone form **and** who meet the health officer credentials. In addition to the school forms, any forms/policies from the camp must also be agreed to and signed.

Students will have the opportunity to participate in fundraising to reduce the cost of his/her trip.

Special Events

During the school year, student learning activities may culminate in an evening presentation for parents as well as sharing times for the student body during the day. Parents are invited to come to any of the daytime presentations. Several times a year, evening programs may also be held and parents should plan on attending.

Homework

Family time is an important productive time for social interaction and enjoyment of group projects planned by the family. In order to accommodate this essential sharing time, homework is not regularly scheduled. We do, however, suggest a time each day to be set aside for quiet activities, thus building a time for study. We also encourage daily independent reading at home as well as reading as a family. If you go on a trip, we ask you leverage opportunities to reflect and talk about new experiences. Every shopping trip, visit to a restaurant, museum, or event provides an opportunity to talk about money and budget. Look for shapes and patterns. Have fun playing board games that require thinking and interaction.

Homework may be assigned as children mature, especially in Upper Elementary and Middle School, in order to develop organizational skills, study skills and time management. When assigned, homework is an extension and expansion of daily class work. It is usually part of the student's plan implementation; the work portion of his/her self-selected activity. Homework could also be the result of a specific contract that has been agreed upon by both the teacher and student. Your child may need the materials or equipment which you have at home, resources from the public library, or he/she may need more time than the school day allows for completing the work.

It is important that the student accepts and carries out the responsibilities she/he has assumed in school and that the child know that his or her parents are interested in the project and are supportive by helping to provide time and space at home to do school work.

Parents need to facilitate and guide their child in their project but not do it for him/her. If your child's homework seems to be stressful, feel free to contact the teacher to discuss the problem. Homework should be satisfying, not stressful.

Lunch

Pizza can be ordered for Friday lunch. An order form will be sent via email and in family envelopes. On Monday – Thursday please send your child with a healthy lunch and beverage.

Snacks

In addition to lunch, a healthy snack from home should be provided each day. Consider sending fruits, vegetables, crackers, yogurt, or other healthy options, as well as a juice box or water. Soda and gum are not allowed at school.

Supplies

Tote Bags/Backpacks

It is essential that each child have a tote bag or backpack large enough to accommodate a lunch box, books, and papers. Even children who do not carry lunch boxes often have art and construction projects to transport. If every child's belongings are in a well-secured single container, arrival and dismissal procedures run more efficiently with few delays. Some teachers may request specifications for these totes and will let parents know before school begins in the fall.

General Supplies

At the beginning of each school year, teachers provide a list of supplies which students need to bring to school. Occasionally, additional supplies are needed throughout the year as supplies are depleted or new needs become evident. You will be notified if and when these supplies are needed.

Arrival, Dismissal, Traffic, Safety and Drills

Arrival and Dismissal

Arrival: Preschool and families needing extra time or assistance

Please enter off of Turner St. and park in Spectrum's parking lot (lot on the left). Walk your child up the long blacktop sidewalk (white line on the map) and enter Spectrum's main door under the blue Spectrum banner.

Arrival: Early Elementary through Middle School Students

Please enter off of Turner St. and continue up the driveway to the upper part of the campus; circling around the island and dropping off at the courtyard (red line on the map). There will be a staff person and/or parent volunteer to escort your child into Spectrum's secondary door off of the courtyard.

Regular Afternoon Dismissal: All Students

Please continue up the driveway to the upper part of the campus; circling around the island and picking up at the courtyard (red line on the map). Spectrum staff will not secure safety belts, so please plan to ensure your child(ren)'s seat belts are securely fastened.

Noon Nature Preschool Arrival and Compass Arrival / Dismissal

Please come to the main office. For Compass, come to the main office and sign your child in and out for before and after school programs sessions.

Late Arrival / Early Dismissal

Please plan to walk your child to the office to ensure safe arrival. If you need to pick your child up early, please notify the teacher and/or administrative coordinator.



Safety Drills

Fire, natural disaster, and intruder drills are held regularly to train the students in evacuation and safety procedures. Spectrum follows an Incident Command System that is reviewed by the local police and fire departments annually.

Health Information

Medical Certificates

To comply with the school code of the State of Illinois and the rules and regulations of the Department of Public Health, all children who enroll in Spectrum School shall have a health examination within six months prior to entering Spectrum School for the first time and in the years when they will be five or ten years of age. Evidence of these examinations, which must include documentation of required immunizations, will be presented, on an official State of Illinois form, no later than the first day of the school year or the first day of attendance.

In addition, all children who will become four or five years old during the school year shall become appropriately immunized or present a schedule of planned immunizations approved by the child's doctor at the time of their birthday. Failure to comply with these rules may result in your student's exclusion from class until complete records are available. Children, whose parents or legal guardians object to health or dental examinations, or to the required immunizations, may submit a letter explaining their religious beliefs and request an exception to the law.

Absence Because of Illness

If your child becomes ill and you are keeping him/her home, please contact the office with that information. Your child should be kept at home if his/her temperature is elevated or a suspicious rash occurs. Your child needs to have been fever free for 24 hours before returning to school. If your child is taking antibiotics, he/she needs to be kept at home for 24 hours after the first dose of the antibiotic has been administered.

Because disease is easily spread among young children by means of coughs and nasal discharge, we urge parents to keep their children at home when they have these symptoms, even when not accompanied by a fever. Those children returning to school after an illness may miss outdoor recess with a note from a physician. Please keep your child home until fully recovered.

Illness or Injury at School

If your child becomes ill in school and develops a fever, the school will contact you first and then the emergency number, if necessary, to arrange for pick-up. Each parent is required to sign an emergency waiver, giving the staff at Spectrum permission to administer emergency first aid and/or transport to a health care facility for treatment and to obtain medical care in an emergency situation.

Medications

Our school policy states that all prescription and non-prescription medications that are to be given during school hours must have completed the *Authorization for Administration of Medication Form*. Classroom staff members at Spectrum School are not authorized to administer any medications to your child. When requested, most doctors will schedule dosages around school times. If such scheduling is not possible, the parent must sign a special permission form for each prescription. These forms are always available in the office. Medication will not be given to your child without such permission. All medication sent to the school must be brought to the office:

- In the original prescription bottle or, for non-prescription medication, in the original manufacturer's package.
- Properly labeled with the name of the student, prescribing physician, name of the medication, dosage, route, and time to be given, as well as the name of the pharmacy.
- By the Parent/Guardian or other responsible adult.

The school is not responsible for returning unused medication. Students are not allowed to take any medications in school without parent and school knowledge.

Attendance Policies and Procedures

School Hours

Full Day Programs

Greeting Times: 8:10 - 8:25 a.m.

Classes Begin: 8:30 a.m.

Classes End: 3:00 p.m.

Pick-Up Begins: 3:05 p.m.

Half-Day Preschool

Greeting Times: 8:10 - 8:25 a.m.

Classes Begin: 8:30 a.m.

Classes End: 11:30 a.m.

Pick-Up Begins: 11:35 a.m.

Nature Preschool Hours

Times: 12:00-3:00 p.m.

Attendance and Absences

Spectrum School's educational program is built on the premise that regular attendance is vital to a student's success. Insuring that a student maintains regular attendance requires a cooperative effort by the student, parent(s)/guardian(s), and school personnel. A student who is frequently absent or tardy misses class instruction and discussion as well as social interaction even if written work is made up. Please schedule family vacations and excursions accordingly.

Attendance expectations:

- Spectrum expects parents or guardians to make reasonable efforts to ensure the regular attendance of their children.
- Parents or guardians are expected to inform the school of any absences and their causes by calling the school each day the student is not in attendance by 9:00 a.m.
- The school records each student's daily attendance and a teacher or staff member will call you if you have not reported a student absence.
- A student's attendance record is provided to you with the progress report.

Attendance related issues:

- Students accumulating 10 or more absences during the school year will receive a call or letter from the principal to discuss the student's attendance record.
- Absences of more than 10% of the school year (approximately 16 days) requires a conference with teachers and/or an administrator to discuss educational implications including, but not limited to, repeating a level or denial of enrollment for the next academic year.
- Tardiness counts as ½ day absence if a child is more than 1 hour late. Students are recorded as a full day absence if they are tardy more than half of the school day.

Appointments and Vacations

Spectrum encourages parents to schedule dental, doctor, and other appointments as well as vacations outside school hours whenever possible. If an appointment must be scheduled on school time, students must be signed in and out of the office. Spectrum realizes the value of extended trips and requests that families taking an extended vacation during school months contact the office and teachers, at least one week in advance of the trip. Homework assignments will be given to the student after he/she returns to school. Please do not request homework before the vacation as actual assignments may change during the absence.

Compass: Before and After School Program

Please see the separate guide for our Compass program, which includes early morning drop off beginning at 6:45 a.m. and inclusive of a healthy breakfast, after school play, snack, and enrichment sessions, and opportunities for group trips and activities and professional development days.

The calendar and sign up for Compass is provided monthly, as well as the fee scale.

Diagnostic Services**Assessments and Testing**

New students applying for enrollment are assessed for personal learning needs and appropriate class placement before acceptance. The very nature of the program at Spectrum requires that teachers use both formal and informal methods of assessment throughout the entire academic year. Optional standardized achievement tests are administered to individual students in specific situations, particularly with students 10 - 14 years old.

Specialized Services

In specific cases, parents may request, or teachers may recommend, that a student be evaluated by their home district's educational specialist or by another private educational diagnostician. Generally, this recommendation is made when a student is not making satisfactory school progress either academically or socially. After completion of an appropriate evaluation, parents and Spectrum Progressive School staff will determine any necessary changes in the child's educational program. If necessary, a personalized plan that may involve special tutoring and/or counseling may be developed. Services outside the regular classroom program will be the financial responsibility of the student's family. When appropriate professional expertise outside the field of education is needed for a child to successfully continue in the education program, continued enrollment in Spectrum Progressive School is contingent upon the parents providing that professional help.

Private and Parochial Special Services

Children may receive special education testing by their home school district via the Private and Parochial Special Services program of the public school systems. Contact the principal or your local school district for scheduling and other details.

Toys, Electronics & Computer Policies

Toys from Home

Unless requested by the teacher or given permission by a teacher for special times, toys, trading cards, and sports items should not be brought to school. The school accepts no responsibility for them. If such items become a problem, they will be kept in the office until they can be sent back home.

Electronics Policy

Spectrum Progressive School recognizes the fast pace changes in technology and therefore allows students in intermediate elementary and middle school to bring technology from home for academic purposes. Technology may include iPads, laptops, smart phones, iPods, e-readers and cameras. They are for approved instructional purposes only and use requires permission from a teacher or staff member. These items are not allowed to be in the student's possession at any other time. If electronic devices are being used inappropriately, they will be confiscated and released only to a parent/guardian. In the case that the use of an iPod or other music device, is approved, the music is not to be shared with other students and headphones must be used, unless being supervised by an adult.

Cell phones may be brought to school by students in intermediate elementary and middle school. They MUST be turned off unless use is approved by a teacher for an educational purpose. We will be allowing cell phone usage for our 21st Century World Language Lab. Cell phones may be used at dismissal time from 3:00- 3:30 for contacting parents or guardians. They must be put away during Compass time. Students are not to text or receiving texts from parents or friends during the school day. This is incredibly disruptive and undermines a student's focus on learning. If a parent needs to reach a student between 8:30 and 3:00, please call the school office at 815-877-1600.

Computer and Internet Access Policies

Internet access is available to students, teachers, and guests at Spectrum School. Our goal in providing this service is to promote educational excellence in our school by facilitating research, resource sharing, innovation, and communication. With access to information and people from all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting.

On a global network it is impossible to control all material. While the school Internet access has set filters to limit accessibility, new technology such as 3G and 4G internet access, make it impossible for the school to control all the material that is available on the Internet. We firmly believe that valuable information and interaction on the Internet far outweighs the possibility that users may procure material that is not consistent with the educational goals of Spectrum. Therefore, we rely on proper conduct and adherence to guidelines.

All users are expected to conduct their online activities in an ethical and legal fashion. The use of these resources is a privilege, not a right. Misuse of these resources will result in the suspension or loss of these privileges and may have additional disciplinary, legal and/or monetary consequences.

To ensure the proper use of e-mail, computer network and/or related equipment, Spectrum Progressive School reserves the right to monitor and access those systems and equipment, including the listing of Internet sites visited, downloaded material, and the contents of any hard drive, network drive or storage media. Such monitoring or accessing may occur at any time and without notice.

Appropriate and acceptable educational uses of these resources include:

- Accessing the Internet to retrieve information from libraries, databases and World Wide Web sites to enrich and expand curriculum and as an aid to research projects.
- Using e-mail to facilitate distance learning projects.
- Using Listservs and newsgroups to gain access to current information on local, state, national and world events.
- Practicing appropriate network etiquette.

Unacceptable practices include and are not limited to:

- Using the network for any illegal activity, including violation of copyright, contracts, or transmitting any material in violation of any U.S. or state regulations.

- Downloading copyrighted material for other than personal use.
- Unauthorized downloading of software.
- Wastefully using shared resources, such as file space.
- Invading the privacy of others, including accessing or retrieving files without proper authorization.
- Using another user's password or account.
- Posting anonymous messages or using pseudonyms or anonymous sign-ons.
- Accessing, submitting, posting, publishing, or displaying any defamatory, inaccurate, abusive, obscene, pornographic, threatening, racially offensive, harassing, illegal material, and/or materials that are inconsistent with the objectives and/or teachings of Spectrum School.
- Vandalizing in any way or form, including but not limited to, attempting to harm or destroy the data of another user, the internal school network, or any networks or sites that are connected to the network/Internet or introducing a virus into the computer or the network.

Attempting to breach security codes and/or passwords will also be considered a form of vandalism.

Student Internet, Social Media & Technology Contract

Prior to bringing in technology from home and using the Internet at Spectrum Progressive School, students must sign and agree to abide by the Student Internet, Social Media & Technology Contract. As a condition of using the Internet, students and parents/guardians accept that access is for educational purposes and that Spectrum Progressive School prohibits the access of materials that may be defamatory, inaccurate, offensive or otherwise inappropriate in the school setting or violate this policy.

Students and parents/guardians further accept that the school does not control the content of the Internet and it is impossible for Spectrum Progressive School to control or restrict access to all controversial and/or inappropriate materials.

Students and parents/guardians agree to hold harmless Spectrum Progressive School, its employees, administration, Board, and agents from any harm caused by materials or software obtained by themselves or their child via the Internet and any associated costs.

Parents/guardians agree to discuss the terms of this policy with their child, and accept all responsibilities and/or liabilities arising from their child's compliance or non-compliance with this policy and/or Internet use. We will also be providing supports and workshops for parents to build strategies to help their children manage the increasingly complex world of social media in a digital universe they find almost irresistibly compelling.

Licensing/Copyright

Spectrum Progressive School licenses the use of computer software from various outside companies and does not own this software. All users are required to use software only in accordance with the License Agreement. Computer software is copyrighted, therefore, duplication (except for back-up purposes or as permitted in the license agreement) is against the law.

Most license agreements limit the use of the software to a single registered machine or to non-concurrent use through a server/client network, unless specifically authorized by a school administrator. Users are prohibited from installing or copying software on school computers or borrowing licensed school software for installation on non-school computers. This prohibition on copying does not extend to individual or shared user files, but only to licensed computer software.

Penalties for infringement include liabilities for damages or lost profits attributed to the copying, or statutory damages of up to \$100,000. Unauthorized duplication is a federal crime with individual penalties of up to \$250,000 and imprisonment up to five years. These penalties can be extended to both the individual and the school.

Compliance with school policy, software licenses, software agreements and copyright law is the responsibility of each user. This policy will be strictly enforced. Any student or employee found copying software without authorization, other than for back-up purposes, is subject to disciplinary action ranging up to suspension or expulsion or immediate discharge as deemed appropriate by school administrators.

Students, teachers, or staff who learns of misuse of school software must immediately notify a school administrator. If you have any questions, please do not hesitate to ask any one of our staff members in the office. Thank you for choosing Spectrum Progressive School!

2018-19 Spectrum Year at a Glance

Note: Not scheduled yet:

- Spectrum 50+ Celebration
- Board Fundraisers (fall & spring)
- Interest Group Showcases
- Open Houses, Content Nights
- Field Trips
- Class Events
- Performances and Programs

- 9 @ 4:30 **Spectrum Summer Shakespeare Performance** Note DATE Change from Flyer
- 15 Board Meeting 6:00 pm
- 21-24 Staff Return Days
- 23 **Welcome Back Ice Cream Social Time (evening)**
- 27 Students Back to School

JULY 2018						JANUARY 2019					
S	M	T	W	Th	F	S	M	T	W	Th	F
1	2	3	4	5	6						
8	9	10	11	12	13	6	7	8	9	10	11
15	16	17	18	19	20	13	14	15	16	17	18
22	23	24	25	26	27	20	21	22	23	24	25
29	30	31				27	28	29	30	31	

- Teacher Planning Day
- Students Return
- PTO – 6:00 pm
- Board Meeting – 6:00 pm
- No School - M.L. King Day

AUGUST 2018						FEBRUARY 2019					
S	M	T	W	Th	F	S	M	T	W	Th	F
			1	2	3						1
5	6	7	8	9	10	3	4	5	6	7	8
12	13	14	15	16	17	10	11	12	13	14	15
19	20	21	22	23	24	17	18	19	20	21	22
26	27	28	29	30	31	24	25	26	27	28	

- Conference Day Compass available
- PTO – 6:00 pm
- Parent's Night Out
- Teacher Planning Day
- No School Presidents' Day
- Board Meeting – 6:00 pm

- 3 Labor Day
- 4 PTO – 6:00 pm
- 14 Conference Day: Compass available
- 18 Board Meeting - 6:00 pm
- 20 Donuts with Dad 7:30 am
- 21 International Peace Day
- 26 Picture Day
- 27 **Curriculum Night**
- 28 Teacher Planning Day

SEPTEMBER 2018						MARCH 2019					
S	M	T	W	Th	F	S	M	T	W	Th	F
											1
2	3	4	5	6	7	3	4	5	6	7	8
9	10	11	12	13	14	10	11	12	13	14	15
16	17	18	19	20	21	17	18	19	20	21	22
23	24	25	26	27	28	24	25	26	27	28	29
30						31					

- PTO – 6:00 pm
- Pi Day
- Spring Pictures
- Board Meeting – 6:00 pm
- Book Fair PM/Family Literacy event 4:00-5:30pm
- Book Fair
- Teacher Planning Day
- 25 – 29 Spring Break

- 2 PTO – 6:00 pm
- 5 Shakespeare Trip (UE, MS)
- 13 Fall Festival & Fun Fair
- 17 Board Meeting – 6:00 pm
- 26 Teacher Planning Day
- 30 Picture Retakes

OCTOBER 2018						APRIL 2019					
S	M	T	W	Th	F	S	M	T	W	Th	F
	1	2	3	4	5		1	2	3	4	5
7	8	9	10	11	12	7	8	9	10	11	12
14	15	16	17	18	19	14	15	16	17	18	19
21	22	23	24	25	26	21	22	23	24	25	26
28	29	30	31			28	29	30			

- PTO – 6:00 pm
- Board Meeting – 6:00 pm
- Teacher Planning Day
- No School
- Grandfriend's Day&Fun Run

- 6 PTO – 6:00 pm
- 12 No School Veterans Day
- 16 Holiday Store 9 am – 3 pm
- 20 Board Meeting – 6:00 pm
- 21-23 Thanksgiving

NOVEMBER 2018						MAY 2019					
S	M	T	W	Th	F	S	M	T	W	Th	F
				1	2				1	2	3
4	5	6	7	8	9	4	5	6	7	8	9
11	12	13	14	15	16	11	12	13	14	15	16
18	19	20	21	22	23	18	19	20	21	22	23
25	26	27	28	29	30	25	26	27	28	29	30

- 1 **Volunteer/Donor Appreciation Event**
- 6-10 **Teachers Appreciation wk**
- PTO – 6:00 pm
- Conferences
- Muffins with Moms 7:30 am
- Board Meeting – 6:00 pm
- Graduation
- Last Day of School
- No school Memorial Day
- 28 – 29 Teacher Planning Days

- 4 PTO – 6:00 pm
- 19 Board Meeting – 6:00 pm
- 21 Holiday Lunch 11 – 1
- 24-Jan 4 Winter Break

DECEMBER 2018						JUNE 2019					
S	M	T	W	Th	F	S	M	T	W	Th	F
2	3	4	5	6	7	2	3	4	5	6	7
9	10	11	12	13	14	9	10	11	12	13	14
16	17	18	19	20	21	16	17	18	19	20	21
23	24	25	26	27	28	23	24	25	26	27	28
30	31					30					

- Board Meeting – 6:00 pm