

Gary School

Information Handbook

Manual de Información

2016-2017



130 E. Forest Ave.
West Chicago, IL 60185
(630) 293-6010
Office/Oficina: Ext. 200
Absences/Ausencias: Ext. 202

PARENT/STUDENT HANDBOOK CONTRACT

Directions:

Please read and sign the following statement. Students are to return this form to school within **ONE WEEK**. Please keep the Student-Parent Handbook at home to review periodically.

Statement of Understanding:

Your signature below acknowledges you have read, understood, and discussed these rules and policies with your child. Your signature also indicates that you agree to follow these rules and policies as well. If further clarification of any parts of the contract is needed, please notify the Principal or teacher **BEFORE** signing.

The Handbook describes Gary practices, procedures, rules, and regulations. Parts of this handbook are subject to change based upon School Board Policies.

Parent Signature(s): _____ Date _____

_____ Date _____

Teacher Signature(s): _____ Date _____

Students Signature(s) _____ Grade/Teacher _____

West Chicago Mission Statement

Create an educational culture where each student thrives academically, physically, socially and emotionally.

West Chicago Vision

Our mission will be achieved when we:

- **Guide students on a path to becoming confident adults...**
- **Recruit, hire, develop, and retain a high quality workforce that supports collaboration, innovation, and continuous improvement...**
- **Partner with our families to support student development, improve student outcomes, support families and develop a strong community...**
- **Ensure the effective stewardship of resources.**

Gary School Vision

We will accomplish the West Chicago Mission and Vision in a dual language learning environment so our students are bilingual, biliterate, and bicultural.





August 2016

Dear Parents and Students,

As students begin the 2016-2017 school year, the staff is excited and ready to welcome our students to another successful school year at Gary Elementary School. This year the Gary Staff will be focusing on the previously mentioned Mission and Vision statements set by the District 33 Strategic Plan. Our goal is to “Be everything we need to Be” for our students, families, and community. We hope to work closely with you as parents to provide a safe and loving environment where children can learn in two languages.

This handbook contains important information for students and parents concerning school policies, procedures, regulations and routines. We ask that parents and students review this handbook together and keep it for reference throughout the year. Kindly sign and detach the form on the first page of this handbook indicating that the handbook has been reviewed. Please return this form to your child’s classroom teacher.

If you should have any questions, concerns or suggestions please don’t hesitate to contact our teachers or the office. Have a wonderful 2016-2017 school year.

Respectfully,

*Mrs. Stephanie Drake,
Principal*

PHONE

- Gary's phone number is (630) 293-6010. Dial 0 for the secretary.
- Health Office/**Attendance Line** is (630) 293-6010. Dial extension #202 for the school health aide.

SCHOOL HOURS

- **PLEASE do not allow your child to arrive at school before 7:45. Students who arrive prior to 7:45 a.m. will remain outside and unsupervised. Outside supervision begins at 8:15 a.m.**
- The breakfast program hours are 7:45 – 8:15 a.m. Students can enter through the doors by the front office or be dropped off at Door 2, the student drop off location. Students are dismissed at 8:15.
- The first bell rings at 8:25 a.m. Children who do not eat breakfast enter school at this time.
- The tardy bell rings at 8:30 a.m.
- **Early dismissal** is 11:30 a.m. for all students.
- Students who ride the bus are dismissed at 2:40 p.m.
- Remaining students are dismissed at 2:45 p.m.

Please discuss daily pick up procedures (regular and early dismissal) with your child before coming to school. Any changes in daily pick up procedures must be communicated to the classroom teacher in writing before 11:00a.m. If you need to pick up your child early, please do so before 2:30 p.m.

DROP-OFF AND PICK-UP

When driving on or near school property we ask that you use caution, courtesy, and common sense to provide for the safety of our students.

To ensure the safety of our children at drop-off and pick-up times it is necessary that several rules be observed:

1. Parents/ Guardians **may not double park in the parking lot at any time.**
2. You may pick up or drop off your child on Glen Street or Forest Ave. You may also use the student drop off drive on the East side of the building.
3. **The front circle drive is for bus drop off only between the hours of 7:45-8:45 AND from 2:15-3:15.** Cars will not be allowed to enter this drive during the designated times. You will be asked to move immediately and the West Chicago Police may ticket your car.

Student Dismissal Procedures

Bus students will be dismissed from the front door. Cars are not allowed in the main circle drive between the hours of 2:15-3:15.

Car pick up students can be picked up on the East side of the building. Parents should stay in their car and pull forward. Students will be walked to Door 2 by staff members. Students will be escorted out to their cars and assisted if needed in getting into the car. Parents should NOT park in the car pick up line. Cars should stay in a single file line.

Students that walk home should be met at their grade level door.

Kindergarten---Door 5

1st and 2nd grade---Door 4

3rd-5th grade ---Door 3

Students are dismissed at their designated times and are expected to be picked up at that time. No students will be allowed to wait in the main office for parent pick up.

ATTENDANCE PROCEDURES

In order to help all students achieve success in school, we need your cooperation to help students arrive to school on time. Regular attendance is essential for academic success. Students who are frequently absent or arrive late miss out on instruction and have trouble focusing and following daily routines. We do not expect our students to attend school when they are seriously ill (fever, diarrhea, cold/flu), but we do not accept student absences for vacations, or mild aches and pains. Your cooperation is greatly appreciated and will directly benefit your child.

When your child must be absent from school, please call the health office at **293-6010 extension #202**. Please leave a message with this information:

1. Your child's name
2. Your child's teacher & grade
3. The reason your child is not attending school.

Please call before **8:30 a.m.** each day your child is absent. This way we will all know that each child is safe, either at home or at school. Students who are tardy must report to the main office. A **pass is required** to go to class. Students who arrive after 8:30 will need to bring a lunch (NO FAST FOOD, please) since hot lunches are already ordered for the day. Remember that soda pop is not permitted in the Gary lunchroom.

If you desire homework for your child, please let the office know by 9:00 a.m. or state this when you report the absence on our voice mail. Please understand that requesting homework after 9:00 may mean you do not receive it that day. We will do our best to prepare and gather materials, but cannot guarantee it due to staff schedules.

Your child may be counted as tardy, ½ day absent, or all day absent depending on what time your child arrives or leaves school. You may contact the health office for clarification if concerned. Perfect attendance awards will only be given to students who have been present at school every day for the entire school year with no tardies.

VISITORS

ALL visitors to Gary School **must** show an I.D. before they enter school building. Then, they will report to the school office to sign in and obtain a visitor's pass. When leaving the school, visitors should sign out and return the visitor's pass in the office. We are sorry if this is an inconvenience for you, but these are District procedures that have been created for the safety of our students. The front door is the only door that is used for visitors.

If you come to school to deliver an item for your child (lunch, field trip money, permission slips, or other documents), please label it with your child's name and leave it in the office. We will deliver it as soon as possible.

At Gary School we welcome parent volunteers. Any parent that would like to volunteer in the building for field trips, events, library or classroom work, or just visit a classroom, **MUST** complete a volunteer form and return it to the building secretary 2 school days before the event.

EMERGENCY SCHOOL CLOSINGS

On days of extreme weather or during an emergency, the school district may have to cancel school. At times it may be necessary to dismiss school early because of threatening or inclement weather. If the parents or guardians are not home during the day, students should have emergency phone numbers and an understanding about the family plan. We will try to use the automated system to contact all families in the event of an emergency. For this reason, it is extremely important to update your personal contact **AND** emergency contact information in the office **as needed**.

During a snow storm all major radio stations will be informed of school closings. You are advised to listen to the radio for school closing information. Stations include:
WIND WLS WFXW WCFL WGN WMAQ WBBM

BREAKFAST PROGRAM

District 33 offers a free program serving cold breakfast items: fruit, cereal and milk. Serving time is from 7:45 a.m. to 8:15 a.m. **We cannot guarantee that students who are late will receive breakfast.**

LUNCH PROGRAM

- Kindergarten and 3rd^t Grade: 11:25-11:55
- 2nd and 5th Grade: 11:45-12:15
- 1st and 4th Grade: 12:05-12:35

Students may bring a lunch to school or receive a hot lunch ticket. **Please remember not to send fast food or soda for your child's lunch.**

LUNCHROOM RULES

Several staff members supervise the lunchroom during each lunch period. They are responsible for the safety and efficient management of the lunchroom.

The students have an opportunity to socialize as they eat lunch. We expect them to use appropriate behaviors, which include not sharing food, keeping their hands and feet to themselves, talking softly, and leaving their seats with adult permission only. A student may be sent to the office immediately for the following reasons:

- Disrespect
- Bullying
- Profanity/Vulgar Language
- Physically harming another student or staff member
- Throwing food or playing with food

The consequences may include parent contact, lunch detention, after-school detention, in-school suspension, and/or loss of lunch/recess privileges.

WALKING TO SCHOOL

Parents are asked to discuss the importance of following safety precautions for students who walk to school. These include, but are not limited to, the use of sidewalks, crossing at the intersection of Forest and Joliet with the Crossing Guard, and respecting the other people's property along their walking routes.

BICYCLE / SKATEBOARD / IN-LINE SKATE / SCOOTER RULES:

Children may ride their bicycles to school. Bicycles must be walked when on school property. Bicycles must be parked and locked to the racks. **In-line skates, skateboards and scooters may not be used on school grounds. Shoes with wheels may not be used at school.** Students who do not obey these rules will lose this privilege. Gary is not responsible for loss/damage to bicycles, skateboards, or in-line skates.

VACATIONS

Gary School strongly recommends that parents **DO NOT** take family vacations on student attendance days or during parent/teacher conference days. The principal and teachers may NOT give permission to parents who want to take their students on vacation. Parents must inform the Principal in writing of all vacation dates.

Learning that is missed during a vacation is NOT easy to make up. Teachers are not always able to reteach students who go on vacation, and parents are responsible for helping their students with missing work. Additionally, teachers are NOT required to make packets for students who are taking vacations. Parents are responsible for finding activities to support their child's learning.

TOYS, GAMES, iPods, ELECTRONIC GAMES, AND TRADING CARDS, ETC.

Toys, games, iPods, balls, electronic games, trading cards and other personal property should not be brought to school. These items may be confiscated by ANY staff member. **Cell phones that are brought to school must be turned off and left either in the student's backpack or given to the teacher.** Gary is NOT responsible for items brought to school.

MEDICAL EXCUSES

If there is a medical reason for a student not to participate in PE or recess for an extended amount of time, the teacher must receive a **doctor's note**. The note will be filed in the Health Office.

HEALTH CARE

Gary School has a full-time health office staff from 8:00 a.m. to 3:00 pm. each school day. The phone number is (630) 293-6010 ext. 202. The staff is trained in First Aid and CPR, but does NOT diagnose or give treatment for anything but First Aid needs. Certified school nurses supervise the health aides and usually travel to more than one school. **Students needing a medical diagnosis or treatment should be taken to the family doctor.**

The health office staff will NOT treat injuries that occur at home or outside of school. If your child appears to be ill before school, please consider keeping him or her home. Children with a temperature **above** 99.9 degrees should not come to school. **For more information on health-related policies, please see the District #33 Handbook for more information.**

STUDENT ATTIRE

It is the Gary School policy to encourage appropriate dress and grooming for all students. **Students are not allowed to wear any clothes that have a vulgar message, promote violence, advertise alcohol, tobacco, or drug use.** The size of the clothing must be appropriate for the student's body size (neither too large, small, or tight). Students who do not follow the dress code will be asked to put on another shirt or pants that are more appropriate.

NEWSLETTER

A school newsletter is sent home with your child once a quarter. This newsletter, as well as the school calendar, will keep you informed of events in our school and update you on important dates and times for those events. School and District activities are also posted on the District web site at www.wegoed33.org

School messages will also be sent through School Messenger. **It is very important that you send the school office your current contact information so that you will receive these updates.**

DANGEROUS WEAPONS

In accordance with the Federal Gun Free Schools Act, possession of or use of explosives, firearms, or other dangerous weapons or instruments, as well as look-alike weapons are prohibited on school buses, school property or at school sponsored functions at all times. A weapon means any object that may be used to cause bodily harm, including but not limited to, knives, guns, firearms, rifles, shotguns, explosives, brass knuckles, Billy Clubs, or look-alikes. A look alike weapon is an object that resembles a weapon as defined above and is used or possessed in order to threaten, harm, harass, or intimidate another. Students in violation of this policy may be expelled or suspended. The district shall notify the parents of the violation of this policy and local law enforcement authorities within 24 hours of the incident.

BULLYING

Bullying of students will not be tolerated at Gary School. If your child is experiencing any problems, please notify his/her classroom teacher **FIRST**. If the situation continues, and you have already discussed it with your child's teacher, please set up an appointment to meet with Mrs. Drake (the school principal) and your child's teacher.

PARENT TEACHER ORGANIZATION (P.T.O.) DATES AND ACTIVITIES

The P. T. O. at Gary School has had a history of involvement and educational support. All parents are automatically members of P. T. O. We encourage you to attend our meetings and participate in school activities. Meetings are held the 3rd Wednesday of each month, at 5:30 p.m. in our Library. The various activities that we hold throughout the year are only possible with the assistance of many volunteers. Please join us for a rewarding experience.

MISSING HOMEWORK

Teachers will inform parents of their classroom policies regarding missing or late homework.

GANG ACTIVITY WILL NOT BE TOLERATED

Gang activity includes, but is not limited to:

- the display or possession of gang symbols
- trying to get others to join gangs
- requesting from any person the payment of money for dues or protection
- intimidating or threatening behavior, and encouraging others to participate in physical violence involving persons or property.

The West Chicago Police Department keeps District 33 informed on current identifiers and they will be contacted if there are any questions regarding this area.

The following are considered to be violations of District #33 Gang Policy:

- Defacing school property (vandalism)
- Fighting or other acts of physical aggression
- Intimidating, threatening, extorting behavior or inciting physical violence
- Representing affiliation with unauthorized organization

CUSTODY

At the time of annual registration, if a parent is divorced, separated, or the adult is the legal guardian, copies of all agreements, court orders and other documents need to be on file with the building principal at the school the child (children) attends. Any agreements, court orders and other documents, which specify custody and restrictions of custody with non-custodial parents, must be reported to the building principal each year.

REPORT CARDS/CONFERENCES

Report cards will be issued four times a year. A parent-teacher conference will be scheduled with each parent at the end of the first quarter. **The expectation is that one or both parents will attend the conference. If the time will not work, please work with the teacher and request another conference time.** The first report card will be distributed at this conference.

LIBRARY LEARNING CENTER

All students are able to select book(s) for a period of 2 weeks. Students are responsible for books and will be charged if they are returned damaged- wet, dirty or colored. Students who do not return books or pay their outstanding fines will NOT be able to select books until the problem is resolved.

LOST AND FOUND

Lost and found boxes are located outside the office. Please mark personal items with a permanent marker.

OFFICE TELEPHONES

When calling the office, please call when you have general questions or concerns. The office is NOT able to pass messages to your child regarding instructions for their dismissal. Additionally, changes for transportation must be done **BEFORE** the student arrives to school. There is not enough staff to deliver messages to students and teachers, or to call the district office to change transportation requests. However, if you have permanent changes in your child's transportation, you may call the Gary office.

CLASSROOM TELEPHONES

Each teacher has a telephone in her/his classroom, but is NOT able to speak with parents during the school day. Teachers are teaching and are not able to speak with you privately at that moment. Please call between 8:00-8:25 a.m. or after 3:00 p.m. **If the teacher does not answer, please leave a message with your name AND phone number where you can be reached.** Please be assured that the teacher WILL call you back as soon as at his or her earliest convenience. **If you need to speak with your child, please do so before or after school. Messages MUST be communicated outside of the instructional day.**

CLASSROOM, PLAYGROUND AND SCHOOL RULES

Each classroom teacher will be reviewing these rules during the first few days of school. Attached are the School Rules including specific rules for different locations in the building. Each classroom will distribute their individual classroom rules during the first week of school.