Robert Healy Elementary School

3010 South Parnell
Avenue Chicago, Illinois 60616
Annex Building (Pre-K – 2nd Grade) – Phone Number 773-534-9170
Main Building (3rd – 8th Grade) – Phone Number 773-534-9190

Website

www.healy.cps.edu

September 2, 2014

Dear Parents,

On behalf of our school's faculty and staff members, as well as the Local School Council, it is truly my pleasure to extend a warm and sincere welcome to you as we begin the 2014-2015 school year at Healy Elementary School. The beginning of the year is the perfect time to reconnect with old classmates and welcome new ones. As I begin my fifth year as principal of Healy Elementary School, I will continue to work conscientiously with parents, faculty, and members of the community to encourage an atmosphere that promotes a learning community characterized by child-centered instruction, academic excellence, respect, family and community involvement, and recognition of both student and staff achievement.

This agenda is designed to help you maintain a close home-school connection. Your child will record daily assignments in this book, and in this way, you will be able to encourage homework accountability and check the book for teacher comments or notes to you. The rules and procedures of Healy School are printed on the following pages. Read the rules with your child and refer to them as needed. The information provided will help to clarify policies and expectations.

The safety of our children is a major concern every year. Be very careful as you drive your car near the school. Students are to be dropped off and picked up on the Parnell Avenue side. **Do not double park your car** or leave your car unattended on any of the streets around the school; this is dangerous. *Cars will be ticketed*. Use the nearest crosswalk to drop off your children. Jaywalking is illegal; do not cross in the middle of the street. Do not drive through the alleys around the school; this is also dangerous. The crossing guards and patrol guards will cross your children. We must constantly be aware of the traffic around the school, especially between **drop off time and dismissal time.** Please help us to make the area around the school safe for all of our children.

It is important for students to have all of the tools available that will help them to have the best year ever, and parental support is crucial to a child's success.

Again, we thank you for your cooperation and wish you and your child a most wonderful and successful school year, 2014-2015. If you have any questions, please contact the school office (773-534-9190).

Sincerely,

Alfonso Carmona Principal

School Hours at Healy

The school day begins at 7:45a.m. with Breakfast in the Classroom until 7:55 a.m.. The school day ends at 2:45pm. The school building will not be open until 7:30 am; therefore please do not bring your child to school prior to this time. Students will line up in the Annex gym or Main Building auditorium between 7:30 a.m. and 7:45 a.m. Student entrance for the Main Building and the Annex Building is through the doors on Parnell Street. Parents are not to accompany children to their rooms. Children should be in their classrooms by 7:45 for breakfast in the classroom. First period will begin promptly at 7:55.

Students who leave school before 11:15 a.m. will be marked as a full day of absence. Students leaving before 2:30 p.m. will be marked as $\frac{1}{2}$ day absent.

Uniform Clarification

The 7 & 8 grade uniform consists of a Navy collared shirt and khaki long pants/skirt. The Pre-K thru 6 grade uniform consists of a light blue collared shirt and navy long pants/skirt.

Period	Time	Monday	Tuesday	Wednesday	Thursday	Friday
		Breakfast in				
1	7:45 -7:55	the	the	the	the	the
		Classroom	Classroom	Classroom	Classroom	Classroom
2						
3						
4						
5						
6						
7						
8						
9						
10						
11	2:40 -2:45	Dismissal	Dismissal	Dismissal	Dismissal	Dismissal

CLASS SCHEDULE

Healy School's Vision for Education

Robert Healy School, a Fine and Performing Arts Magnet Cluster School, is a vibrant learning community whose integrated rigorous curriculum is aligned to Common Core State Standards to meet the needs of all students. Our focus on literacy, math, technology and the arts, provides a high quality college and career ready education for all students. We accomplish this by utilizing partnerships with parents, community organizations, cultural institutions, universities, and corporations.

Activity Fee

Each year, due to the rising costs of books, paper and supplies, it is necessary to ask that every child in our school pay an activity fee of \$25. This money will help pay for the purchase of paper for student worksheets, our newsletters, the agenda book, and various supplies and incentives needed throughout the school year. This fee will be collected only one time during the school year. This money will be collected by the classroom teacher. Please send your money in an envelope with your child's name and room number printed on it.

Admission

Healy is a neighborhood school, accepting children for pre-kindergarten (age 4) through grade eight. <u>In order to attend Healy School, a student must live within the boundaries of the school.</u> The parents must provide proofs of residency upon enrolling the child. The proofs required may be phone, electric, or gas bills, checking account, or another form of identification. A driver's license is required as additional proof. Medical records and inoculations must be up to date. Kindergarten students and sixth grade students must have a new physical upon entering in August. An original birth certificate will be required.

Attendance, Absences and Tardies

Attendance improvement is one of our major goals every year. Students must be in school regularly to get a good education. Healy School is proud of its current 96.5% perfect attendance. Please make sure that your child is in school every day. It is also important that your child be on time every day.

If your child must be absent, please notify the school by calling the Main Building (773) 534-9190 or Annex Building (773) 534-9170 by 8:30 a.m. A NOTE MUST BE SENT to school when the child returns to school explaining the absence. The specific nature of the illness must be indicated on the note. Your child will be marked unexcused unless a note is sent to school. The CPS attendance policy indicates that only illness, emergency in the family, or religious holiday will be excused. Going out of town for holidays during the school year is unexcused. Students with five or more days of unexcused absences will receive notice from the school through the mail. Students with nine or more unexcused absences may be retained.

If your child is tardy, entering the building after 7:45 a.m., he/she must get an admit slip. Your child will not be allowed into the classroom without an admit slip. If your child is tardy three times, he/she will be given a detention (see Student Code of Conduct). It is very important that your child be in school on time every day.

Change of Address and Phone Number

If you move or change your phone number, notify the office as soon as possible with your child's name, room number, new address and/or phone number. If you expect to move over the summer, please notify the office prior to the last week of school. WE MUST HAVE UPDATED PHONE NUMBERS AT ALL TIMES.

Dress Code Students are to wear uniforms every day.

- The **7& 8** grade uniform consists of a <u>Navy collared shirt</u> and <u>khaki long pants/skirt</u>. (Khaki knee-length shorts will be allowed during the hot weather. This exception to the rule *will be announced* to the students **when it is appropriate.**)
- The **Pre-K thru 6 grade** uniform consists of a **light blue collared shirt and <u>navy long pants/skirt.</u>** (Navy knee-length shorts will be allowed during the hot weather. This exception to the rule *will be announced* to the students when it is appropriate.)
- Jeans, capris, cargo pants, roll-up pants, break-away pants, hip huggers, or nylon workout pants are **NOT** part of our uniform. Short skirts or skorts are not allowed. Oversized pants are also not allowed. No rubber bands on pant legs are allowed. They are not appropriate or safe attire for school.
- Plain navy blue sweatshirts or sweaters may be worn in cold weather.
- Students, who feel cold, are to wear <u>navy blue</u> sweatshirts or sweaters with <u>no hoods</u>.
- Shirts may not have any emblems or logos except the Healy logo. Shirts with the Healy logo are available at Healy during the sale period only. **Healy logo shirts are <u>not</u> required**.
- No colored shirts may be worn under the polo shirts. Long-sleeved tops of <u>any color are not</u> to be worn under the uniform shirt. No shirts should hang out from under the uniform.
- Hats, caps, bandannas, jackets, hooded sweatshirts, vests, or oversized flannel shirts are not allowed once the students are in the school and/or when classes are in session.

P.E. Class Dress Code

Children may wear their gym uniforms to school on the days they have gym. Children are to wear laced gym shoes for gym.

PARENTS-Please monitor that your child wears the uniform to school each day. We need parental support of the uniform policy, and we appreciate your cooperation.

Detention

Children with minor discipline problems in the classroom, lunchroom, hallways, or playground will be subject to the Detention Policy of our school (for other consequences see Student Code of Conduct). Consequences for repeated minor violations, as well as serious violations will be given using the SCC. Children with excessive tardies will serve detentions. A child who receives a detention will serve the detention for one hour after school under the supervision of school personnel. Parents will be notified by telephone and/or in writing when the detention will be served.

Discipline

Healy School students are subject to the Student Code of Conduct of the Chicago Board of Education. Parents are asked to refer to the Code which is distributed yearly. We expect students to behave properly at all times. We must maintain a safe, orderly and respectful learning environment.

Students are expected to abide by the school rules. The most important of these rules is respect for the rights and property of others. If a pupil's behavior interferes with the rights and/or property of others, appropriate actions will be taken.

These rules must be followed:

- Come prepared and on time to school every day.
- Respect other students, teachers, staff, and school property.
- Have a PASS from your teacher if you are out of your scheduled classroom.
- While in the hallways, move and/or stand in line in a quiet, orderly manner.
- Complete assigned class work and homework every night.
- Help keep the school clean and neat. Littering or writing on walls, books or desks is unacceptable.
- Show pride in yourself and your school.
- Use appropriate language at all times.
- Practice good citizenship.
- NO GUM CHEWING is allowed in the building.

• Leave all electronic devices, headphones, radios, hand-held games, etc., at home. *Cell phones* are a disruption in class, as they are used inappropriately during school hours (see cellular phone request form). They will be taken away and a parent will have to come to school to retrieve a confiscated phone.

The Board of Education has a Zero Tolerance Policy, which is enforced in all schools. Any student who commits an act of serious misconduct, or who is found to possess illegal drugs, firearms, and/or other dangerous weapons will be suspended immediately and face possible expulsion. Disciplinary actions are clearly described in the Student Code of Conduct.

Emergency Information

It is of vital importance that we have emergency information on file in the school. In case of an emergency we must be able to reach a parent, guardian, or friend of the family. An emergency form is sent home every year so that your family can update the information. **If there is a change of information during the school year, please notify the school.** Emergency forms will be updated each January.

Inclement Weather

The school will be opening for students at 7:30 am. During times of inclement weather, we will open the building at 7:20 am. For the safety of all our students please do not drop them off before these times. They will be allowed to stay in the auditorium until the entrance bell is sounded.

Food Service

Breakfast and lunch are served daily. Applications for free and reduced price meals are sent home to every family for each child. They are to be filled out completely, signed and returned to the school immediately. Failure to do so will result in free or reduced lunch being denied. In the event that you are not interested in filling out the form for free or reduced lunch, please return it marked Not Interested. We must have an application for every child; your cooperation is extremely important. The State of Illinois requires every family to fill out a lunch form. This process affords us state funds. Please fill out and return the lunch form as soon as possible. Children are not to pay for their lunch at the lunch line. They must pay the teacher in the classroom when lunch money is collected. Children are responsible for the good condition of their tickets.

Classroom Information Grading Policy

This year every child will follow the Grading Policy of the Chicago Board of Education, which is:

- A Substantially exceeds the standard, 90-100
- B Exceeds the standard, 80-89
- C Meets the standard, 70-79
- D Less than acceptable performance of the standard, 60-69
- F Does not meet the standard, below 60

Note: Students need a cumulative score of 280 points at the end of the year in order to pass reading, math, and writing class. This means that your child must score a minimum average of 70 ("C" or better) on each quarter in order to be on track for promotion at the end of the year

Check the Parent Portal (https://parent.cps.k12.il.us/pc/default.aspx) to receive updated grades. The password and login are the same from the previous year. You will need to re-register if you allow your account to elapse. If you don't have access to the Parent Portal, please visit our main office to retrieve the information you'll need to access the portal.

Homework

Homework is an important part of the instructional program at Healy School. It is an extension of the daily curriculum and helps to reinforce skills and concepts being presented in the classroom. Children are expected to do homework each night. Students are to complete all homework assignments carefully and accurately and turn them in by the due date. Parents will receive homework letters when homework is not completed. Children are to have the form signed and returned with the completed homework the following day.

The Chicago Board of Education has implemented a homework policy that states that every child is to spend a certain amount of time each night doing homework. Healy School expects every child to read for pleasure each night for 20 minutes. CPS expects every child to read 25 books each year. The following are suggested times for homework:

Kindergarten = 15 minutes per day Grades 1, 2 and 3 = 30 minutes per day Grades 4, and 5 = 45 minutes per day Grades 6, 7 and 8 = 90 minutes per day

We need the support from all of our parents to see that children are doing their homework each night.

Agenda Books

Every child in grades 1-8 is required to have an agenda book. Each child receives an agenda book at the beginning of the school year. The agenda book is a tool to help your child organize daily assignments and work. Your child is to write his homework assignments in it. Teachers also use it as a home –school connection by sending notes, reminders, and announcements in the agenda book. Parents are asked to look in their child's agenda book daily to check the assignments and other correspondence.

Book Reports

Children are required to **read 25 books each school year**. Children are required to do one book report a month as part of the writing program. Each classroom has developed its own library and its own form of reporting. **Every Healy student is required to read or be read to for 20 minutes of recreational reading each night.**

School Supplies

Students are expected to come to school with supplies needed to do school work. Pencils and paper are required to do daily work. Children in grades three to eight are required to have pens for their work.

Children are usually not allowed to use markers and whiteout in school, unless directed by the teacher.

Textbooks

The cost of textbooks is rising. Children must take care of the books that are assigned to them. Children must cover their books when they receive them and keep them covered throughout the year. Textbooks and library books are school property. Students are responsible for the books that they are assigned. Students are responsible for lost and damaged books. If a book is lost or damaged, the student must pay for the book.

Teachers will assign textbooks to students with the expectation that they will be returned upon request. If a child is unable to locate the text for return or has damaged the text, then the replacement cost will be calculated and an invoice will be given to you requesting payment. All monies must be submitted to Healy School in cash prior to June 5, 2014. We regret that we are unable to honor your personal check.

Report Cards – Five Week Progress Reports

A student's progress is reported to the parents four times a year on the report cards. Parents are required to pick up their child's report card twice during the school year, in November and April; at this time the teachers will discuss the progress of each student.

Students will also receive a progress report at the end of the 5 , 15 , 25 , and 35 week of the school calendar. These reports will give an indication of how the child is doing at that time. Parents must sign and return the progress reports. Please make an appointment with the teacher if there is a need for a conference.

Honor Roll

Every child is given the opportunity to be on the Principal's List and Honor Roll. Students must meet the set criteria for Healy School Honor Students.

Principal's List: Straight A's in all Curriculum Standard Areas No Checks in Curriculum Areas No Checks in Habits and Attitudes

Honor Roll: A's – B's or straight B's in all Curriculum Standard Areas No Checks in Curriculum Areas No Checks in Habits and Attitudes

Graduation

All students are expected to meet the graduation requirements set by the Chicago Board of Education. Students who do not meet the criteria set for graduation will not graduate with the class and will attend the Summer Bridge Program. Participation in graduation activities occurs when all requirements are met. A fee, schedule, and list of activities are sent to parents of potential graduates as soon as we receive the information from central office. Students in 8th grade are expected to participate in a minimum of 40 hours of community service before graduation.

Promotion Policy

Decisions to promote or retain children are based on successful completion of the curriculum, attendance, and for students in grades 3-8, performance on the District Wide Assessment. Official notice of the current year's promotion policy will be given to parents and students at the beginning of the school year. Students who do not complete these requirements must attend the Summer Bridge program for grades 3, 6 and 8. Students who do not successfully complete the summer program will be retained.

Parent Information

Local School Council

The Local School Council meetings take place monthly in the Main Building Library. Check the current newsletter, as well as the school website for exact date and time. Parents and community members are always welcome to attend the LSC meetings.

Website

The web address is:

www.healy.cps.edu

The site includes up to date information on activities going on at school, access to teachers' email addresses, parent portal log-in, classroom websites, the school calendar and monthly newsletter. You will also find forms to download including; the emergency form, lunch form, student code of conduct, and several health forms. Another feature of the site is a list of resources to utilize on bullying and family service providers. Please visit the site regularly to stay informed about what is happening at Healy with your child's education.

Newsletter

The Robert Healy School Newsletter contains important news, dates and activities of the school. Newsletters will be distributed to the students every month.

Orientation Meetings – Open House

Orientation Meetings are scheduled for September. Notices will be sent home as soon as we determine the dates. Teachers will meet with parents to discuss the curriculum, grading policy, discipline code, and the promotion policy for this school year. It is very important that all parents attend these meetings. There will be a mandatory meeting for parents of seventh and eighth graders; the agenda of this meeting will be high schools, testing, and the promotion policy.

Parent Advisory Council

Parents play a crucial role in the success of Healy School. We have a very active Parent Advisory Council which is responsible for many of our special events and activities. The monthly meeting takes place on the first Tuesday of each month at 8:15 a.m. All parents are welcome to attend these meetings. Everyone's help is needed.

Parent volunteers are always needed in our school. We welcome the help that they give in classrooms, on field trips, at luncheons, as well as at the many activities that we have for our students. Please sign up by filling out an application form available in the school's office. When you volunteer at school, please sign the volunteer book in the office. This is our way of keeping track of the hours that our volunteers work. Keep in mind that in order to be a volunteer in our school you have to complete the Volunteer Registration Packet (see website for more information).

Parent Patrol

We are always in need of adult supervision in and around the school to keep it a Safe Zone for all of our children at all times. A Parent Patrol is made up of parents who are willing to give time in the morning and afternoon when children are on the school grounds. These parents make sure that our children are safe getting to school and that they are safe when they leave school. We need parents who are committed to the safety of all of our children to join the Parent Patrol. If you have the time and wish to be a member of the Parent Patrol, please notify the office -all help is appreciated!

Parent – Teacher Conferences

Parents are always welcome at Healy School. In order not to disrupt our educational program, we ask that you report to the school office. Please make an appointment in advance with the teacher. Class time cannot be used for this purpose.

Parent Volunteers

Parents who volunteer at the school on a regular basis are subject to a background check and must be current with all immunizations.

Safety and Security

Safety is a priority in our school. Security personnel are assigned to each building. Visitors must sign in with security at the main Parnell doors ONLY and proceed to the office. Doors will be locked at all times. The buzzer system will be used to allow visitors into the building. The school also has the right to utilize its metal detectors on students and adults to check for illegal or dangerous objects.

Playground Use

Safe playground behavior is of utmost importance at Healy School. Whenever students are on the playground, they are to observe all rules of safety. **Students are not to use the playground until one hour after dismissal.** Students are not allowed to be in the playground area after 9:00 P.M. ¹¹



2014-2015 CPS CALENDAR ELEMENTARY AND HIGH SCHOOLS

AUGUST					
				1	
4	5	6	7	8	
11	12	13	14	15	
18	19	20▲	21	22	
25◆	26*	27+	28+	29+	

NOVEMBER						
3	4	5	6Q	7#		
10	11*	12EPT	13 HPT	14		
17	18	19	20	21		
24	25	(26)	27*	28*		

FEBRUARY					
2	3	4	5	6	
9	10	11	12	13	
16*	17	18	19	20	
23	24	25	26	27	

MAY						
				1		
4	5	6	7	8		
11	12	13	14	15		
18	19	20	21	22		
25*	26	27	28	29		

	SEPTEMBER					
1*	2	3	4	5		
8	9	10	11	12		
15	16	17	18	19		
22	23	24	25	26		
29	30					

_							
	DECEMBER						
	1	2	3	4	5		
	8	9	10	11	12		
	15	16	17	18	19		
	/22/	/23/	/24/	/25/	/26/		
	(29)	(30)	(31)				

MARCH						
2	3	4	5	6		
9	10	11	12	13		
16	17	18	19	20		
23	24	25	26	27		
30	31					

JUNE					
1	2	3	4	5	
8	9	10	11	12	
15	16 Q	17+	18◆	19 e	
22 e	23 e	24 e	25 e	26	
29	30				

OCTOBER					
1 2 3					
6	7	8	9	10	
13*	14	15	16	17	
20	21	22	23	24	
27	28	29	30	31	

JANUARY						
(1) (2)						
5	6	7	8	9		
12	13	14	15	16		
19*	20	21	22	23		
26	27	28	29 Q	30#		

	APRIL						
	1 2Q 3#						
/6/	/7/	/8/	/9/	/10/			
13	14	15HPT	16EPT	17			
20	21	22	23	24			
27	28	29	30				

		JULY		
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

LEGEND

Q End of Quarter

+ Teacher Institute Days

School Improvement Days

* Holiday

Day of non-attendance for students Anticipated Summer Programs

() Schools closed-- no salary paid

/ Schools closed—salary paid except as provided by budgetary action

HSPT High School Parent-Teacher Conference Day (Report card pickup)

EPT Elementary Parent-Teacher Conference Day (Report card pickup)

- e Emergency day-school in session if student days fall below state requirement
- Each school is provided 3 professional development days that can be used flexibly over the course of the school year
- ▲ School clerks begin working on Wednesday, August 20, 2014

HOLIDAYS

September 1Labor DayJanuary 19M. L. King DayOctober 13Columbus DayFebruary 16President's DayNovember 11Veterans DayMay 25Memorial DayNovember 27, 28Thanksgiving Holiday

Please note: November 28, December 25 and January 1 are holidays for the district offices. November 26 is a non-attendance day for students and school-based staff.

NOTES:

• SCHOOL CALENDAR—School clerks begin on August 20, 2014. Teachers and Chicago Teacher's Union (CTU) — represented Paraprofessionals and School-Related Personnel (PSRPs) begin on August 25, 2014.

Other school-based employees begin between August 25 and September 2.

Students begin classes on Tuesday, September 2, 2014 and end on Wednesday, June 16, 2015. Both days are full days of school for students.

• QUARTERS—Each quarter ends on the following day:

Q1 ends November 6, 2014 Q3 ends April 2, 2015

Q2 ends January 29, 2015 Q4 ends June 16, 2015

PROGRESS REPORT DISTRIBUTION DAYS—Schools will distribute progress reports during the 6th week of each quarter:

Q1 on October 10, 2014 Q3 on March 13, 2015 Q2 on December 19, 2014 Q4 on May 15, 2015

PARENT-TEACHER CONFERENCE DAYS—Parents are asked to pickup report cards and conference with teachers after the first and third quarters. Parent-Teacher conference days are non-attendance days for students. Elementary and high schools are expected to run a Parent-Teacher Conference Day:

<u>Elementary</u> <u>High School</u>

Q1 on Wednesday, November 12, 2014 Q1 on Thursday, November 13, 2014 Q3 on Thursday, April 16, 2015 Q3 on Wednesday, April 15, 2015

REPORT CARD DISTRIBUTION DAYS—Please note that report cards for the second and fourth quarters will be sent home:

Q2 on February 5, 2015 Q4 on June 16, 2015

TEACHER INSTITUTE DAYS—Teacher institute days are non-attendance days for students. These days are approved by the State Superintendent of Instruction for teacher professional development. Teacher institute days are principal-directed, except August 29th, which is half-principal and half teacher-directed.

Days include: August 27, 2014; August 28, 2014; August 29, 2014 and June 17, 2015.

SCHOOL IMPROVEMENT DAYS— School Improvement Days are non-attendance days for students and are for teachers and staff to review student data, plan instruction, and engage in development aligned to school priorities. They are principal-directed except on January 30th which is half principal-directed and half teacher directed.
 Days include: November 7, 2014; January 30, 2015; and April 3, 2015.

PROFESSIONAL DEVELOPMENT FLEX DAYS—Each school is provided 3 Professional Development Days to be used flexibly across the year: August 25 and 26 and June 18. Professional development days are principals directed except for June 18th which half-principal and half teacher-directed.

VACATIONS—Schools are closed for the following breaks:

Winter vacation—Schools are closed from December 22, 2014 to January 2, 2015.

Spring vacation—Schools are closed from April 6, 2015 to April 10, 2015.

- GRADUATION DATES—Elementary and High School graduations cannot be held prior to June 1, 2015.
- ANTICIPATED SUMMER PROGRAMS—Anticipated Summer Programs include Summer Bridge, Bilingual Bridge, English Language Summer Support, Extended School Year, Summer Acceleration and High School Summer Credit Recovery.

2014 - 2015 Student Individual Performance Data Sheet

Subject	D.T		Winter 2014		Spring 2015		B.O.Y - Spring 15		
-	RIT	%ile	RIT	%ile	RIT	%ile	Typical Growth	RIT Target	My Goal
Reading									
Math									
			Parent	Initials					
	B.O.Y Winter 2014		Spring	g 2015					

	Q1	Q2	Q3	Q4	Total
Reading					
Math					
Science					
Social Studies					
Writing					
Library					
Physical Education					
Mandarin					
Art					
Music					
Drama					
Technology					

	Parent Initials	
1st Quarter		
Minimum	Average for a "C" = 280	
Minimum	Average for a "B" = 320	
Minimum	Average for a "A" = 360	

Note: If you would like to discuss this scores/grades with your child's teacher, please schedule a parent-teacher conference at your earliest convenience.