

Robert Healy Elementary School

3010 S. Parnell Avenue
Chicago, Illinois 60616
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healy.cps.edu

Student Handbook 2017- 2018

Ms. Elizabeth Nessner

Principal

Ms. Erin Farrell

Assistant Principal

This School Agenda belongs to:

Name _____

Address _____

City _____ Zip Code _____

Telephone _____ Homeroom _____

LOCAL SCHOOL COUNCIL: 2017-2018

Parent Representatives

Warren Chan
Jennifer Macchione
Jillian Mai
Miguel Prieto
John Salzman
Simon Shiu

Community Representatives

Debbie Liu

Teacher and Staff Representatives

Christine Houcek– Teacher Representative
Jean Hickey – Teacher Representative

Please note that due to possible changes in CPS, the information in this year's handbook is tentative and subject to change.

Robert Healy Elementary School

Mission Statement

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.

The staff at Healy have selected inspiration, integrity, dedication and respect as the pillars upon which our school stands. As leaders in the school and community, we continuously strive to display these important qualities in all of our actions and words in an effort to strengthen the whole student and prepare them for the challenges of modern life. Above all, we preach and practice kindness at every level with the goal of bettering your child and the world.

Chicago Public Schools Vision Statement

Every Chicago Public Schools student in every neighborhood will be engaged in a rigorous, well-rounded instructional program and will graduate prepared for success in college, career, and life.

School Hours at Healy

The school day begins at 7:45AM and ends at 2:45PM. The school building will not be open until 7:30AM; 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 7:30AM and 7:45AM. 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. Once a student does arrive, the student must remain on the school property and may not leave without an authorized adult for any reason.

SCHOOL CALENDAR - 2017/2018

HOLIDAYS

Sept 4th	Labor Day	Oct 9th	Columbus Day
Nov 22nd-24th	Thanksgiving Holiday	Jan 15th	Dr. King's Birthday
Feb 19th	President's Day	May 28th	Memorial Day

VACATIONS

Winter Break - Dec 25th - Jan 5th

Spring Break – Mar 26th - Mar 30th

REPORT CARD *PICK UP*/ PARENT TEACHER CONFERENCE DAYS

Wednesday, Nov 15th

Wednesday, Apr 18th

REPORT CARD *DISTRIBUTION* DAYS

Friday, February 9th

Monday, June 18th

PROGRESS REPORT *DISTRIBUTION* DAYS

Q1: October 6th

Q2: January 8th

Q3: March 9th

Q4: May 18th

TEACHER INSTITUTE DAYS

No School for Students

Tuesday, August 29th - Friday, September 1st

SCHOOL IMPROVEMENT DAYS

No School for Students

Friday, November 3rd

Friday, February 2nd

Friday, April 13th

Tuesday, June 19th

PICTURE DAYS

Fall Pictures: October 12th and 13th, 2017

Graduation Pictures: Tuesday, January 16th, 2018

Spring Pictures: March 21st and March 22nd, 2018

GRADUATION DAY

Eighth Grade: June 2018

EXACT DATE AND LOCATION TBD

LAST DAY OF SCHOOL

Monday- June 18th, 2018

PARENT INVOLVEMENT AT HEALY ELEMENTARY SCHOOL

The success of Healy can be largely attributed to the strong relationship between home and school. One cannot succeed without the other. Therefore, it is imperative that parents support the efforts that are being made at school and vice versa. It is important that parents show their commitment to the education of their child through their actions, such as volunteering in the school and serving as a support by assisting with homework and communicating regularly with the teachers and staff. In addition, in order to provide a safe and orderly learning environment, we must adhere to specific rules and regulations. Therefore, there may be consequences applied to those students who do not follow these protocols. We ask for your continued support in enforcing these rules for the overall success of Healy School.

Also, please note that the children who attend Healy are our utmost priority. Therefore, we must enforce rules on a regular basis. It is important that the parents allow for their children to take responsibility for poor choices so that these challenges can be turned into learning opportunities. While you may not agree with every rule in place, we appreciate your support in handling the situations with the best interest of your child at heart. We view our families as valuable stakeholders and integral to our overall success as a school.

There are various other volunteer opportunities, as well as school related organizations of which parents may wish to become involved. For more information on these opportunities, organizations, and the various ways that parents may contribute to Healy School, please visit our school website at healy.cps.edu. Please note that all prospective school volunteers must be approved by the Chicago Public School District. For more information on becoming a certified volunteer, please call the CPS Partnerships Office at 773-553-1544 or visit <http://www.cps.edu/FACE/Pages/Face.aspx>.

Healy Stars: Healy Stars, formerly known as the Parent's Club, is a non-for profit public benefit corporation and is not organized for the private gain of any person, but for educational advancement of Robert Healy School. It is organized under the Nonprofit Public Benefit Corporation Law for charitable purposes. The purpose of this foundation is exclusively charitable within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986: "Notwithstanding anything herein to the contrary, the purposes of this corporation are limited exclusively to exempt purposes within the meaning of Section 501(c)(3) of the Internal Revenue Code."

Robert Healy community members founded the organization out of the desire to find ways to support the educational goals of our school at a time when cutbacks in education are a reality, and the needs of the students in a changing global and technological world are a priority. The primary interest of this 501 (c)(3) organization is to raise funding and solicit donations for Healy Elementary in order to support large scale projects and enhance educational and social programs. The continuing mission is to demonstrate a long-term commitment to the highest quality of education by providing the resources to support the curriculum in the classrooms, as well as to provide an improvement in our facilities that supplement our academic programs, and to enhance a positive school climate.

More information about the Healy Stars, and upcoming events and fundraisers, can be found on the Healy Stars website at [//Healy.cps.edu/Healy-Stars](http://Healy.cps.edu/Healy-Stars).

POLICIES AND PROCEDURES

ACTIVITY FEE

Each year, due to the rising costs of books, paper and supplies, as well as cuts to local school funding, it is necessary to ask that every child in our school pay an activity fee of \$30. This money will help pay for the purchase of paper for student worksheets, our newsletters, the agenda book, our online educational platforms, 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 at orientations or by the classroom teacher. Please send your money in an envelope with your child's name and room number printed on it. Payment must be made in cash or Money Order.

ADMISSION

Healy is a neighborhood school, accepting children for kindergarten (age 5) through grade eight. In order to attend Healy School, a student must live within the boundaries of the school. 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

All students and parents are required to sign an attendance contract each year as proof of your understanding and commitment to making sure that your child is at school every day and on-time. Attendance is the number one predictor of student success. Students with chronic truancy or tardiness will be subject to home visits by school and district personnel or the Chicago Police Department. As a neighborhood school, all students should be able to walk to Healy. Transportation issues will not be an acceptable excuse for tardiness or absences.

Regular daily attendance is essential if each student is to reach his/her potential. Each student is expected to come to school every day and arrive on time. The **School Code of Illinois**, Chapter 105, Illinois Revised Statutes, Article 26, Section 26-1 provides that there are four acceptable causes of absence: 1) **illness**; 2) **family emergency**; 3) **death in the immediate family**; 4) **observation of religious holidays**. If a student misses more than three days of school, valid written documentation (i.e. doctor's note) should be provided and the student will be given time to make up work based on the equivalent number of days missed. If valid documentation is not provided, the student will have 48 hours from the day

he/she returns to school to make up any missed work. It is strongly encouraged to plan vacations when school is not in session as attendance directly impacts funding. **Family vacations are counted as unexcused absences.** No homework will be given in advance to any student going on vacation. If a student goes on vacation while school is in session, he/she will have 48 hours from the day he/she returns to school to make up all missed work. If for some reason a student must be absent, the school is to be notified by phone at 773-534-9190. If the office is not open, or if no one is available to take your call, please leave a detailed voicemail and someone will get back to you as soon as possible. A **NOTE** explaining every absence (even if a phone call was made) **MUST** be sent with the student upon returning to school. If a student has ten unexcused absences, the parent or guardian may be notified by CPS regarding a hearing and possible penalties due to the student's absences. A **"truant"** is defined in Section 26-2a as a child subject to compulsory school attendance and who is absent without a valid cause. A **"chronic truant"** is defined in Section 26-2a as a child subject to compulsory school attendance and who is absent without a valid cause for 10% or more of the previous 181 (or scheduled) regular attendance days (18 days or less). These attendance policies are in effect statewide during the school year. 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 ½ day absent. **It is the responsibility of the student to check with the teacher regarding school work missed during periods of non-attendance.**

Your awareness of these policies will lead to improvement in student attendance and to the success of your child during the school year. **Let's make this year the best yet in school-wide student attendance.**

AFTER-SCHOOL PROGRAM ATTENDANCE

If your child is registered for an onsite after-school program, this is still considered part of their school day so attendance, disciplinary measures and school policies apply. Attendance to these programs is mandatory. Please do not sign-up your child if he or she cannot attend. It is the parents/ guardians responsibility to pick students up from these programs on time. Keep in mind that Healy is a neighborhood school and that students should be allowed to walk home.

ARRIVALS AND DEPARTURES

Students must NOT arrive on school grounds before 7:30AM. School personnel are not responsible for student supervision before 7:30AM. Students will not be allowed in the building before 7:30AM. Once a student does arrive, the student must remain on the school property and may not leave without an authorized adult for any reason.

Students who arrive after 7:45AM will be marked tardy. After three tardies are accrued per quarter, the student may be required to serve a tardy detention after school in order to make up the missed instructional time. Students who are consistently tardy will not be eligible for perfect attendance honors.

When early dismissal is necessary, a parent must report to the office and sign the Early Dismissal Book in order for the child to be released. The child will then be called to the office. At dismissal, students must go directly to the appropriate location for after school pick-up or directly home. Parents picking up children must meet them outside the appropriate dismissal door. Please see the doors from which students exit below:

- Kindergarten will exit out the back doors of the annex (near playground)
- 1st, and 2nd graders will exit out of the front doors of the annex.
- 3rd graders will exit out of the front doors of the main building.
- 4th graders will exit out of the south doors (near the annex) of the main building
- 5th & 6th graders will exit out of the north doors (30th street) of the main building
- 7th & 8th graders will exit out of the south doors (near the annex) of the main building

There is no staff supervision provided on the playground before or after school. Any students playing on school property before or after school hours must be actively supervised by an adult.

BATHROOM USE

All students must report to the security desk and scan their student IDs in order to register with the bathroom log when leaving the classroom to use the restroom. If students need to use the bathroom before or after regular school hours, they must check in at the Main Office or with security desk to receive a Bathroom Pass. This is for the safety of the children.

BIRTHDAYS

See *Healthy Snack and Beverage Policy*.

BULLYING

Healy Elementary School is committed to providing a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Bullying behaviors are defined by the CPS Student Code of Conduct as “Acts of repeated intentional behavior that occurs in order to intentionally harm others through verbal or non-verbal harassment, physical assault, or other more subtle methods of coercion. Such behavior may include, but is not limited to, manipulation, teasing, taunting, threatening, hitting, stealing, and destroying personal property, sending threatening or abusive emails or cyber bullying.” This is Group 3-10 misconduct and disciplinary action may be applied by school administration.

All students, in one way or another can be impacted by bullying—whether they are bullied, bully others, or are a witness to bullying. At our school, we rarely see overt bullying behaviors being displayed. However, some recess behaviors may take their form in ways that students may not realize are a form of bullying. We have included some behaviors below that are most common to our students, especially in a competitive environment, such as recess or sports. Please take some time to discuss these behaviors with your child:

- **Targeting/harassing peers who do not perform as well as others.**
- **Intimidating/harassing the most promising players.**
- **Coercing team members to “prove” they belong on the team.**
- **Ganging up on others because a “leader” doesn’t like him/her.**
- **Harassing others for making a mistake during a “game”.**
- **Manipulating/ creating rules of a game to gain advantage over others.**
- **Excluding others from a game if they wish to participate.**

We would like all of our students to feel empowered. It is our hope that any student who may be a target or a witness to these behaviors will make a wise choice by walking away, telling an adult, or telling their peers in a firm voice to stop. These responses take courage, but they also present opportunities for children to strengthen their self-advocacy skills. If your child reports a bullying incident to you, please encourage him/her to report these incidents to the recess supervisors or administration.

It is important to note that all aggressive behaviors are not necessarily defined as bullying. However, if aggressive or bullying behaviors are observed or reported, our staff is trained to intervene immediately and follow protocols to address such behaviors, including applying the Student Code of Conduct, if necessary.

CELL PHONES

Any and all cell phone use by students as well as parents and visitors is not permitted at any time in the school building nor is it allowed on school property. Please see ELECTRONIC DEVICES and PHONE USE Policy for specific details, including consequences.

CHANGE OF ADDRESS/EMERGENCY INFORMATION

If you and your family move, change jobs, or if your phone number changes, notify the office **immediately** in writing, with the following information: your child's name(s), room number(s), new address and/or employer and new telephone number(s). Give the school **complete emergency information** and update it when necessary. This information is our only way of reaching you in the event that your child becomes ill or injured while in school. It is strongly recommended that all students have at least two current and operating phone numbers on file so that we can contact a legal guardian in the event of an emergency.

COLLECTION OF MONEY

1. Any money submitted must be in an envelope marked with student's name, room number, amount of money enclosed, and reason for submitting the money. Only cash or money orders will be accepted. This includes Student Fees.
2. Field trip money must be paid by the deadline stated on the field trip permission form.

CONFERENCES

Time may be allocated for parent conferences and meetings based on the availability of the staff. If you would like to schedule a conference, please contact the teacher directly. Before conferencing, please stop in the office after obtaining a visitor's pass from the security desk so that we can let the teacher know when you arrive.

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

ALL SCHOOL POLICIES AND MANDATES APPLY TO ALL SCHOOL FUNCTIONS, INCLUDING FIELD TRIPS, BEFORE AND AFTER SCHOOL PROGRAMS, LUNCH AND RECESS TIME.

In the interest of creating an effective learning environment for our students, discipline at Healy School is strict and fair. 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 these school rules. The most important of these rules is respect for the rights and property of others. If a student's behavior interferes with the rights and/or property of others, appropriate actions will be taken. Healy School students are subject to the Student Code of Conduct as mandated by Chicago Board of Education which is a progressive discipline model. Parents and students are asked to review the Code which is distributed yearly.

Minor violations of the SCC code are reinforced in the classroom through the white Behavior Warning Forms (Groups 1-2) and more serious infractions may incur a pink Behavior Referral Forms which are processed through Administration (Groups 3-4 and repeated violations of Groups 1-2). More specific details regarding the school-wide discipline program will be outlined at parent orientation. Please make sure to also review the Electronic Device Cell Phone Policy with your child as there will be consequences for violations.

In General, 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.

The Board of Education has a Zero Tolerance Policy when it comes to Groups 5 & 6 of the SCC, 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.

DRESS CODE: Students are to wear uniforms every day.

School Uniform:

PreK - 6th Grade -- Light blue collared shirt and navy long pants/skirt

7th & 8th Grade -- Navy collared shirt and khaki long pants/skirt.

(Navy knee-length or Khaki 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, skorts, or oversized pants are not allowed. No rubber bands on pant legs are allowed. They are not appropriate or safe attire for school. Students who feel cold are to wear navy blue sweatshirts or sweaters with no hoods. 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 not required.** No colored shirts may be worn under the polo shirts. Long-sleeved tops of any color are not 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. 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.

P.E. Class Dress Code:

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

Non-Uniform Days:

Students are expected to dress in a manner appropriate for school. Any issues that may pose a disruption to the educational process will be reviewed by, and left to the discretion of, the school administration. Please note that the school dress code applies to all school related functions and field trips. We ask for your support in adhering to the following Dress Code guidelines: The wearing of makeup and temporary “tattoos”, including writing or drawing on the skin, is inappropriate for elementary students. Clothing and makeup should be in good taste, sufficiently modest, and appropriate for the age and maturity level of the student. Heavy makeup is not permitted. Hair color should be natural. Clothing should not include excessive rips or “strategically placed” tears or reflect any inappropriate messages or statements. Tight clothing (including leggings and tights that are not covered by an overlay or tunic) are NOT permitted. Piercings, other than ear, are not permitted. Outdoor clothing and head accessories, such as hats, berets, hoods, headscarves, beanies, bandanas, jackets, coats, gloves, and finger gloves may NOT be worn inside the building. Shorts and skirts which are no shorter than two inches above the knee (or arm/fingertip length) may be worn. Tops with “spaghetti straps” or with racer-back straps may not be worn. Flip flops, mules, high heels and heelys are considered dangerous footwear when students are at play. Therefore, in the effort of keeping students safe on the playground, they are discouraged from being worn. Questionable attire, including accessories such as headwear and footwear, will be reviewed by the administration. If clothing is not deemed satisfactory, or is a disruption to the educational process, the child will be given a clean article of clothing to wear for the day that reflects the dress code (School Spirit Wear) so that the child may return to class and not miss any instruction. Please note that excessive violations of the dress code may result in disciplinary action at the discretion of the school administration. Parent support is a key component of this policy.

FORGOTTEN ITEMS

If parents drop off a “forgotten” lunch for their child after school has begun, it will be placed on a desk in the Main Office labeled “LUNCHES”. If your child forgets his/her lunch he/she should check in the Main Office as lunches will not be delivered to the classroom. If a parent drops off homework and/or classroom supplies once school is in session, the item(s) will be placed in the student’s homeroom mailbox or labeled with the student’s name and held in the office for the teacher. Please note that office staff will be unable to drop items off directly to the classroom once it is received, NOR will they be able to send notifications to classroom regarding items.

ELECTRONIC DEVICES and PHONE USE POLICY

Students will not be allowed to use the school phones for forgotten instructional materials, supplies or homework. The office staff will call to notify parents if a student is ill. **Students will not be called from class to answer phone calls.** Students should not expect to make general use of the school telephones. Students are discouraged from bringing cell phones and electronic devices to school. This includes, but is not limited to IPODS, IPADs, ITouches, handheld/portable Game Systems, Kindles, EReaders, and MP3 Players. **If any of the above items are brought to school, the item must be turned off and kept in the student's bookbag during school hours and during all school related functions and activities. This includes while in the school building and while on school grounds. Any prohibited cell phone or electronic use, during the aforementioned times and locations, will be grounds for the following disciplinary action.** Consequences are as follows regarding these infractions:

Cell phone or Device sounds while in book bag: *Student Logger Entry/ Warning Form/ Phone Confiscation**

Cell phone or Device is visible/ and or used in School Building/ on School Grounds:
*Pink Discipline Referral Form / Phone Confiscation**

Cell phone or Device is lent to another student who uses it in School Building or on School Grounds:
*Pink Discipline Referral Form for both students / Phone Confiscation**

SCC Violation 3-11: *Cell phone or other technological device is used to harass, incite violence, or interrupt other students' participation in school activities, including use of device to record others without permission or unauthorized distribution of recording (See Acceptable Use Policy): violating this policy may result in more severe consequences, and possible suspension from school.*

*** Confiscated phones and Electronic Devices must be picked up by a parent/guardian in the Main Office between 7:30 AM and 3:00 PM.**

FIELD TRIPS

Field trips are a valuable extension of the educational experience. The school requires written consent of a parent before a child is permitted to go on a field trip. In the event that a child "forgets" to bring the permission slip back to school by the deadline, we regret that we will be unable to call home to request verbal permission. Therefore, the student will be kept back at the school and supervised until his/her class returns from their trip. The signed permission slip and any required money must be returned as designated by the teacher. Any required money should be exact, as it is difficult to make change. Any student exhibiting poor conduct or lack of self-control may be excluded from a field trip.

FUNDRAISERS

All fundraisers sponsored by Healy and its affiliations have been approved by the Local School Council as mandated by the Chicago Public Schools Board of Education. Therefore, we are unable to allow for outside vendors or organizations to sell merchandise on school property without prior approval (i.e. Girl Scout Cookies or candy bars).

GRADES

Grades are based on the following scale:

A	90-100%	Superior
B	80-89%	Above Average
C	70-79%	Average
D	60-69%	Below Average
F	0-59%	Unsatisfactory Progress

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. If a

parent has a question about a grade, that parent must first confer with the classroom teacher. If unable to come to a satisfactory resolution, the parent and teacher will then have a conference with an administrator, if necessary.

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.

GUM CHEWING

Healy is a gum-free environment. There is no gum chewing allowed at any time in the school building, on the school buses, or on the school grounds. Any student caught chewing gum will be subject to disciplinary action.

HALL PASSES

All students, when passing through the hallways, are required to have a hall pass OR note issued by the teacher or office.

HEALTHY SNACK AND BEVERAGE POLICY

Chicago Public Schools understands the important link between health and academic performance. In addition to the hard work our teachers and staff do every day to prepare students for success in the classroom, we are working to encourage healthy eating and physical activity. By starting these healthy habits early in life, we can help reduce our children's health risks and increase their chances for longer, healthier lives.

To ensure all students have a healthy school environment in which to learn and play, CPS established LearnWELL: an initiative to support all schools in achieving the criteria of the district's wellness policies. These policies include guidelines for recess, physical education, nutrition education, physical activity, and all foods available on school grounds. Please note that any treats that do not meet the CPS Healthy Snack & Beverage Policy will be kept in the Main Office until dismissal and sent home with the student or picked up by a parent/guardian at the end of the day. Please review the following summary of the CPS Healthy Snack & Beverage Policy:

Fundraisers:

- Foods may not be served or sold on school grounds at ANY TIME during the scheduled meal times of the National School Breakfast and Lunch Programs, including food sold for fundraisers.
- Only foods that meet nutritional criteria can be offered on school grounds during the school day (7:45 AM to 30 minutes after final dismissal).

Celebrations:

- The Healthy Snack and Beverage Policy requires that schools adopt local school celebration guidelines. If guidelines are not established schools will default to providing foods and beverages of minimal nutritional value only twice per year. The two celebrations must be approved and documented by the Office of Student Health and Wellness (OSHW).
- Schools should celebrate student achievements, holidays, and birthdays by focusing on fun rather than food.
- Student birthday celebration treats should be non-food items.
- Foods cannot be homemade and must be purchased with an ingredient label and provided in sealed container(s).

Rewards:

- Teachers and staff should not use food as a reward.
- Food may not be withheld from any student for any reason.

Parents/guardians should:

- Honor their child's birthday by sending non-food treats such as stickers or pencils or donating a book to the class library.

- Ask your child’s teacher what non-food or healthy rewards/incentives they are utilizing in the classroom (extra gym time, dance parties, etc.)

HOMEWORK

Homework may be assigned daily with the exception of breaks within the school calendar when optional assignments or long-term projects may be assigned. Parents should provide a quiet place for their child to study and complete homework. Homework is to be completed carefully, accurately and on time. The school wide homework policy for each grade will be more thoroughly discussed at the opening orientation. Students who consistently fail to abide by the homework policies set forth by their teachers may be subject to disciplinary action. Every child in grades 1-8 is required to have a Healy 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.

We recognize that our parents want to set up their children for the best possible start, but sometimes parents can be guilty of helping their child a bit too much with their homework. Sometimes it easier for the parent to just tell your child what to do, give him/her the answer, or simply just do it for them...at least it will be done! It may feel tempting – proper even – to help your child with homework, but parents who get involved too much don’t improve their kids’ test scores or grades, and may actually hurt their child’s academic achievement and growth. Research shows that giving your child too much help could actually hinder their development and contribute to a lack of confidence in their academic skills.

Parents should still absolutely be involved in the education of their children, as this has proven to be one of the most significant factors in a child’s growth and future academic success. Research shows that the students who do best in school have parents who hold them accountable and regularly look at their grades. Our goal is to create independent, confident, and lifelong learners. Parents, here is some guidance on how to provide the appropriate level of support:

Tips for parents:

- Show an interest in your child’s schooling but avoid being more interested in their schoolwork than they are or it risks making it “your thing” and not “their thing”.
- Set rules about homework (when and where it should be done), particularly in their younger years.
- Try not to offer your help before they ask; let them ask you. This will boost their confidence in completing schoolwork without constant adult help.
- Make sure you are coaching and not doing. Don’t fix every mistake or act as an editor. Get older children to ask you specific questions only, like, for example: “Is my conclusion clear?”
- Get homework done before fun things. Prompt them rather than remind them, eg: “What needs to be done before you watch TV?”
- Every year, reassess what you do for your child and whether your actions stop them developing important skills, such as responsibility and autonomy. For example, you should start to withdraw your reminders for homework early in their schooling, including gentle reminders such as, “Do you have much homework?”
- With this must come the child accepting responsibility for homework and teacher-delivered consequences should they forget to do homework or to bring it to school. Remember these remain a reflection of your child’s current organization and motivation, not your parenting.
- Finally, remember a golden rule – your actions as a parent should not be primarily about making them successful now, but about building the life skills that will enable them to be successful in the future without your help.

In addition to assigned homework, Healy School expects every child to read for pleasure each night for minimum of 20 minutes. CPS expects every child to read 25 books each year.

ABSENCE MAKE-UP WORK

Each teacher will develop their own make-up homework policy. Please see the above section labeled ATTENDANCE for more information. It is strongly recommended that absent students contact a classmate or Homework Buddy for any assigned work as teachers do not have time within their day to prepare work for absent students.

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

Honor Roll is compiled at the end of each marking period. All students earning Principal List or Honor Roll status for that quarter will be recognized on a bulletin board. Regardless of grades, students earning any check marks will not be eligible for honor roll status.

INCLEMENT WEATHER

If the school needs to close for any reason, information will be available on WMAQ (670 AM), WGN (720 AM), WBBM (780 AM), WUSN (99.5 FM), WBBM (96.3 FM) and Channel 32. Information is also available at the main **CPS phone line, 773-553-1000.**

INTERNET SAFETY

Online safety is an important component of overall student safety, especially now that many children have access to various types of technology in the form of computers, laptops, tablets, and smartphones. As a school, some things that we have done to ensure that technology is used appropriately are: blocking certain sites from our Internet filtering system and allowing students to pursue online learning activities only under the direct supervision of the teachers. Because we know that Internet Safety is a growing concern, at the beginning of the school year, our teachers review expectations with all students in K-8, as well as ask them to sign an Acceptable Use Policy. This policy outlines the expectations of school technology, including what is considered abuse of these privileges. Also, while we understand that many students carry cell phones for safety reasons, we have implemented a school-wide Cell Phone/ Electronic Device Policy that outlines the expectations, as well as the consequences of violating this policy. In addition, throughout the year, the Technology classes have included lessons to promote Internet safety, online "netiquette," and Cyberbullying prevention. Beyond the ethical considerations of Internet Safety, especially in regards to elementary aged students accessing Social Media Websites, there are safety and behavioral implications that sometimes impact the school, as well as possibly creating issues among classmates. Elementary children may not have the necessary maturity and judgment to use these sites appropriately. Please speak to your child directly about the school-wide policies, as well as your behavioral expectations. Make a point to be involved with your child's virtual life just as you are with other daily activities. Make sure you have access to any sites your child frequents and can see all the published content, and actively supervise your child when he or she uses technology. Please view the Internet Safety Resource Page we have provided on our website to assist you in this endeavor.

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 dates and times. Parents and community members are always welcome to attend the LSC meetings.

LOST AND FOUND

It is advisable to put your child's name on all personal articles and clothing. The "Lost and Found" is available for review in each Main Office. In addition, all lost and found articles will be displayed at the end of each marking period in the Main

Hallways. Unclaimed items will be donated to a charitable organization at the end of the school year. Healy Elementary School is not responsible for any lost or missing items. This includes any and all personal property brought to school, including cell phones, electronic devices, and recess equipment (see below for *Cell Phone Policy*).

LUNCHROOM

Students may bring a bag lunch or receive a lunch at school. All students are eligible to receive free breakfast and free lunch. At the beginning of each school year, applications for the National School Lunch and Breakfast Program are distributed. **Regardless of interest or eligibility it is imperative that all lunch forms are signed and returned to school.** These forms determine the amount of funding the school receives and it is crucial that all families complete one of these forms every school year.

Also, when dropping off “forgotten” lunches to children, please note that the office staff will be unable to drop items off directly to the classrooms once they are received, nor will they be able to send notifications to classrooms regarding items. Therefore, any student that “forgets” a lunch should check the “LUNCH” table in the office on his/her way to the lunchroom. We strongly discourage parents from having outside lunches delivered to the Main Office. The Office Staff will be unable to sign for deliveries of this kind.

LUNCHROOM RULES

Cooperation and compliance with the basic lunchroom rules will ensure that students have a clean and pleasant place to eat.

1. *Students will be monitored by a supervisor who may assign seats based on behavior.*
2. *Loud talking, moving around the lunchroom, breaking milk cartons or bags, or throwing items of any kind will not be tolerated.*
3. *Students will be allowed to go through the line only once and may not return to retrieve more items.*
4. *Tables must be cleared and all trash picked up before students will be dismissed.*
5. *All trash must be placed in appropriate containers.*
6. *Students will not be allowed to leave the lunchroom for any reason without permission.*
7. *Food and drinks are not to be taken out of the lunchroom.*
8. *Energy and/or highly caffeinated drinks (i.e. coffee drinks) will not be permitted on the school grounds.*
9. *Glass bottles or glass containers will not be permitted on the school grounds.*

MEDICAL, DENTAL, & VISION FORMS

The State of Illinois requires every pupil to have a complete physical examination when entering kindergarten and 6th grade. For the 2017-18 school year, all entering 6th Graders must have the Meningitis Vaccine on file. In addition, a complete dental examination is required when entering kindergarten, 2nd, and 6th grade and a vision examination is required for all incoming Kindergarten students. We thank you in advance for keeping all medical examinations, as well as your immunization records, current as all students who do not have up-to-date records on file may be excluded from school as dictated by the Illinois Department of Public Health.

MEDICATIONS

If it is necessary for a student to be administered medication (including inhalers) at school, the parent must complete a medication form obtained from the school nurse before the medication can be brought to school. All prescription medicine must be kept in the school office and monitored by school staff. Medication must be in the original container and properly labeled. Information regarding any chronic illness (asthma, diabetes, etc.) should be reported to the student's teacher and school nurse. Under Illinois law, students have authorization to carry and self-administer the following prescription medication after submitting a self-administration authorization form obtained from the school nurse: asthma inhaler, Epi-Pen, diabetes testing/insulin. This form must be signed by a parent/guardian and kept on file in the Main Office.

PARENT-STUDENT MESSAGING DURING SCHOOL HOURS

If there is an emergency and you need to pass a message to your child, please do so before 8:30AM. All messages will go

into the teacher's mailbox, which may be only checked once a day depending on their schedule. THEREFORE, THERE IS NO DELIVERY GUARANTEE. A direct email to the child's teacher is another option for passing along messages. But again, THERE IS NO DELIVERY GUARANTEE as our teachers may not have constant access to technology..

PROMOTION POLICY

Students must meet all the requirements set forth by the Chicago Board of Education in order to be promoted. In addition, assigned homework, book reports, science projects, research papers, and essays are expectations of Healy Elementary School.

Students and Parents in Grades 3rd, 6th, and 8th are required to review and sign a copy of the CPS Promotion Policy indicating their understanding of the district's expectations in regards to academics. The Parent-School Compact is expected to be reviewed and signed by all Healy 5th-8th Grade students.

RECESS SAFETY & ETIQUETTE

Healy Elementary School is committed to providing a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our hope is that during daily recess, our students have fun, get some exercise, and learn new skills. The following behaviors will not be tolerated and if they are observed or reported, our staff is trained to intervene immediately and follow protocols to address such behaviors, including applying the Student Code of Conduct, if necessary.

- Targeting/harassing peers who do not perform as well as others.
- Intimidating/harassing the most promising players.
- Coercing team members to "prove" they belong on the team.
- Ganging up on others because a "leader" doesn't like him/her.
- Harassing others for making a mistake during a "game".
- Manipulating/ creating rules of a game to gain advantage over others.
- Excluding others from a game if they wish to participate.

RECESS EQUIPMENT:

Games, toys, movies and equipment have been purchased for use during outdoor and indoor recess time. This enables us to provide the most controlled and safe environment possible. The following items are, without question, NOT permissible for use on school grounds: electronics, fidget spinners, laser pointers. Any and all non-approved items are subject to disciplinary action and/or confiscation of item. Once again, approved and safe items have been purchased for the student's use. Therefore, **ONLY ITEMS APPROVED BY THE ADMINISTRATION MAY BE BROUGHT TO SCHOOL FOR USE DURING RECESS TIME.** We are not responsible for any lost or stolen property that is brought into the school grounds without official school approval.

REPORT CARDS/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 5th, 15th, 25th, and 35th 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.

SCHOOL COMMUNICATIONS

Parents are asked to respond promptly to all communications from the school. Problems may arise due to lack of communication. It is the student's responsibility to give all written communications to their parents. The school website is located at healy.cps.edu. Please check it regularly for monthly newsletters, celebrations, and school updates. It is important that you are always providing the most up-to-date contact information to ensure that you are receiving the timeliest information from the school.

STUDENT GOOD NEWS

If you have good news to share about your child's successes (e.g. awards, championships) please inform the school administration! We like to know what is happening both in and out of the school, and we need your help to keep abreast of all newsworthy items! We also like share these updates with the staff and the Local School Council. Student Updates can be emailed to Ms. Nessner at EANessner@cps.edu or Ms. Farrell at EMFarrell@cps.edu.

TEXTBOOKS & EQUIPMENT

Every student is responsible for the proper use and care of all school equipment and books. All books should be covered. If books and/or equipment are lost, damaged or defaced, a replacement/ repair charge will be charged. This includes library books.

TRAFFIC CONTROL

We ask that all parents/guardians take the utmost precautions at all times when dropping off or picking up students. Please be cognizant of all traffic laws, practice safety measures, and be considerate of one another, our staff and students, as well as our neighbors at all times. While parking is not allowed in front or on the side of the school where the "no parking" signs are posted, **you may pull up to the curb briefly to load or unload passengers. Please do not leave your car or double park. Tickets may be issued to any illegally parked or stopped cars (this includes cars stopping in the middle of the street to load or unload passengers).** Please comply if asked to move your vehicle. Please note that State Law prohibits the use of non-handheld cell phones and electronic devices. Violators may be ticketed.

VOLUNTEERS

Parents are welcome in the school as visitors and volunteers. Prospective volunteers must complete all volunteer forms provided to schools by the Office of Safety and Security including an enrollment form, a background investigation authorization and Volunteer release form, and a certification of freedom from tuberculosis form. All prospective volunteers must be fingerprinted per CPS Policy as outlined in the Volunteer Packet available online at <http://www.cps.edu/FACE/Pages/Face.aspx>.

Please keep in mind that you will be unable to work as a volunteer until your background check has been cleared by Safety and Security. Field trip chaperones are not required to submit an application. Any visitor or volunteer entering the school building must stop at the front security desk to receive a pass which must be displayed at all times. You must contact the classroom teacher in advance to ensure that there are no schedule conflicts.