

# Reilly Elementary School

## 2019-2020

### Parent & Student Handbook



Kenneth Fitzner, Principal

Katherine Trevino-Kniffin, Assistant Principal

3650 W. School St. Chicago, IL. 60618

(773)534-5250

[www.reillyschool.com](http://www.reillyschool.com)

Dear Reilly Families,

Welcome back! I hope you have had a wonderful, safe and joyful summer! We have been very busy this summer planning for the return of your students. The Leadership team, teachers and all staff have been working hard to strengthen your child's experience at Reilly. Our mission is *Reilly School, in cooperation with parents and our community, strives to provide a high-quality, equitable educational experience, that develops each student's individual abilities. Reilly School is committed to providing educational excellence through rigorous and relevant learning opportunities within a safe, trusting, nurturing, inclusive, and respectful environment. The Reilly School community works with students to become lifelong, self-directed learners, critical and creative thinkers, effective communicators, and respectful and responsible members of society.*

This summer has seen changes to the Reilly Campus. No longer will the 2nd, 3rd and 4th grade be housed at the branch but now we are "One Family" at the School St. Campus. New spaces have undergone transformations into classrooms. Our first floor was painted, and our school is beginning to reflect the amazing neighborhood we live in. More improvements are in the works and we hope to share those with you soon.

We have added an additional Preschool classroom as we know that the first years of learning are integral to student success. We have new dropoff and dismissal procedures. We have new staff members, Everything we do at Reilly is child-centered.

I am very excited for the year to come. I know that through partnership we can continue to work together to ensure your child's success. As we head into the school year, I want to once again affirm that our doors are always open. Please know that I am always available to meet with parents. I also will be hosting bi-monthly coffee chats, and we will be present during entry and dismissal. Please, reach out, let me know how you are experiencing these changes; what's working, what's exciting, and what can be improved upon. Through open dialogues, and continued partnership, I am confident that we can work together to ensure that your child has a successful school year. I am happy to welcome you and your child back. It is going to be a great year!

Sincerely,

Principal Ken Fitzner and Assistant Principal Kathy Trevino-Kniffin

## **LOCAL SCHOOL COUNCIL**

Chicago Public Schools elects a Local School Council (LSC) to assist the principal with decisions and provide input related to federal and state funding, as well as educational input. To be eligible to run or fill a parent vacancy the individual must be a parent/guardian of a child that is registered in the school. Community representatives must live in the community. The council is composed of six (6) parents, two (2) teachers, one Education Support Personnel and two(2) community members. Elections are held every two years.

### **Members: 2016-2018**

#### **Parent Representatives:**

Adalinda Fernandez

Rosa Roman

Claudia Santiago

Diane Lopez

Candida Morales

#### **Community Representative:**

Ruth Stine

Rizwaan Akhtar

#### **Teacher Representatives:**

Marzanna Postolowicz

Raquel Hallm-Watanabe

#### **Educational Support Personnel:**

Jessica Hurtado

## **School Hours**

School starts right at 7:45 A.M. - 2:45 P.M.

The following is a list of entry doors and grades assigned to each door:

- PK111, Kindergarten, 1st and 2nd - Door 2
- PK 112,113 - Door 3
- PK 114 - Door 4
- 6th, 7th, 8th - Door 9
- 3rd, 4th, 5th Door 10

The following is a list of exit doors at dismissal

- Pre-K Room 111 , Kindergarten - Door 2
- Pre K Rooms 112,113 - Door 3
- Pre K Room 114 - Door 4
- 1st, 2nd - Door 6
- 3rd, 4th, 5th - Door 10
- 6th, 7th, 8th - Door 9

Students may enter to eat breakfast at 7:20 AM. Students in K-2nd should enter Door 2 only for breakfast. Students in 3rd-8th should enter Door 10 only for breakfast

All students who are tardy should enter Door 1 after 7:45 AM

## **Daily Attendance**

It is the responsibility of each parent to see that his/her children are in attendance each day of school.

Chicago Public Schools accepts only the following four reasons for excused absences:

1. Illness
2. Family emergency
3. Death in the family
4. Observation of a religious holiday

Following a student's return to school after an absence, he/she must bring a note signed by a parent/guardian indicating the date(s) and reason for the absence. All absences without the receipt of a note and/or not listed above will be considered unexcused.

Please call the school at (773) 534-5250 each day student is absent and give Name, Room, Grade and reason for absence. If we do not receive a call regarding the absence, at 9:00 A.M. you will receive a robo call alerting you to the students' absence.

**5, 10, and 18+ Days of Unexcused Absence Letters:** The office will mail letters home on a monthly basis when a student accumulates 5, 10, or 18 days of unexcused absences.

**5 or more unexcused absences:** *Ms. Sobenes, School Counselor, will schedule a Parent Conference* when a student has incurred **5 or more** absences.

**10 or more unexcused absences:** When unexcused absences are **10 or more**, a parent conference will be scheduled with *Mr. Fitzner or Ms. Trevino-Kniffin*

## Tardies

Students who arrive after the 7:45 a.m. bell will stop by the security guard to receive a tardy slip. Teachers will send students who enter the classroom after their door is closed back to the office to obtain the tardy slip. Parents of students who are experiencing punctuality difficulties will be contacted for a meeting with the administration so that corrective action can be implemented. Students who arrive after 9:00 a.m. will be marked with a half-day absence.

## Early Dismissal

Students may have an early dismissal due to illness. If a student is ill, the school office will contact the student's emergency contact to request that the student be picked up.

Parents may request an early dismissal for other reasons. If the student is released before 2:15 p.m., the student will be marked with a half-day absence.

In the event of an early dismissal the parent must report to the office to enter an early dismissal into the form on our computer explaining the nature of the early departure. Office staff will only release students to persons listed on the student's Emergency Contact Form. ***No student will be allowed to leave the school unless an adult listed on the Emergency Contact Form signs for the student.***

## Late Pick-up

Students are dismissed at 2:45 P.M. Chronic late pickups of your child will result in a conference with administration to establish an action plan. Reilly adheres to the CPS late pickup policy and will follow through with all board prescribed actions. This includes calling the Department of Children and Family Services (DCFS) and the Chicago Police Department (CPD). Please make every effort to arrive on time for student dismissal. In the case of a rare and unexpected emergency, resulting in the inability to arrive on time, please contact the Main Office as soon as possible at (773) 534-5250.

Students will remain in the main office and must be signed out by a person listed on the emergency contact form

## Recess

Indoor and Outdoor recess will be determined by school security prior to the first recess period. If no announcement is made, it will be outdoor recess. In the event of indoor recess, a school-wide announcement will be made. Guidelines are as follows, we will use the Weather Channel App as our source.

### COLD WEATHER GUIDELINES

- Above 32 degrees F with or without wind chill: Recess will be held outdoors.
- Between 31 degrees F and 15 degrees F with or without wind chill: School discretion.
- Precipitation: Snowy and icy conditions should be evaluated for student safety and attire. Student preparedness: Students should have appropriate outdoor attire to stay warm and dry during recess.
- Playground safety: The playground equipment and surface (i.e., icy conditions) should be evaluated to determine whether students can safely play outdoors.
- Below 15 degrees F with or without wind chill: Recess will be held indoors.

### WARM WEATHER GUIDELINES

- Heat index of 90 degrees F or below: Recess should be held outdoors. Heat index between 91 degrees F and 94 Degrees F: School discretion.
- Activity level: Students should participate in only light to moderate physical activity.
- Student preparedness: Students should wear appropriate attire during warm weather. It is recommended that students wear sunscreen when outdoors.
- Playground equipment: The playground equipment and surfaces should be checked prior to recess (i.e., slides, swing seats, and other playground equipment could get very hot and burn students).
- Supervisors should ensure that students do not play on equipment that is extremely hot to the touch.
- Water access: Students should have access to water before and/or after recess. Additionally, students who show any signs of heat exhaustion or a heat-related illness (i.e., heavy sweating, weakness, muscle cramps, nausea, weak pulse, clammy skin, etc.) should be provided with immediate access to water.
- Heat index above 95 degrees F: Recess should be held in a cool location.

### Uniform Policy

- Only, plain, solid, loosely fitting Navy Blue or Grey polo shirt. No lettering unless it is a Reilly logo.
- Layered shirts should be navy blue or grey, other colors will not be allowed.
- Solid Plain Loosely fitting Navy Blue pants for 2<sup>nd</sup> thru 8<sup>th</sup> grade students. No jeans or sweatpants, leggings or jeggings. K-1 students may wear blue sweatpants.
- Shoes must be Majority Black. Logos such as the Nike swoosh or Adidas logo(stripes) are acceptable, but must be in white. No light up shoes are allowed. Sandals are not allowed in school due to safety concerns. Black and white laces will be permissible.
- Student ID's must be visible at all times while in school and Reilly Lanyards must be worn, no other lanyards are acceptable. This will be part of the Uniform Policy
- P.E. Class: Plain Navy Blue or Grey T-shirt with Navy Blue sweatpants or shorts.
- Students may wear their uniform or Reilly Gym Clothes with uniform gym shoes on Gym Day.
- A Navy Blue light jacket may be worn inside no hood.
- Plain Solid Navy Blue or Grey sweaters or sweater vests may be worn in class, small logos such as the Nike swoosh or Adidas logo as well as small stripes are acceptable, but must be white. No lettering unless it is a Reilly logo. No hooded sweaters allowed in classrooms. They must be removed before entering class.
- Only Solid Navy Blue Shorts or Skirts, 2 inches above the top of the knee.
- Any boots (that are not all black) may be worn to school, but must be changed into uniform shoes upon arrival.
- Hair may be colored as long as it does not reflect any gang colors or distraction within the school Environment
- Body and facial piercings in view must be removed and no tattoos.
- Makeup is permissible only for middle school students, unless administration feels it might be a distraction, in which case it must be removed.
- Administration has the right to determine appropriate uniform compliance at any time.

- If students are out of uniform: Teachers will speak to students in regards to reason, a parent will be called to bring uniform if possible. If a parent is unable to bring a uniform, students will be given a uniform, from the Dean. Students will be required to go to the Dean's Office at the end of the day to return the property of Reilly clothes and retrieve their clothes. Repetitive violations of uniform compliance will be followed by the Student Code of Conduct. Our Gym Teachers will be responsible to report students not in uniform during gym class. All students excluding PK are required to be in uniform. It is a teacher's responsibility to ensure the uniform policy is implemented. NO EXCEPTIONS.

### **Back to School Parent Packets**

Your child will receive a back to school packet during the first week of school. Included in the packet will be important documents for you to review and submit to your child's teacher. Please review the documents and submit to the school by September 21.

### **Emergency Information**

Students must turn in current emergency information that informs the school how to contact parents and/or neighbors in case of an accident or illness. It is important that the information on the emergency information form is up to date. Please inform the school when the information needs to be updated.

### **Health Requirements**

Students new to Chicago Public Schools, as well as all Kindergarten and Sixth Grade students are required to have a current physical examination on file with the school. Students entering kindergarten, second and sixth grade are required to have a dental exam. Students are also required to have up to date immunizations. Students that are not compliant with physical and immunization requirements risk exclusion from school.

### **Medications**

The Administration of Medication Policy, Board Report 12-0125-PO2, was created to establish the requirements for students to receive medication during school hours. Please contact the school case manager for further information or to schedule a meeting regarding medications. The following information is taken directly from the policy:  
Parent Submissions: When a parent/guardian reports that their child is diagnosed with a chronic or acute condition that requires medication during school hours, the school shall request the parent/guardian to provide the following: (1) Written authorization to obtain detailed information on the child's condition from the physician; (2) Written consent to share diagnosis and other information with school personnel; (3) Written physician diagnosis and care instructions, emergency action plan and any attendant request for the provision of medication during school hours. Physician requests for the provision of medication during school hours shall include the following: (a) Name of medication, dosage, route of administration; (b) Frequency and time of administrations; (c) Special circumstances in which medication is to be administered; (d) Side effects and/or intended effects which might be observed and reported to a nurse, teachers and parents; (e) Name, signature, address, office phone, fax and emergency numbers of physician and/or

medical provider; (f) Other medication child may be receiving at home; and (g) Regimen of medical follow up. (4) When applicable, written parent/guardian consent to administer or carry and self-administer medications during the school day using the form established by the Chief Education Officer or designee. Additional requirements for self-administration are set out in section II.F. (5) Any medications necessary to treat the student's condition in their original container with prescription and dosage information. (6) A description of the student's past chronic or acute reactions; including triggers and warning signs; (7) Current parent/guardian emergency contact information and prompt notice of any updates; (8) A description of the student's emotional response to the condition and the need for intervention; and (9) Recommendations on age appropriate ways to include the student in planning or care and implementing their 504 Plan. Parent/guardian must annually (re)submit the documentation noted in this section II.C.

Over the Counter Medication: Students requiring over the counter medication during school hours must be authorized in writing by the student's parent/guardian. When authorized, administration of over the counter medications student is further subject to the requirements set out in Sections II.G.-K. herein.

Students are not authorized by this policy to carry and self-administer over the counter medications during school hours.

Authorization to Carry and Self-Administer Medication: A student may carry and self-administer their medication during school hours as follows: (1) Asthma Inhalers – when authorized in writing by the parent/guardian (2) Epinephrine Auto-Injector (“Epi-Pen”) to treat life-threatening allergies – when authorized in writing by the parent/guardian; and (3) Diabetes Testing devices and Insulin - when authorized in writing by the student's health care provider and their parent/guardian. Parent/Guardian shall submit the requisite self- administration authorization(s) using the form(s) established by the Chief Education Officer or designee.

Please see Board report 12-0125-PO2 for the entire policy.

### **First Aide**

If a student is injured, they should inform their classroom teacher or adult supervisor. The nurse or support staff will administer first aid to the child and will contact the student's parent or guardian. If the student's injury is emergent in nature, and the school is unable to reach an emergency contact, the school may contact ambulatory services to administer medical attention and take the student to the nearest hospital.

### **Fire and Disaster Drills**

The students and staff of Reilly practice emergency evacuation drills on a regular basis. In addition, one bus evacuation, one shelter-in-place and one emergency lockdown drill are held yearly for all Reilly students and staff as mandated by CPS. (During inclement weather students may not be allowed to grab their coats prior to evacuating the building.)

### **Visits**

In order to prevent disruption to instruction, Reilly parents are asked to abide by the following rules.

- During school hours all visitors (i.e. parents, volunteers, CPS employees) must enter Reilly using the main entrance in each building: Door 1



- Visitors are required to sign in at the Security Desk and proceed to the office to obtain a visitor's pass. All visitors must wear a visitor sticker or carry a pass when in the building.
- Visitors are not allowed in the classrooms when Reilly staff is not present. We appreciate your support with this safety precaution.
- Classroom visits during the school day must be done with prior permission from your child's teacher and the principal.

### **Parent Conferences**

Teachers are available for conferences during their prep time Monday through Friday. Teachers may also voluntarily speak with parents before 7:45 a.m. or after 2:45 p.m. but, conferences must cease when classes begin. When parents use class time, it is not fair to the rest of the class. For the safety of our students, parents and all visitors must report to the school office to obtain a pass prior to entering classrooms.

### **Student Lunches**

In connection with the school lunch program, each family must complete and submit a Family Income Information Form. CPS provides all students with free meals for breakfast and lunch that meet the USDA's nutritional guidelines. If your child chooses to bring his/her own lunch, we encourage healthy, age-appropriate food portions. We ask that you refrain from sending your child to school with foods that have minimal nutritional value. We discourage students from sharing food because of possible allergens. If your child has allergies, notify the school nurse to ensure school records reflect your child's medical condition.

### **Discipline**

THE STUDENT CODE OF CONDUCT OF THE CHICAGO BOARD OF EDUCATION will be followed. Students are expected to follow the generally accepted manner of speech and behavior which is necessary for effective teaching and learning in our school.

### **Reilly Elementary Discipline Policy**

When a student is in violation of discipline codes Group 1 and 2, teachers or immediate supervisors are expected to use restorative practices to teach proper behavior. Possible teacher or resource person responses include, but are not limited to:

- Use restorative questions to understand what happened and the student perspective
- Teacher, student, parent conference
- Behavior contract
- Self-management plan

Teachers will create a tracking system, to monitor consist Group 1 and Group 2 disruptions. Repeated Group 1 & 2, Group 3 and up disruptions, will be referred to Administration using the referral form.

### **Reilly School has 3 simple behavior expectations: Be Safe, Be Respectful and Be Responsible**

#### **BEFORE & AFTER SCHOOL**

- Stay in supervised areas
- Use crosswalks and sidewalks

- Avoid speaking to strangers
- Obey staff, safety patrol and supervisors
- Wear your uniform
- Be on time
- Line up quickly when bell rings
- Leave promptly at the end of the day

#### PLAYGROUND

- Play safely
- Follow the recess rules
- Avoid speaking to stranger
- Take turns
- Include everyone
- Keep your hands and feet to yourself
- Dress for the weather
- Report accidents or problems to school staff
- Immediately line up when you hear the whistle

#### HALLWAY

- Walk stairs one at a time
- Walk carefully
- Stay on the right side in a straight line
- Be silent
- Keep your hands and feet to yourself
- Keep hallways clean
- Use a hall pass when not with your class

#### WASHROOM

- Use the toilet
- Wash/Dry your hands
- Remain in line outside the washroom
- Inside voice
- Keep washroom clean
- Give others privacy
- Flush
- Exit as soon as you are done

#### LUNCHROOM

- Keep hands, feet, body to yourself
- Keep food on your tray
- Remain in your seat
- Remain in your line
- Inside voice
- Make sure table and floor around you are clean
- Follow the staff's directions
- Use table manners

#### **Birthdays and Special Events**

We encourage parents to consider non-food treats when celebrating your child's birthday or special event. Some examples would be a classroom library book, pencils, or stickers. These types of treats ensure all children, including those with allergies, are able to participate in celebrations.

If parents want to provide a healthy snack for a celebration, this must be arranged with and agreed to by the homeroom teacher.

### **Field Trips**

Educational field trips are scheduled throughout the school year. A permission slip signed by the parent is necessary for participation on field trips and must be returned prior to the field trip. Children that fail to return a signed permission slip will remain in school the day of the trip. Every field trip must have one chaperone for every ten students. In order to chaperone a field trip, you must be an approved CPS volunteer. Your child's teacher will arrange for the chaperones. Dress code during field trips are determined by the classroom teachers.

### **Volunteer and Chaperone Policy**

All volunteer candidates must complete a volunteer application through the Chicago Public Schools CiviCore database. Please visit: [cpsvolunteers.org](http://cpsvolunteers.org). The Principal or Volunteer Coordinator at the selected school will review the application in CiviCore and must approve the candidate to move forward with next steps in the process.

As many of our students participate in field trips, both within traditional school hours and after school, it is imperative chaperones have completed the volunteer process. For day trips, potential chaperones need to complete the online application process at [cpsvolunteers.org](http://cpsvolunteers.org). We suggest that parents begin the application process as soon as they learn of their child's field trip. Please note that **chaperones must complete the application process** in order to join their student on the field trip.

### **Mandated Reporters**

As educators, school personnel are mandated reporters. According to House Bill 5375, it is a Class 4 Felony to not report an incident of abuse or neglect to the Department of Child and Family Services (DCFS). If, as a community member, you suspect abuse or neglect, you are encouraged to report it directly to DCFS.

### **Care of Property**

Money - Please discourage your children from bringing more money than they need at school each day.

School Provided Books and Materials - There will be no charge for the use of student textbooks and certain related material. All parents should understand that their children are responsible for the care and safekeeping of all school materials provided for their use. Students will be required to pay for lost and/or damaged library books, textbooks and instructional materials.

Personal items – Reilly Elementary School and CPS are not responsible for the loss or damage of personal items brought to school without a request approved by the school administrator (i.e., tablets, toys, cell phones, etc.).

### **Cell Phone Policy**

Students are to turn off all electronic devices and or cell phones prior to entering the school building. Teachers or staff may provide a one-time warning for usage of electronic devices or cell phones. After a second infraction, the phone will be confiscated and

returned to the student at the end of the day. Upon a third infraction staff member will report the incident and confiscate the cell phone. A parent or legal guardian will be notified and must come to school to retrieve the device from the staff member who contacted them. Any further infractions will result in consequences outlined in the SCC.

## **Technology Usage**

We discourage students from bringing personal toys and electronic devices to school.

### **1. Appropriate Use**

Students are expected to ***only*** utilize the technology devices for teacher-sanctioned activities. They may only access apps, Internet websites and other functions on the technology if ***specifically*** instructed to do so by their teacher. Any use of the technology – even previously approved applications – outside of the teacher’s directions will be considered a misconduct.

### **2. Prohibited Conduct**

The technology devices ***may not*** be used in the following ways:

- Profane or inappropriate language
- Cyberbullying, intimidation, or harassment of any form
- Disruption of electronic communications
- Personal email
- Creating or sending inappropriate content including messages, video or pictures.
- Intentionally or unknowingly spreading viruses through the CPS network.

### **3. Security**

The school cannot and does not guarantee the security of Internet content. Students are taught to make good choices while online and instructed to only visit sites sanctioned by their teacher.

### **4. Care for technology**

Students are responsible for the care of and content on the school technology devices during the class period. Students will be expected to care for the device while using it. This includes holding it gently, placing it carefully in its charging station, holding it with two hands and never using it while walking. Students may be allowed to take the devices outside of the classroom for a project and will be expected to care for its safety at that time as well. Intentional damage of devices will be addressed through school administration as a discipline issue and could result in student fees/charges.

### **5. Consequences for inappropriate use**

Should it be determined that a student has inappropriately utilized his or her technology device, that students could be refused access to technology at school, including, but not limited to the devices in the classroom. Other administrative consequences could also be applied.

## **After School**

All after school programs must be authorized by Administration. All after school programs must run between Monday and Thursday 2:45-4:00 PM. There will be no after school programs on Friday. Lists of students staying after school must be submitted to the main office. If students are entering before school, a list of students must be submitted to the office. After school, students will be issued after school credentials. If a student is not

listed for after school they may not participate. Any after school guests should be cleared through administration. Guests must sign in at the security desk and be given a visitors pass. If a guest will participate in an after school program on a regular basis they must be cleared through CPS volunteer background check. Students who are attending after school programs must report to the lunchroom immediately after school. Students participating in after school should not exit the building. Students must remain in the building in order to participate. Students who exit the building at dismissal will not be allowed to re-enter.

### **Transferring Students**

Parents are requested to notify Reilly School the day before a transfer is to be issued in order to allow the requisite time for paperwork to be completed. It is necessary to have the new address, new telephone number, and if possible, the name of the new school.

### **School Grounds Etiquette**

Please keep all vehicles on the street and use the drop-off zones for morning drop-off. Dogs are not permitted on the school grounds; please curb your dogs outside the fence if you must bring them with you to school. In addition, contact sports are not permitted on the grounds. Students will still have designated areas during recess to play touch football, but tackling/wrestling are not allowed. We will continue to enforce the student code of conduct for any rough play that appears to be fighting. Please speak to your children about playground safety.

### **Lost and Found**

Our lost and found is located at our security desk. If items are lost this is the first area to check. In addition during parent conferences we lay all lost items out for pickup. All items not claimed during these times will be donated.

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