

John W. Garvy

Elementary School

2018-2019 Student Handbook & Planner



5225 North Oak Park Avenue

Chicago, Illinois 60656

(773) 534-1185

(773) 534-1124

Heather Chron
Principal

Stephanie Bester
Assistant Principal

Dear Parents,

Please take the time to read the student handbook with your child. We ask that you pay close attention to the policies implemented school-wide, for the 2018-2019 school year.

Both parent(s) and student should sign in the appropriate space below indicating that the handbook was read, understood, and will be followed. **The homeroom teacher will collect this page from the student planner.**

I have read the student/parent handbook with my child. We are familiar with school policies and procedures.

Parent Signature

Student Signature

PRINCIPAL'S MESSAGE

Welcome to the 2018-2019 school year!

This agenda notebook serves a dual function. First, as a student handbook, it outlines the rules and regulations that all students must adhere to at Garvy School. Parents are asked to discuss the contents of this handbook with their child. Secondly, this agenda book is to be used by the student on a daily basis to record homework assignments.

Homework does make a difference in your child's performance at school. It is used as a means to reinforce skills taught in the classroom. Therefore, it is important that students complete all homework assignments.

As a parent, your involvement in your child's education is crucial. We ask that you assist the classroom teacher by providing the essential materials needed, monitoring the completion of homework, and volunteering in the classroom. When you support the educational program, you strengthen the school's programs and their effectiveness. Everybody benefits- parents, teachers, and especially the students!

VISION STATEMENT

Garvy School aspires to provide students with a safe and respectful environment, engaging students through a challenging curriculum across all content areas by producing a student with a solid work ethic and a passion for lifelong learning.

MISSION STATEMENT

By providing a rigorous core curriculum, we educate all students and foster critical thinking while integrating technology in order to prepare a community of learners for college and career readiness in the 21st century.

ATTENDANCE

Attendance is mandatory for all students enrolled in Chicago Public Schools. The School Code of Illinois provides that any child between the ages of 7 and 16 years shall attend a public school in the district where the child resides. Good attendance is critical to academic achievement. Students are expected to be in school on time every day, prepared to learn.

There are six acceptable causes of absence:

1. Illness
2. Family Emergency
3. Death in the immediate family
4. Observation of religious holiday
5. Circumstances that cause reasonable concern to the parent or legal guardian for the safety or health of a student
6. Other situations beyond the control of the student as determined by the principal or principal's designee, on a case-by-case basis including but not limited to homelessness and its attendance difficulties

Upon return to school, students must bring a note from their parent/guardian stating the specific cause of absence and the day/dates the note covers. On the day of absence, we ask the parent/guardian to notify the main office between 8:00-9:30 am to report the child's absence by calling (773) 534-1185.

Students will be marked "Truant" if absent without a valid cause (stated above). If a student has ten unexcused absences, the parent/guardian shall be notified by certified mail that he/she can be subjected to a hearing and possible penalties due to the student's absences.

To avoid any problems, please send a note with your child on the day he/she returns to school.

Family vacation time should be scheduled according to the school calendar. While we

understand that family schedules, work schedules, and related matters conflict with the school year, exceptions are not granted and the student will be marked “truant.”

Doctor and Dentist Appointments - Please avoid scheduling doctor and dentist appointments during school hours. However, when this is not possible, you must notify the office. A child will not be released from the classroom until the parent is in the office to sign out the child.

Tardiness- Instruction begins promptly at 8:30 AM. Arriving after 8:30 AM affects your child’s education and disrupts the education of the other students in class.

Children who arrive to school after the bell rings should report to the office for a “Tardy Pass”. If persistent tardiness occurs, the Student Code of Conduct (1-6) will be followed. Students who are persistently tardy to school will attend a restorative conference.

Students who receive the perfect attendance award in June may not have any absences, tardies, or early dismissals during the school year.

ATTRACTIVE NUISANCES

Unless required by the teacher, students should not bring toys, radios, CD players, mp3 players, IPODs, **cell phones**, fidget spinners, fidgets, PDA’s, laser pointers, cameras, trading cards, toys, walkie talkies, video games/systems, scooters, skateboards, heelys and/or roller blades to school. If any of the above items are brought to school, they will be confiscated and held until the parent picks up the item from the office. **We do not recommend bringing cell phones to school. We have a NO SEE – NO HEAR cell phone policy. If one is seen during the school day, it will be taken and a parent must pick up the phone from the office after 3:30 PM.** Cell phones should remain off at all times during the school day. If a cell phone is

deliberately used to take or make calls or to send or receive any kind of a text, video, or picture message the phone will be taken and the Student Code of Conduct will be followed. Administration will always have the right to follow the Student Code of Conduct for frequent offenses. Cell phones may be turned on and used off school grounds (perimeter of the school) after 3:30 PM. We are not responsible for any of these items if they are lost or stolen.

BAKED GOODS

The Chicago Department of Public Health prohibits food brought in from private homes as a treat for the students. All products must be store bought. This policy helps reduce the risk of food borne illnesses.

BELL SCHEDULE

Children in grades K-8 should report to school five minutes before the first bell rings to begin the morning.

8:23	Line-up Bell
8:25	Entry Time
8:30	Classes Begin
3:30	Dismissal

BIRTHDAY WISH LIST

Children are encouraged to donate an item from the Adopt-A-Classroom teacher’s wish list in lieu of a treat, seeing as we are a healthy school and no longer accept food as treats for in-school birthday celebrations.

BOOK FAIR

Two book fairs are held annually, the one in April will coincide with Report Card Pick-Up Day. The fair provides an opportunity to purchase books for recreational reading. All proceeds from the book fair are used to purchase materials for classrooms.

BUSING

Bus service is provided free of charge to students who live one and one-half miles or more from the school. Generally students who attend Garvy do not require bus service. (However, services may be provided for our special education students.) Any misconduct or violation of bus rules may result in temporary or permanent loss of bus privileges. Students who miss the bus and are unable to attend Garvy for the day must report to their home school, or he/she will be marked truant.

Below are the rules sent out by the Board of Education for students who ride the bus. The rules are designed to ensure safety for those riding the bus.

- Be ready on time
- Never run to or from the bus
- Stand back from the curb
- Do not push or shove
- Stay in your seat at all times
- Wear your seat belt
- Do not yell or scream
- Obey the driver
- Obey the bus monitor
- Wait for the driver's signal before crossing
- Cross at least 10 feet in front of the bus
- Never crawl under a bus

COMPUTER USAGE

Garvy School provides computers and network capabilities for students for the purpose of enhancing instruction through technological resources. It is a general policy to promote the use of computers in a manner that is responsible, legal, and appropriate. Student use of the CPS Network is a student's privilege.

Failure to adhere to the Student Acceptable Use Policy will result in revocation of access.

Should a student's access privileges be revoked, there shall be no obligation to provide subsequent opportunity for access to the Network. Improper use of the Network is prohibited. Uses of the Network that are prohibited include, but are not limited to:

- Support of any illegal purposes
- Support of any obscene or pornographic purposes
- Violation of any provision of Illinois School Student Records Act
- Use of profanity, obscenity or language that is generally considered offensive or threatening to persons of a particular race, gender, religion, sexual orientation, or to a persons' disability
- Reposting or forwarding personal communications without the author's consent
- Copying commercial software in violation of state, federal, or international copyright laws
- Using the Network for financial gain
- Plagiarizing
- Use for political lobbying
- Accessing home account from Network

1 TO 1 CHROMEBOOK PROGRAM

Students in 7th and 8th grade will be issued a Chromebook each fall to be used for instructional purposes, both in class as well as at home. Parents and students must attend an informational meeting, sign and return the 1:1 Policy and Responsible Use Policy document as well as take a Chromebook quiz before the device can be issued to the child. A \$25 technology insurance fee has been added to the Student Fee for students in 7th and 8th grade.

CONFERENCES

Teacher-Parent conferences are held at the discretion of each teacher and/or parent. Either party may make an appointment to discuss

matters of concern. **Parents are asked to make prior arrangements with the teacher so that the teacher may talk to the parent without taking time away from teaching duties.**

Teachers have been instructed not to confer with parents during instructional time, including entrance and dismissal time.

COUNSELOR

The school counselor is responsible for academic and social needs of students, student records, high school placement, busing, and other student related services. A team of trained certified professionals, which consist of the case manager, general and special education teachers, school nurse, psychologist, and social worker, assist the counselor.

Appointments can be scheduled with the counselor to discuss academic concerns. The direct line to the counselor is 773-534-1185 ext.85895.

DISCIPLINARY PROCEDURES

The Student Code of Conduct of the Chicago Public Schools governs student behavior. CPS supports schools in implementing restorative versus punitive practices.

Students are expected to behave during school hours, before and after school, while traveling on vehicles funded by CPS, at all school-sponsored activities, and are expected to accept responsibility for their actions and behaviors.

Students may also be subject to discipline for serious acts of misconduct that occur off campus or during non-school hours when the misconduct disrupts the orderly educational process in the school. For serious acts of misconduct, a student will be dealt with quickly and fairly. Due process, in the form of a thorough investigation of all parties involved, may result in an in-school or out of school suspension.

Parents will be notified of any major problems occurring in the building. A copy of the Student Code of Conduct will be issued to all students at the beginning of the school year. Please read over the code with your child and sign and return Appendix C to the homeroom teacher.

Garvy has adopted a Tier 1 school-wide progressive discipline program. Tier 1 encompasses all students within the school. Students who violate the student code of conduct more than once will be assigned to a pyramid. This Progressive Pyramid tracks student misbehavior. After the second occurrence and a phone call home, students will attend a skill building session in place of "Fun Friday" (a school-wide positive weekly incentive). Progressively, if students persist in violating the CPS Student Code of Conduct, intensive multi-tiered support will be implemented to address the behavior. Administration always has the final say in deciding the consequence and whether suspension is necessary.

DRESS CODE

A strictly enforced dress code is needed at Garvy School for the following reasons: student safety, to eliminate distractions in the classroom, promote cleanliness and good hygiene habits, and to encourage school spirit. The Local School Council approved the following dress code for Garvy School students on May 15, 2001 and amended it on May 9, 2017.

Shirts

Any single-solid colored shirt, blouse, button-down, polo shirt, or turtle neck. NO STRIPES. All shirts must have sleeves. Shirts may not have any writing, emblems or logos. Exception: Garvy logo and mascot may be worn at any time of the school year. (Purchased from the school.)

Pants/Skirts/Shorts/Jumpers/ Capri Pants

Single-solid colored cotton or nylon material bottoms. Any solid color or multi-color vertical stripe(s) down the side of the leg may be worn.

Leggings must have an over garment that covers one's bottom. Students may not wear breakaway pants or jeans.

The hemline of skirts, shorts, and jumpers must be no more than 3" above the knee, even if leggings are worn underneath.

Shorts may only be worn from April 15th to October 15th. Pants must be worn at the waist.

Sweaters/Sweatshirts/Vests

Single-solid colored without writing, emblems, hoods, front pockets, and logos. Garvy Sweatshirts may be worn at any time. (Purchased from the school.)

Shoes

Flat comfortable shoes, Gym shoes, and Dress Shoes are acceptable.

Hiking Boots and Snow Boots should only be worn to and from school. Students should change into styles listed above upon entering school.

*Open toed sandals, open back sandals, clogs, Crocs, Birkenstocks, Heelys, platform shoes, or heels greater than 1 inch are not acceptable. If shoes have laces, they must be tied.

Hair Color

Natural colors only: brown, black, blonde, red. Extreme colors and styles are not allowed.

Gym Uniform

Tops- Garvy gym shirt or sweatshirt. Plain white T-Shirt can be worn, no print on the front or back of shirt.

Bottoms- Garvy shorts or sweatpants. Solid gray, maroon, red, or black sweatpants or

shorts. One stripe down the side of pants/shorts may be present.

Shoes- Gym shoes must be worn to gym class.

*One-third of student grade reflects student being appropriately dressed for class. Students are expected to wear gym shoes even on days they can come to school out of dress code.

NOT ACCEPTABLE

Inside-out shirts

Hats or caps

Bandanas or headscarves

Sunglasses

Spaghetti strapped tops

Baggy pants or Hip huggers

Halter or midriff shirts

Pants that are ripped, frayed, stained, or have holes

Tight tops, skirts, shorts, pants

Outdoor jackets, coats, and windbreakers worn in class

Chains/straps draped from or attached to pants

Clothing with writing

Vinyl, leather, or plastic pants, shirts, or skirts

Minimal makeup, no glitter or stickers on the face

Thick, bulky jewelry

Visible tattoos, ink markings on skin or body piercing; other than earrings for females

Make-up/nail polish on boys

Earrings on boys (no exceptions)

Sleeveless tops

See-through garments

Sweatbands nor Rubber bands

Failure to comply with the above policy will result in administration calling home and requesting that appropriate clothing be brought to school. Should a parent refuse to bring clothing, the student will be provided with clothing from school. Should a parent be contacted more than twice a quarter, the student will receive a check mark on the report card under the heading entitled, "follows school rules." This would keep a child off the honor roll, if grades deem possible.

E-MAIL

In an effort to keep in constant communication with our parents, please provide your email address to the school at any time for information blasts. In order to receive the important correspondence via phone call and email, please provide consent by completing the RoboCall form sent home at the beginning of the school year.

EMERGENCY INFORMATION

Accidents and sudden illness will be reported to the office and parents will be notified. Garvy maintains emergency information sheets for all students. These records contain information regarding the person who should be contacted in the event the school cannot reach the parent. If this information is not kept current and an emergency arises, 911 will be called. This could result in a charge to the parents of up to \$200 or more for ambulance service. If your child becomes sick at school, an adult member of the staff will make repeated attempts to reach you. Our first priority is the health and safety of our students.

ENTRANCE/EXIT PROCEDURES

Students should not arrive to school until 8:15 AM daily, when staff supervision begins. Garvy is not responsible for the conduct of students who arrive early or stay late on the playground. Please understand that when students are allowed to “hang out” before or after school without parental supervision, students are more likely to make poor choices in behavior. Families assume the responsibility for their child before and after school. Students are to line up in their assigned areas. They will be escorted into the building by a staff member.

Oak Park Avenue is a one- way heading northbound beginning at 8:15am and Rutherford Ave is a one-way heading southbound beginning at 8:15am. There is a

wooden horse placed at the corner of Foster and Rutherford, prohibiting on-coming traffic from Foster Ave. Please use the clearly labeled Kiss-n-Go spots located along the block as drop-off stops.

There is no-parking on Oak Park or Rutherford Ave. during drop-off. Consider parking a block away if you want to walk up to the school to drop off your child.

Parents of students in grades K-3 must meet their child at their assigned door. A child in these grades will not be released from the playground unless they are supervised by a chaperone. Teachers, in grades K-3, are instructed to bring students to the office if a parent is not present at dismissal time. Children are expected to be picked up from school on time. If a child is going to be picked up later than 3:30, a phone call to the school office would be appreciated.

Right at School is a childcare option for families who need childcare after 3:30 PM. You can access information on our school website or in the main office.

EXTRACURRICULAR ACTIVITIES, SPORTS, AND EVENTS

There are a number of activities for students to participate in before and after school. Participation is determined by appropriate grade level or age. Students will not be able to participate if they receive a failing grade in any subject, on any report card. A weekly progress report will be circulated to teachers to indicate participation which is based on an academic average of 70%. Team sports require a physical examination by a doctor and parent approval.

FAILURE/PROMOTION POLICY

Parents will be notified each quarter of their child’s progress prior to the report card by way of a progress report. Progress reports will be issued:

Quarter 1: Friday, October 5, 2018

Quarter 2: Friday, December 14, 2018

Quarter 3: Friday, March 8, 2019

Quarter 4: Friday, May 17, 2019

The failure notice box will be checked on your child's progress report if it applies. Please sign and return the progress report as soon as possible and request a conference if necessary.

Retention in grades 3, 6, and 8 is determined by student performance on the NWEA MAP Assessment and performance in the classroom. Students who perform below the 24th percentile on the NWEA exam in reading and math and do not have a "C" average in reading and math on the report card will be required to attend a summer school program. The teacher and administration determine student retention in all other grades. Parents will receive a mid-year failure notice that explains if retention is necessary.

FIELD TRIPS

Field trips are selected by the school staff as part of the educational program of each classroom. The principal and Central Office Personnel must approve field trips. A parent must give written permission for a child to attend a field trip. Telephone approval or faxed signatures will not be accepted. All trips must be adequately supervised: one chaperone for every ten students. We rely heavily on parent participation for additional chaperones. Participation on fieldtrips is not optional for a child; he/she will be expected to attend.

FIRE/EMERGENCY DRILLS

Each year, Garvy School participates in the following drills to prepare for emergency situations that may occur in our school or in the neighborhood:

- 3 Evacuation Drills (fire/other hazard)
- 1 Shelter-in-Place Drill (severe weather/danger in the neighborhood)

- 1 Law Enforcement Drill (Lockdown)
- 1 Bus Evacuation Drill
- 1 Allergen Drill
- 1 Great Shake-Out Drill

Instructions are posted in each classroom giving explicit directions for such drills. Students are expected to remain quiet and orderly during these drills.

GRADING SCALE

We have adopted the following grading scale in each classroom. This scale will be used with all homework, class work, quizzes, and tests.

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 59% or below

GYM

Students are required to dress appropriately for gym (see Dress Code). Students who report to gym unprepared will be marked accordingly. A pattern of non-compliance with the gym dress code can also result in disciplinary action. Students participate in a structured gym curriculum and are graded on knowledge, skill, participation, and cooperation. If a child has a medical condition (asthma, heart problems, broken bones, etc.) participation will be limited. A doctor's statement is required and must be submitted to the gym teacher, office and school nurse.

HALL PASSES

To maintain accountability, students must have a hall pass when leaving the classroom. Students may only leave a class with the permission of the teacher.

HEALTHY SCHOOLS

Garvy will strictly adhere to Chicago Public Schools Healthy School Certification guidelines. Effective 2014-2015 school year, student celebrations, such as birthdays, will only be celebrated with non-food items. In lieu of snacks, students are encouraged to pass out pencils, stickers, trinkets, etc. to celebrate with classmates.

A school may permit food or beverages of minimal nutritional value to be served to students at a maximum of two celebrations per year. These celebrations will be coordinated by the homeroom teacher.

HOMEWORK POLICY

Homework is an essential part of the instructional program at Garvy Elementary School. In accordance with the Chicago Public Schools, the following homework policy has been developed by a committee of teachers at Garvy as a part of our Continuous Improvement Work Plan (CIWP).

Objectives of Homework Assignments

- To reinforce and extend learning in class
- To promote good study habits
- To develop individual responsibility and organizational skills
- To encourage the use of community resources
- To provide practice in fundamental skills
- To increase parental awareness of the school program

Amount of Time Spent On Homework

The specific amount of assigned homework is based on the ability and grade level of each student. In addition to daily assignments, students may be involved in long-term assignments, projects, and research. Homework length and content may be modified for students receiving special services with an Individual Education Program (IEP) plan on file.

The Homework Policy of the Chicago Public Schools requires the following as a minimum:

Kindergarten -- 15 minutes per day
Grades 1-3 -- 30 minutes per day
Grades 4-6 -- 45 minutes per day
Grades 7-8 -- 90 minutes per day

STUDENT, PARENT, TEACHER RESPONSIBILITY

Successful homework completion is the joint responsibility of students, teachers, and parents.

Student Responsibilities:

Students are responsible for completing and handing in all assignments on time. Students are responsible for any work missed due to absences from class and will obtain missed assignments from classroom log of homework assignments or the teacher. Students will record all assignments in their assignment notebook (Grades 1-8). Students will assume responsibility for bringing home all necessary materials to complete assignments. Students are expected to produce quality work reflecting their personal best on all assignments. Students are responsible for speaking to the teacher and/or parent if there is a consistent homework completion problem. Students are expected to read a minimum of 25 books per school year and are expected to read outside of school. They are further encouraged to do this on weekends and school vacations.

Teacher Responsibilities:

Teachers will assign homework regularly to include written work and projects, as well as reading and/or studying for tests and quizzes. Teachers will maintain a system of logging all homework assignments that students may use to identify missing homework. Teachers will thoroughly explain all assignments to students.

Teachers will review, grade, and return all assignments in a timely manner.
Teachers will review student homework assignment notebooks daily.
Teachers will contact parent if there is a consistent homework completion problem that cannot be solved with the student alone.

Parent Responsibilities:

Parents will provide a well-lit, distraction free, study area where each child may work.
Parents will monitor students' nightly reading and homework.
Parents will encourage children to complete work independently, but remain available for assistance.
Parents will contact the teacher regarding homework concerns.
Parents will monitor the homework assignment notebook daily and sign off daily or weekly.
Parents will understand homework may be part of a remediation plan.
Parents will cooperate when needed in research assignments that may require visits to the library and other community resources.
Parents will review the homework policy with their child(ren) and sign and return the required contract form.

HOMEWORK DURING ABSENCES

Students are responsible for completing work after an excused absence (illness, death in the family, family emergency, or observance of a religious holiday, circumstances that cause reasonable concern to the parent/legal guardian for the safety or health of a student, other situations beyond the control of the student as determined by the principal or principal's designee, on a case-by-case basis including, but not limited to, homelessness). Students will have the equivalent number of days absent to complete all missing work. For example, a student who is sick for three days will have three days to complete all missed work.

Parents may request that homework be ready for pick-up after the second day of absence. The request should be made to the school office at (773) 534-1185 by 12:00 PM daily.

LATE WORK

Students are expected to complete assignments on time. In the event that this does not occur, students will be expected to complete the assignment and return it to the teacher for partial credit. Students will have 1 day to complete late assignments. Late work must be done because it is an important part of each child's learning. However, late work will be reduced by 50% of the overall grade. A grade of "F" will be assigned to all work not received.

HOMEWORK TIPS

It has been our experience that younger students complete most, if not all of their homework. Older students are expected to do homework but, in our experience, they often don't complete it. Please do not accept the statement that, "I did it at school!" If your older child comes home several days a week with no homework, your child is probably not doing most of what is assigned or making a poor attempt. Please follow up with the teacher if you think there may be a problem. Many teachers have classroom websites where you can check their assignments. Teachers will share websites at Open House in September. All teachers are required to use the CPS grading program, Gradebook. Parent participation is recommended to monitor your child's grades and homework and is greatly appreciated.

HONOR ROLL

Students who maintain the established average, with no check marks, are eligible for the Honor Roll. The office posts a list of Honor Roll students each quarter. The qualifications for honor roll are based upon a three-tiered system:

Gold Honor Roll – All As
Silver Honor Roll – As & Bs
Bronze Honor Roll – As, Bs & 1 C

*No checkmarks in behavior categories are permitted for any honor roll.

At the Honors Assembly in June, students in grades 3-8 will receive academic honors using the following system:

Gold Honor Roll – 3 points
Silver Honor Roll – 2 points
Bronze Honor Roll – 1 point

Student honors will be added up at the end of the year using the following rubric:

Gold Honors: 11-12 points
Silver Honors: 7-10 points
Bronze Honors: 4-6 points

LOCAL SCHOOL COUNCIL

The LSC is the governing body of the school. The duties of the council consist of hiring and evaluating the principal, formulating policy, reviewing and approving the budget and the Continuous Improvement Work Plan. The council meets in the library on a monthly basis. Meetings are open to the public and anyone may address the council during the public forum portion of each meeting.

Parent Representatives

Han Kim	Lydia Hernandez
Allison Cianci	Stasi Nilles
Nicole Foster	Fred Schomer

Teacher Representatives

Stephanie Huber	Karen Martin
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Community Representatives

Barb Fabris	John Rizzo
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Non-Teacher Representative

Victoria Grau

Principal

Heather Chron

LUNCH PROGRAM

All families must complete a lunch application by September to determine eligibility. Students may purchase milk from the cafeteria for (\$.45). Students who bring their lunch from home must pack it in a bag clearly marked with their name. When packing lunches please refrain from glass bottles, caffeinated beverages, and containers/products that are difficult for children to open. Energy drinks are not allowed such as Monster and Red Bull. For the safety of the students we have a closed campus. No student may leave the building for lunch.

Due to the growing number of students who have food allergies, please limit food items that contain nuts, when sending lunch or snacks to school.

OUTDOOR RECESS

The children have outdoor recess daily, pending the following winter weather conditions: the temperature and wind chill is at/above 20 degrees Fahrenheit. Snow boots and pants are encouraged because the students are allowed to play (snowmen and snow angels) in the snow. Throwing snow is not allowed. In inclement weather, recess will be held indoors. Students are responsible for obeying the rules and participating in recess activities in an acceptable manner.

PARENT PORTAL

Beginning in 2009, you have full access to the grades your child is earning through the Parent Portal provided through CPS. You will be issued a PIN number and Student ID number so you can access your child's grades throughout the school year. If necessary, see your child's homeroom teacher for more information.

PARENT-STUDENT COMMUNICATION

Parents are asked to refrain from bringing lunch, leaving messages and/or calling students during the school day. These interruptions interfere with the school day and students' learning.

PARKING

Double parking has become a huge safety concern at our school. When picking your child up at dismissal, we ask that you avoid parking on the streets surrounding the perimeter of the school building: Rutherford, Oak Park, Berwyn and Foster. Safety is our number one concern as we dismiss your children. Please work with us to keep all students safe.

PHYSICAL EXAMINATION/DENTAL EXAM

Law requires a physical examination and specific immunizations for all children entering Kindergarten and sixth grade, as well as for new students. Students will be excluded from school if these records are not on file before the first day of school. If excluded, a child may not attend school or classes until such time proof of compliance has been presented and accepted.

It is board policy that all Kindergarten, 2nd and 6th grade students have a dental exam completed by a licensed dentist by October 2018.

PROFESSIONAL DEVELOPMENT DAYS

(Non-attending days for students)

This year, the following days will be used for professional/staff development. **These days are non-attending days for students:**

Friday, November 2, 2018
Friday, February 1, 2019
Friday, April 5, 2019
Wednesday, June 19, 2019

REPORT CARD PICKUP

Report card pick-up is scheduled for Wednesday, November 14, 2018 and Wednesday, April 10, 2019. During this time parents must pick up the report card and discuss their child's progress. Report cards will not be issued to anyone other than the child's parent. Students do not attend school on these days.

Teachers will be available for conferences between 11:45-6:00 PM. Parents are asked not to come prior to the teacher's start time.

SAFETY RULES & REGULATIONS

BIKE SAFETY

Walk the bike to the bike rack. You are responsible for locking your bike. The school will not be responsible for stolen bikes.

ENTRANCE AND DISMISSAL

We ask parents who drive their children to and from school to please observe basic safety precautions. Do not park on Oak Park from Foster to Berwyn. When picking up students, do not double park, instead circle the block until you see your child. Do not block the street, driveways, alley ways, or cross walks. Refrain from parking in the bus zone. Cooperate with parent patrol volunteers.

Teachers will not dismiss a student in grades K-3rd without parental supervisor/day care attendant.

HALL

Walk in an orderly, quiet fashion on the right side of the hallway. Keep your voice at a conversation level of 0-1. Do not stop at the water fountain or bathroom without permission. Gum and candy are not allowed in school. Food is not allowed except in the

lunchroom. Students using the hall during classes must have a pass.

PLAYGROUND

All children are to stay out of the parking area and driveway. Children must stay on the playground and are not to play in front of the school.

No rough games that involve tackling, knocking others down, chasing, jumping on others, etc. are permitted.

Only Nerf (foam) balls should be used at recess.

No hard balls or bats

No snowball throwing

No one is to enter the building without permission from the staff members on duty.

When the children are allowed to enter the building early because of inclement weather, they must remain in the building where directed. When the bell rings or the whistle is blown, the children are to stop playing, and line up promptly and quietly.

Refrain from sitting on the chain link and/or wrought iron fence.

Use playground equipment appropriately and safely.

SCHOOL CALENDAR

For a copy of the CPS school calendar, please visit www.cps.edu and select calendar. Choose 2018-2019 school year calendar. This is the calendar Garvy School uses.

SCHOOL CLOSING

Chicago Public Schools very rarely close. In case of severe weather, please stay tuned to the local news stations or the radio. Automated messages are sent frequently by CPS. Be sure to update your contact information in Parent Portal and on your Emergency Contact Sheet. Please do not call the school office.

SOCIAL NETWORKING

Internet sites, and social network sites/apps, have become extremely popular among students and have caused a great deal of harm to kids in our school. According to Facebook, Snapchat, and Instagram, NO CHILD UNDER THE AGE OF 13 is permitted to have an account. In order to obtain an account, people must enter their birthdates. If your child is under the age of 13 and has a Facebook account, he/she entered a false birth date. Social networking can be a very dangerous tool when used by students not mature enough to handle all of the issues that go along with having an account.

If you allow your child to have any social network account, we are asking that you closely monitor the activity on the account. Internet bullying falls under several categories in the Student Code of Conduct. If a student's messaging, texts or any other social networking tool interferes with the educational process at Garvy School, he/she will be disciplined to the fullest extent. Please help us by monitoring your child's use of social networks and media.

SPECIAL SERVICES

The special education program is tailored to meet the needs of students who have learning disabilities, emotional/behavior disorders, hearing, visual, or physical impairments, language deficits, and/or medicinal needs. Questions regarding the program should be addressed to the school case manager at (773) 534-9933.

STUDENT FEE

A mandatory fee will be collected from each student to purchase consumable materials (ex. workbooks, weekly readers, science supplies, Constitution manuals, etc.). Parents are asked to submit payment by September 21, 2018. Please submit payment to your child's teacher during the first week of school. Checks may be

written to Garvy School. The fee does not cover the expense of field trips, lost or damaged books, or school supplies.

Amount= \$75.00 per student (Grades K-6); \$100 per student (Grades 7-8)

STUDENT PICTURES

A professional photographer takes individual and group portraits each year. Although each child is photographed, there is no obligation to order pictures. Payment is due in advance. Students are expected to dress appropriately for picture day.

TEXTBOOKS

Textbooks are issued to students upon enrollment and are property of the school. Textbooks should be covered for protection against daily wear and tear. The student will be issued a numbered book by the homeroom teacher and will be responsible for returning that book in the same condition it was issued. Parents are obligated to pay for damaged or lost books. Failure to do so will result in the final report card, transfer, and/or diploma being withheld.

VISITORS

For the safety of the children and staff at Garvy, all guests of the building must enter through the main entrance on Oak Park: Door 7. Visitors must sign-in the visitors' log and report to the office before conducting any business in the school. If any items, such as lunches, need to be dropped off for students, please leave them with the security guard at the main entrance.

Student entrances are not accessible to any visitors, which includes parents. The teacher aides who monitor the entrances will strictly enforce this policy.

GARVY PTA BOARD 2018-19

President – Dana Szymczak
Vice President – Samantha Schoen
Secretary – Alaine Wong
Financial Secretary – Ben Breede
Treasurer – Julie Kearney

HELPFUL RESOURCES

Chicago Public Schools
www.cps.edu

John W. Garvy School
www.garvyschool.org
773-534-1185

Adopt-A-Classroom
Please consider donating to your child's classroom. Stay tuned for newsletters and "Wish Lists" that will come home throughout the school year.

Illinois State Board of Education
<http://www.isbe.state.il.us/>

Math Fact Practice
<http://www.mathisfun.com/>

Parent Portal
<https://parent.cps.k12.il.us/pc/default.aspx>

Lunch/Breakfast Menu
www.cpsmeals.org