

CHRISTA MCAULIFFE SCHOOL



PARENT/STUDENT INFORMATION GUIDE

**CHALLENGERS
2018-2019**

CHRISTA McAULIFFE SCHOOL
PARENT-STUDENT INFORMATION GUIDE

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Message From the Principal:

Dear Parents,

This Parent-Student Information Guide contains information concerning our school. It is important that you discuss this guide, as well as the District 140 Parent/Student Handbook contained in the District Calendar, with your child and use them as a reference during the school year.

Our goal, as educators at Christa McAuliffe School, is to continue to provide the highest quality education possible to ensure a bright future for your children and our nation. As parents, your continued support is needed throughout the year. By working together, we can continue to uphold the fine educational tradition at Christa McAuliffe School.

Sincerely,

Annette L. Szczasny, Ed.D.

CHRISTA McAULIFFE SCHOOL HOURS FOR THE 2017-2018 SCHOOL YEAR

OFFICE HOURS	7:30 A.M. –3:30 P.M.
TEACHING STAFF	7:40 A.M. –2:40 P.M.
STUDENT HOURS:	
<i>Full Day Kindergarten and</i>	7:45 A.M. – Student Arrival
<i>Grades 1 through 5</i>	7:50 A.M. – Enter Building
	7:55 A.M. – Classes Begin
	2:15 P.M. – Bus Riders Begin Loading
	2:25 P.M. – Walkers Dismissed
<i>Early Childhood AM</i>	7:55 A.M. – 10:30 A.M.
<i>Early Childhood PM</i>	11:50 A.M. – 2:25 P.M.
LUNCH/RECESS SCHEDULE:	
<i>Kindergarten/1st/2nd Grade Lunch/Recess</i>	11:15 A.M. – 11:55 A.M.
<i>3rd/4th/5th Grade Lunch/Recess</i>	12:00 P.M. – 12:40 P.M.

IMPORTANT PHONE NUMBERS

McAULIFFE SCHOOL	429-4565
DISTRICT OFFICE	532-6462
TRANSPORTATION	532-8539
SPECIAL SERVICES	532-8537

ATTENDANCE

Your child should attend school each day he/she is well. Every absence, even for part of a school day, interferes with your child's progress at school. Each subject is taught in sequence, which builds understanding and correct study habits. In order to be ready for new steps in learning, your child must have exposure to or mastered the previous steps and be sufficiently ready to benefit from new materials. Regular school attendance ensures that your child has the best opportunity for academic success.

ABSENCES

When your child is going to be absent, please call the school before 8:00 A.M. The number is 429-4565. McAuliffe School is equipped with Voice Mail so that you may leave a message between 3:30 p.m. and 7:30 a.m. If you fail to contact the school, we will need to contact you to verify your child's absence. A written excuse must accompany your child upon returning to school stating the reason for the absence. If a rash or extended illness (**more than 3 consecutive school days**) has occurred, a note from the doctor may be necessary to explain the condition.

The state has established general guidelines regarding non-attendance, half-day attendance and full-day attendance for Kindergarten, first grade and second through fifth grade.

Kindergarten Half-Day – Students must be in attendance at least 120 minutes to qualify for half-day attendance. The student must arrive by 9:10 a.m. to receive credit for the day. For early departure, the student must stay in school until 9:55 a.m. to be given attendance credit for that day.

Kindergarten Full-Day and First Grade – Students must be in attendance for 240 instructional minutes to receive credit for a full day and 120 minutes to receive half-day credit. Students must arrive by 9:45 a.m. to receive credit for full day attendance. For early departure, students must stay in school until 12:35 p.m. to receive full-day credit.

Second through Fifth Grade – Students must be in attendance for 300 instructional minutes to receive full-day credit and 150 minutes to receive half-day credit. Students must arrive by 8:45 a.m. to receive full-day attendance credit. For early departure, students must stay until 1:35 p.m. to receive credit for a full day of attendance.

We are required to adhere to these guidelines. Contact the McAuliffe Office regarding any attendance questions.

TARDINESS

Students are expected to arrive at school **ON TIME**. If your child is tardy, he/she is missing a very important part of their school day. Our school day begins at 7:55 a.m. and

ends at 2:25 p.m. Your child needs to be in the classroom and ready to work by 7:55 a.m. If students are not in their classrooms by 7:55 a.m., they are considered tardy **and a parent or guardian must come into the office to sign them in.** If your child is going to be late, please call the school office **and be sure to bring them into the office to sign our “check-in sheet”.**

EMERGENCY PLANS AND DRILLS

Each classroom has posted evacuation procedures for students pertaining to fire and disaster drills. Students are expected to follow procedures and obey instructions from their teachers in the event of a drill. McAuliffe School will conduct fire/and other drills so that the students become aware and familiar with the routine. Please refer to the District Handbook/Calendar for further information regarding emergency plans. If building evacuation is required, students will be transported to Prairie View Middle School.

CANCELLATION OF SCHOOL

Cancellation of school takes place only during circumstances such as extreme weather, equipment failure, or public crisis. Because of the hardship which can be caused, school is not usually cancelled unless a significant safety risk has been created by unusual circumstances. **You will be notified of emergency closings through “School Messenger”, the electronic messaging system for Kirby School District 140.** Please be sure your contact information is up to date in your School Messenger account.

EMERGENCY INFORMATION

In the event of an emergency, we will make every effort to contact parents. If we are unable to do so, the school will contact the person listed as an alternate in case of emergency. **It is extremely important for your child’s safety that we have up-to-date emergency information on file.** Without written consent, students will only be released to adults who are listed on your Emergency Information Form. **We are requesting that you list at least two (2) additional contacts to be used only in the event that we cannot contact the parents.**

HEALTH

For the protection of your child and others, please do not send your child to school with any of the following:

- | | |
|-------------------------------|---------------------------------|
| 1. Vomiting | 5. Rash |
| 2. Runny nose/color discharge | 6. Diarrhea |
| 3. Sore throat | 7. Earache and/or eye discharge |
| 4. Fever (100° or higher) | 8. Persistent cough |

If a teacher suspects a child is ill while in class, he/she will send that child to the nurse's office. The nurse follows district policy regarding infectious disease, head lice, temperatures, etc. When an outbreak of an illness or condition occurs in a classroom, an informative note is sent home. If a child is absent three days or more, parents are encouraged to provide the school nurse with a note from their physician. **Students must be fever free for 24 hours, without medication, before returning to school.** Students with fevers of 100° or more are sent home. Additionally, if your child has vomited twice within a 24 hour period, they should remain home.

Each child has a permanent Health Record. Pertinent information is recorded on this card. Please keep the school notified of any health problems. All information is held confidential. Please feel free to contact the school to discuss any health problems or attendance concerns.

MEDICINE

School Board Policy prohibits any student from carrying any form of medication with them while in school. Extreme cases may warrant the need for medicine to be taken during the day. In this case, parents need to contact the school nurse and complete a release form. The child's physician must also complete a form that describes the medication and dosage. When completed, the medication must be brought to school in the original prescription container and will be dispensed by the nurse. This is not intended to cover the occasional need for medication. *Please refer to the District Parent/Student Information Handbook for further clarification regarding the self-administration of asthma medication.*

BEHAVIOR POLICY

Please refer to the District Handbook/Calendar.

COMMUNICATION WITH HOME

The McAuliffe monthly calendar and newsletter will be posted on our website, ksd140.org. Click on the link to McAuliffe School.

DISCIPLINARY ACTION

Please refer to the District Handbook/Calendar.

DISMISSAL PROCEDURES

Bus riders and students attending Ivy League begin dismissal at 2:15 p.m. Please remember that any change in your child's **regular** transportation requires a note to the teacher or a phone call to the office. Please notify the office of any changes to transportation **prior to 1:45 p.m.** **Notifications must come through the office.** Please refrain from notifying individual teachers during the school day. We will do our best to accommodate requests received after 1:45 p.m.

Please see pages 10-14 regarding dismissal for walkers and car riders.

DRESS CODE

Students are expected to dress in a neat and clean manner. Clothing that violates one or more of the following shall not be worn during school or school-sponsored activities.

1. Clothing that is suggestive or indecent.
2. Clothing that creates a health or safety hazard.
3. Clothing that substantially disrupts the educational process.

Such clothing includes but is not limited to halter tops, see-through blouses, tube tops, bare midriff shirts, inappropriate tank tops or shorts, clothing that contains any pictures, words, or symbols which glorify, promote, encourage or advertise tobacco products, illegal drugs or alcohol, and clothing or articles which depict gang or satanic symbols. Parents or legal guardians should make every effort to review their child's attire so that it is appropriate and falls under this policy. Most students have Physical Education three times per week and appropriate attire is required.

LOST AND FOUND

During the school year, many articles of clothing – and other items such as jewelry, lunch boxes, glasses, and other personal belongings – end up in the school office “lost and found”. The “lost and found” will be open for inspection during office hours. The articles will be prominently displayed at a school function twice a year. Unclaimed “lost and found” articles may be donated to a not-for-profit organization after the end of the school year.

PARENT-TEACHER ORGANIZATION (PTO)

The McAuliffe PTO is a very active organization. They work cooperatively with the teachers, administration, parents, and students in providing quality programs and educational supplies while enhancing the beauty of our school. Please check our website for more details.

PARENT-TEACHER CONFERENCES

Formal parent conferences are conducted following the end of the first quarter. Both parents and teachers are free to request a conference at any other time.

Parents are asked to contact the teacher if they have questions and/or concerns regarding their child's progress. Teachers will contact parents when they feel additional support is necessary. Appointments with staff members need to be scheduled in advance as staff availability is affected by required District meetings and other assigned duties before and after school.

PATROL PEOPLE

Some of our older students will be selected to be part of our school patrol. These students are trained and take their responsibility very seriously. They make sure during arrival and dismissal times that the students stay on the sidewalks surrounding the school. They also alert the supervisor to any problems before or after school in which our students may be involved. **We appreciate the support of the parents who model courteous and safe practices during our arrivals and dismissals. Please remind your child to follow the directions of our patrol people and crossing guards.**

STUDENT LUNCH/RECESS

The students have a 40-minute lunch/recess period each day. Students have 20 minutes to eat lunch and approximately 15 minutes of outdoor recess, weather permitting. We will have outdoor recess unless extreme weather conditions exist or the safety of our students would be jeopardized. Indoor recess will be held in the event of extreme weather conditions. Please have your child dress accordingly.

Temperature or Wind Chill	
25° and above	Students go outside
20° - 25°	Students can go outside for a shortened period
Below 20°	Students stay inside

LUNCHES

Children need to come to school with their lunch. Occasionally, parents bring lunches for special occasions. **Please do not bring fountain drinks from fast food restaurants due to spills.** There are grade level bins located in the foyer. Simply use the marker available to label the room number, along with your child's name, and leave the lunch in the appropriate grade level bin.

PERSONAL TECHNOLOGY DEVICES

Kirby School District 140 allows students access to use their personal technology devices (i.e. Kindles, Nooks, iPads, etc.) as a means to enhance learning opportunities. **Students who choose to bring such devices to school are responsible for their personal equipment and are expected to comply with District standards. Tech support will not be provided on any student owned equipment. Personal devices brought to**

school will NOT have access to KSD 140's network which is filtered and protected by multiple firewalls. Therefore, it is important that you realize that any mobile broadband Internet access by a student's personal technology device will NOT be filtered.

Students will be expected to only use their Internet access as directed by a teacher in support of academic activities. Students must use such devices appropriately or they will be subject to disciplinary measures. Staff may review students' use to insure that users are acting in an appropriate, responsible manner.

This does not allow the use of cell phones on school property during school hours which is prohibited by Board of Education Policy 500.36 in compliance with Illinois School Code. Student cell phones need to be turned off and kept in their backpacks during school hours.

REPORT CARD GRADING SCALE

Grades 3-5					
Grading Scale					
A+	100-98	A	97-93	A-	92-90
B+	89-88	B	87-83	B-	82-80
C+	79-78	C	77-73	C-	72-70
D+	69-68	D	67-63	D-	62-60
F	59-0				

Grades K-2

B (Beginning) – Children cannot complete the task independently. They show little understanding of the concept.

D (Developing) – Children show some understanding. However, errors or misunderstanding still occur. Reminders, hints and suggestions are needed to promote children's understanding.

S (Secure) – Children can apply the skill or concept correctly and independently.

STUDENT RECOGNITION

Christa McAuliffe School has student recognition programs that are developmentally appropriate for children, intrinsically rewarding as possible, and motivating to the students. The following is a list of some of our building's student recognition programs.

Birthday Books – throughout the school year, students may purchase and donate a book to the Learning Center in honor of their birthday. The student's picture and birth date will be displayed on the inside cover.

Character Counts – Staff members observing students displaying good character may give these students a Character Counts ticket. These tickets are collected weekly and entered into a drawing. Students selected in this drawing will receive recognition for displaying the 6 Pillars of Character.

D.A.R.E. (Drug Abuse Resistance Education) – at the conclusion of the D.A.R.E. program, fifth graders will have a lunch celebration for satisfactorily completing the program.

Intermediate Service Center (ISC) IV – sponsors the Math Bowl. Criteria have been established through the ISC with our GATE personnel serving as facilitators for this event.

Physical Education Program – McAuliffe's Physical Education Program is striving to assist each student in improving their "personal best". Each month, students will chart their progress in a variety of activities that will help strengthen their upper body (rope climb); improve leg strength and cardiovascular fitness (timed jog); core strength and proper body alignment (balance); leg/arm strength, agility and plyometrics (10 second fitness jumps); and hand-eye coordination and brain development (juggling, strings and cup stacking). Sports and games will be played daily to teach teamwork, discipline, cooperation, organizational skills and more. A folder will be kept by each student and shared with their parent(s) at the end of the year, demonstrating their progress and achievements in each activity. Personal achievement is intrinsically rewarding.

Tinley Park Fire Prevention Poster Contest- entered by children throughout the district. The Tinley Park Fire Department establishes criteria in conjunction with Fire Prevention Week. Awards are given to all participants. Outstanding posters, as judged by the fire department, receive an additional award.

TELEPHONE MESSAGES

Only in extreme emergencies is it possible to deliver telephone messages to individual students. It is very disruptive to the students when classrooms are interrupted during a lesson

TRAFFIC FLOW

We will be following the same traffic flow procedures as the 2017-2018 school year. It is imperative that you read and follow the procedures outlined in the Special Notice attached to this Information Guide. This procedure was developed in conjunction with the Tinley Park Police Department and they will patrol periodically to enforce all traffic laws to help ensure student safety.

VACATIONS

AVOID SCHEDULING ANY VACATIONS DURING THE SCHOOL YEAR. If you are planning a trip, please let the office and the classroom teacher know at least **ONE WEEK** prior to the trip. Student absences will be marked as unexcused during this time. Work missed during this time is neither eligible to be graded nor factored into student's final grade. A letter explaining the Vacation Policy is included in your Open House packet.

VALUABLES

Common sense is the best guide in determining whether or not to bring personal possessions to school. The school administrator and staff cannot be responsible for valuables which students bring to school. Students should leave all valuables at home. Any item that has personal or monetary value should not be brought to school.

VISION SCREENING

McAuliffe School conducts a Vision Screening for Kindergarten and 2nd Grade. The vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Children are not required to undergo the vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an evaluation has been done within the last 12 months.

VOLUNTEERS

Volunteers may be needed during the school year for various activities. Please contact a PTO Board member and/or your child's teacher if you would like to volunteer for a specific program. Volunteers will be asked to sign a confidentiality agreement. **When entering the building, you are required to sign in at the office, present a photo ID, and receive a visitor's pass which must be worn in clear view. Additionally, you must report to and remain in your assigned area. We ask that you refrain from any disruption to the educational process.**

SPECIAL NOTICE

ARRIVAL/DISMISSAL PROCEDURES

We urge you to review and discuss the following entrance and exit procedures with your child. Each child is a precious gift. We will not jeopardize their safety for convenience. As always, please feel free to contact us if you have any questions or concerns.

STUDENTS SHOULD ARRIVE NO EARLIER THAN 7:45 A.M.

Rooms K-1, K-2, K-3, K-4, EC-1

Enter – Front Door

Exit – Southwest Gym Door

(Indoor Line-up for entire year)

Rooms 3-1, 3-2, 3-3, 3-4,

5-1, 5-2, 5-3, 5-4

Enter – Northwest Back Door

Rooms 1-1, 1-2, 1-3, 1-4 and

2-1, 2-2, 2-3, 2-4

Enter – Southeast Front Door

Exit – Southeast Front Door

(Indoor Line-up for entire year)

Rooms 4-1, 4-2, 4-3, 4-4

Enter – West Center Door

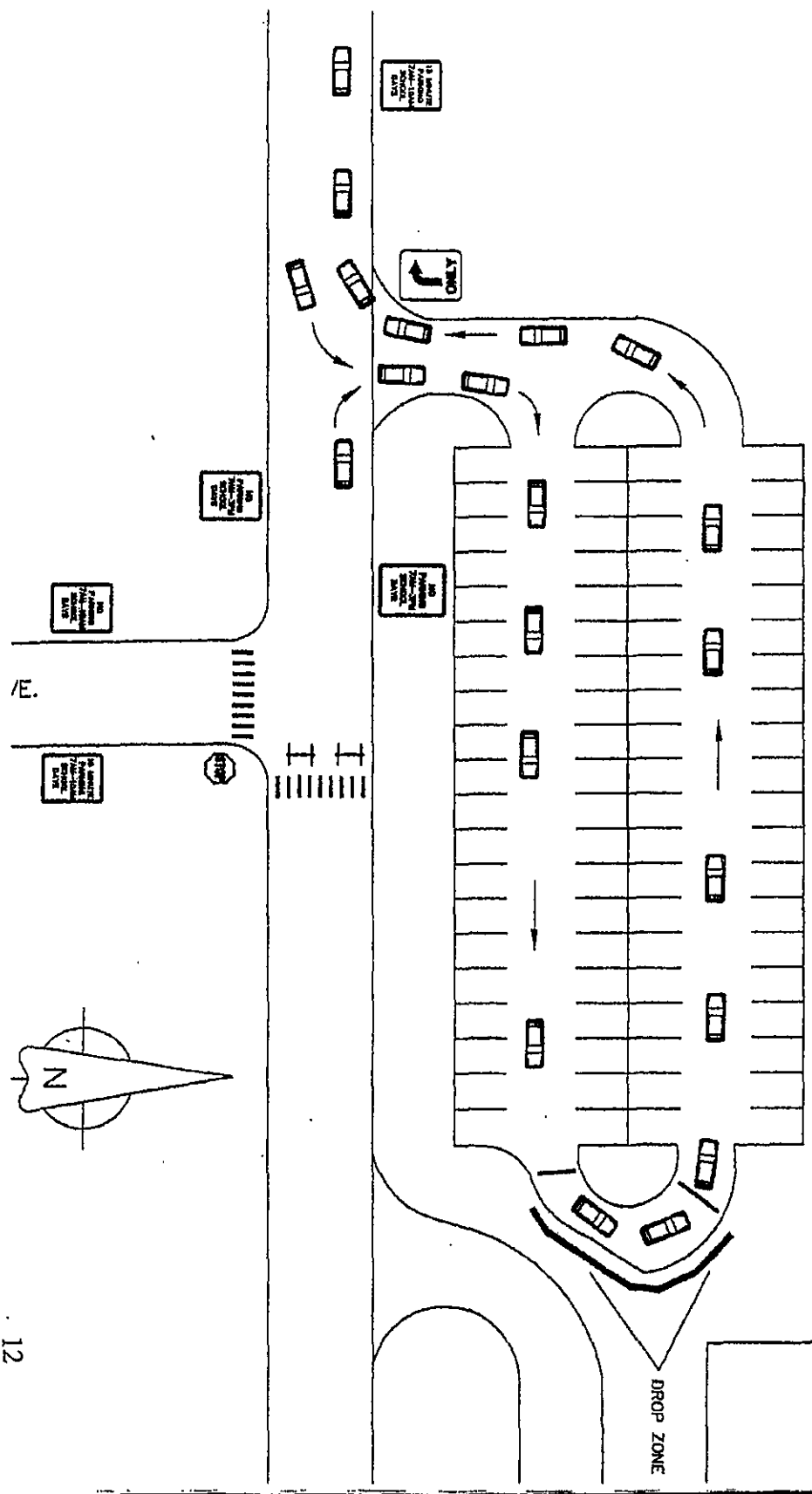
EXIT for 3rd, 4th and 5th Grade --

Students should exit at either Mulberry (west) or Chestnut (east) back doors, whichever is appropriate for their home location.

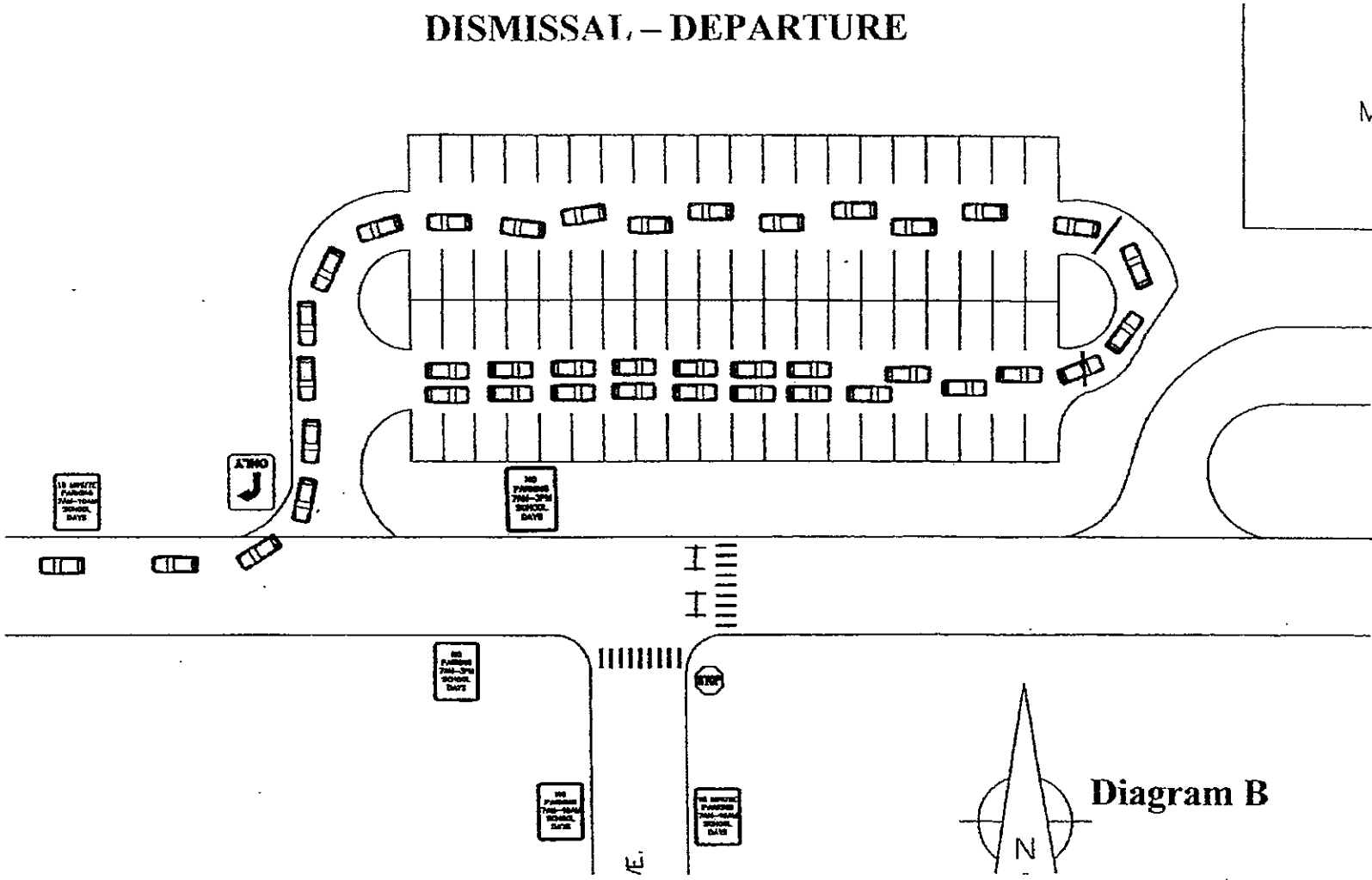
PLEASE REMEMBER:

- 174th Street will no longer be blocked off to traffic. Students should **not** be dropped off or picked up on 174th Street in front of McAuliffe School (between Chestnut and the west parking lot entrance).
- The safest location to drop off your child is at the Green Zone located west of the school in our employee parking lot (see arrival diagram).
- Only buses and private carriers may enter or exit the bus lane directly in front of McAuliffe School.
- The parking lot in front of the school will also be closed at this time. No traffic will be allowed in or out.
- Exceptions can be made on an as-needed basis by contacting the office.
- There will be no change with our procedure on the east side of McAuliffe School at the intersection of 174th Street and Chestnut. (Note: No Parking on east side of Chestnut).

ARRIVAL



DISMISSAL - DEPARTURE



KIRBY SCHOOL DISTRICT 140
Transportation Department
(708)532-8539

Suggested Walk Route For:

MCAULIFFE SCHOOL
8944 W. 174 St

RAINTREE

All students east of 88th Ave should travel on Carriage or Raintree to 88th Ave. Students must cross with the crossing guard at 174th Street and 88th Avenue.

TIMBERS EDGE (NORTH OF 175TH STREET)

Students west of 88th Ave should travel on 172nd Street to Locust to 174th Street into school.

TIMBERS EDGE (SOUTH OF 175TH STREET)

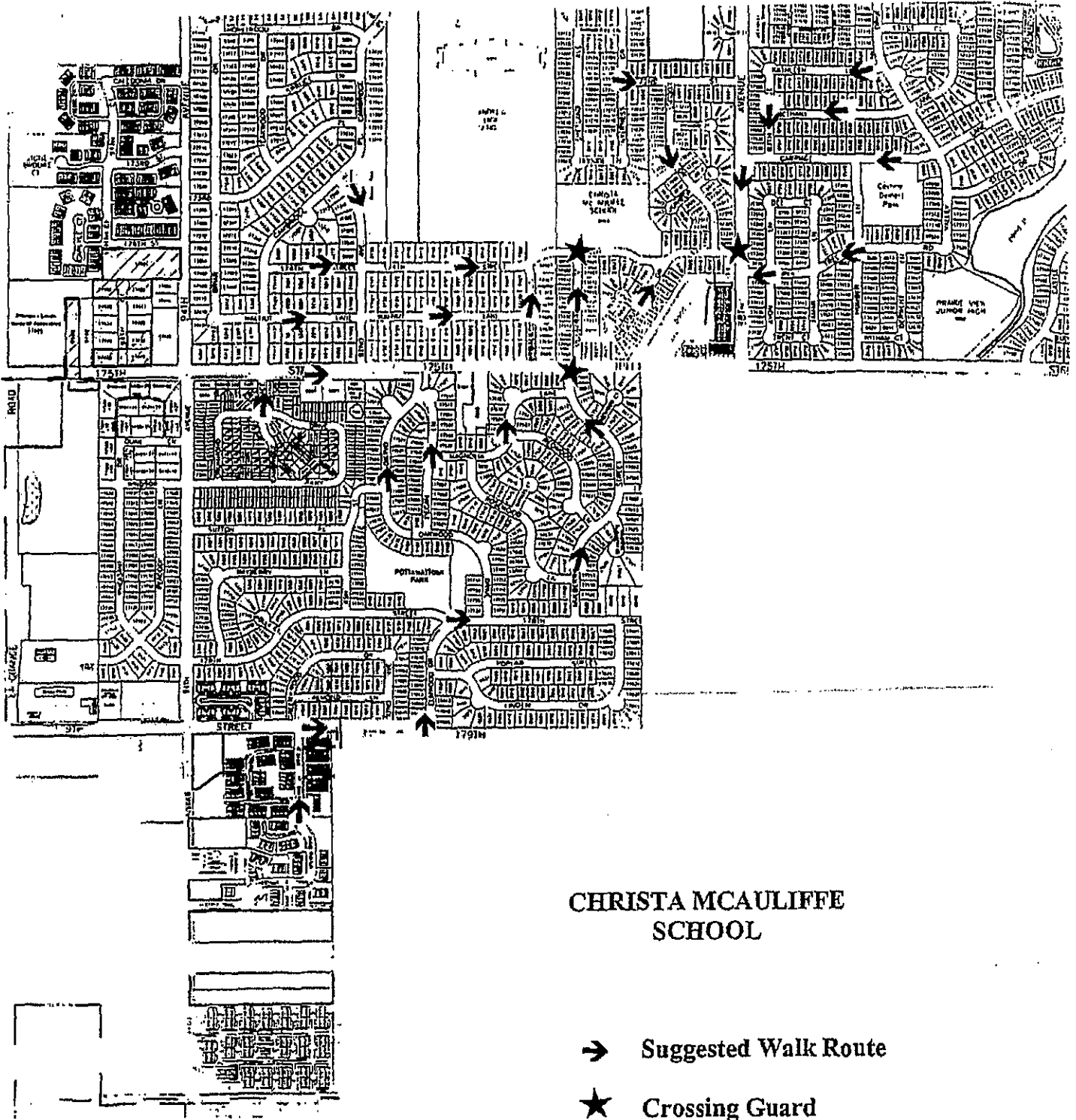
Students south of 175th Street should travel on Mulberry or Oakwood. At the intersection of 175th Street and Mulberry, students must cross with the crossing guard.

TIMBER ESTATES

Students west of school and north of 175th Street should travel to 174th Street and cross with patrol at the school.

CALEDONIA MEADOWS

All students should travel north on Upland to 179th Street and cross 179th Street at Upland. Walk east to Elmwood Drive and follow Elmwood to 178th Street. Travel east on 178th to Mulberry and go north on Mulberry to 175th Street. Cross with the crossing guard at 175th Street.



**CHRISTA MCAULIFFE
SCHOOL**

➔ Suggested Walk Route

★ Crossing Guard

DISCLAIMER

PARENTS AND STUDENT, PLEASE READ THIS PACKET AND SIGN WHERE NEEDED.

PLEASE RETURN IT TO YOUR HOMEROOM TEACHER.

I HAVE READ THE CHRISTA McAULIFFE SCHOOL
PARENT/STUDENT INFORMATION GUIDE.

DATE

PARENT/GUARDIAN

DATE

STUDENT

DATE

STUDENT

DATE

STUDENT

