

Letter from Principal

At Washington Irving Elementary School the partnership of a dedicated faculty and a supportive community provides each student with equal opportunities for academic achievement and social growth. Our staff is committed to quality instruction and the implementation of innovative programming to create a successful learning environment for all children.

As Principal, I am committed to establishing a school culture that is aligned with our mission statement listed below:

Our Mission

To challenge each child to become a creative critical thinker

To celebrate and appreciate our diversity

To provide a safe and caring environment

To foster respect for ourselves, others, and the school

To connect home and school help each child reach his/her learning potential

We depend on families to reinforce the importance of effort, attitude, and behavior with their children. It is critical that each student is familiar with teacher expectations, homework policies, and discipline guidelines at Irving. Through close communication with our staff and a consistent message between home and school we maintain a positive school climate.

I welcome you to contact me with your questions and comments. Please contact me at jhodge@op97.org for more information or to arrange a visit to our school.

Mr. John Hodge

School Day Basics:

Regular School Hours

Monday, Tuesday, Thursday, Friday: 8:00 am–2:55 pm & Wednesday: 8:00 am–1:55 pm
Please note early dismissal hours on Wednesdays.

Students should not arrive at school before 7:45 am unless they are in the Breakfast Program that begins at 7:15 am. If students participate in an early morning class or club, a pass will be given by the teacher. Students are to go home immediately after school is dismissed unless they are scheduled for an after school program.

Emergency Closing

In case of snow or emergency weather conditions, school cancellation is announced over radio and television stations. Please do not call the school, as we need to be able to communicate with other agencies.

<u>Online:</u>	<u>Radio</u>	<u>Television</u>	
www.op97.org	WIND 560	WBBM 780	WLS 890
			Channels: 2, 5, 7, 9, 32
WONU 89.7	WMAQ 670	B96 94.7	Cable: CLTV
	WGN 720	WCBR 92.7	WOJO 105.1

Lunch Hour

Monday, Tuesday, Wednesday, Thursday, Friday:
Grades 4 & 5, 11:00–11:25;
Grades 1, 2, & 3, 11:25–11:55

Students are allowed to leave school during the lunch hour if that will be their routine for the year. If students who normally stay for lunch are going home or off campus for lunch, written permission from their parents is a must. Verbal permission is not acceptable.

Recess

It is expected that every child will play outdoors during the lunch period except during inclement weather, study hall detention or with special permission from the teacher. Teachers will use their judgment about whether individual students in their classes may remain in the school building during lunch periods. All students are to be properly dressed for participation in outdoor activities.

Early Dismissal

For a student to leave school during the day, a parent must call the main office or send a note to the teacher requesting dismissal. Since regular dismissal begins at 2:55 pm, teachers need the time between 2:45-2:55 to help children wind up the day, gather belongings, and be

grouped for dismissal. Therefore, we will not interrupt to sign students out for early dismissal after 2:45 pm.

The note should state: Reason for dismissal
Name of person authorized to sign out student
Parent's phone number
Date and time of dismissal

A photo ID may be required to sign a student out of school. This is for your child's protection. The parent or guardian, through the main office, will sign out students who need to leave during the school day for a dental, doctor or other appointment. No student should leave the school for any other reason. For the safety of our children, no student is to be removed from class without the teacher's prior knowledge. Students being checked out from the nurse's office must be signed out by a parent or guardian. Only those persons authorized to do so may check out students.

Absentee/Tardy Policy

When a student is absent or tardy, parents are to phone the school before 9:00 am at 524-3092. Calls are automatically routed to VoiceLink during non-office hours, and messages are checked regularly throughout the day. Students should bring a written excuse when they return. If a student is absent for medical reasons, a statement from the physician will be required.

All make-up work should be turned in within a reasonable amount of time after the absence. Should you expect your child to be absent for more than two days, please call the office or send a note to the teachers requesting that work be sent home or picked up by you.

When a student is tardy, he/she is to stop in the office and receive a tardy pass before going to class. If a student is tardy three times within a quarter, they will receive a lunchtime detention.

Truancy

Truancy is defined by law as unexcused absence from school for 18 of the past 180 days that school was in session. This includes unexcused tardies. When it is apparent that a student is consistently absent from school without an excused reason, the truant officer will be notified.

Parent Visits to School

In order to keep our school building secure, all parents, volunteers, and visitors must enter Irving School through the main entrance on Cuyler. All guests must sign in at the school office, wear a nametag while in the building, and sign out upon departure. Teachers and students are instructed to refuse entry to adults who try to enter through any door other than the main entrance.

Lost and Found

Students frequently lose valuable articles of clothing at school. This loss can be reduced if every article of apparel that can be removed is clearly marked with the student's name. This should be done at every grade level. Lost-and-found lockers are located at the north end of the first floor hallway (near the kindergarten classrooms). Please come into the school periodically and look for missing items.

Pets and Sports Equipment

Bikes, skateboards, and roller blades are not allowed on school grounds, and village ordinance 5-4-4 prohibits pets on school premises.

Personal Information

Please notify the Main Office immediately if you have changed your address, home, work or emergency phone numbers. The school records need to be kept up to date. In case of emergency, we must have a current phone number through which you may be contacted. A note or phone call will enable us to update our records.

Withdrawal

Parents must notify the main office immediately when a student is to be withdrawn from Washington Irving. Textbooks and library books need to be returned prior to withdrawal. Your notification to the Main Office that your child will be withdrawing will enable us to complete his school records and provide you with necessary documentation for entry into his/her next school.

Lunch and Breakfast Programs

Washington Irving has excellent lunch and breakfast programs. Hot balanced meals, including milk, are served at minimal fees. Milk may be purchased for additional fees. Prepayment is required at oakpark.revtrak.net/tek9.asp or cash or check may be sent to cover purchases for a month or the whole year. When your child purchases milk it is deducted from your total balance. Checks are to be made payable to District 97. Free or reduced lunches are available for families whose total income qualifies. Contact the main office for details. If lunches are brought in late, prior to the serving of lunch, the student will be notified to come to the Main Office to pick up their lunch. Students who have no lunch may be provided with applesauce, graham crackers, and milk for that day.

Some students choose to bring their own lunches. If the student brings a thermos with their lunch, please make sure the thermos is non-breakable. No bottled or carbonated drinks are allowed, and students are not allowed to use the microwave to warm food. **Breakfast is available from 7:20 until 7:45 am. Children must not arrive before 7:15. Supervision arrives then.**

Media Center

The Media Center offers a variety of materials for children to use during school hours. Students may check out books from the media center for one week at a time. They may also check out certain reference books on an overnight basis. There are no fines charged for overdue books; however, a student with an overdue book is not allowed to check out another book until the overdue book is returned. Students who are repeatedly late returning their books may lose the privilege of checking out books.

Lost books must be paid for in full, and damaged books paid for in proportion to the damage as assessed by the librarian. All payments must be made before another book can be checked out. Money will be refunded if a lost book that has been paid for is found. All books must be returned and/or paid for before Winter Break and/or the last week of school so that inventories can be completed. If you are moving, all library books must be returned so the student's record can be cleared.

Student Council

The Irving Student Council is composed of students from each grade level, kindergarten through five. The Student Council Creed is:

We the people of the Irving School's Student Council plan activities to help bring our school closer together. We also raise money or make donations to help our school and community. We are all different ages and we will help each other to succeed. We are here to have fun!

Students have the opportunity to help with a different activity each month. Council events can include hallway decorations, coin drives, writing a Note of Thanks, Writing a Valentine, School Spirit Week, and more. Students are selected to participate in the Irving Student Council by their homeroom teacher. Students serve a four-month term, and each homeroom has a maximum of four participants throughout the year. For more information, contact Susan Tresselt or Lori Pelling at Irving School.

Walking to School

Instruct your child to: Use the same route to and from school every day, use sidewalks instead of alleys, avoid cutting through parking lots, do not speak to or accept a gift or car ride from a stranger, and report any such interaction to school staff or the police.

Please point out safe homes and businesses to stop at along the way in case of emergency.

Taking the Bus

Bus service is provided for students in designated areas. A copy of the behavior expectations for bus students is given to each bus rider. The buses load and unload on Harvard Street. Students who usually ride the bus must bring a note from their parent if they are to go home by some other means. Unless the teacher receives the note, or the main office is notified of the change prior to 2:00 pm, the child will ride the bus home as usual.

Please Remember:

Wait until the bus comes to a complete stop before entering or exiting the bus

Use the handrail, watch for cars, and follow the directions of the bus driver

Students are required to show the bus driver their bus pass daily.

Drop-off and Pick-up by Car

The speed limit in a school zone is 20 miles per hour, and it is illegal to pass a stopped school bus that is either loading or unloading passengers. Please try to pull up with your passenger door adjacent to school property. If you pull up across the street, please escort your child across the street or instruct your child to cross at an intersection. Do not double-park or pull into the school parking lot to drop off or pick up. This presents a serious hazard to the many children in the area.

Insurance

The school does not pay for the insurance coverage for individual students. However, during the first week of school, each student will have the opportunity to purchase insurance through a brochure sent home to the parents. Whenever a student is injured, it must be reported immediately to the assigned supervisor on the same day that the accident occurs.

Health Office Policies

The Health Office is located on the first floor across from the main office and is staffed with a fulltime school nurse. A Medical Emergency card and a Health Information Update form should be on file for each student. This includes a list of other adults who are authorized by the parent to take the child home when the parent can't be reached.

State law requires that all types of medicine that must be taken at school (prescription and over-the-counter) be kept in the Health Office. Prescription and non-prescription medications of any kind require a physician's permission in addition to the parent's permission. Physician and parent permission forms are available from the nurse. All medication, including cough drops, aspirin, etc., must be taken to the Health Office when the student arrives at school.

Children should stay home when their symptoms include a temperature of 100° or higher, vomiting, or diarrhea. Students who are unwell are unable to learn and may be contagious to other students. Children may return to school after being fever free (under 100°) for 24 hours without medication

Communications:

Classroom

Weekly, bi-weekly or monthly newsletters come home to parents from your child's classroom teacher. Most teachers update a classroom blog. Announcements are made over the school public address system in the morning, just before the lunch hour, and at the end of the day to inform students of upcoming events.

Tuesday Packet

This packet, sent home with the youngest student in each family every Tuesday, contains information about PTO, school and community events. It is also found online at www.op97.org/irving/digitalbackpack.

General Behavior Expectations

1. Follow directions the first time they are given.
2. Students will be peacemakers. Fighting is not allowed. No weapons or objects that could harm another person
will be brought to school.
3. Do class work and homework to prepare for being a lifetime learner.
4. Students will come prepared to work with the necessary tools (pens, pencils, etc.).
5. Radios, CD players, beepers, electronic games, collectible cards, any playing cards, etc. are not to be brought to school.
6. Bats and balls are only to be brought to school with the teacher's approval for use at recess.
7. During a fire drill, students will move quietly and in an orderly fashion, and strictly obey all rules regarding the drill.
8. Be respectful to all people. No threatening, cursing, or name-calling.
9. Abide by the Washington Irving dress code.

All expectations apply to all areas in and around Washington Irving Elementary School, including the bus, playground, auditorium, bathrooms, lunchrooms, and halls.

Playground Expectations

1. Follow directions the first time they are given.
2. Stay in the playground area.
3. No play fighting, karate-kicking, or knocking each other down.
4. No fighting or threatening.
5. Stay away from cars and trash containers.
6. No food or gum is allowed on the playground.
7. Do not climb the fences.
8. Snowball throwing is not allowed.
9. Line up as soon as the bell rings.

All other Irving expectations apply while using the playground.

Hallway Expectations

1. Follow directions the first time they are given.
2. Walk in line quietly. No talking.
3. Take one step at a time on the stairs and use only one hand on the railing.
4. Students must use a hall pass when they are not under the direct supervision of a staff member.

All other Irving rules apply during use of the hallways and stairs.

Dress Code

1. No hats or bandannas in the building.
2. Shoulders, backs, and midribs must be covered.
3. Hats, scarves, bandannas, and coats must be kept in lockers during the school day.
4. Clothing is not to contain printing or pictures that promote drugs or alcohol, or carry an inappropriate message that would be disruptive to the educational process.
5. No short-shorts are to be worn.

Parents will be contacted when students are dressed inappropriately.

Consequences of Misconduct

Whenever it is determined that a student has broken a behavior expectation rule, a detention may be given as a consequence. The detention program is structured as follows:

Purpose: To maintain high academic and behavior expectations by responding to inappropriate behavior through a detention program.

Description: Students will serve re-teaching lessons Tuesday and Thursday from 11:00 am–11:55. During this time, students are under the supervision of a certified staff member.

Communication with Parents: The teacher issuing the detention will give the student a detention form to be taken home and signed by the parent. The teacher will also contact the parent the same day by phone to confirm the detention.

Parents are to sign the form and return the yellow and pink copies only. The white copy is the parent's record of their child's behavior.

Eligible Consequences: Fighting will result in suspension. Refusal to follow directions, disrespecting a teacher or staff member, disrupting class, snowballing, inappropriate language, non attendance of assigned detention and excessive tardiness may also result in suspension. Serious misconduct, as outlined in District 97's *Guide for Effective Student Behavior*, will result in suspension and a possible hearing with the superintendent.

Repeated Offenses: Repeated misbehavior means that further loss of privilege is appropriate, such as classroom activities or attendance at special school functions, etc. Additional offenses may result in suspension.

Positive Behavior Interventions and Support

Irving School, in conjunction with District 97, is using the Positive Behavior Interventions and Support (PBIS) program to help us achieve our goals. PBIS focuses on improving a school's ability to teach and support positive behavior of all students. It is a proactive, systematic

approach to prevention and response to classroom and school discipline issues. Emphasis is on developing and maintaining safe and respectful environments where teachers can teach and all students can learn.

Here at Irving School we focus on 4 essential principles to ensure that all students are doing their best inside the classroom and school. We refer to those as our Eagle Essentials: Be Respectful, Be Responsible, Be Peaceful, Be Safe...Everywhere.

If you have any questions about the program or would like more information please contact your teacher or Ms. Creehan at 708.524.3090 or ecreehan@op97.org.

Oak Park School District 97 Respect Code

As students and staff of Oak Park Elementary School District 97, we acknowledge the dignity and value of one another. We strive to create to create a welcoming atmosphere through our conduct and courtesy to others.

1. We have the responsibility to promote acceptance of self and others.
2. We have the responsibility to be considerate and sensitive to the needs and feelings of others.
3. We have the right to be physically safe.
4. We have the right to be emotionally safe.
5. We have the right and responsibility to communicate our needs and feelings.
6. We have the responsibility to do no harm to others or to their belongings.
7. We have the responsibility to value the school property and help maintain a clean and safe environment.

Culture of Achievement

Students who meet required academic standards are promoted to the next grade level at the end of the school year. The report card will be marked "Promoted" on the last day of the school year. Students not meeting academic standards will be retained or administratively placed.

Textbooks

Students will have texts assigned to them by their teacher. Pupils losing or damaging a book shall be required to pay for such books. Money will be refunded if a lost text that has been paid for is found. Textbooks serve as the major resource for concepts and skills taught by

the classroom teacher. Students are permitted to take their texts home.

Parent-Teacher Conferences

A very important part of the reporting system of Irving is the parent-teacher conference. A minimum of two conferences will be scheduled during the school year by teachers. In addition to these conferences, the parent may request additional conferences by contacting the teacher and setting up an appointment. Once a conference is scheduled, be sure to let the teacher know if you cannot attend.

Homework

Homework is an important part of your child's learning process. The purposes of homework are to practice newly taught skills, review previously mastered skills, develop independent study habits, or extend and enrich the curriculum. Parents should oversee and check the homework each night. In grades 3–5 parents should use the assignment notebook as a reference for the homework assignment. At curriculum night each teacher will explain and provide in writing the expectations of their particular homework policy. This will include:

If homework is assigned weekly or nightly.

How long-term projects are assigned throughout the _____ year.

The amount of time your child should spend per night _____ on homework.

How and when to communicate with the teacher when problems arise with homework.

Homework guidelines for students with special needs may be determined by the student's individualized educational plan and should be specifically related to the student's learning profile.

Make-up Work

Students are required to make up work missed due to absences. Students will be given a reasonable length of time to make up work. Students are responsible for contacting teachers for make-up work. Parents are encouraged to request assignments if they know that their child will be out for an extended length of time. The assignments will be due on the day they return to school. A 24-hour notice for requested work packets is required. The teachers will not be able to repeat in-class demonstrations, lectures, and instruction.

Physical Education Excuses

Students who, because of illness or injury, are temporarily unable to participate in physical education activities, need to present a note each time from their parent to the P.E. teacher explaining the problem. Students are required to attend classes and observe the lessons when unable to participate. Students who need to be excused from activities for a week or more must

provide a doctor's excuse. If your child has any permanent physical restrictions or disabilities, please notify the physical education teacher and the Main Office.

School Improvement Team

The School Improvement Teams in each District 97 school are unique and function independently. However, the activities that each SIT engages in are similar. The two main activities are:

1. Identifying and refining school priority goals through collaboration of parents, teachers and the principal.
2. Communicating the goals and how they were arrived at to parents, teachers, students and District 97 administration.

Parent Outreach & Support Team

Parents often have questions and challenges that can best be addressed by other parents. The Parent Outreach and Support Team (POST) provides Irving families with a parent-to-parent connection. POST members are volunteer parents who can provide a listening ear, advice, and help answer questions regarding school, family, or community issues. Your questions or concerns can be large or small, about school events, resources, supporting school success, or special needs of your child or family. **For more information contact a co-chair: Alissa Lonergan or Jeanne McCoy.** Please make calls 8:30am - 8:30pm.