



Holmes Family Handbook

2017-2018



Welcome!

The faculty, staff and PTO welcome you to Oliver Wendell Holmes Elementary School.

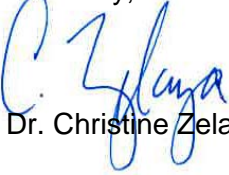
Holmes School is a dynamic team of students, parents, faculty, and community. We are committed to preparing our children for the future and share the vision of our children reaching their maximum potential. We are dedicated to providing learning experiences in an environment that encourages a lifelong love of learning. We strive to instill our children with an appreciation and respect for others in a culturally diverse world.

The faculty and staff are dedicated to providing a successful learning environment for all students, and we encourage parents to take an active part in this endeavor by participating in and supporting school activities.

We ask for your cooperation and support so that we may provide your child with a rewarding and enriching educational experience. Please take time to read this handbook thoroughly and discuss it with your child. Keep it in a convenient place so you can reference it as needed.

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

Sincerely,



Dr. Christine Zelaya

**O. W. Holmes School
508 North Kenilworth Avenue
Oak Park, Illinois 60302**

Office Hours: 7:30 a.m. to 4:00 p.m.

School Number 708.524.3100
Fax Number 708.524.7622
Website www.op97.org

24-Hour Attendance (Absences and Tardies) Line: 708.665.3065

Email: holmesattendance@op97.org

Please call in absences and tardies by 8:30 a.m. each day

Principal Christine Zelaya
Administrative Assistant Lori Krikau
Administrative Assistant Margaret O'Malley
School Nurse Anne Marie Guerrier

Oak Park School District 97

District Offices

260 W. Madison

Oak Park, IL 60302

708-524-3000

Lakeview Bus Company

708.234.5555

First Day of School Wednesday, August 23st

Bus Service for Grades 1 through 5 begins on Wednesday, August 23
Kindergarten students should not ride the bus on the first day of school.
Students should be at their bus stops 5 minutes before their bus is due.

Please plan to arrive before 7:50 am. The entry bell rings at 7:55 a.m. The blacktop area will be bustling with activity and you may need a little extra time to help your student find their teacher and classmates.

Where do I go before the 7:55 a.m. bell?

- ▶ **Students should enter the building only after the bell has rung.**
- ▶ **If you know your classroom teacher assignment:** Locate your grade level and teacher's line on the blacktop and join the class. Parents are welcome to stand with their child and say a brief hello to the teacher. If you have immediate conference needs, please have a note ready for the teacher or email the teacher to request a meeting in the first few days of school.
- ▶ **If you do not know your classroom assignment:** Class lists will be posted at the main entrance and at each grade level line area. Class lists will include students whose registration information reached the school by the morning of Monday, August 21, 2017.
- ▶ **If a student is not on a class list:** The student and parent should enter the main door **after** the bell and **go directly to the Auditorium**. Once in the auditorium, please sign in and have a seat. We will assist you according to the order of the sign-in sheet.

What happens at the 7:55 a.m. bell?

Classes will enter in grade level order. Parents may enter the school at the end of the class line. This is a good start to the development of the "classroom feel" for your child and keeps the children together without blocking their view of the teacher! We understand that saying goodbye is not easy for parents on the first day, particularly for parents of very little ones. The PTO invites you to join parents and staff in the Multipurpose Room for our First Morning Coffee. Chat with other parents, ask questions and meet members of the PTO.

First day dismissal is at 1:55 p.m.

Be sure you've arranged an after-school meeting spot with your child.

Kindergarten First Days

First Day of School—Wednesday, August 23

7:55 a.m. - 1:55 p.m.

Students should not ride the bus to school on the first day.

Line up on the playground by the K flag at 7:55 a.m.

The kindergarten teachers will meet students and their parents/guardians outside and walk with them to the kindergarten classrooms. On this day, kindergarten students and their parents/guardians will have an opportunity to see their child's classroom, meet the teacher and get acquainted with other classmates and parents. We will introduce the routines that start each school day. Parents and guardians will assist children in sorting and storing school supplies. Once settled, parents will go to the multi-purpose room to join in the PTOs Welcome Reception.

Parents must inform their child's teacher of their plans for how their child should get home. Parents picking up their students should meet them in the courtyard.

Second Day of School—Thursday, August 24


7:55 a.m. - 2:55 p.m.

Bus Service Begins—Make sure your child is wearing their bus tag. Bus tags will be handed out by your child's teacher on the first day of school. Please fill in their bus stop.

Name

Bus #

Bus Stop



Absence Procedures

Regular attendance is vital for successful schoolwork. It helps ensure a continuous progression of academic and social skills taught each day in the classroom.

Please call the attendance line at 708-665.3065 or send an email to holmesattendance@op97.org before 8:30 a.m. each day your student is going to be absent. This is a 24-hour line and calls are automatically routed to our attendance line during all non-office hours.

Homework for absent students may be requested by 9:00 a.m. and will be ready for pick-up after school.

All make-up work should be turned in within a reasonable amount of time - 1 day for each day of the absence is the usual allowance.

If a student returns to school with special medical needs or devices (casts, splints, bandage wraps, medicine, etc.) doctor's orders must accompany the child or they will be sent home.

After School

Students exit the building through designated doors by grade level and room location. Kindergarten and first grade students will be brought to the courtyard (except students in Room 104 who dismiss from their classroom.) Second and third grades exit the building based on classroom location. Fourth and fifth graders exit through the north entrance.

There is no after school supervision in the school or on the playground. Parents should instruct their children to go directly home and check in with an adult before going outside to play.

Available after-school programs in the area. We are not endorsing these programs, this is strictly informational.

Apollo – after school program on school grounds – 855.543.7277

Concordia University - k-2nd grade only – transportation provided – 708.209.3099

First Baptist – before & after school - transportation provided – 708.383.1190

Hephzibah – after school program on school grounds – 708.649.7140

Oak Park Park District – Clubhouse After-School Program – transportation provided – 708.725.2110

River Forest Community Center – transportation provided – 708.771.6159

West Cook YMCA – school bus service – 708.434.0231

Background Checks & Fingerprinting

All adults who volunteer are required to submit a copy of their driver's license. Adults supervising activities that require them to be alone with a group of students must be fingerprinted at the district office. Fingerprinting is done at the district office Monday-Thursday between 9-4. After hours fingerprinting will be available on the 1st Monday and 3rd Wednesday of each month BY APPOINTMENT ONLY from 5:00 pm - 7:00 pm.

Please call [708-524-5836](tel:708-524-5836) or email hr@op97.org to schedule an appointment.

Before School

ALL STUDENTS ARE EXPECTED ON THE PLAYGROUND/BLACKTOP BY 7:50 A.M.

- ▶ 7:55 a.m. First Bell - Students are in line on the blacktop and ready to enter school.
- ▶ 8:00 a.m. Second Bell - Students are at lockers putting belongings away.
- ▶ 8:05 a.m. Tardy Bell – STUDENTS NOT IN THE CLASSROOM ARE TARDY

There is no before school supervision outside. Students coming for breakfast may enter the building beginning at 7:15. Breakfast is served from 7:15-7:55. Daily breakfast can be purchased for \$1.75/day, .30 for reduced. All students are welcome for breakfast. The monthly menu can be found on the district website. Students not having breakfast at school should not arrive before 7:45.

Students should join with their classmates as soon as they arrive at school. Students should not wait with their parents for the class to meet up with them near the south (Chicago Avenue) entrance. Students enter the building through designated doors by grade level or room location.

Behavior Expectations

The following matrix shows the general expected behavior in all Holmes School areas and at all Holmes School activities.

	Be Respectful	Be Responsible	Be Safe
Classroom	1. Raise hands. 2. Properly use materials.	1. Be ready. 2. Do your best. 3. Clean up after yourself.	1. Listen 2. Keep hands, feet, and objects to yourself.
Hallways and Stairwells	1. Carry belongings safely. 2. Keep stairs clear. 3. Walk on the right side.	1. Use silent "Hellos". 2. Maintain personal space in silence. 3. Return to class promptly.	1. Walk slowly, one stair at a time. 2. Use the handrail.
Playground	1. Listen and follow supervisor's directions. 2. Use respectful language.	1. Line up promptly. 2. Play fairly and share. 3. Include everyone.	1. Dress for the weather. 2. Use equipment properly. 3. Play safely.
Washroom	1. Respect other's privacy. 2. Flush and wash(1 pump). 3. Keep bathroom clean.	1. Be quick, quiet, and clean. 2. Dispose of trash properly. 3. Wait your turn in silence.	1. Keep hands, feet, and objects to yourself. 2. Wait outside if the washroom is crowded.
Lunchroom	1. Practice good manners. 2. Use appropriate voices. 3. Eat your own food. 4. Keep your place in line.	1. Clean up your area. 2. Follow directions. 3. Obtain permission to leave your seat.	1. Keep hands, feet, and objects to yourself. 2. Hold tray with two hands. 3. Walk at all times.
Library Media Center and Computer Lab	1. Raise hands. 2. Listen. 3. Use quiet voices.	1. Be ready. 2. Do your best. 3. Put things back where they belong.	1. Keep hands, feet, and objects to yourself. 2. Use materials properly.
Auditorium Assemblies Field Trips	1. Raise hands. 2. Use quiet voices.	1. Listen and watch. 2. Follow directions.	1. Keep hands, feet, and objects to yourself. 2. Stay with your group.
Emergency Situations	1. Listen in silence. 2. Wait in silence. 3. Follow set rules.	1. Stay calm. 2. Stay alert.	1. Listen for directions. 2. Remain silent.
Arrival and Dismissal	1. Listen and follow directions. 2. Enter and exit quietly and safely.	1. Help others. 2. Be on time. 3. Be in assigned area.	1. Keep hands, feet, and objects to yourself. 2. Walk quietly and safely. 3. Stay with your group.
Bus Stop	1. Be friendly. 2. Wait on the sidewalk only.	1. Arrive well before pickup. 2. Dress for the weather.	1. Keep hands, feet, and objects to yourself. 2. Follow driver's directions.
Bus (loading / unloading)	1. Use appropriate voices. 2. Respect personal space.	1. Take your items with you. 2. Report damage and vandalism to driver.	1. Respect self, others, and property. 2. Walk quietly and safely.
Bus (en route)	1. Talk in a quiet voice. 2. Use appropriate language.	1. Keep all objects inside the bus. 2. Set a positive example.	1. Keep hands, feet, and objects to yourself. 2. Stay seated.
Nurse and School Office	1. Wait to be recognized. 2. Be friendly and polite. 3. Respect other's privacy.	1. Speak quietly and clearly. 2. Return to class promptly. 3. Wait your turn.	1. Stay clear of others. 2. Listen for directions.
Technology Usage	1. Use appropriate language. 2. Follow AUP always. 3. Use camera only as directed.	1. Charge your device. 2. Store/Carry device carefully 3. Have device when needed.	1. Keep private info private 2. Use YOUR password only. 3. Walk with device closed.

Birthdays

Birthday celebrations at Holmes vary based on teachers preferences and guidelines. Parents should check with their child's homeroom teacher a week in advance to clarify the teacher's birthday celebration practices. In keeping with our Wellness Policy, birthday celebrations are food free. If you wish to send a treat, books for the classroom, pencils, markers or stickers are suggested options. Birthday party invitations can be distributed through school only if all children in the class are invited.

Bus Service

Bus Service for Grades 1 through 5 begins on Wednesday, August 23

Kindergarten students should not ride the bus on the first day of school.

Students should be at their bus stops 5 minutes before their bus is due.

Bus passes will be distributed within the first few weeks of school. All children must carry their district bus pass and **ride only on the bus indicated on the pass**. Please have your children put their pass in an unused pocket in their backpack where it can remain without being pulled out by mistake. Passes are an important safety measure and must be carried at all times.

Students and parents must sign a Holmes School Bus Contract which outlines expected behavior on the buses and the consequences of misbehaving.

There is no bus service available for students on Permissive Transfers to Holmes School.

Parents of students riding on the District 97 bus to the YMCA for before and/or after school care must submit proof of payment for enrollment in the YMCA Program to the district office in order to receive a bus pass.

Students who are not bus eligible may not ride the bus with a friend. Students can only ride on the bus they are assigned to ride.

IMPORTANT BUS SAFETY NOTES FOR STUDENTS:

- ▶ Be at your stop five minutes before your bus is due.
- ▶ Children may chat and play as they wait for their bus, but ball playing is not allowed.
- ▶ Students should enter the bus in an orderly fashion and sit as directed by the driver.
Seat belts should be securely fastened.
- ▶ Bus passes must be carried at all times. If students have two different residences and two different backpacks, a second bus pass may be requested.
- ▶ Kindergarten and first grade students will have older students as "Bus Buddies" to walk them to the buses on Woodbine Avenue.

Holmes' Bus Routes

Route 1

- ▶ SW corner of Pleasant & Clinton
- ▶ SW corner of Randolph & Home
- ▶ SW corner of Randolph & Clinton
- ▶ SW corner of Randolph & Kenilworth
- ▶ SW corner of Randolph & Grove
- ▶ Midblock N of fire station

Route 2

- ▶ NW corner of Marion & Randolph (Y stop)
- ▶ NE corner of Washington & Home
- ▶ NE corner of Washington & Wisconsin
- ▶ SE corner of Pleasant & Maple
- ▶ SW corner of Pleasant and Marion
- ▶ SW corner of Pleasant & Home
- ▶ SW corner of Pleasant & Kenilworth

Route 3

- ▶ SE corner of Lake & Marion
- ▶ Lake & Forest – stop is on Lake Street in front of 100 Forest Place sign
- ▶ SE corner of Randolph & Euclid
- ▶ SW corner of Randolph & Wesley
- ▶ SW corner of Randolph & East
- ▶ NE corner of Wesley & Pleasant
- ▶ NE corner of Pleasant & Euclid

Route 4

- ▶ SE corner of Maple & Randolph
- ▶ NE corner of Washington & Wesley
- ▶ NE corner of Washington & Euclid
- ▶ NE corner of Washington & Grove
- ▶ SE corner of Pleasant & Grove

Cell Phones

District policy allows students to carry cell phones. All cell phones must be turned off and put away during school hours. If a cell phone is taken away from a student due to improper use, a parent/guardian must come to the school to retrieve it.

Conferences

Formal parent/guardian teacher conferences are held twice a year in October and February. The dates scheduled by the district are October 19-20 and February 8-9, your child's teacher will determine their own conference schedule. School dismisses at 11:00 a.m. on the scheduled conference dates.

You can request a conference with your child's teacher throughout the school year if there is something that needs to be addressed.

Discipline

From the Oak Park School District Effective Student Behavior Handbook:

“Notification of student rules and regulations:

Within fifteen days of the opening of each school year or enrollment of new students, District 97 will provide all students and parents/guardians of students enrolled in the school district with a copy of Effective Student Behavior Handbook, the student rules and regulations and discipline policies governing all students in District 97 schools. “

Parents/guardians are responsible for reading the handbook and discussing the expectations with their child. The principal will review it with all students. Teachers will also refer to it as needed.

Disciplinary Consequences

Disciplinary consequences may include, but are not limited to:

1. Notifying parents/guardians.
2. Disciplinary conference.
3. Withholding of privileges.
4. Seizure of contraband.
5. Temporary removal from the classroom.
6. Suspension of bus riding privileges.
7. In-school reassignment. Student is removed from his/her classroom to another room in the school. The Building Principal or designee shall ensure that the student is properly supervised.
8. Suspension from school and all school activities for up to 10 days provided that appropriate procedures are followed. A suspended student is prohibited from being on school grounds and school related and/or sponsored events.
9. Expulsion from school and all school-sponsored activities and events for a definite time period not to exceed two calendar years. An expelled student is prohibited from being on school grounds and school related and/or sponsored events.
10. Notifying juvenile authorities or other law enforcement whenever the conduct involves potential criminal offenses.

11. Community service with local public and nonprofit agencies that enhance community efforts to meet human, educational, environmental, or public safety needs. The District will not provide transportation. School administration shall use this option only as an alternative to another disciplinary measure giving the student and/or parent(s)/guardian(s) the choice.

Dismissal During the School Day

Dismissal during the school day is through the school office only. Children may not be dismissed by teachers directly to parents even if the child is on the playground.

If someone other than a parent will be calling for the child, please specify that individual in your note or by phone. Identification will be required. Ideally, any person collecting your child should be listed as an "Emergency Contact" on your student's record. The person picking up a child must sign the Dismissal Log in the school office, indicating the time the child was released. For the safety of our students, no child will be released from school early unless these procedures are followed.

Dogs

Please refrain from bringing your dogs on to school property. We need to be respectful of allergies and understand that not everyone feels comfortable in the presence of dogs. If your dog walks along to school, it needs to remain outside of the school gates.

Dress Code

In accordance with board policy 7:160 (Student Appearance), a District 97 student's appearance, including dress and grooming, must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency. The following guidelines regarding student dress are in effect district wide:

- ▶ Clothing that promotes drugs, alcohol, tobacco or gangs may not be worn on school or district property at any time. This includes accessories such as shoes, jewelry, belts, etc.
- ▶ Clothing that features vulgar, obscene, lewd, violent or offensive language or images may not be worn on school or district property at any time. This includes accessories such as shoes, jewelry, belts, etc.
- ▶ Clothing must cover the majority of a student's shoulders down to his/her mid-thigh. Undergarments/underwear must be covered at all times.
- ▶ Headwear (hats, hoods, etc.) may not be worn in school at any time except in cases where an exemption (religious, medical, etc.) is granted by the building principal or designee.
- ▶ Sunglasses may not be worn in the building at any time.
- ▶ For safety reasons, students may not wear flip flops or backless shoes to school.

Electronic Items

Toys, games, iPods, MP3 players and all other electronic items are to be kept at home. If an electronic item is brought to school and observed by staff it is taken away from the student, taken to the school office and a parent/guardian must come to the school to retrieve it.

Emergency Contact Information

Parents are required by Illinois law to provide the school with telephone numbers where they may be reached in case of emergency. Please notify the school if numbers or contacts change.

Emergency Closing

In the event that it should become necessary to close any or all of the schools because of weather or other emergencies, information will be available on the following radio and television stations:

Radio Stations	Television Stations
WMAQ 670	Channel 2 WBBM TV
WGN 720	Channel 4 WMAQ TV
WBBM 780	Channel 7 WLS TV
WLS 890	Channel 9 WGN TV
WLS-FM 94.7	Channel 32 WFLD TV
WBBM-FM 96	
WCLR-FM 102	
WFYR-FM 103.5	

If weather is extremely cold or snowy, we urge you to listen to the listed stations. Please do not call the school office because on such days, we must be able to communicate with other agencies.

Following notification from the Superintendent, the district and/or the principal will notify families via the telephone messaging system.

1. If a snowstorm occurs overnight, the superintendent will assess the weather conditions early in the morning and make every attempt to make a decision between 5:30 and 6:00 AM. If the school is to be closed or buses are not to run, the district will immediately notify the City News Bureau and the above stations.
2. During cold or stormy weather buses will probably run late. If it is extremely cold, we suggest that you instruct your child to wait for a bus no longer than 10-15 minutes. Elementary students should return home. We suggest that you arrange for your own transportation to school, or if you feel it is safe, have your child walk directly to school.

If an emergency should occur that would require Holmes School to be evacuated (breakdown of heating or water system, fire, etc.) all children will walk to an alternate site.

Fee Information

School fees for the 2017/18 school year can be made online. Payment can be made through the district website, or by check sent to the school office. If you wish to pay by credit card, but don't have access to a computer, please call Annette Bennett at the district business office at 708-524-3133.

To utilize the district web store:

- ▶ Go to the district web site: www.op97.org
- ▶ Under the payment tab select the web store.
- ▶ Next select elementary schools, then Holmes
- ▶ Choose the fees you need to pay and add them to your cart.
- ▶ You will need your child's student ID. Kindergarten and new students can contact the school office after August 7th for your child's number.

Financial Assistance

In July all families will receive a 'Letter to Households' with Federal Income Guidelines, and an application for free and reduced price-meals. If your family qualifies for free or reduced meals, you will also qualify for free or reduced District 97 School Fees. Return completed applications to the District 97 office as soon as possible. Do not pay any fees until you receive a letter notifying you of your status.

Families in temporary or long term financial difficulty are highly encouraged to review and submit this form if they qualify under the federal income guidelines listed on the first page. The forms are completely confidential and may be submitted to the school office or directly to the District Office at 260 West Madison Street, Oak Park IL 60302.

Families granted a full fee waiver pay no fees and children can receive free breakfast and lunch. Families granted a reduced fee waiver pay 25% of the costs.

Fee waivers may be submitted at any time of the year as financial circumstances change.

Students granted waivers in the prior school year have until September 30th of the new school year to submit an updated waiver request. This must be done every year to retain waiver status. Families not submitting a waiver update will be charged the full amount for fees and food after September 30.

Field Trips

Permission slips are required for children to go on any field trip. Parents must sign and return these slips before their child can be taken on a trip. We will not call parents for verbal permission. Students remaining at school will spend field trip time with a designated teacher.

Food Policy

There are many students who attend our school that have life threatening allergies. For the safety of these students, all classrooms will be a peanut/tree nut safe. The following guidelines will be followed:

- ▶ Students will wash their hands upon arrival to the classroom and again before and after lunch.
- ▶ Packaged food must contain ingredient labels and be approved by the classroom teacher. Any ingredient labels that have peanut and/or tree nut (including coconut) ingredients or state that the product “may contain peanuts and/or tree nuts” or is “manufactured on shared equipment with peanuts and/or tree nuts” means the snack is not safe to bring into the classroom and will be sent home. Your child’s teacher will inform you if there are additional allergy restrictions in their classroom.
- ▶ No art products/projects containing peanut/tree nut ingredients can be used inside of the classroom.
- ▶ There will be special days and occasions that students may want to share. If you choose, you may consider sending/donating a book or game to the class in your child’s name or sharing stickers or pencils.
- ▶ All celebrations/activities are food free.

Health

The role as the school nurse is to ensure that students are safe, healthy, and ready to learn

Dental exam

Illinois State Law requires all kindergarten, second grade, sixth grade, and new students to have a dental examination on file in their health records. This report must be submitted to school by May 15 of the required year, and must have been completed within 18 months prior to May 15 dead line. **Holmes school will be offering dental screenings on December 4-6 that will fulfill this requirement.**

Doctor’s exam/child health exam form

The District 97 health requirements are outlined in the District Handbook/Calendar. All *preschool, kindergarten, 6th grade, and new students from outside Illinois* must have a physical examination on file in their health record. The physical examination is documented on the Child Health Examination Form.

Eye exam

Illinois law requires that proof of an eye examination by an optometrist or physician who provides complete eye examinations be submitted to the school no later than October 15 of the year the child is first enrolled. The examination must have been completed within one year prior to October 15 of the year the child enters an Illinois school.

Guidelines for when to keep your child home

If your child is not feeling well in the morning, but has no definite symptoms, send him or her to school. If something develops, you will be called.

You must keep your child home for the following conditions

- ▶ **FEVER:** if your child's temperature is 100 degrees or greater, he must stay home. He cannot return to school until the temperature is less than 100 degrees for 24 hours **without** any anti-fever medication (Tylenol, Motrin, Advil, etc.)
- ▶ **DIARRHEA:** your child must have regular, formed stools for 24 hours before returning to school.
- ▶ **RUNNY NOSE:** keep your child home ONLY if there is thick, colored nasal discharge.
- ▶ **PINK EYE:** your child must stay home until on medication for 24 hours.
- ▶ **RASH:** if your child has a rash that cannot be identified, please see your doctor before sending him to school.

Habits to support staying healthy

Overall good health is essential for regular attendance and success in school. The following is a brief list of basic practices that can support your child's good health:

- ▶ Eat a nutritious breakfast every day
- ▶ Sleep at least 9-10 hours per night
- ▶ Limit television or media viewing time to 1 hour per day
- ▶ Encourage outdoor physical activities
- ▶ Encourage hand washing several times per day
- ▶ Cover coughs or sneezes with your elbow

Immunizations

Illinois State Law requires all students to be immunized to attend school. All students must have current immunization dates on file. The nurse will notify you if more information is needed or if your child needs additional immunizations before the October 15th exclusion date. Please respond promptly to any notices you receive from the school nurse.

Insurance

If your family does not have health insurance go to the State of Illinois "All Kids" insurance site on the internet (<https://www.illinois.gov/hfs/MedicalPrograms/AllKids/Pages/income.aspx>) or call the All Kids Hotline at 1-866-ALL-KIDS (1-866-255-5437). You may qualify for coverage under this new and expanded program. Several local health providers of reduced fee or free services have announced they will be requiring families to have signed up with All Kids in advance before families may receive services.

Medications

The District 97 policy for medication use in school is outlined in the District Handbook/Calendar. If your child needs to take medication at school, the school nurse must be notified. Written parental permission and/or doctor's orders are required for medication use at school. For the safety of all students at Holmes School, please see the school nurse for individual advice and further instructions whenever your child needs to take medication during school hours.

Students with health concerns

If your child has been diagnosed with a health condition, or if there is a change in your child's health status, please contact the school nurse to develop or update the health plan. Examples of such conditions include asthma, allergy, diabetes, seizures, and any other diagnosis that requires the child to take medication or need health accommodations at school.

Vision & hearing screening

Students in preschool, kindergarten, first grade, second grade, third grade, special education, and new students receive a hearing screening. Students in preschool, kindergarten, second grade, special education, and new students receive a vision screening. The nurse also does screenings as requested by teachers or parents. You will be notified if your child fails a screening at school. You will be given instructions and resources for follow-up.

From Illinois State Health Regulations

"Vision screening is not a substitute for a complete eye and vision evaluation by an eye doctor. Your child is not required to undergo this vision screening if an optometrist or ophthalmologist has completed and signed a report form indicating that an examination has been administered within the previous twelve months and that evaluation is on file at the school. Hearing screening may also be waived if an audiologist has completed and signed a report indicating that an exam has been administered within the previous twelve months and that evaluation is on file at the school."

Homework

Homework is an important part of your child's learning process. The purposes of homework are to practice newly taught skills, develop independent study habits or extend and enrich the curriculum. Parents should check homework each night.

At curriculum night each teacher will explain and provide in writing the expectations of their particular homework policy.

The following are suggestions for things that can be done at home to help the student create successful homework patterns:

- ▶ Designate a quiet spot to do homework.
- ▶ Ensure that your child has all the materials or supplies they need to complete assignments (pencil, paper, glue, ruler, dictionary, etc.)
- ▶ Create a consistent schedule for homework.
- ▶ Encourage your child to work independently, but look over the work when it is finished.
- ▶ Although there may be exceptions, if your child cannot consistently complete homework independently, or it is taking longer than it should, please communicate this to the teacher.

At the end of the school day, students are expected to take home all materials needed to complete homework assignments. Students should not get in the habit of returning to school for forgotten items.

Please see the absence section of this handbook for guidelines on obtaining and completing homework if a child is ill and out of school for more than a day.

Lost & Found

Many items of clothing are left on the playground and in the gym. At the end of each trimester unclaimed items are donated to a charitable organization that accepts clothing.

Putting your child's name in all jackets, lunch boxes, shoes etc. is a good way to ensure that your child's belongings will be returned to the correct owner.

Small lost and found valuables (including eyeglasses) are kept at the front desk. Clothing, lunch boxes, water bottles etc. are kept in the Multipurpose Room. Clothing is on a rack and other items are in the basket below it. Parents are always welcome to check the Lost & Found rack and basket.

Lunch/Recess

Lunch Times

The lunch and recess periods are between 10:45 and 12:45 pm depending on grade level.

The schedule for lunch is 1st-2nd grade – 10:45, K – 11:15, 3rd & 4th grade – 12:15, 5th grade – 11:45

Daily options include a hot meal, salad or sandwich/wrap. Milk is included with all lunches.

Breakfast and lunch menus are posted on the digital backpack monthly. Many families keep the monthly calendar in a convenient place and go over it weekly choosing which days the students will sign up for school lunch or bring a lunch from home. Each morning, students will submit their lunch order for the day.

Payment

Families wishing for their children to have school lunches must deposit money in advance into a lunch account. If paying by cash or check, payment should be sent in a **sealed envelope labeled 'Lunchroom'** with the student's name written on the outside of the envelope. Food service payments can also be made online at the District 97 website: www.op97.org by selecting the Meal Time option. The student's district ID number is required for online payments.

There are three choices each day for lunch, a hot entrée, a sandwich and a salad. Milk is included in the lunch purchase. The cost for a school lunch is \$2.80/day, .40 for reduced. **Milk only is .45, regardless of fee status.** The monthly menu can be found on the district website.

The lunch account operates like a debit card with amounts subtracted via a scan card as the student participates. When the balance reaches less than \$10.00 you will be notified via school messenger that money needs to be added to your child's account. Negative balances are not permitted.

Daily cash payment for hot lunches or milk only is not an available option.

Milk Purchase

All school hot lunch program meals include a choice of skim, 2% white or chocolate milk. Families wishing that their children have milk with a lunch from home also deposit money into the School Food Program account and purchases are charged daily through use of a scan card. Milk and meal accounts are the same. Any child who orders just milk, regardless of fee status, is charged .45 per day.

Lunch from Home

- ▶ Children bringing lunches to school should store them in the designated classroom storage area.
- ▶ Lunches should not require refrigeration or heating.
- ▶ Each lunch bag or box needs to have the child's name on it. This prevents confusion at lunch time and allows lost lunch boxes to be returned to the correct child. Bag lunches must be stapled or taped shut to avoid items falling out.
- ▶ Please use only non-breakable food and beverage containers
- ▶ Due to concerns about food allergies students should eat only their food. Food items should not be traded or shared.
- ▶ Nutritious, healthy lunch and snack food is requested as this helps students perform their best during the school day. Do not send gum, candy or high sugar content foods and drinks to school.
- ▶ Food is not permitted on the playground.

Lunch Supervision

Lunch in the Multipurpose Room is supervised by a combination of certified staff, teaching assistants, staff lunch supervisors and volunteers.

Lunch Recess

All children have half of lunchtime to eat and half to play. Children play outside except in wet or extremely cold weather so they need to be appropriately dressed for expected weather conditions each day. Students are supervised on the playground by certified staff, teaching assistants and adult playground supervisors. Children remain on the school grounds during lunch period.

Going Home for Lunch

No student will be given permission to leave school during lunch unless escorted by a parent or guardian.

Playground Expectations

Always respect and follow the directions of the playground supervisors. They are here to help you and keep you safe.

These rules have been developed to encourage sportsmanlike behavior and protect the health and safety of all students. Each student is expected to abide by them every day before and after school, during class recess and at lunch recess.

General behavior guidelines

- ▶ Always display good sportsmanship
- ▶ Keep hands and feet to yourself
- ▶ Be Respectful, Be Responsible, Be Safe
- ▶ Stay inside the fenced playground area
- ▶ Line up quickly and quietly when the whistle blows

The following behaviors are not allowed

- ▶ Climbing or walking up the slides
- ▶ Climbing trees
- ▶ Walking or sitting on top of the monkey bars
- ▶ Throwing, kicking or tossing wood chips or snow
- ▶ Play fighting, karate, judo, or other aggressive play
- ▶ Tackle football or hard hitting soccer

Sharing and caring for playground equipment

- ▶ Share the play equipment and supplies with others
- ▶ Take turns on the swings. Count 60 swings then switch.
- ▶ Any equipment from home (balls, jump ropes, etc.) is to be played with according to school rules.
- ▶ Return all school play equipment to the cart before you leave the playground

Personal Property

Toys, games, iPods, MP3 players and all other electronic devices should be kept at home. Anything of value should remain at home. School is not responsible for lost or stolen items. Please do not allow your child to bring Pokémon cards or fidget spinners to school. They cause too much of a distraction and will be taken away.

PTO

We encourage you -- for the benefit of your child and for all of our children -- to get involved in our school community and to become part of a team of parents and teachers who help take Holmes Elementary School from good to great.

Your first easy step to getting involved is to subscribe to our PTO email updates for event info, school updates, and community news. Just go to our PTO website (www.holmespto.org) and sign up! You can also join our Facebook family @holmespto to keep on top of what's going on.

Help us continue to make Holmes the best it can be! Join our PTO. You are always welcome to:

- ▶ attend our lively and informative meetings
- ▶ contribute your time and talents by serving as a volunteer - it doesn't have to be a full-time gig either! Just a few hours here and there makes a difference.
- ▶ bring your family and participate in our fun family events and fundraisers.

We want to see you and hear from **you**, (yes, that means you!!) and we welcome feedback and suggestions about how to improve and support our families.

Our Holmes PTO Mission and Vision are fierce!

Our Mission: The Holmes PTO promotes exceptional academics and connects diverse students, families, and staff through focus on service, community, and inclusion.

Our Vision: We strive to promote exceptional academics using an inclusive lens and tackling the most difficult challenges our students, teachers, and families face. We want to assist our school with fundamentally closing the achievement gap, increasing "activity" based learning and play, and driving the creation of a "service" mindset within our school community.

What exactly does the Holmes PTO do? A LOT!

Some of the amazing enrichment-related activities the Holmes PTO sponsors are our annual Spelling Bee, after-school "EDGE" Enrichment Programs, Apollo after-school care, Rocket into Reading, Junior Great Books, STEM Week, support for Power of Partnerships after-school tutoring, and Celebrate with Books.

The PTO plans social events too, including our Popsicles in the Park for new families, Al Fresco Fridays, Carnival, our Harvest Dinner (where we prepare food using produce from our very own Holmes garden,) International Taste of Holmes, the Winter Skating Party, a Pancake Breakfast, and our end-of-year Dance Party!

We raise funds to support our teachers and staff, to support our student grant program, and to help keep all of our social events affordable. Past initiatives also include creating an outdoor classroom and making significant contributions to playground equipment. Fundraising activities at Holmes include a Direct Drive, Book Fair, Trivia and Bingo nights, and our Dine Outs featuring local restaurants.

School Pictures & Yearbook

Each year individual pictures are taken by a professional photography company. Pictures are scheduled for September 25. Students missing picture day are photographed on a re-take day. Every effort is made to include every student in the school yearbook which is produced for distribution in the last week of school.

Security

All visitors, including all parents, must enter through the main doors, sign in at the office and receive a visitor's pass to gain entry to the building and classrooms. All doors are locked after students enter the building at 8:05 a.m. Please use the front door buzzer to be admitted into the building. Any volunteers who regularly assist in activities where students are present will need to submit a copy of their driver's license. Any volunteers who chaperone overnight activities must be fingerprinted. Fingerprinting can be done at the district office by appointment. (See Background Checks for finger printing hours.)

Snacks

Classes break for a morning or afternoon snack. Nutritious, healthy snack food is requested as this helps students perform their best during the school day. Snacks must be nut-free/nut-safe. Some classrooms may have additional food items that are not permitted due to allergy concerns in that classroom. If snacks do not comply with the snack guidelines they cannot be eaten and will be sent home with a reminder notice. Do not send gum, candy or high sugar content foods and drinks to school. Children should also have a refillable water bottle. The following are suggestions for appropriate classroom snacks - raw fruits and vegetables, excluding coconut, graham crackers, pretzels, popcorn, goldfish crackers, cheese sticks, and yogurt. The snack should be finger-food that is easily eaten at one's desk.

Student Council

The Holmes School Student Council is an elected body of students who plan and execute special events for the school, such as food drives and other socially responsible programs. Proceeds from fundraisers are used for charitable purposes. Two to three staff advisors work with the student council to plan and manage events and finances.

Student Placement Policy

The faculty of Holmes School is dedicated to providing a successful learning environment for all students. Criteria used for the heterogeneous placement of students will include race, gender, academic needs and teacher recommendations.

A letter and form will be sent home in April asking parents to express their thoughts about their children's learning needs and styles for the following year. This information will be considered in the class selection process.

Testing

The PARCC assessment will consist of multiple choice and open-ended questions. Students in third through fifth grade will take these assessments.

PARCC is based on the core belief that assessment should work as a tool for enhancing teaching and learning. Because the assessments are aligned with the new, more rigorous Common Core State Standards (CCSS), they ensure that every child is on a path to college and career readiness by measuring what students should know at each grade level. They will also provide parents and teachers with timely information to identify students who may be falling behind and need extra help.

MAP Assessment – the Measure of Academic Progress assessment designed by Northwest Evaluation Association (NWEA) is administered three times during the school year to students in grades 2-5. The MAP Assessment will be used to determine each student's instructional level and to measure academic growth throughout the school year, and from year to year, in the areas of Reading and Mathematics. Teachers will have immediate data to inform their instruction to meet the needs of the students.

DIBELS – The Dynamic Indicator of Basic Early Literacy Skills, a set of procedures and measures for assessing the acquisition of early literacy skills in K-2, are administered three times during the school year. They are designed to be short (one minute) fluency measures used to regularly monitor the development of early literacy and early reading skills.

Traffic Plan

In conjunction with the Village of Oak Park Public Works Engineering Division, The Oak Park Police Department and the village 's traffic consultants, KLOA Consulting, Inc., a plan has been developed to provide safe and efficient pick-up and drop off for all students.

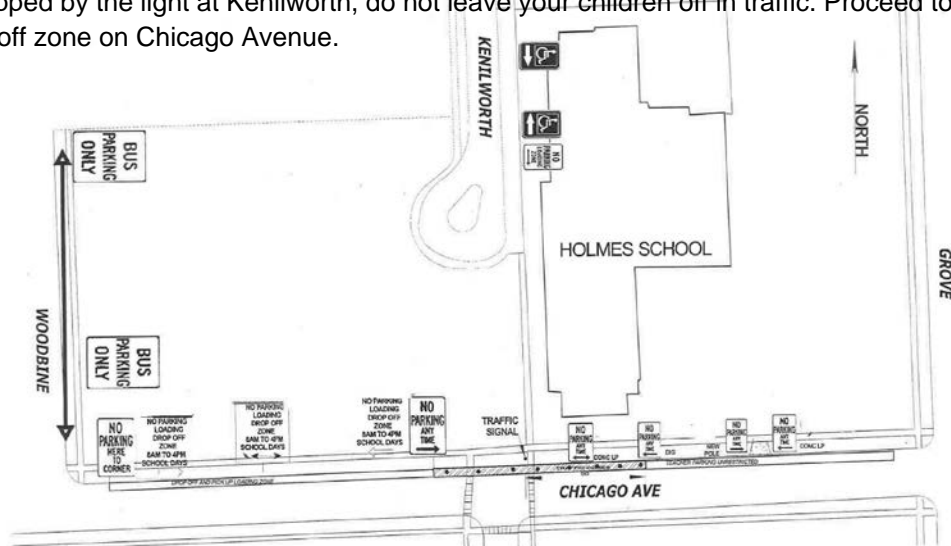
Please understand that our main concern is the safety of our students. Making sure that traffic/child interfaces are carefully planned is one of our top priorities. Thank you for your cooperation in abiding by these procedures.

Between the hours of 7:30 – 8:30 a.m. and 2:00 – 3:30 p.m. all Holmes School students should be dropped off and picked-up on Chicago Avenue to the WEST of the traffic light.

Buses for the handicapped students and vehicles of the residents of the 500 block of North Kenilworth will be permitted south of Iowa Street during these hours. **Only parents or guardians displaying a green Holmes pass may pull into the cul-de-sac to drop off students.**

There are several key points to the traffic plan:

- ▶ Drivers must pull up to the furthest west spot available on Chicago Avenue to let their students exit or enter their cars.
- ▶ Students must be ready to exit or enter the car as soon as it stops.
- ▶ Students exit or enter vehicles **ONLY** on the sidewalk side. School staff will be on-hand in the morning to assist them.
- ▶ Last minute instructions need to be taken care of before the car pulls into the drop-off zone.
- ▶ Parents/guardians wishing to walk their children to the playground or into the school must park in a legal parking spot on Chicago or Kenilworth Avenues before walking with their child. Please be aware that there is **NO PARKING** on the north side of Chicago Avenue from the east side of the school building to Woodbine.
- ▶ Parking is not allowed on either side of the 400 block of Kenilworth from Chicago Avenue, south to mid-block, between 7:30-8:30 in the morning and from 2:30-3:00 in the afternoon.
- ▶ School buses load and unload on Woodbine Avenue. Please do not drop your students off in the bus loading zones.
- ▶ Cross with crossing guards
- ▶ If stopped by the light at Kenilworth, do not leave your children off in traffic. Proceed to the designated drop off zone on Chicago Avenue.



Visitors

All visitors to school property are required to report to the school office and receive permission to remain on school property. All visitors must sign a visitors' log and wear a visitor's badge. On those occasions when large groups of parents and friends are invited onto school property, visitors are not required to sign in but must follow school officials' instructions. Persons on school property without permission will be directed to leave and may be subject to criminal prosecution.

Except as provided in the next paragraph, any person wishing to confer with a staff member should contact that staff member by telephone or email to make an appointment. Conferences with teachers are held, to the extent possible, outside school hours or during the teacher's conference/preparation period.

Requests to access a school building, facility, and/or educational program, or to interview personnel or a student for purposes of assessing the student's special education needs, should be made at the appropriate building. Access shall be facilitated according to guidelines from the Superintendent or designee.

The School District expects mutual respect, civility, and orderly conduct among all people on school property or at a school event. No person on school property or at a school event (including visitors, students, and employees) shall perform any of the following acts:

1. Strike, injure, threaten, harass, or intimidate a staff member, a Board member, sports official or coach, or any other person;
2. Behave in an unsportsmanlike manner, or use vulgar or obscene language;
3. Unless specifically permitted by State law, possess a weapon, any object that can reasonably be considered a weapon or looks like a weapon, or any dangerous device;
4. Damage or threaten to damage another's property;
5. Damage or deface school property;
6. Violate any Illinois law, or town or county ordinance;
7. Smoke or otherwise use tobacco products;
8. Distribute, consume, use, possess, or be under the influence of an alcoholic beverage or illegal drug; be present when the person's alcohol or illegal drug consumption is detectable, regardless of when and/ or where the use occurred;
9. Use or possess medical cannabis;
10. Impede, delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
11. Enter upon any portion of school premises at any time for purposes other than those that are lawful and authorized by the Board;
12. Operate a motor vehicle: (a) in a risky manner, (b) in excess of 20 miles per hour, or (c) in violation of an authorized District employee's directive;
13. Engage in any risky behavior, including roller-blading, roller-skating, or skateboarding;
14. Violate other District policies or regulations, or a directive from an authorized security officer or District employee; and
15. Engage in any conduct that interferes with, disrupts, or adversely affects the District or a School function.

Convicted Child Sex Offender

State law prohibits a child sex offender from being present on school property or loitering within 500 feet of school property when persons under the age of 18 are present, unless the offender is:

1. A parent/guardian of a student attending the school and has notified the Building Principal of his or her presence at the school for the purpose of: (i) attending a conference at the school with school personnel to discuss the progress of his or her child academically or socially, (ii) participating in child review conferences in which evaluation and placement decisions may be made with respect to his or her child regarding special education services, or (iii) attending conferences to discuss other student issues concerning his or her child

such as retention and promotion; or

2. Has permission to be present from the Board, Superintendent, or Superintendent's designee. If permission is granted, the Superintendent or Board President shall provide the details of the offender's upcoming visit to the Building Principal.

In all cases, the Superintendent, or designee who is a certified employee, shall supervise a child sex offender whenever the offender is in a child's vicinity.

Exclusive Bargaining Representative Agent

Authorized agents of an exclusive bargaining representative, upon notifying the Building Principal's office, may meet with a school employee (or group of employees) in the school building during free-times of such employees.

Enforcement

Any staff member may request identification from any person on school property; refusal to provide such information is a criminal act. The Building Principal or designee shall seek the immediate removal of any person who refuses to provide requested identification.

Any person who engages in conduct prohibited by this policy may be ejected from school property. The person is also subject to being denied admission to school property, including school events or meetings, for a period of time to be determined by the Superintendent or his/her designee.

Procedures to Deny Future Admission to School Events or Meetings

Before any person may be denied admission to school events or meetings as provided in this policy, the person has a right to a hearing before the Board. The Superintendent may refuse the person admission pending such hearing. The Superintendent or designee must provide the person with a hearing notice, delivered or sent by certified mail with return receipt requested, at least 10 days before the Board hearing date. The hearing notice must contain:

1. The date, time, and place of the Board hearing;
2. A description of the prohibited conduct;
3. The proposed time period that admission to school events will be denied; and
4. Instructions on how to waive a hearing.

OLIVER WENDELL HOLMES SCHOOL

Grade Level Supply Lists

Backpacks should not have wheels. Wheeled backpacks do not fit in our lockers.

All students should have an Oak Park library card.

There may be additional items requested by your child's teacher. Check with him/her at the start of the school year for detailed information.

A change of clothes is recommended for all students, regardless of grade level.

Ms. Jirka's Class

- One book bag or backpack
- One box each quart and gallon sized Ziploc bags
- Four containers of Green Works Clorox
- One package baby wipes
- One large pack page protectors
- Four large glue sticks
- One 3-ring binder 3 inch
- One plastic accordion folder – letter size
- One bottle hand sanitizer
- Four large boxes of tissues
- One large pack of post-it notes
- One package dry erase markers – assorted colors
- One package fine tip markers – assorted colors
- 2 black Sharpies
- One package paper napkins (100 ct)
- One package paper plates (dessert size)
- One package paper cups

Kindergarten (Please do not label supplies)

- Backpack large enough to hold library books and daily folder which is 9" x 12"
- One package Crayons (24 ct)
- One package washable markers
- One package (8) Expo brand dry erase markers
- Children's scissors
- Twelve yellow #2 pencils
- Three pink erasers
- Six large glue sticks
- Two large boxes of tissue
- Two boxes of Ziploc bags
 - Jan-Apr birthday – gallon sized
 - May-August birthday – quart sized
 - Sept-Dec birthday – sandwich sized
- Three containers of GREEN WORKS Clorox biodegradable cleaning wipes
- One pack of Baby wipes
- One set of inexpensive headphones–**no earbuds**
- One clean sock
- One old shirt or smock for painting-please label
- Change of clothes to be kept at school, including shoes–please label

First Grade (Please do not label supplies)

One book bag or backpack (NO WHEELS)
One pair of children's scissors
One box Crayons (24 ct)
One package washable markers (8 ct)
One set colored pencils
Twenty-Four (24) #2 pencils (yellow, sharpened)
One package multi-colored highlighters
One spiral notebook
Two composition notebooks
Three solid colored, plastic folders
Three pink erasers
Four large glue sticks
One set of inexpensive headphones – no ear buds
Eight or more Expo brand dry erase markers
One box Ziploc freezer bags
Last Name A-M–gallon size
Last Name N-Z–quart size
Three containers GREEN WORKS Clorox
biodegradable cleaning wipes
Two large boxes of tissues
Change of clothes to be kept at school

Second Grade (Please do not label supplies)

One backpack (NO WHEELS)
One package Colored Pencils (24 ct)
Forty-Eight #2 pencils (sharpened)
Two packages washable markers – 1 fine point
1 broad tip
One package (4 or more) EXPO dry erase
markers
One highlighter
One box Crayons (24 ct)
Five felt tip pens
One 12" ruler w/ inches and centimeters
One pair of children's scissors
Four glue sticks (2 large, 2 small)
Two large erasers (pearl type)
Two spiral notebooks (wide-ruled, one subject)
Two composition notebooks (wide-ruled)
Memo notebook no larger than 4x6 – 50 sheets
One package 3x3 post-it notes
Four heavyweight pocket folders – no clasps
One pair of headphones (no earbuds)
Two containers of GREEN WORKS Clorox
biodegradable cleaning wipes
Two large boxes of Kleenex
One roll of paper towels
One box Ziploc freezer bags
Last Name A-M–snack size
Last Name N-Z–quart size
Two packs of baby wipes
Change of clothes to be kept at school

Third Grade

One set of inexpensive headphones
One clean sock
One book bag or backpack (NO WHEELS)
Two large boxes of tissue
One pair of scissors (sharp point)
One 12" ruler w/ inches and centimeters
One package washable markers
One box Crayons (24 ct)
One pencil sharpener (with dispenser for shavings)
One soft-sided zippered pencil case
(no plastic cases)
Two containers of cleaning wipes
Two packages of baby wipes
Two packages of dry erase markers (black and red)
Two highlighters (any color)
Two glue sticks (no liquid glue)
Two spiral notebooks (wide-ruled)
Four durable two-pocket folders (2 green/2 red)
Four red ink pens
One package of Post-it notes
Twenty-four #2 pencils
Multiplication/Division Flashcards (not needed in
Ms. Turi's class)
One box Ziploc freezer bags
A-M – sandwich sized
N-Z – gallon sized
One roll of Paper Towels
One package loose-leaf notebook paper
One 8-ounce container Purell hand sanitizer

Fourth Grade

One backpack (NO WHEELS)
One set of inexpensive headphones or ear buds
REQUIRED – will need to be replaced if lost or broken
One fabric, zippered pencil case
Three folders (red, yellow, purple)
Two composition notebooks
Two packages of Expo Dry Erase markers (one thick, one thin)
One package washable markers
One set colored pencils
Ninety-six #2 pencils (NO mechanical pencils)
One yellow highlighter
Four red ink pens
One 12" ruler w/inches and centimeters
One pair of scissors
One large glue stick
One pink eraser
One package Post-It notes
One clean sock or dry-erase eraser
One container of GREEN WORKS biodegradable cleaning wipes
Two large boxes tissues
2 packages baby wipes
Last name A-M – one roll paper towels
Last Name N-Z – one large bottle hand sanitizer
One stylus for iPad - optional

Fifth Grade

One book bag or backpack (NO WHEELS)
Three plastic pocket folders with prongs
One plastic accordion expanding file binder with at least 7 pockets (sturdy enough to last all year)
Four composition books
Sixty (60) #2 pencils (for community use)
NO mechanical pencils
One eraser
One zippered pencil case
One package colored pencils
One package washable markers
Two packages dry erase markers
One white board eraser or clean sock
Two yellow highlighters
Two glue sticks
One pair full-size scissors
One package 4 x 6 index cards (lined)
Four packages square Post-Its
One set of inexpensive ear buds - REQUIRED
Will need to be replaced if lost or broken
One container of GREEN WORKS Clorox biodegradable cleaning wipes
One sandwiched-sized ziploc bags
Two packages baby wipes
Three large boxes of tissues