

Cultivating Holmes-Grown Leaders



Family Handbook
2019-2020

Lead • **gROW** • **CELEBRATE**

Welcome!

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

Holmes School is an energetic community of students, faculty and parents committed to preparing our children for the future. We strive to provide a learning experience that develops the strengths of each student while instilling them with confidence to reach their full potential.

We believe in educating the whole child. This includes offering a rigorous curriculum, promoting an equitable and inclusive school culture and supporting students as they learn the skills needed to be successful citizens in an ever-changing world. We do this by empowering each student to become a leader in their own right, setting both personal and academic goals and embracing a growth-mindset.

Holmes school is in its second year of being a Leader in Me School. We use the *Seven Habits of Highly Successful Kids* philosophy to drive our teaching. Helping students discover their own unique strengths allows teachers to find opportunities for every child to shine—to be a leader. Incorporating the common language of the 7 Habits into all curriculum areas deepens student understanding and acknowledges what the school and teacher believe to be important. As each child discovers and develops his or her unique gifts and talents, they are given opportunities to lead. As leaders, they become active, engaged partners in their own education and their self-confidence, responsibility, and initiative grows. The children quickly understand the benefits of different gifts and talents; they learn to listen to new ideas, work together to achieve results, and motivate one another to be the best.

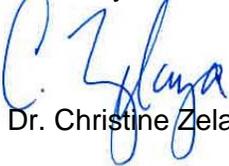
“Leadership” is the umbrella term to encompass the many character traits and basic life competencies that parents, business leaders, and educators are voicing as the desired skills necessary to thrive in the 21st century:
- Creativity and Innovation - Critical Thinking and Problem Solving - Communication and Collaboration - Flexibility and Adaptability - Initiative and Self-Direction - Social and Cross-Cultural Skills - Productivity and Accountability - Leadership and Responsibility

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.

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

**Oliver Wendell 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
Facebook Principal Zelaya
Twitter @ChristineZelaya

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	czelaya@op97.org
Assistant Principal	Parisa Asgharzadeh	pasgharzadeh@op97.org
Administrative Assistant	Lori Krikau	lkrikau@op97.org
Administrative Assistant	Margaret O'Malley	momalley@op97.org
School Nurse	Anne Marie Guerrier	aguerrier@op97.org

Oak Park School District 97

District Office

260 W. Madison

Oak Park, IL 60302

708-524-3000

Lakeview Bus Company

708.234.5555

First Day of School Wednesday, August 28st

Bus Service for Grades 1 through 5 begins on Wednesday, August 28

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 am. 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 7:57 bell?

- ▶ **Students coming for breakfast can enter the school between 7:50 and 7:55.**
- ▶ **Students who know their classroom assignment should:** 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.
- ▶ **Students who don't know their classroom assignment:** Class lists will be available at each grade level line area. Class lists will include students whose registration information reached the school by the morning of Monday, August 26, 2019.
- ▶ **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 7:57 bell?

Students will enter the building with their classmates, led by their teacher. Parents may enter the school at the end of the class line and head to the Hawk Cafe. 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 Hawk Café for our First Morning Coffee. Chat with other parents, ask questions and meet members of the PTO.

First day dismissal is at 2:30 p.m.

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

Kindergarten First Days

First Day of School—Wednesday, August 28

7:57 a.m. - 2:30 p.m.

Kindergarteners DO NOT ride the bus to school on the first day. After school, the children will be dismissed in the courtyard

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 will inform their child's teacher of their dismissal schedule by filling out a dismissal form on the first day of school.

Second Day of School—Thursday, August 29

7:57 a.m. - 3:00 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

Kindergarten students being picked up will exit to the courtyard. All other grades will be escorted by their classroom teachers to their line-up spot on the blacktop. First and second grade students wait with their teacher until they are picked up by an adult or older sibling. Third through fifth grade students are released by their teachers once they reach the blacktop.

Students in off-site after school programs wait in the auditorium for pick-up by their respective after school provider.

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.

ABC Toon Town – before & after school – transportation provided – 708.848.0701

Apollo – after school program on school grounds – 855.543.7277

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

Hephzibah – after school program on school grounds – 708.649.7140

Homework Café at the International Mansion – before & after school – transportation provided – 708.525.5252

Magical Minds Studio – after school – transportation provided – 708.948.7934

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

River Forest Community Center – transportation provided – 708.771.6159

Seed Montessori – after school – transportation provided – 708-613-5860

West Cook YMCA – before & after school – transportation provided – 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 by appointment only. Appointments should be scheduled on the district website, op97.org under "Quick Links" select "Background Checks" then click on the link to the calendar.

Before School

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

- ▶ 7:57 Students are met by teachers and escorted into their classroom
- ▶ 8:00 School begins. STUDENTS NOT IN THE CLASSROOM ARE TARDY

There is no before school supervision outside. Students coming for breakfast may enter the building beginning at 7:20. Breakfast is served from 7:20-7:50. 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.

Dogs are not permitted on school grounds or near the entrance gates. If your dog comes along on the walk to or from school, they need to remain away from areas where the students will be coming and going. We have to ensure that everyone feels safe around the school.

Behavior Expectations

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

Positive School Environment Expectations Holmes Elementary School

	Classroom	Hallways and Stairwells	Hawk Cafe	Bathroom	Playground	Blacktop
R E S P E C T F U L	<ul style="list-style-type: none"> Follow voice-level expectations Follow directions quickly Be kind Take care of supplies and equipment Be a first-time listener 	<ul style="list-style-type: none"> Voice level 0 Keep hands, body, and belongings to yourself Be polite, stay to the right 	<ul style="list-style-type: none"> Voice level 2 Follow all supervisors' directions Use good table manners Raise your hand if you have a question or need something 	<ul style="list-style-type: none"> Voice level 1 Give privacy to others Keep your hands and body to yourself 	<ul style="list-style-type: none"> Follow all supervisors' directions Use polite words Include others Play fairly and follow the rules of the game 	<ul style="list-style-type: none"> Be polite Be a first-time listener Stand patiently in your line In the morning, walk and play with balls on the field
R E S P O N S I B L E	<ul style="list-style-type: none"> Worry about yourself Make good choices Accept consequences for your choices Complete your work 	<ul style="list-style-type: none"> Go straight to your destination Have a hallway pass Close your locker and don't access it during the day (unless you have teacher permission) 	<ul style="list-style-type: none"> Enter/Exit slowly and quietly Clean up after yourself Throw away trash in the correct bins 	<ul style="list-style-type: none"> Hang bathroom pass on the hook/wait your turn Flush the toilet Return to class promptly 	<ul style="list-style-type: none"> Solve problems with the win-win strategy Return equipment to cart Line up when the whistle blows Stay in your class line 	<ul style="list-style-type: none"> Be on time Keep track of your belongings Line up when the whistle blows
S A F E	<ul style="list-style-type: none"> Walk Use school supplies and equipment correctly Remind others to be safe 	<ul style="list-style-type: none"> Walk Keep your hands and body to yourself Give your belongings a Hawk hug 	<ul style="list-style-type: none"> Walk Only eat your food Keep your hands, body, and food to yourself 	<ul style="list-style-type: none"> Walk in and out Use soap and water to wash your hands Report incidents to a teacher 	<ul style="list-style-type: none"> Use equipment correctly Stay on the playground Keep your hands and body to yourself Report incidents to teacher 	<ul style="list-style-type: none"> Walk Keep your hands and body to yourself Sticks, stones, snow and rocks stay on the ground

Leadership is doing what is right, even when no one is watching.

Be a LEADER.

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 28

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.

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.
- ▶ No eating or drinking on the bus
- ▶ 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
- ▶ NE corner of Washington & Home
- ▶ NE corner of Washington & Maple
- ▶ 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. The school is not responsible for damaged, lost or stolen cell phones.

Conferences

Formal parent/guardian teacher conferences are held twice a year in October and February. The dates scheduled by the district are October 24-25 and January 30-31, your child's teacher will determine their own conference schedule. School dismisses at 11:00 a.m. on the scheduled conference dates.

While these are the formal opportunities to meet with your child's classroom teacher, we encourage regular ongoing communication. You can always reach out to the classroom teacher or principal with questions or concerns.

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 and clear of areas where students are walking.

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 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 2019/20 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 the district business office at 708-524-3000.

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 12th for your child's number.

Financial Assistance

During the summer, the district office sends a 'Letter to Households' with Federal Income Guidelines, along with an application for free and reduced priced-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.
- ▶ Fresh fruits and vegetables are the only allowed classroom snacks
- ▶ 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 free dental screenings on October 9-11 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 purpose of homework is 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 Hawk Cafe. 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 11:00 and 12:55 pm depending on grade level.

The schedule for lunch is 1st & 5th grade – 11:00, K & 4th – 11:25, 3rd grade – 12:00, 2nd grade – 12:25

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 by selecting the Meal Time option, <https://www.mymealtime.com/>. The student's district ID number is required for online payments.

There are four choices each day for lunch, a hot entrée, a pizza kit, a sandwich and a salad. Milk is included with 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 or in the auditorium

Lunch Supervision

Lunch in the Hawk Cafe is supervised by a combination of certified staff, teaching assistants and staff lunch supervisors.

Lunch Recess

All children have half of lunchtime to eat and half to play. Children play outside except in wet or extremely cold weather (below 10 degrees), please make sure you child is appropriately dressed for expected weather conditions each day. Students are supervised on the playground by certified staff, teaching assistants and adult playground supervisors.

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

PTO

The Holmes School-Parent Teacher Organization (PTO) is a partnership between parents and teachers that enriches the school experience for the entire Holmes community - students, parents, and staff. Simply by being a parent or guardian you are a member of this group. Your involvement is welcomed, needed and appreciated.

- ▶ Visit our website at <http://www.holmespto.org> for current news and events.
- ▶ Find us on social media @HolmesPTO on Facebook and Twitter.
- ▶ Email us at pto@holmespto.org and we'll connect you with a PTO division to get you started. We welcome your feedback, so please let us know how we're doing throughout the school year.

Safety Drills

In accordance with local and state laws, Holmes conducts various safety drills throughout the year. The required drills include fire drills with and without the local fire department, a lockdown drill with the local police department, a severe weather drill and a bus evacuation drill.

School Pictures & Yearbook

Each year individual pictures are taken by a professional photography company. Pictures are scheduled for September 23, with a rain date of September 30. Students missing picture day are photographed on a re-take day. Every effort is made to include every student in the school yearbook. The yearbook is distributed 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 8:00 am. 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 field trips 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. Fresh fruits and vegetables will be the only snacks allowed in classrooms. 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.

Student Leadership Council

Holmes School Student Leadership Council is a school club of peer-elected representatives from 3rd, 4th, and 5th grade. Student Council organizes, runs, and participates in a variety of group and school-wide leadership projects and community service projects. The main purpose of the council is to promote student voice and identify and address school improvement opportunities through an open dialogue during regularly scheduled meetings. Each year, the club takes on new or different endeavors to motivate and enhance our school community...

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

PARCC - The Partnership for the Assessment of Readiness for College and Career 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 information about a student's performance level.

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.

Benchmark Assessment System (BAS) – This assessment allows teachers to identify each child's instructional and independent reading levels according to the F&P Text Level Gradient™. The BAS test is a one-on-one formative and summative assessment testing a student's oral reading accuracy, fluency, and comprehension. This information is used to differentiate instruction at student's appropriate reading levels and monitor their growth throughout the year.

AIMSweb Plus - AIMSweb+ is a formative assessment, data management, and reporting system for grades K-5 used by teachers in our multi-tiered system of support. Designed to universally screen and progress monitor, AIMSweb+ uses brief, valid, and reliable measures of foundational skills in reading and math. The assessment helps identify at-risk students early, monitor progress, and differentiate and track the success of targeted instruction.

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 – 7:57 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.**

Visitors

All visitors are required to report to the school office and should only enter the building through the main (Kenilworth) door. 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.

Classroom Visit Procedures

School and classroom visits must be unobtrusive to the educational process and learning environment and should not occur on an excessive basis. All requests for visits will be coordinated through the building principal, his/her designee and teacher at least one day in advance. The school principal or designee will accompany all classroom visitors. In general, visits should not exceed 40 minutes or the duration of one class period. Any exceptions to this time guideline must be approved by the principal or designee. Additional information about school and classroom visits, including the number of people who can participate in a visit, the process for viewing instructional materials and the protection of the privacy of students, is available in the administrative guidelines that correspond with this policy. These guidelines can be found on the district's website.

Any individual who shows up at a school for a visit without making prior arrangements must speak with the principal or designee about the purpose of his/her visit and either get permission to remain on school grounds or determine a more appropriate time to come back and conduct the visit.

Visitors will not be allowed to visit classrooms during testing.

Visitors are expected to respect the instructional environment and the learning process. If questions arise during a visit while instruction is in progress, visitors should contact the principal or designee after the visit so they can be answered during non-instructional time.

Visitors may view the instructional materials being used by students and/or teachers if copies of these materials are readily available during their visit. Otherwise, arrangements can be made to view the instructional materials at another time.

Any visitors interested in using audio or video equipment to record school or classroom activities must get approval from the principal or designee to do this. If approval is granted, visitors must use this equipment in accordance with the law, and work with the principal, his/her designee or teacher to identify any students participating in these activities whose parents/guardians have requested they not be photographed or interviewed.

Visitors must agree that they will not disclose any information about student work groupings, behavior, or classroom contributions that would result in the identification of individual students.

If a situation requires a student to be called to the front office of the school to meet with a visitor who is not a parent/guardian, the principal or designee must be present during the visit. A student will not be permitted to leave the school with anyone who is not identified as his/her parent/guardian or an appropriately authorized person. No one may visit a student in school unless it is with the specific approval of the principal or designee.

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.

Kindergarten (Please do not label supplies)

Backpack large enough to hold library books and daily folder which is 9" x 12"
One set of inexpensive headphones—no earbuds
One package Crayola Crayons (24 ct)
One package washable markers
Three folders: one each - green, red, yellow heavy-duty plastic, 3-pronged
One white 1½" 3-ring binder with plastic cover
One pkg 5-tab dividers for binder
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 – snack or quart sized
 Sept-Dec birthday – sandwich sized
Three containers of GREEN WORKS Clorox biodegradable cleaning wipes
Three packs of Baby wipes
One clean sock to be used for cleaning dry-erase board
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 – classic colors)
Twenty-Four (24) #2 pencils (yellow, sharpened)
Two composition notebooks
Three solid colored, plastic folders
One white 1½" 3-ring binder with plastic cover
One pkg 5-tab dividers for binder
Five 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
Two packs of baby wipes
Change of clothes to be kept at school

Second Grade (Please do not label supplies)

One backpack (NO WHEELS)
One pair of headphones (no earbuds)
One pkg colored pencils (24 ct)
Forty-Eight #2 pencils (sharpened)
Two pkgs washable markers – 1 fine tip, one broad tip
Two pkgs (4 or more) EXPO dry erase markers
One box of crayons (24ct) – no larger
One pkg felt-tipped pens (multi-colored)
One 12" ruler w/ inches and centimeters
One pair of children's scissors)
Eight glue sticks
 4 large
 4 small
Four composition notebooks (wide-ruled)
Four packages 3x3 post-it notes (Post-it brand)
Six heavy-weight plastic pocket folders (no clasps)
One white 1½" 3-ring binder with plastic cover
One pkg 5-tab dividers for binder
Four pkgs baby wipes (full size)
Four containers of GREEN WORKS Clorox Biodegradable cleaning wipes
Two large boxes of Kleenex
One box Ziploc freezer bags
 Last Name A-M–gallon size
 Last Name N-Z–quart size
Hand sanitizer Last Name A-M
Paper Towels Last Name N-Z
Change of clothes to be kept at school

Third Grade

One backpack (NO WHEELS)
One pair of headphones (no earbuds)
One pair of scissors (sharp point)
One 12" ruler w/ inches and centimeters
One package washable markers
One box of crayons (24 ct)
One soft-sided zippered pencil case
Two pkgs loose leaf paper
Three pkgs post-it notes – not mini-size
Two pkgs dry erase markers
Two highlighters – any color
Forty-Eight #2 pencils (sharpened)
Four glue sticks – no liquid glue
Two spiral notebooks – wide-ruled
Four durable two-pocket folders (2 green, 2 red)
One composition notebook
One white 1½" 3-ring binder with plastic cover
One pkg 5-tab dividers for binder
Multiplication/division flash cards
One clean sock or dry-erase eraser
Four pkgs baby wipes
Two containers cleaning wipes
Two large boxes of Kleenex
One box Ziploc freezer bags
 Last Name A-M–sandwich size
 Last Name N-Z–gallon size
One 8 oz. bottle hand sanitizer
Two rolls of paper towels
Change of clothes to be kept at school

Fourth Grade

One backpack (no wheels)
One set of headphones or earbuds
One zippered pencil case
One 1" 3-ring binder (any color)
One white 1 ½" 3-ring binder with plastic cover
One pkg 5-tab dividers for binder
Five folders (purple, red, yellow, blue, green)
One composition notebook
Three separate, single-subject spiral notebooks
Two packages Expo Dry Erase markers
One package washable markers
One set of colored pencils
Forty-eight (48) #2 pencils, pre-sharpened
(no mechanical pencils)
Two highlighters
Two red ink pens
One 12-inch ruler with inches and centimeters
One pair of scissors
Two small glue sticks
One pink eraser
Two packages Post-It notes
One clean sock or dry-erase eraser
One container of GreenWorks biodegradable
cleaning wipes
Two large boxes tissues
Two packages of baby wipes
One roll of paper towels
Last name A-M: 1 large hand sanitizer
Last name N-Z: 1 box gallon-sized zip lock bags
Change of clothes to be kept at school

Fifth Grade

One book bag or backpack (NO WHEELS)
One set of head phones ear buds
One plastic pocket folder with prongs
One red plastic folder
One yellow plastic folder
One white 1½" 3-ring binder with plastic
cover
One pkg 5-tab dividers for binder
Six composition books
One pack 4 x 6 index cards
One pkg pencil-topper erasers
Sixty (60) #2 pencils (for personal & community use)
NO mechanical pencils
Two erasers
One zippered pencil case
One package colored pencils
One package washable markers
Two packages dry erase markers
One dry erase eraser or clean sock
One yellow highlighter
One pair full-size scissors
One 12" ruler w/inches and centimeters
Six packages square Post-Its
Six packages baby wipes
Two large boxes of tissues
Three containers of GREEN WORKS
Biodegradable cleaning wipes
Last Name A-M
One pkg wide-ruled loose-leaf paper
One bottle Elmer's school glue (liquid)
Last Name N-Z
Two rolls of paper towels
Three glue sticks
Change of clothes to be kept at school
A positive attitude