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**Gale Elementary School  
Student & Parent Handbook  
2017-2018**



Dear Parent / Guardian,

Welcome to Gale Elementary School; we are excited to have your child join our Gale Family!

This handbook is a general guide of Gale Elementary School policies. It is not comprehensive, does not address all policies, and is not intended to provide specific details in all areas. Many topics are addressed in the District #205 "Elementary Handbook and Code of Student Conduct". Please use both handbooks for reference. Additional questions or concerns should be addressed by speaking with your child's teacher or Gale office personnel.

Sincerely,

Mrs. Jennifer Graves  
Principal

### **SCHOOL HOURS**

Begins - 9:00 am

Ends - 3:30 pm

Office Personnel are available from 8:00 am - 4:30 pm.

## **IMPORTANT DATES**

August 30, 2017 - OPEN HOUSE: 5:30 -7:00pm

### Early Dismissal Days

55 minute	2 hour	½ day
August 15-23 November 22	October 13 December 20 March 9	September 13 October 18 November 8 January 10 February 7 April 11

## **ACADEMICS**

### Grading Periods

	Quarter One	Quarter Two	Quarter Three	Quarter Four
End of Quarter	10/13/2017	12/20/2017	3/09/2018	5/17/2018

### **Grading / Report Cards**

Elementary Report cards are issued (in hard copy form & electronically on Skyward) at the end of each grading period . They are intended to give an evaluation of the scholastic achievement, work habits, and attitudes of each child. An explanation of the marks used for evaluating the child’s work can be found on the elementary report card. Parents should examine all cards carefully since each child is rated not only on academic progress but also progress in development of social attitudes and work habits.

### **Tutoring**

Gale School has a tutoring program for need-based students. The program runs from October through mid-March. Parents will be notified if their child is a candidate for the program.

# ATTENDANCE

## **District #205 Attendance Policy**

To ensure that all children are given the chance to reach full academic and personal potential to achieve their dreams, Community Unit School District #205 has high expectations for student attendance.

These expectations have been established in concert with Illinois state law. The law states that whoever has custody or control of any child enrolled in school must cause such child to attend public school in the district where the child resides the entire time it is in session during the regular school term, except as otherwise provided by law.

Our district takes student attendance very seriously and we are committed to seeing that every child is at school unless there is an excused reason for absence or tardiness. “Helping Students Achieve Their Dreams” is our district’s mission. Studies have shown that when students are consistently at school they are more likely to achieve their dreams.

### What Parents and Students Can Do

Ensure children arrive to school on time.

For minor health issues—come to school.

Call within one hour of the start of school or send a note within 48 hours of the return to school.

Plan appointments outside of school day.

Return to school after appointments.

Know attendance is required on early dismissal days.

Call when your child is absent from school or unavoidably late.

Communicate with school and seek support when needed.

When absent, be sure to make up missed work.

Your Child Should Stay Home From School if They Have:

- ◆ Fever/Diarrhea/Vomiting
- ◆ Rash with Fever
- ◆ Pink Eye
- ◆ Impetigo
- ◆ Strep Throat
- ◆ Head Lice
- ◆ Scabies
- ◆ Chicken Pox
- ◆ Ringworm
- ◆ Hepatitis—Viral Infection

## **What To Do When Your Child Is Absent**

Parents are asked to notify the school by 9:00 a.m. @ 973-2011 of a child's absence. Students need to be fever free for 24 hours before attending school. If a student has a fever or is vomiting, he/she should remain out of school for their own health. Homework will be provided to students who have been absent 3 consecutive days when requested by parents and will be available at the end of the school day requested.

If a student is tardy because of a medical appointment, parents who notify school prior to the tardy are able to order hot lunch for their student.

## **Prearranged Absences / Family Vacations**

Parents must contact the school a minimum of ten days prior to the prearranged absence and secure a form to fill out regarding the absence. This must be done in order for the absence to be excused.

Vacations when school is in session are frowned upon. However, if you must take your child out of school, you need to fill out a verification form that you may obtain from the office at least 10 days before the scheduled vacation. In order for your child to be excused, this form must be completed and signed by the principal prior to the absence.

## **Excused vs. Unexcused Absences**

What is an Excused Absence:

- Illness
- Medical appointments that can't be scheduled outside of school day.
- Observation of religious holiday.
- Death in immediate family.
- Approved educational purpose.
- Family emergency (on a limited basis).
- Planned vacation with prior approval 2 weeks before.

What is an Unexcused Absence

- No phone call or note to explain student's absence.
- Returning to school after 3 consecutive absences without a valid doctor's note.
- Missing bus. Oversleeping/alarm problems.
- Transportation issues.
- Any other reasons that do not fit the excused category.

NOTE: Maximum number of excused vacation days per school year is not to exceed 5 days.  
VALID DOCTOR'S NOTE WILL BE ACCEPTED: Confirm the child was seen in the office and was too ill to attend school.

## **Excessive Absenteeism**

### Action Steps

#### ◆ 3rd Unexcused Absence:

-Designated school personnel will contact student and parent to discuss absence and plan to improve attendance.

#### ◆ 5th Unexcused Absence:

-Letter sent requesting parent to set up meeting to discuss attendance problem, intervention, and future consequences.

#### ◆ 7th Absence (combined excused/unexcused):

-Letter sent to parent/guardian, notifying them of absences and requesting a meeting if one was not held at the fifth unexcused absence.

#### ◆ 10th Absence (combined excused/unexcused):

- Letter mailed or hand-delivered to parent, requesting they schedule a meeting to discuss absences within 5 days.

-Meeting and/or discussion held with parent/guardian, student, school officials and/or community

support to develop action plan to identify reasons for absences and specific interventions to resolve issues.

-Any further absences will require a valid doctor's note.

-Students referred to school student support groups.

-Students age 7-17 referred to appropriate community authorities (ROE Truancy Program or Police Department).

-Student and/or parent/guardian subject to a citation beginning with 10th unexcused absence and any subsequent unexcused absences.

-Make connection with student and parent/guardian for 11th, 12th, 13th, and 14th absences

## **Tardy Policy**

Students are tardy if they are not in the classroom at the 9:00 a.m. bell. Medical appointments with verification are considered excused tardies. However, we encourage parents to try to make medical appointments outside of the school day for their children whenever possible. Excessive tardies are considered unexcused absences. Unexcused absences are considered truancy. All tardy students must use the main door to enter the building and should be

accompanied by an adult to sign in at the office. Students who are tardy will not get a choice of hot lunch entrees.

## **CAFETERIA PROCEDURES**

### **Breakfast / Lunch**

Breakfast and lunch are available at the school for all students, or they may bring a lunch from home. School menus are posted at the school during the year and posted on the District #205 Internet website at [www.galesburg205.org](http://www.galesburg205.org).

We ask that you keep current in your payments or pay ahead. This can be done on Skyward Family Access or by sending money with your student. If a student is not current on meal fees, and has charged 3 meals, the Gale cafeteria has the right to serve the student an alternate lunch until the balance owed is paid. It is the parents' responsibility to manage their child's meal balance. However, cafeteria personnel will notify parents when their child's balance is in the red.

### **Cost**

<b>Breakfast: \$1.55</b>	<b>Reduced Breakfast: \$.30</b>
<b>Lunch: \$2.30</b>	<b>Reduced Lunch: \$.40</b>

Parents may apply at their school at anytime throughout the school year for free or reduced breakfast and lunch prices.

### **Lunch Schedule**

<b>Kindergarten / 1st</b>	<b>12:25-12:55</b>
<b>2nd / 3rd</b>	<b>11:55-12:25</b>
<b>4th / 5th</b>	<b>11:25-11:55</b>

# RECESS

## Rules

1. **No fighting** (kicking, hitting, pushing, tripping) **OR** play fighting.
2. **Respect others** (Do not grab, touch, throw or pull on others clothing or belongings)
3. **Stay off** the cement ramp, bike rack, trees and fence.
4. **No throwing** rocks or objects other than approved playground balls.
5. **No candy or food** allowed.
6. **No football.**
7. **Luptak's rules** for Four Square
8. **Swing** in a seated position, no jumping off, no walking in front of swingers, and no pushing others on the swings.
9. **Slide** down slides in a seated position, no climbing up slides
10. **Balls may not be brought from home.**
11. **Kick balls out in the field, NOT on the playground (avoiding balls going onto roof or hitting others on blacktop)**

## When the bell rings:

- \* Gather the equipment you brought from the cart.
- \* Return equipment to the cart.
- \* Line up quickly and quietly.

## 8:35 AM Recess:

- K, 1 & 2 are allowed on the blue and yellow climber.
- 3, 4 & 5 are allowed on the soccer field.
- Students are NOT allowed on the playground until 8:35

## Lunch Recess:

**Kickball** is open to any student who wishes to play

- \*New teams are picked each recess
- \*New games are started each recess
- \*No tournament play
- \* 2nd and 3rd grade students may play kickball together

## Winter Playground Rules:



Do not throw / kick snow or ice / climb on the snow piles  
No playing on icy areas.  
Students must wear boots to play in the snow.

## **SCHOOL PROCEDURES**

### **Birthday Treats / Invitations**

Due to health concerns and scheduling, treats and snacks for any occasion must be arranged in advance with the classroom teacher. All treats and snacks must be store bought and prepackaged with nutritional information listed. Treats and snacks must not require refrigeration and must have a clearly printed list of ingredients on the packaging. Items from a bakery must have a clearly printed list of ingredients and a label that clearly states it was made in a peanut free environment. No homemade treats or snacks are allowed for distribution at school. We strongly encourage you to select a treat or snack with nutritional value.

Gale encourages invitations for individual students be sent in the mail because, obviously, students who do not get an invitation get their feelings hurt. The office does not give out student addresses.

### **Classroom Parties**

A sign up will be available at the first PTO meeting for any parent who wishes to be a room parent. Parents are able to sign up for one or more parties held throughout the year for their child's classroom. You may also contact the Room Mother Representative from the PTO to sign up or your child's teacher. Please see PTO guidelines for parent volunteers.

### **Cellular Phones / Gizmo Watches**

Cell phones, IPADs, I PODs, Gizmo watches and other personal electronic entertainment devices are not to be used or on a student's person in school from 9:00 a.m. –3:30 p.m.

### **Discipline**

Student discipline and bus discipline among many other items are outlined in the Elementary Handbook and Student Code of Conduct available online or in the school office.

### **PTO (Parent Teacher Organization)**

Gale has an active PTO. Meetings are held monthly in the Learning Center. See the Gale website for exact dates. **All** Gale parents are encouraged to attend meetings and get involved

in such activities as: Back to School Cookout, Silent Auction, Fun Fair, book Fairs, Family Nights. Every Gale parent is welcome!

Follow the PTO FACEBOOK page: <https://www.facebook.com/groups/153235881425360/>

## **TRANSPORTATION**

### **Morning Arrival at School**

Students may be dropped off after 8:35 am using the single-file car lane next to the playground. Students should exit the vehicle on the passenger's side for their safety. Please do not park in the drop-off lane. If you wish to walk your child to the playground, park in the parking lot and escort them.

The first morning bell rings at 8:55 a.m. Students on the playground line up on designated lines and are directed by an adult into the building. The second "tardy" bell rings at 9:00 a.m. designating the beginning of school. Students who are not in their classrooms by the 9:00 a.m. bell are considered tardy and must be checked into the office by a parent or guardian. Bells also ring to signal recess times throughout the school day and dismissal.

### **Student Dismissal**

After the 3:30 p.m. bell, all students are dismissed from school through the gym except bus riders. Parents are asked to wait outside the gym doors for student pick up at the end of the day. Inform your child where you will be waiting to avoid confusion for him/her. Parents are expected to pick their child by 3:40 p.m. when supervision ends. Alternate plans such as PALS should be arranged if students will be picked up later.

### **Busses**

Busses use the front circular driveway to load and unload students. Parents are not to use the circular drive to load/unload students before/after school. If a student wishes to ride home with a friend on the bus, a note must be given to the office for the principal' signature regarding this prior to dismissal.

### **Parking**

There is no parking in the front circle during the school day except after 3:45 p.m. Visitor parking is available as are general parking spaces.

### **Transportation Messages**

Parents are encouraged to make their child aware of transportation issues/appointments. While we make every effort to notify a child regarding a parent's message, if a parent needs a message relayed to their child, parents are asked to call the Gale office by 2:30 p.m. to give ample time for the message to be delivered.